**SPACE TYPES & REQUIREMENTS**

**Administration Area**

**School Type:**

Function Area Descriptions

The Administration Area will provide the organizational and instructional leadership needed to create an atmosphere that is conducive for teaching and learning. The Administration Area will assist in coordinating overall instruction and interaction with parents and community.

The Administration Area will house facilities for several different student services including: Reception/Waiting Area, Clerical Work Area, Principal’s Office, Assistant Principal’s Office, School Management Support Specialist (SMSS), Registrar, Student Records Room, Conference Room, Work/Copy Room and Mail Room.

Locate staff toilets near Administrative Area. Noisy equipment, such as the copy machine, shall be located in a separate area. Keep the entrance to this suite separate from the Guidance Counseling Center.

**1 Reception/Waiting Area**

Place the Reception/Waiting area where visitors and students can access it easily. The use of two doors from this area, one from the entry vestibule and one from the lobby, is required to create a passive security layer to the facility. This arrangement passively directs visitors to pass through the office during the off-peak times when students are not arriving or leaving.

### Planning Requirements

<table>
<thead>
<tr>
<th>Area Description</th>
<th>SF</th>
<th>M²</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administration Area</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Reception/Waiting Area</td>
<td>200</td>
<td>18.6</td>
<td>Minimum area; add 100 SF (9.3 M²) per assigned position &gt; 3</td>
</tr>
<tr>
<td>2 Clerical Work Area</td>
<td>300</td>
<td>27.9</td>
<td></td>
</tr>
<tr>
<td>3 Principal’s Office</td>
<td>200</td>
<td>18.6</td>
<td></td>
</tr>
<tr>
<td>4 Assistant Principal’s Office</td>
<td>175</td>
<td>16.3</td>
<td>Area per assigned Assistant Principal</td>
</tr>
<tr>
<td>5 SMSS Workspace</td>
<td>100</td>
<td>9.3</td>
<td></td>
</tr>
<tr>
<td>6 Conference Room</td>
<td>200</td>
<td>18.6</td>
<td>When assigned</td>
</tr>
<tr>
<td>7 Student Records Room</td>
<td>75</td>
<td>7.0</td>
<td></td>
</tr>
<tr>
<td>8 Work/Copy Room</td>
<td>100</td>
<td>9.3</td>
<td></td>
</tr>
<tr>
<td>9 Mail Room</td>
<td>100</td>
<td>9.3</td>
<td></td>
</tr>
<tr>
<td>10 Interior Suite Circulation</td>
<td>Varies</td>
<td>15%</td>
<td>- Not included in overall NTG ratio</td>
</tr>
</tbody>
</table>
2 Clerical Work Area
Separate the Reception/Waiting area from the Clerical Work Area with a counter. At the elementary schools, a portion of this counter should be at the age appropriate height for grades one through three. The Clerical Work area houses clerical staff, intercom system, clock and bell system, public address system, and telephone switchboard. Place this area adjacent to the Work/Copy room. The Clerical staff should also have visibility of the security monitors.

The Registrar and Supply Tech positions are included in the Clerical staff total. A separate office may be provided for the Registrar, but it may not be greater than 100 SF and that area must be deducted from the Clerical Work Area. The Registrar should have convenient access to the Student Records Room. A workstation may be provided for the Supply Technician in the School Supply/Storage Area. The area required (100 SF) shall be deleted from the Clerical Work Area. This space should be an open workspace, not an enclosed office. In large schools (> 600 students) one of the clerical positions may be converted to a private office for a "Personelist/Secretary but this space (100 SF) shall be deleted from the Clerical Work Area.

3 Principal’s Office
The Principal’s Office should have direct access to the Clerical Work Area. The office windows should command views of the main entrance and bus loading area. Provide space for a small conference table in the office. A second exit shall be provided from the Administration suite to allow the Principal and other staff to exit the suite without going through the front reception area. This exit may be to the main circulation of the school. Where it is not possible to provide a second exit from the Administration suite, an exterior door may be provided directly from the Principal’s office. There are additional security considerations if a direct exterior exit is provided, so this should be carefully considered and discussed with the security officer.

4 Assistant Principal’s Office
The Assistant Principal’s Office should have direct access to the confidential Student Records Area. The office should include space for up to three people to meet with the Assistant Principal. Provide one office for each Assistant Principal assigned to the school.

5 School Management Support Specialist (SMSS) Workspace
When assigned, the SMSS position supports the Principal and Assistant Principal in the execution of administrative duties. This Workspace should have easy access to the Principal and Assistant Principal. This workspace may be an open space in the Clerical Work Area or a separate office may be provided.

6 Conference Room
Furnish to accommodate meetings of up to 10 people. Visitors as well as the Principal should be able to access this room easily.

7 Student Records Room
Provide a separate, secure, fire resistant area for storage of confidential records. This room shall be 1-hour fire rated and lockable.

**Waiting Area: Hudson Alpha Institute for Biotechnology, Cooper-Carry Architects, Huntsville, AL**

**Clerical Work Area, Open Office: Steelcase "University," Steelcase, Grand Rapids, MI**

NOTE: Images shown are intended to provide real-world examples and spark design creativity.
8 Work/Copy Room
The Work/Copy Room contains space for a copy machine, refrigerator, and counter areas to accommodate a sink, microwave, coffee pot, fax machine, and other tabletop equipment. Maximize storage cabinets and shelves in this area. This space does not require a door, but should be positioned conveniently to the Clerical Work Area and suite circulation in a manner that contains the noise and clutter associated with this space.

9 Mail Room
The Mail Room will provide mail slots for distribution of correspondence to school staff. This is not a space for receiving, screening or sorting bulk mail—that occurs at another location on the military installation prior to delivery to the school. Provide access to the Mail Room from the Administration suite and from the corridor so teachers may access this space without going through the Administration suite.

NOTE: 3D illustrations are shown for informational purposes and are not intended to limit design options.