

KRW

PLANNING FOR DEVELOPMENT OF
DADE COUNTY JUNIOR COLLEGE



EDUCATIONAL SPECIFICATIONS
FOR
DADE COUNTY JUNIOR COLLEGE
CENTRAL CENTER
NORTHWESTERN CENTER

MIAMI, FLORIDA
DECEMBER 1960

INDEX

COMMITTEES
INTRODUCTION
INSTRUCTIONAL ORGANIZATION
EDUCATIONAL PROGRAM
LETTER TO ARCHITECT

SPACE NEEDS - CENTRAL CENTER

General	1
Administrative Facilities	4
Library	6
Fine Arts	8
Student Center11
Health & Physical Education13
Laboratories: Technical and Special Degree . .	.15
Science Laboratories19
Faculty Offices23
Language Laboratories24

SPACE NEEDS - NORTHWESTERN CENTER

Administrative, Student Center and General Classrooms	25
Science, Music, Homemaking, Faculty Offices . .	26
Total Budget	27

DADE COUNTY JUNIOR COLLEGE

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Alfred O. Barth, Associate Director of School Planning

INTRODUCTION

In consonance with State Board of Education Regulations and Section 236.073 Florida Statutes a survey team visited Dade County Junior College on September 13-15, 1960 to study and make recommendations of proposed facilities for this institution, with special reference to the biennium 1961-63.

The purpose of this survey was to recommend facility needs and long range planning considerations for the Dade County Junior College. The survey team consisted of the following:

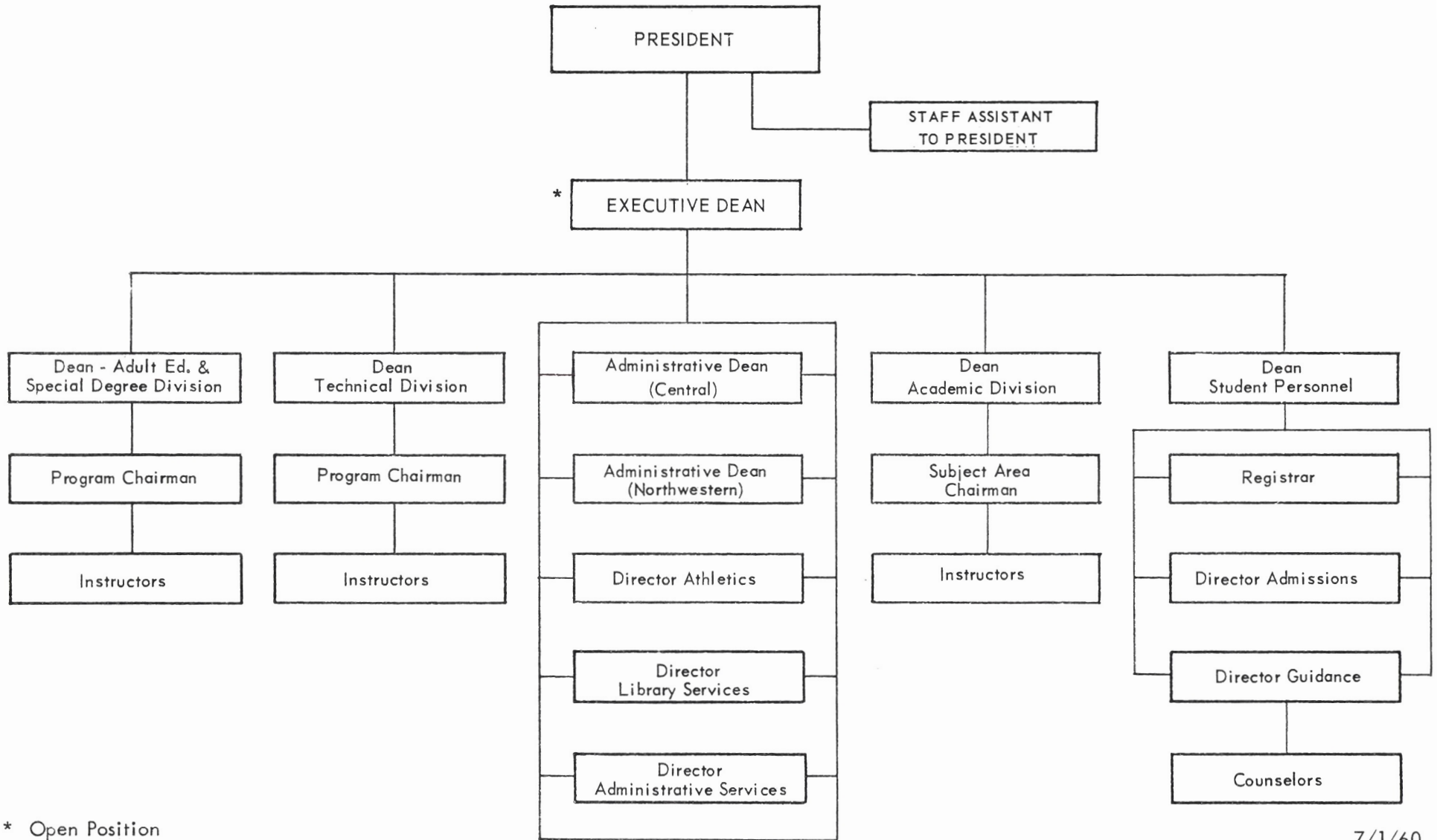
James L. Wattenbarger	(CHAIRMAN), Director, Division of Community Junior Colleges, State Department of Education
Henry L. Ashmore	President, Pensacola Junior College Pensacola, Florida
James T. Campbell	Assistant Director, Administration and Finance, State Department of Education
Lee G. Henderson	Assistant Director, Division of Community Junior Colleges, State Department of Education
C. W. McGuffey	Assistant Director, School Plant Administration, State Department of Education
Fred R. Thornton	Consultant in Technical Education State Department of Education
N. Lee Sayers	Assistant School Architect, State Department of Education

Following the visit of the Survey Team, Dr. Joe Hall, Superintendent of the Dade County Public School System, directed the President of the Junior College and the School Board Architect to expedite planning in agreement with the report of the Survey Team.

The Staff of the Superintendent directed the School Architect and the President of the Junior College to visit selected junior colleges throughout the nation which had recently planned, and/or executed plans for, physical facilities. These two, in company with Mr. Andrew Ferendino, of the firm Pancoast, Ferendino, Skeels and Burnham, visited some nine junior colleges in New York, Michigan and California. The visit was used to secure ideas and suggestions from the faculty and staffs which had recently gone through the planning for physical facilities being undertaken by the Dade County Junior College.

Following will be found an organization chart of the Dade County Junior College and a general description of the purposes and the programs offered.

DADE COUNTY JUNIOR COLLEGE
INSTRUCTIONAL ORGANIZATION



* Open Position

Educational Program

Architectural planning of facilities must be adequate to implement the overall purposes and programs as outlined below:

Dade County Junior College will offer the four following main types of programs, and satisfactory completion of each will entitle the student to be awarded the appropriate Associate of Arts or Associate of Science degree:

1. Programs paralleling the freshman and sophomore years of the four-year college and university:

For those high school graduates who may wish and who should be encouraged to continue their higher education studies at senior colleges and universities following completion of two years in the junior college.

Note: Generally, students who satisfactorily complete the two-year junior college "parallel program" may transfer without loss to the junior class (third year) of a senior college or university, and in two years there secure the Bachelor's degree.

2. Two-year technical programs:

For those high school graduates who wish to complete a two-year college program which will enable them to enter directly into a trade or profession at the level of a technician (competencies requiring a higher level of education than high school or vocational, but less than a four-year professional program in engineering).

Notes: These courses will all be college-level (credit) courses, and the majority of them may be transferred to a senior college or university if the student should decide, upon completion of the junior college, to pursue a professional program at the university. The programs of this type, however, are designed primarily to prepare the technician or technologist for direct entrance into employment.

3. Two-year special degree programs (non-technological):

For those high school graduates who wish to complete a two-year college program which will prepare them to enter business or professional employment at a level of competence requiring a higher level of education than high school but less than a four-year university degree. (Similar in purpose to 2, above, except not educating for industrial or engineering technology).

Note: These courses are all college-level (credit) courses. Though the programs are designed to prepare for entrance to employment, the majority of them could be transferred to a senior college or university, if the student should decide to continue toward a four-year professional degree.

4. Adult education programs:

College level, non-vocational, offerings of a non-credit nature for adults in the community who wish to improve themselves through organized study. These offerings will be largely directed toward intellectual and cultural development. Special non-credit courses for technological personnel will also be offered.

DADE COUNTY PUBLIC SCHOOLS
ADMINISTRATION OFFICES

LINDSEY HOPKINS BUILDING

1410 N. E. 2ND AVENUE MIAMI 32, FLORIDA
PHONE FR 7-4311

DR. JOE HALL
SUPERINTENDENT

BOARD OF PUBLIC INSTRUCTION
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MR. JESS YARBOROUGH

December 21, 1960

Pancoast, Ferendino, Skeels & Burnham
2575 S. Bayshore Drive
Miami, Florida

Gentlemen:

This is to inform you that you have been commissioned as architects for the Central Center, Dade County Junior College.

"24,972 - Upon recommendation of the Superintendent, Mr. McCrimmon moved, seconded by Dr. Butler, that Pancoast, Ferendino, Skeels and Burnham be commissioned architects for the Central Center, Dade County Junior College, in accordance with the Board's standard architectural agreement." - Official Board Minutes of November 16, 1960.

Attached are the educational specifications for the Central Center which have been developed by the faculty and staff of the Dade County Junior College.

The following time schedule is furnished as a guide in preparation of plans:

- (1) Completion of Preliminary Plans, March 1, 1961.
- (2) Completion of Intermediate Plans and rough specifications, June 15, 1961.
- (3) Completion of Final drawings and specifications, July 15, 1961.

Sincerely,

Richard L. Lemon, Architect and
Director of Schoolhouse Planning

RLL:sg

SPACE NEEDS FOR EDUCATIONAL PROGRAM
FOR
CENTRAL CENTER
DADE COUNTY JUNIOR COLLEGE

Central center is planned as part of the Dade County Junior College system and will house administrative facilities for the entire system. This center is to be constructed on approximately 45 acres adjoining the site of the Miami Central High School and the Miami Farm School.

Facilities will be planned for a maximum enrollment of 3,300 full time students. Administrative facilities will be planned for the needs of a multi-center college with an enrollment of 12,000 full time students.

If feasible, the required new space is to be designed to allow continued usage of the existing temporary library and administrative area while new buildings are under construction. Upon completion of total approved space, the area now occupied by the above two facilities will be converted to other uses.

The Central Center should face Northwest 19th Avenue. Negotiations will be made to attempt to have ease of access from 103rd Street.

The following principles of design are important and are to be carefully considered during all phases of planning:

Campus Planning

To set forth the immediate campus needs and to establish a plan for orderly future growth of facilities, it is necessary for the Architects to prepare a complete land usage plan. In addition to the physical plant, the land usage study indicating the topography should include:

- (1) All parking areas and service drives.
 - (a) Parking is to be provided for 2000 cars. Parking areas should be divided and located on the site periphery. They should be arranged to eliminate great walking distance from a given area to classes. Parking areas should not isolate the athletic grounds from the physical plant.
 - (b) Service drives are to be kept on the site periphery. Locating service areas immediately off parking lots can reduce the amount of special drives needed.
- (2) Playing Area - the number of below listed play areas provided will be contingent upon availability of land.

- (a) Track layout - to accommodate 440 yds and 220 yard straight away.
- (b) Archery Range.
- (c) Golf Practice Range
- (d) Three (3) intramural fields (150' x 300') for soccer, field hockey and touch football.
- (e) Four (4) softball fields
- (f) One (1) Baseball field.
- (g) Fourteen (14) paved tennis courts - multi-purpose areas to accommodate fourteen (14) tennis courts, eight (8) paddle tennis courts and ten (10) handball courts.
- (h) Ten (10) outside basketball courts - multi-purpose areas to accommodate ten (10) basketball, ten (10) volley ball and eight (8) to ten (10) shuffleboard courts.

Physical Plant

- (1) Compact construction for efficient utilization of land.
- (2) Careful selection of materials to minimize future maintenance and to allow for flexibility. This is especially important in the selection of room partitions and ceiling materials.
- (3) Proper affinity relationships of areas to reduce walking distances.
- (4) Simplicity of design to allow repetitive construction procedures.
- (5) Building groups are to allow for a minimum of future expansion

The physical plant is designed for 3,300 students and once the enrollment substantially exceeds this figure it is anticipated that other centers will be opened.

However, it is very important that this center be designed to allow for a changing educational program within its presently defined building area. This can possibly be best accomplished by locating several classroom areas adjacent to fixed areas such as science and technical laboratories to allow future expansion into classrooms.

- (6) Air Conditioning - All areas of this plant are to be air conditioned with the exception of the gymnasium, locker and shower rooms and service areas. Extreme care is to be used in the selection and design of the air conditioning system, taking into account proper zoning. Facilities are to be occupied by day and evening students throughout the year.

(7) Continuously fixed ceiling heights should be maintained from corridors into classrooms to allow for ease in adjusting partitions and for placing future services.

(8) Provisions are to be made for a service elevator for freight and for physically handicapped students. All second floor areas of the main building grouping should be tied together to allow access from the elevator area.

In order that a proper scheduling for the progress of construction may be established, a comprehensive planning procedure must be initiated.

First, the preliminary drawings and necessary sketches to implement the complete educational program should be prepared. From these drawings a master campus plan is to be developed. Upon completion of these phases of planning, a schedule of priorities of construction is to be established before the Architect is requested to proceed with working drawings. The compactness of planning requires that proper affinity relationships be established before priorities of construction.

ADMINISTRATIVE FACILITIES -

In the projected multi-center Dade County Junior College, Central Center, as well as all future centers, will have an area to house its administration.

In addition, the general administration of Dade County Junior College shall also be housed at the Central Center site but separate from the administrative area of Central Center.

The administrative area pertaining to Central Center shall house and service the educational program of that center, while the general administrative facility will house the institution wide services and functions of Dade County Junior College.

A. General Administrative Facilities for Dade County Junior College

	<u>Area</u>	<u>Total</u>
(1) Presidential Suite (Preferably 2nd Floor)		
a. President Office	250	
b. Executive Dean's Office	150	
c. Secretarial & Reception for these two offices	500	
d. Conference room	<u>400</u>	
		1,300

Consider locating foods laboratory and living room suite of homemaking department within this general area that these spaces may be used for small receptions

(2) Dean's Offices (adjacent to Pres. Suite)		
a. Dean of Administrative Services	150	
b. Secretary	100	
c. Dean of Academic Division	150	
d. Dean of Technical Division	150	
e. Dean of Special Degree Program	150	
f. Secretarial space for 3 secretaries for above deans ..	<u>300</u>	
		1,000

(3) Student Personnel Area		
a. Dean of Student Personnel	150	
b. Secretary	100	
c. Registrar	150	
d. Dir. of Guidance & Counseling .	150	
e. Secretary & Reception to above two offices	200	
f. Student Personnel Records and storage (easily accessible to Registrar and Dir. of G&C	450	
g. Vault	250	

	<u>Area</u>	Total
(3) Student Personnel Area (continued)		
h. IBM Supervisor Office	100	
i. IBM Stockroom	300	
j. IBM Workroom	1200	
(with equipment such as 4 key punch machines, 3 sorters, 2 tabulating machines, 1 collator, 1 gang punch, 3 card cabinets, 6 storage cabinets). Accessible to Registrar.		
k. Supervisor of Testing	150	
l. Testing Work Area	<u>150</u>	
		3,350

(4) Administrative Services		
a. Bursar's office	150	
b. Secretary	100	
c. Buildings & Grounds Supt. ...	150	
* d. Duplicating Room	435	
** e. Receiving Stock & Storage ...	1000	
* f. Mail Room	220	
g. Vault	120	
h. Internal Accounts	625	
i. Budgets, purchasing & work area	<u>470</u>	
		<u>3,270</u>

- * Used for both administrative areas
 ** This area to be adjacent to similar area for Central Center for common usage of loading dock.

General Administrative Total - - - - - 8,920

B. Administrative Area for Central Center

(1) Administrative Services		
a. Admin. Dean	150	
b. Secretary	200	
c. Asst. Admin. Dean	150	
d. PBX (for all facilities)	100	
e. Cashier	100	
f. Stockroom	<u>180</u>	
		880
(2) Student Personnel		
a. Service & Reception (work area for 5 clerks, a counter & waiting area)	800	
b. Student Personnel & Clerical area (5persons & files)	600	
c. Asst. Registrar-Admissions Officer (off waiting area) ...	150	
d. Secretary	100	

	<u>Area</u>	<u>Total</u>
B. Administrative Area for Central Center (continued)		
(2) Student Personnel		
e. Counseling Offices (5 @ 100)	500	
f. Secretary to Counselors	100	
g. Student personnel records, files, storage	<u>225</u>	
		<u>2,475</u>
Central Center Admin. Total - - - - -		3,355
ADMINISTRATION GRAND TOTAL - - - - -		12,275

LIBRARY -

The library facility located at the Central Center will serve not only as the library for this center but as the reception and processing center for Dade County Junior College. Thus, consideration should be given to delivery and pick-up. Ease of access by both public and students is of prime importance.

This facility should be centrally located to the learning facilities area.

Good accoustical treatment is a necessity throughout the library facility.

In order to make stacks more accessible to other library areas, consideration should be given to a two-floor overall library arrangements. This possibility is contingent upon desirability and feasibility of a multi-story plant for all facilities.

A. Reading Rooms

- (1) General Reading - 300 students
 - (2) Reference Room - 300 students
These rooms should be served by a common reception lobby and check out area and should be adjacent to stacks.
 - (3) Reserve Reading Room - 100 students
This room can be vertically or horizontally separate from the above 2 rooms but should be adjacent to stacks
 - (4) Browsing Room - 75 students
Total includes reading rooms, Lobby and check out. The check out desk should be adjacent to stacks and should preferably have two check out areas from the stacks.....
- 19,000

	<u>Area</u>	<u>Total</u>
B. <u>Study Rooms</u>		
(1) 10 @ 150 sq. ft.	1,500	
(1 microfilm, 2 typing. 1 meeting , 6 conference. These areas are quiet study rooms and should have full dividing partitions).		
(2) Listening rooms for related audio activity	<u>80</u>	
		1,580
C. <u>Offices</u>		
8 @ 125 sq. ft.		1,000
These areas should be adjacent to stacks and work areas and can be divided by office type semi-full height partitions.		
D. <u>Library Lounge</u>		300
E. <u>Film Preview Room</u>		400
Adjacent to lobby and to library lounge.		
F. <u>Work Room and Storage</u>		3,175
Receiving, processing and storage of books for this center and for delivery to other centers. Must be accessible to stacks and to vehicular pickup.		
G. <u>Stacks</u>		<u>6,000</u>
Open and tiered stacks to accommodate 70,000 volumes. If library is 2 storied, stacks are to extend through 2 floors and a service elevator will be required. This elevator will be for staff usage only.		
LIBRARY TOTAL		31,455

GENERAL INSTRUCTIONAL SPACE _

Within the limits of the general classroom area recommended by the State Survey, the Junior College Planning Committee has sought to achieve maximum flexibility of use. This is reflected in the Committee's distribution of this space into seminar rooms (1/2 classroom), standard classrooms, large and small lecture rooms, and a small multi-use teaching auditorium (small theatre).

All classrooms of all types will be planned to accommodate a variety of instructional aids such as movie projectors, filmstrip, slide projectors, and television.

A.

	<u>Area</u>	<u>Total</u>
General Instructional Space (Continued)		
A. 2 lecture rooms @ 200 students each. Each room to be divisible into 2 standard classrooms by a folding partition and to have stepped seating @2400 sq. ft. each	4,800	
B. Small multi-use teaching auditorium (Little Theater) for 250 students with an adequate stage. Provide classroom level artificial lighting and upholstered seats. For common usage of dressing rooms, properties room and work room, it is desirable that this stage be closely related to the large 500 capacity teaching auditorium described in Fine Arts	3,600	
C. 45 Standard classrooms @ 600 sq. ft. 10 of these classrooms shall have folding partitions to divide them into 1/2 classrooms (seminor rooms), Standard classrooms are to have maximum chalk- board on one wall and 4 lineal feet of tackboard. No cabinet work is required	<u>27,000</u>	
TOTAL GENERAL INSTRUCTIONAL SPACE		35,400

FINE ARTS -

While the Fine Arts Department space allocation does not include auditoria and large lecture rooms, it is considered desirable to design the facilities of the department around these units within the limits of design requirements.

While all college departments will use these areas, it is nevertheless expected that the Fine Arts Department would be prime user.

We have redistributed the 9,000 sq. ft. recommended for the Fine Arts Department by the State Survey Committee in order to best utilize this area to meet the needs of the Junior College Fine Arts instructional program.

In the planning of the Fine Arts facilities, there is logic in grouping the large teaching auditorium, small teaching auditorium, music rehearsal area, art studios, and theater workroom.

A. Art

1. Art Studio (1) For crafts workshop	1,430
2. Art Studio (1) Drawing and painting studio	1,258
3. Art Storage Room (1) Shared by both art studios	277

	<u>Area</u>	<u>Total</u>
FINE ARTS (Continued)		
4. Standard Classrooms (1)		
Adjacent to art studios	----	
(Space provided under general instructional space.)		
	<u> </u>	
		2,965

B. Music

1. Recording-Listening Room (1)		
Capacity 35 students with multiple earphone listening stations and record storage on wall shelving. This room will be used by both music and humanities students	600	
2. Choral Room (1)		
Capacity 125 - one large room with fixed risers	1,600	
3. Instrumental Room (1)		
Capacity 125 - one large room with fixed risers	1,600	
4. Recording Room - located between band and choral room	60	
5. Instrumental Storage (1)		
For all string and wind instruments. Located adjacent to music rehearsal room	300	
6. Music Library (1)		
Housing reproducing equipment, sorting tables and racks, file cabinet storage for choral and instrumental sheet music. adjacent to choral portion of rehearsal room	300	
7. Robe and Uniform Storage		
Storage for 100 robes and 100 uniforms for band and choral	320	
8. Piano-theory Room (1)		
Capacity for maximum of 25 students used for theory and piano classes for music and education majors. Room to contain up to 12 spinet type pianos. Provide maximum chalkboard	650	

1800 } if possible
1800 }

	<u>Area</u>	<u>Total</u>
<u>FINE ARTS - (Continued)</u>		
9. Practice Rooms (8) 6 rooms 8' x 10' 2 rooms 8' x 12' Rooms to be used for private piano, vocal and instrumental practice	<u>670</u>	6,100
 C. <u>Office Space</u>		
For faculty of 8 and 1 department head for total Fine Arts Program		
1. Offices (4) - teaching studios 2 offices 12' x 15' 1 studio - grand piano 12' x 24' 1 teaching office 12' x 16'	800	
2. Faculty Offices - Art & Drama (4) 2 offices 185 sq. ft. 2 offices 185 sq. ft.	370	
3. Fine Arts Department Head Office and secretarial space	<u>250</u>	
		1,420
 D. <u>Auditoria</u>		
1. Large Teaching Auditorium At 500 capacity completely adequate for dramatic and musical productions and provided with classroom level artificial lighting. Provide Stage 10 ft. If stages of large and small auditoria are backed, provide grid system and panels to separate stages. Provide orchestra pit for 50. Set up hydraulic lift orchestra pit as alternate. Provide projection room ...	6,000	
Excellent acoustical treatment is necessary.		
a. Organ chamber (Pipe Organ) Upper level	145	
b. Organ blower room (heavily soundproofed) - Lower Level	456	

	<u>Area</u>	<u>Total</u>
FINE ARTS - (Continued)		
c. Make-up and Dressing Rooms (2) To have toilet and shower	860	860
d. Wardrobe storage (1)	242	242
e. Theater workroom	1,496	1,496
f. Rehearsal Room - adjacent to dressing rooms	1,600	1,600
g. Properties Room	360	360
h. Electrical Equipment	156	156
i. Janitorial Service Room	100	100
j. 2 Rest Rooms (off lobby)	540	540
k. Lobby (with box office)	<u>900</u>	<u>900</u>
		12,855

2. Small Teaching Auditorium
(Little Theater)

This space provided for in general instructional area. Note reference for desirability of locating this auditorium adjacent to large teaching auditorium for combined usage of common facilities

TOTAL FINE ARTS SPACE 23,340

STUDENT CENTER -

The student center serves as the indoor leisure-time center for the Junior College student. This center will provide food and refreshment services and facilities for student organizational uses and community functions.

In the organization of space for this building, consideration should be given to the arrangement of major and minor dining areas to allow these spaces to be joined for large banquets or dances, or to be used separately for smaller functions.

The student center should occupy a prominent place in the overall campus plan to make it easily accessible to all students.

	<u>Area</u>	<u>Total</u>
STUDENT CENTER (Continued)		
A. <u>Student Dining</u>		
1. Main dining - seating for 525 Should be located adjacent to faculty dining and separated by movable partition. This area will be served by 2 serving lines from main kitchen	7,500	
2. Snack Bar - to seat 75 This area to be available to students at night. Consider patio type adjacent space	<u>1,500</u>	9,000
B. <u>Faculty Dining</u> (see main dining) To seat 75 and served from main kitchen		
	<u>750</u>	750
C. <u>Food Service</u> To provide for above 2 dining areas and insofar as feasible, a snack bar. 2 serving lines to provide the needs for low cost multi-choice type food service for both student and faculty. Space allocation for this area to house scullery, storage, office and toilets necessary for a full functioning kitchen		
	<u>3,000</u>	3,000
D. <u>Student Lounge & Activity Rooms</u>		
1. Lobby	400	
2. Quiet Lounge - adjacent to lobby ..	2,000	
3. Activity Rooms		
a. (1) Meeting Room	300	
b. (1) Meeting Room - this room to be divisible into two rooms	600	
c. Recreational Room	1,300	
4. Bookstore (Vehicular serviced). To be located off lobby and to have shelving, counter and small tackboard (sales 2,500 sq. ft., manager and secretary 250 sq. ft., Storage & receiving 1,500 sq. ft.)	4,250	

	<u>Area</u>	<u>Total</u>
<u>STUDENT CENTER (Continued)</u>		
5. Student Government & Publications		
a. Student government & workroom ...	400	
b. Newspaper office & workroom	300	
c. Annual office & workroom	300	
d. Judicial court room & office	400	
e. Faculty advisor's office	150	
f. Director's office & secretary ...	250	
	<u>1,800</u>	
		<u>10,650</u>
TOTAL STUDENT CENTER		23,400

HEALTH & PHYSICAL EDUCATION

Physical educational facilities will be designed to accommodate the needs of a total health and physical education program for approximately 90% of the student body. The needs for an inter-collegiate sports program, with the exception of football, will be met.

The following space needs are based on a total participation of 3,000 students --- 2,000 boys and 1,000 girls. Facilities are to provide for the largest class of 225 boys and 100 girls.

A. Activities Area

1. Playing floor - includes bleacher area (3000 seats) and 50' x 90' court - court to provide for floor area	8,000	
Bleacher area (3000 @ 2.5 + 500 sq. ft. for aisles)	8,000	
2. Lobby (ticket office & public toilets)	<u>1,600</u>	
Provide trophy case & bulletin board.		17,600

B. Men's Facilities

1. Locker Room - 225 12" x 15" x 3' lockers, 1 each class	1,700	
2. Office space - adjacent to lockers for control for 2 personnel	150	
Deduct from faculty space.		
3. Basket storage room for 2000 12" x 15" x 12" baskets	600	
4. Varsity lockers - provide for 90 15" x 15" x 3' lockers	750	
650 sq. ft. locker room - 100 sq. ft. storage.		

	<u>Area</u>	<u>Total</u>
HEALTH & PHYSICAL EDUCATION (Continued)		
5. Training Room - within this space provide therapy room (60 sq. ft.) and shower-toilet room (30 sq. ft)..	450	
6. Shower Room - Locate for usage of both men's locker area and varsity. Provide 40 shower heads - to be used staggered on maximum peak of 200 students	480	
7. Toweling Room - adjacent to showers. For use of both varsity and men's locker areas	200	
8. Toilets - for use of both varsity and men's locker areas	120	
9. Health Activities Laboratory & storage - to serve physically handicapped students	<u>1,150</u>	
		5,600
C. <u>Women's Facilities</u>		
1. Locker Room - 100 lockers, 12" x 15" x 3'	850	
2. Office space for 2 personnel	150	
Deduct from faculty space.		
3. Basket storage room, for 1000 baskets	300	
4. Shower Room		
a. Gang Showers (15 heads)		
b. Individual Showers (10)	400	
5. Toilets.....	120	
6. Toweling Room	<u>120</u>	
		1,940
D. General Storage - gym equipment, track, basketball, baseball, etc.	<u>900</u>	
		900

HEALTH & PHYSICAL EDUCATION (Continued)	<u>Area</u>	<u>Total</u>
E. <u>Health Clinic</u>		
Located as part of physical education facilities or adjacent to this area.		
1. Waiting area	120	
2. Nurses' Office	160	
3. Clinic Work room & storage	280	
4. Treatment Rooms (2 @ 50)	100	
5. Girls' Rest & Toilet	220	
6. Boys' Rest & Toilet	<u>220</u>	
		1,100
F. <u>Offices</u>		
5 Offices (10 faculty) @ 150	750	
Secretarial space for 3	<u>300</u>	
(Deduct from faculty space)		1,050
G. Laundry & Towel Room	<u>1,080</u>	
		1,080
TOTAL PHYSICAL EDUCATION SPACE		29,270

LABORATORIES: TEACHNICAL AND SPECIAL DEGREE PROGRAMS

A. Labs for Technical Program.

It is desirable that the following laboratories be on the ground floor in one general grouping to facilitate structural layout and furnishing of laboratory services. Provide one centrally located loading ramp for use of all laboratories. Consider desirability of locating technical labs near to academic science laboratories in order to achieve economy in provision of services.

Laboratories should be serviced from individual power transformers.

Provide adequate compressed air capacity (120 gal. tank, 5 h.p., 220 volt motor, water trap and dryer), centrally located, to service all science and technical laboratories.

Main power transformers to have provision for powering 440 volt 3-phase equipment.

LABORATORIES: TECHNICAL AND SPECIAL DEGREE PROGRAMS (Continued)

	<u>Area</u>	<u>Total</u>
1. <u>Data Processing Laboratory</u>		
1 @ 1600 sq. ft. with adjacent storage space of 400 sq. ft.		2,000
a. Ceilings - Incombustible, removable tile.		
b. Power - 2 - 200 amp, (220-120 V. 3-phase) industrial type power service buss bars in- stalled in ceiling. Normal service wall plugs, 115 V. approx. 15 ft. apart on walls.		
c. Gas, water and compressed air piped to laboratory to single location.		
d. Lighting - Minimum 50 foot-candles at working services.		
e. Floor - heavy concrete to support industrial equipment. Equip. with removable power cable troughs, not more than 10 ft. apart to receive heavy power cables.		
f. Internal storage:		
(1) 1 - Central equipment room, approx. 96 sq. ft.		
(2) 2 - Program storage rooms, approx. 72 sq. ft.		
g. Doors: 1 large double door to admit equipment.		
h. Tack and chalkboards - chalkboards on at least two different walls. Provide 24 lin. ft. of chalk- board and 8 lin. ft. of tackboard.		
i. Wash basin - 20" x 30"		
2. <u>Machine Drafting and Design Lab.</u> (to be later used for instrument technology & air conditioning & refrigeration tech- nology)		
2 @ 1600 sq. ft. plus 2 adjacent storage areas @ 400 sq. ft.		4,000
From 1. above apply all items except removable power cable troughs in item e.		

LABORATORIES: TECHNICAL AND SPECIAL DEGREE PROGRAMS - (Continued)

	<u>AREA</u>	<u>TOTAL</u>
3. Electronics Technology Lab.		
1 @ 1600 sq. ft. plus a storage area of 400 sq. ft.	2,000	
Apply all items a. through i. in 1. above.		
4. Mechanical Technology Lab.		
1 @ 1600 sq. ft. plus a storage area of 400 sq. ft.	2,000	
Apply all items a. through i. in 1 above.		
5. Metallurgical Technology		
1 @ 1600 sq. ft. plus a storage area of 400 sq. ft.	2,000	
Apply all items a. through i. in 1. above	_____	
TOTAL TECHNICAL LABS		12,000

B. Laboratories for Special Degree Programs.

These laboratories should be located conveniently to achieve economy of services such as gas, water, electric. Provide cabinets in all laboratories.

1. (2) Business Education Typing Laboratories @ 1,000 sq. ft. each 2,000

- a. Provide 40 electrical outlets on floor spaced to provide 3 aisles and to service 40 electric typewriters.
- b. Provide tackboards on two sides and chalkboards on two sides.
- c. Provide normal floor outlets for general service.
- d. Provide washbasin and storage cabinets.

2. 1 - office machines laboratory and (1) office practice laboratory @1200 sq. ft. each ... 2,400

- a. Provide washbasin and storage cabinets.
- b. Provide normal electrical outlets for general service and two rows of 5 double outlets in floor. Space equally to make 3 aisles.

LABORATORIES: TECHNICAL AND SPECIAL DEGREE PROGRAMS (Continued)

	<u>Area</u>	<u>Total</u>
c. Provide tackboards on two sides and chalkboards on two sides		
3. Police Science and Criminology (See Science Facilities)	---	
4. <u>Homemaking Suite</u>		
All areas should be serviced with hot and cold water.		
a. Foods Lab.	1,200	
1. Provide 5-unit kitchen, 3 electric units and 2 gas units.		
2. Laundry area to house 2 washers & 2 dryers.		
3. Provide O.H. fluorescent lighting giving 50 ft. candles to each work station.		
b. Sewing Lab.	1,200	
1. Provide wall or floor outlets for 12 sewing machines		
2. Provide 2 built in ironing boards.		
3. Provide 8 x 10 dressing room with mirrors.		
4. Provide O.H. fluorescent lighting giving 50 ft. candles to each work station		
c. Living Room (approx. 800 sq.ft.)	<u>800</u>	
a. Provide residential-type lighting. Note: See President's area for possible location considerations.		3,200
5. <u>Fashion Design and Merchandising.</u>		
a. Provide showcases and cabinets for displaying merchandise.		
b. Provide 18' work counter.		
c. Provide raised platform approx. 8' x 24" 8 to 10" high with provision for curtain enclosure.		
d. Provide sink in rear of laboratory with hot and cold water.		

LABORATORIES: TECHNICAL AND SPECIAL DEGREE PROGRAMS (Continued)

	<u>Area</u>	<u>Total</u>
e. Provide overhead fluorescent lighting of commercial store type	1,600	
6. Locate typical classroom adjacent to Fashion Design for future expansion. Space provided under instructional		
7. <u>Nursing Laboratory</u>		
a. Provide a laboratory type classroom for 20 students with hospital-type sink, hot and cold water and a toilet.		
b. Provide model hospital room with basin @ 140		
c. Provide drug and equipment storage for laboratory @ 60	<u>1,600</u>	
TOTAL SPECIAL DEGREE PROGRAM		10,600
C. <u>Office Space</u> - (for 40 faculty - 20 offices @ 150 sq. ft. + 5 secretaries @ 100	<u>3,500</u>	
		3,500
TOTAL TECHNICAL & SPECIAL DEGREE		26,100

SCIENCE LABORATORIES

Science laboratories should be grouped conveniently in proximity to several classrooms and to the science lecture demonstration room to minimize travel distance.

That office space allocated under "Faculty Offices" for science faculty should be located nearby.

A. Botany

1. 1 - laboratory, 24 student capacity ... 1,200
 - a. Provide demonstration desk, chalk and tackboards.
 - b. Arrange (12) 2-student fixed tables with sinks in 3 rows of 4 tables, facing demonstration desk. Provide water, gas and electric to all work stations.
 - c. Provide (1) microscope cabinet and (1) drawer per station.

2

STUDENT LABORATORIES (Continued)

Area

Total

B. Zoology

1. 2-laboratories, 24 student capacity @
1200 sq. ft. each 2,400

a. Provide demonstration desk, chalk and tack-boards.

b. Consider arranging (12) 2-student tables in 3 rows of 4 tables, facing demonstration desk. Each table to have sink and be equipped with water, gas, and electricity.

c. Provide (1) microscope cabinet and (1) drawer per station.

C. Special Lab. (Microbiology, Physiology & Genetics)

1. 1-laboratory - 16 student capacity 1,200

2. Special Lab. features.

a. Provide demonstration desk, chalkboards and tackboards.

b. Provide an autoclave.

c. Arrange 4 - 4-student work stations rectangularly in room. The 4 four-student purpose lab tables (with center sink) should be provided with all necessary services. Services are gas, water, D.C., A.C. (110 V), autoclave, 1 fume hood with all services inside.

D. Combination Preparation & Storage Room 600

This room is to be centrally located to serve labs. A. through C. It is to be equipped with water, gas and electric, adjustable shelving, plant drying rack and herbarium cabinets, and adequate storage for requirements for both zoology and botany.

E. Chemistry - General

1. 2-laboratories -24-student capacity @
1200 sq. ft. each 2,400

a. Provide chalkboards and tackboards.

b. Provide three 8-student chemistry tables with troughs and reagent racks running through center.

STUDENT LABORATORIES (Continued)

c. Provide sink at end of each tables, hoods, and balance tables at side. (6 fume hoods and 3 balance tables, reagent racks on top of each balance table)

d. Provide water, gas and electricity (110 v, A.C. - D.C.)

F. Advanced Chemistry (Organic & Qualitative)

1. 1 - laboratory - 18 student capacity @ 1200 sq. ft. 1,200

a. Arrange 3 organic tables with 6 student stations each and provide (4) fume hoods, (2) balance tables and reagent shelves.

b. Provide gas, water, D.C., A.C. and compressed air to all work stations.

G. Physics Laboratory

1 - 2 - laboratories, 24 student capacity @ 1200 sq. ft. each 1,200

a. Provide demonstration desk, chalkboards, tackboards and means to darken the room.

b. Provide 4 - 6-student fixed work tables (with cabinets and drawers below on each side of room and high storage cabinets in back of room).

c. Provide all work stations with gas, D.C. A.C. current and compressed air.

H. Special Chemistry ~~Research~~ ^{Projects} Laboratory 600
for 8 persons.

I. Police Science and Criminology 1,400

Provide a standard general chemistry laboratory with capacity for 24 students, as outlined in "D" above.

J. Storage

For chemistry, physics and special research. Arrange these labs. around storage for ease of access 800

Provide analytical balance area, and preparation area in addition to storage cabinets.

	<u>Area</u>	<u>Total</u>
<u>STUDENT LABORATORIES (Continued)</u>		
K. <u>Science Lecture</u>		
Stepped curved seating area with demonstration desk and chalkboard at front. Provide movie projection facilities	1,650	
L. <u>Planetarium - Classroom</u>	1,100	
M. <u>Greenhouse</u>	600	
N. <u>Lobby Display Area (Museum)</u>	600	
O. <u>Dark Room</u>	200	
For all science facilities		
P. <u>Offices</u> (42 Faculty - 21 Offices, @ 150 sq. ft. and 5 secretaries @ 100 sq. ft.) Work space - conference 300	3,950	
TOTAL SCIENCE LABORATORY SPACE - - - - -		21,100

to Botany

FACULTY OFFICES -

Office space is to be apportioned with good balance between decentralization and centralization among general classroom areas and departmental spaces.

Offices are to be provided on the following basis:

(Space allocated on basis of 150 sq. ft. per 2 faculty and 100 sq. ft. per secretary with exception of Fine Arts where offices serve as teaching studios).

	<u>Offices</u>	<u>Faculty</u>	<u>Secretaries</u>	<u>Space</u>
<u>A. Academic</u>				
*Social Science	7	14 20	2	1,250
*Physical Sciences	7	14	3	1,500
*Biological Sciences	7	14	-	1,200
Mathematics	7	14 10	2	1,250
Language	3	6	1	550
*Fine Arts	9	9	1	1,427
Humanities	6	12	1	1,000
English	10	20 21	2	1,700
*Physical Ed.	7	14	3	1,350
Education & Psychology	2	4 6	1	400
<u>*B. Technical</u>				
	10	20	3	1,800
<u>*C. Special Degree Program</u>				
	10	20	2	1,700
<u>D. Evening & Part Time</u>				
	<u>12</u>	<u>24</u>	<u>3</u>	<u>2,100</u>
Sub-Totals	97	185 190	24	17,227

Some of the above office space has been separated and charged to various areas as follows:

* Fine Arts	1,427
* Technical & Special	
* Degree	3,500
* Science	3,950
* Physical Ed.	1,350
	<u>10,227</u>
Less	<u>10,277</u>

TOTAL FACULTY OFFICE SPACE - - - - - 7,000

	<u>Area</u>	<u>Total</u>
<u>LANGUAGE LABORATORIES</u>		
1 laboratory with 50 positions ^{positions} @ 25 sq. ft. for total of 1,250 sq. ft. Provide 6 view booths and work area of 150 sq. ft. adjacent for tape productions	1,400	1,400
<u>TOILETS</u>	4,000	4,000
<u>MAINTENANCE & STORAGE</u>	2,500	<u>2,500</u>
TOTAL SPACE CENTRAL CENTER		217,240
Plus 25% (walls, corridors, stairs, boiler room) ...		<u>54,310</u>
GRAND TOTAL - - - - -		271,550

REVIEW OF SPACE BREAKDOWN:

Administrative Facilities	12,275	
Library	31,455	
General Instructional Space	35,400	
Fine Arts	23,340	
Student Center	23,400	
Physical Education	29,270	
Technological & Special Degree	26,100	
Science Laboratories	21,100	
Faculty Offices	7,000	
Language Labs.	1,400	
Toilets	4,000	
Maintenance & Storage	2,500	
Walls, Corridors, et cetera	<u>54,310</u>	
TOTAL - - - - -		271,550

SPACE NEEDS FOR EDUCATIONAL PROGRAM

NORTHWESTERN CENTER

Facilities provided shall be based on a student body of 450. The general concept shall be to plan and construct the required new facilities in such a way as to permit conversion to High School type facilities.

	<u>Area</u>	<u>Total</u>
A. <u>Administrative Area</u>		
(1) Administrative Dean's Office & Secretary	250	
(2) Combination Cashier-Secretary, Registrar-Admissions person, Duplicating Area, Reception and Records Area	650	
(3) Counselors' Offices (2) @ 100	200	
(4) Faculty Lounge and Toilets with adjacent female reclining room	250	
		1,350
B. <u>Student Center</u>		
(1) Snack Bar (to serve Student Lounge) ...	600	
(2) Student Lounge	600	
(3) Quiet and Reading Area	300	
		1,500
C. <u>General Classrooms</u>		
(1) Standard Classrooms (9) @ 650	5,850	
Notes: (a) Four classrooms shall be divisible into 1/2 standard size rooms. (b) Provide removable wall between 2 standard classrooms to permit use of the combined rooms as a large classroom unit		5,850

SPACE NEEDS FOR EDUCATIONAL PROGRAM
NORTHWESTERN CENTER - (Continued)

	<u>Area</u>	<u>Total</u>
<u>D. Science Demonstration Room</u>		
(1) Provide instructor's demonstration desk at front of a standard classroom. Demonstration desk, provided with gas & water, preferably should be on a podium. Room shall be furnished with tablet arm chairs. Provide 75-100 feet of storage and cabinet space. Consider a standard classroom with storage room attached ...		750
<u>E. Music Room</u>		
(1) Room shall serve both as Instrumental and Choral Room.		
(2) Provide one set of risers, (Probably 5% deep treads for two rows of chairs) the design of which will accommodate both Choral and Instrumental activities.		
(3) Provide storage around walls.		
(4) Consider conversion of this space to two High School classrooms in future....		1,300
F. Homemaking Suite		3,000
<u>G. Toilets</u>		
(1) Locate as centrally as possible to serve all above facilities		450
<u>H. Faculty Offices</u>		
(1) Two-person faculty offices to house 16 personnel, each @ 144 sq. ft., 8 @ 150 144 = 1,152		
(2) Faculty Secretary 1 @ 100.... <u>100</u>		1,252
TOTAL SPACE		15,452
Plus 25% (walls, corridors, etc.)		3,863
GRAND TOTAL - - - - -		19,315

General Notes.

1. Provide large bulletin (tack) board in:
 - (a) Student Center
 - (b) Reception Area
 - (c) Faculty Lounge
2. Music practice rooms shall be provided with portable units.

TOTAL BUDGET

CENTRAL CENTER

²⁷⁴
~~271,550~~ sq.ft. @ \$15.00~~\$4,073,250.00~~

Site Work

Parking - 55,500 sq.yds. @ \$1.25.....\$ 70,000.00

Paving Courts - 25,000 yds. @ 2.00..... 50,000.00

Drainage, Utilities, Sprinkler,

and Sodding.....130,000.00

Fill - 150,000 cu.yds.....150,000.00 400,000.00

Total.....\$4,473,250.00

NORTHWESTERN CENTER

19,315 sq.ft. @ \$15.00 289,725.00

Site Work & Utilities..... 30,000.00 319,725.00

Grand Total (Central Center and Northwestern Center).....\$4,792,975.00