

DESIGN GUIDELINES: LOOSE FURNITURE AND EQUIPMENT (FF&E)

General Learning Settings



LOOSE FURNITURE AND EQUIPMENT (FF&E)																	
LOOSE FURNISHINGS							EQUIPMENT										
Lockable Staff Desk and Chair	File Cabinets	Shelving	Storage Cabinets	Guest Chairs	Conference Table(s) and Chairs	Student Tables/Desks/Chairs	Steel Shelving	Mobile Teaching Station	Television	Wall-Mounted Projector	Interactive White Board	Copy Machine	Refrigerator	Coffee Maker	Microwave	Washer/Dryer	Notes

General Learning Settings																		
Neighborhood																		
Learning Studio																		2
Learning Hub			X	X			X	X	X	X	X							6,20
Group Learning/Virtual Learning			X	X	X	X		X	X	X	X							2
One-to-One			X	X	X													
Staff Planning/Collaboration Area	X	X		X	X				X	X	X	X	X	X	X			
Instructional Storage			X	X														
Learning Impaired Moderate/Severe																		
Instruction Area/Staff Planning Area	X	X		X					X	X	X							2,5
Kitchen				X									X		X			
Handicap-Accessible Restroom																		
Changing and Shower Area																		6

DESIGN GUIDELINES: LOOSE FURNITURE AND EQUIPMENT (FF&E)

Exploratory (Specialized) Learning Spaces



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Exploratory (Specialized) Learning Spaces																	
Career and Technical Education (CTE) - MS, HS																	
Small CTE Lab - MS, HS	X	X			X	X			X	X	X						22
Medium CTE Lab - MS, HS	X	X	X		X	X			X	X	X						22
Large CTE Lab - MS, HS	X	X	X		X	X			X	X	X						22
Flex Laboratory																	
Flex Laboratory	X	X	X		X	X			X	X	X						22
Science Laboratory - MS, HS																	
Science Laboratory - MS, HS	X	X	X			X			X	X	X						
Prep Room - MS, HS			X										X				
Chemical Storage Room - MS, HS			X														
Art - ES, MS, HS																	
Art Room	X	X	X			X			X	X	X						14
Graphic Arts						X											
Kiln							X										15
Art Workroom/Storage			X														

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Exploratory (Specialized) Learning Spaces



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Exploratory (Specialized) Learning Spaces																	
Music																	
Music Room				X		X		X	X	X	X						13
Music/Instrument Storage Room - MS, HS				X													
Practice Rooms - MS, HS						X											13
Band Office - MS, HS	X	X			X												
Music Library - MS, HS			X														
Choral Office - MS, HS	X	X			X												
Choral Room - MS, HS				X		X		X	X	X	X						13
Computer/Keyboard Lab - MS, HS						X		X	X	X	X						17
Occupational and Physical Therapy (OT/PT)																	
Therapy Area				X						X	X	X					
Storage/Planning/Observation Areas	X	X	X	X	X			X									
JROTC - HS																	
JROTC Classroom - HS	X	X		X		X			X	X	X						
Armory - HS								X									19
Firing Range (Indoor) - HS																	
Battalion HQ - HS	X	X	X		X	X											
JROTC Offices - HS	X	X	X		X	X											
General Storage - HS				X				X									

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Common Shared Spaces



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Common Shared Spaces																		
Commons																		
Welcome Center					X					X								
Tatami Room/Kitchenette													X			X		
Gathering/Performance										X								18
Dining																		
Storage																		
Information Center																		
Stacks										X	X	X						
Circulation Desk	X	X								X	X	X						
Administration Area/Storage	X	X				X				X								
Broadcast Room				X	X	X				X								8
Educational Technologist Office	X	X			X													
Performance Area																		
Performance Area										X								13
Gymnasium																		
Gymnasium										X								
Auxiliary Gym										X								
PE Storage				X				X										
PE Teacher Office	X	X	X		X													
PE Teacher Restroom																		
Locker Rooms - MS, HS																		

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Common Shared Spaces																		
Athletic Facilities																		
Athletic Locker Rooms - HS																		
Athletic Team Room, Football - HS																		
Athletic Weight Room - HS																		
Athletic Office - HS	X	X	X		X													
Athletic Storage - HS				X				X										
Athletic Laundry - HS				X				X									X	4
Athletic Training Room - HS																		21
Athletic Officials Changing Rooms - HS																		
Food Service																		
Serving Line																		16
Food Preparation																		16
Dishwashing																		16
Dry Storage																		16
Refrigeration/Freezer Storage																		16
Food Service Office	X	X	X															16
Restroom (Handicap)																		16
Staff Lockers (Male/Female)																		16
Janitor								X										16
Receiving Area																		16
Recycling Center																		
Recycling Center																		

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Student Support Areas



	LOOSE FURNITURE AND EQUIPMENT (FF&E)													Notes				
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Student Support Areas																		
Administration Area																		
Reception/Waiting Area	X				X					X								
Clerical Work Area	X	X	X		X					X								
Principal's Office	X	X	X		X	X				X								
Assistant Principal's Office	X	X	X		X					X								
SMSS Office	X	X	X		X													
Registrar's Office	X	X	X		X													
Conference Room						X			X	X	X							
Student Records Room		X																
Work/Copy Room				X									X	X	X	X		
Mail Room																		12
Miscellaneous Offices																		
Itinerant Office	X	X	X		X													
Schools Officer	X	X	X		X													
Alcohol and Substance Abuse Counselor (ASAC)	X	X	X		X													
Parents' Center		X	X	X		X												
Guidance Counseling Center																		
Reception/Waiting Area	X	X	X		X													
Psychologist Office	X	X	X		X	X												
Counselor Office	X	X	X		X	X												
Conference Room						X			X	X	X							
Storage						X												
Career Information/Exploration Center - MS, HS			X	X		X												

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Student Support Areas



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Student Support Areas																		
Special Education Office																		
Technician/Waiting Area	X	X	X		X	X							X					
CSC Office	X	X	X		X	X												
CSC Conference Room						X				X	X	X						
Assessment Area	X	X	X		X	X												
Storage Closet																		
Professional Development Center																		
Staff Lounge						X				X				X	X	X		11
Central Workroom				X									X					
Professional Resource Library			X	X														
Health Services																		
Treatment Area														X				1,3
Restroom																		
Storage								X										
Waiting Area						X												
Nurse's Office	X	X	X		X													

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Building Services



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Building Services																		
Janitorial Administration																		
Janitorial Administration	X	X	X	X	X	X												
Maintenance Support																		
Maintenance Support	X	X	X	X				X										7
School Bus Office																		
Reception/Waiting/Photo Area						X												9
School Bus Office	X	X		X									X					
School Supply/Storage Area																		
Central Supply/Storage				X				X										10
Supply Technician (SSA) Office	X	X			X													
Flammable Storage Area				X				X										
Technology Service Center																		
Active Component Area																		
AT Workspace	X	X	X	X	X													

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Building Support



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Building Support																	
Circulation																	
Lobbies																	
Corridors																	
Stairs																	
Infrastructure																	
Public Restrooms																	
Janitor's Closets																	
LAN Rooms																	
Mechanical Rooms																	
Electrical Rooms																	



DESIGN GUIDELINES NOTES: LOOSE FURNITURE AND EQUIPMENT (FF&E)

General Notes – Loose Furniture and Equipment (FF&E)

- A. In order to ensure the future flexibility of the student and staff spaces within the building, the use of furniture or equipment to meet the work surface or storage needs is encouraged. Built-in casework and shelving should be minimized.
- B. All furniture must meet local fire safety quality standards.

Schedule Notes – Loose Furniture and Equipment (FF&E)

1. Provide cots and small bedside tables.
2. Assistive technology devices (sound field system) and audiometric booth may be required for Hearing Impaired, Speech and/or Learning Impaired programs. Coordinate with special education department.
3. Wheelchair, refrigerator with ice maker (lockable), cubicle curtains, and physician's scale (all FF&E).
4. Commercial washer and dryer. Provide door clearances leading to the Laundry room from the exterior for the installation of this large equipment.
5. Coordinate with special education instructor for appropriate dining room, living room, and bedroom furniture to be provided in home living area.
6. Provide adjustable height changing table (freestanding, not wall-mounted) in Pre-School Services for Children with Disabilities (PSCD) and Learning Impaired Severe instructional areas.
7. Work bench.
8. Provide furniture for the broadcast of television programs and other associated planning and storage requirements.
9. Provide photo backdrop and laminator.
10. Shelving, min 7' stacking height. Ensure that shelving does not interfere with 18" clearance for sprinkler heads. Ensure shelving is secured to floor and/or walls.
11. Lounge furniture.
12. Mail boxes. Provide counter or table for sorting mail.
13. Stackable chairs.
14. Provide demonstration table in instructional area.
15. Provide kiln. The kiln is considered FF&E. Provide proper electrical connections. Kiln should be connected with a plug, not hard-wired.
16. All FF&E requirements for the Food Service area to be coordinated and designed by food service consultant.
17. Tables for Musical Instrument Digital Interface (MIDI) or keyboard stations.
18. Provide flexible furniture that can be used for dining and assembly purposes. All items should be easily stored.
19. Specialty storage for armory, rifle racks, etc.
20. Provide refrigerator in Neighborhoods serving Pre-K and Kindergarten students.
21. Provide icemaker in Training Room.
22. Provide finishes and sound rating as appropriate for the individual student activity areas within the CTE/Flex lab spaces. Refer to the specific requirements for spaces such as Video Communications, Family Consumer Science and Culinary Arts.