**SPACE TYPES & REQUIREMENTS**

**Miscellaneous Support Spaces**

**School Type:**

**Functional Area Descriptions**
These spaces support administrative functions, but are distinct from the administration/welcome center due to their specialized needs. Specific requirements and adjacencies are described below.

1. **Itinerant Office**
The itinerant office is a workspace for educators or other personnel visiting or working at the school on a short-term or irregular basis. Provide a small, one-person office area with space for small group meetings. Generally, one itinerant office shall be provided at each school. In special circumstances, districts are spread over large geographical areas, additional itinerant offices may be authorized by the district superintendent. This room has no special adjacency needs.

2. **Schools Officer Office**
The schools officer is employed by the military installation’s commander and functions as a liaison between the school and community. This officer deals with school discipline from the perspective of the military installation and is not responsible for controlling access and emergencies for the school. The schools officer office should be located near the administration/welcome center.

**Planning Requirements**

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<thead>
<tr>
<th>Area Description</th>
<th>SF</th>
<th>M²</th>
<th>Notes</th>
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<tbody>
<tr>
<td><strong>Miscellaneous Support Spaces</strong></td>
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<tr>
<td>1. Itinerant Office</td>
<td>100</td>
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<td>2. Schools Officer</td>
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<tr>
<td>3. Alcohol and Substance Abuse Counselor (ASAC)</td>
<td>100</td>
<td>9</td>
<td>Only at middle and high schools</td>
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<td>4. Parents' Center</td>
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<td>19</td>
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<td>5. Shared Conference Room</td>
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<td>6. Central Workroom</td>
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<tr>
<td>7. Secondary Workroom</td>
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<tr>
<td><strong>Total</strong></td>
<td>1,000</td>
<td>93</td>
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3 Alcohol and Substance Abuse Counselor (ASAC) Office
The office provides space for counseling students at risk of abuse problems. The room should provide a quiet, private space for a counselor to speak one-on-one with a student. The room should also accommodate small group sessions. This space should be located away from administrative and guidance offices, but be readily accessible to students. Provide furniture that is easily movable for students to arrange for a comfortable relationship with the counselor.

4 Parents’ Center
The parents’ center serves as a central parent volunteer office. Provide shelving and space for a file cabinet for volunteer materials and files. Provide a table and chairs for four to six people; a desk is not required. The room should be located near the administration/welcome center for easy access for parents and volunteers. Note that parents will use space provided within the neighborhoods for their volunteer activities.

5 Shared Conference Room
The shared conference room will primarily be used by the Guidance staff and the Special Education/CSC staff and should be conveniently located to both groups. This space does not need to be accessed directly from the Guidance or Special Ed Suites. Access from the main circulation will facilitate use by various groups needing conference space.

6 Central Workroom
The workroom spaces shall be centrally located with easy access from the neighborhoods, and should be distinct and separate spaces that do not need to have direct access to students.

The central workroom provides space for large reproduction equipment and items such as a die-cut machine, laminator or other specialized equipment that cannot be distributed to the neighborhoods. Provide layout space convenient to the reproduction equipment. Provide casework as required for specialized items such as the die-cut machine and templates. This noisy area should be acoustically separated from any adjacent areas as needed. Typically, a fairly square room with a central work table and built-in cabinets on one wall works well. This leaves open floor space for large copiers and printers.

7 Secondary Workroom
In multi-story buildings, this workroom should be located where it can be conveniently accessed from the upper level(s).

NOTE: Images shown are intended to provide real-world examples and spark design creativity.
Itinerant Office Concept Perspective

School’s Officer Office Concept Perspective

ASAC Office Concept Perspective

Parents’ Center Concept Perspective

Shared Conference Room Concept Perspective

Central Workroom Concept Perspective

NOTE: Images shown are intended to provide real-world examples and spark design creativity.