

## Business Education Laboratory

Total square footage is specified in Table 3-69 Space Criteria for Dependent School Facilities (Business Lab 1800-1900 square feet).

The business laboratory provides space for instruction in business skills in an actual office. If possible, the keyboarding laboratory should adjoin the business laboratory.

The laboratory is divided into three areas: general instructional area, teacher's office, and storage area.

### General Instructional Area

- Acoustical tile ceiling.
- Counter cabinet sink should be tiled.
- Counter cabinets with display area (bulletin board) above.
- White marker boards.
- Venetian blinds on windows to control light.
- Carpet.
- Air conditioning.
- Window wall and door with vision panel (louvered vent at the bottom) between the instruction area and teacher's office.
- Electrical requirements include:
  - Two double (four) 110 or 220-volt electrical receptacles mounted floor-flush on eight-foot centers.
  - Double 110 and/or 220-volt electrical receptacles around the periphery of the room on six-foot centers.
  - Network conduits near or housed in all floor and wall electrical receptacles.

### Teacher's Office

- Teacher's wardrobe unit/storage cabinet.

- Sink-counter cabinet (hot and cold water) with wall-mounted closed cupboards above.
- Double 110 or 220-volt outlets on each wall.
- Window wall and door with vision panel (louvered vent at the bottom) between instructional area and teacher's office.

#### Storage Area

Floor to ceiling shelving, 18" deep on all walls. Leave 14" between all shelves. Shelving should be constructed of heavy duty materials in order to allow storage of backup equipment and instructional materials.