

**ATTACHMENT A**  
**MODULE 4 – SCHEMATIC DESIGN REVIEW COMMENTS**

**District:** Town of Leicester  
**School:** Leicester Middle School  
**Owner’s Project Manager:** NV5  
**Designer Firm:** Finegold Alexander Architects  
**Submittal Due Date:** February 13, 2020  
**Submittal Received Date:** February 13, 2020  
**Review Date:** February 13 - March 5, 2020  
**Reviewed by:** A. Alves, R. Whidden, C. Alles, K. Brown

**MSBA REVIEW COMMENTS**

The following comments<sup>1</sup> on the Schematic Design submittal are issued pursuant to a review of the project submittal document for the new construction of the proposed project and presented as a Schematic Design submission in accordance with the MSBA Module 4 Guidelines.

**4.1 SCHEMATIC DESIGN SUBMITTAL**

Overview of the Schematic Design Submittal	Complete	Provided; <i>Refer to comments following each section</i>	Not Provided; <i>Refer to comments following each section</i>	Receipt of District’s Response; <i>To be filled out by MSBA Staff</i>
Schematic Design Submittal Notification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPM Certification of Completeness and Conformity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.1 DESE Submittal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.2 Schematic Design Binder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.3 Schematic Design Project Manual	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.4 Schematic Design Drawings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Note that Module Four states that “MSBA will not accept incomplete submittals, submittals that have not been reviewed by the OPM or submittals for which the estimated project costs exceed the District’s project budget. Updates to the Total Project Budget that do not reflect the scope and schedule represented in the Schematic Design submittal will not be accepted. All value engineering activities must be complete, and the results incorporated into the Schematic Design documentation prior to being submitted to the MSBA.”*

*In future submissions provide the OPM Certification of Completeness and Conformity as part of the Schematic Design Binder (both digital and hard copies). Please also ensure that NV5 reviews and coordinates submission materials in all future submissions before signing the OPM Certification of Completeness and Conformity. Please acknowledge.*

<sup>1</sup> The written comments provided by the MSBA are solely for purposes of determining whether the submittal documents, analysis process, proposed planning concept and any other design documents submitted for MSBA review appear consistent with the MSBA’s guidelines and requirements, and are not for the purpose of determining whether the proposed design and its process may meet any legal requirements imposed by federal, state or local law, including, but not limited to, zoning ordinances and by-laws, environmental regulations, building codes, sanitary codes, safety codes and public procurement laws or for the purpose of determining whether the proposed design and process meet any applicable professional standard of care or any other standard of care. Project designers are obligated to implement detailed planning and technical review procedures to effect coordination of design criteria, buildability, and technical adequacy of project concepts. Each city, town and regional school district shall be solely responsible for ensuring that its project development concepts comply with all applicable provisions of federal, state, and local law. The MSBA recommends that each city, town and regional school district have its legal counsel review its development process and subsequent bid documents to ensure that it is in compliance with all provisions of federal, state and local law, prior to bidding. The MSBA shall not be responsible for any legal fees or costs of any kind that may be incurred by a city, town or regional school district in relation to MSBA requirements or the preparation and review of the project’s planning process or plans and specifications.

**NV5 response: Acknowledged.**

**4.1.1 DESE SUBMISSION**

Provide the following Items		Complete; <i>No response required</i>	Provided; <i>District's response required</i>	Not Provided; <i>District's response required</i>	Receipt of District's Response; <i>To be filled out by MSBA Staff</i>
1	Cover Letter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Special Education Delivery Methodology Letter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Signed Educational Space Summary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Floor Plans	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Special Education Adjacency Table	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**MSBA Review Comments:**

*3,4) In an email dated March 4, 2020, the MSBA requested an updated space summary and floor plans that show grade 7-8 Science Classroom / Lab space meeting the MSBA's minimum square footage requirements. The MSBA anticipates forwarding the District's DESE submission (with revised space summary and floor plan information) for review and approval by the DESE later this month, upon receipt of the requested materials.*

*No further review comments for this section.*

**FA Response:** See the attached updated plans. The DESE submission is being coordinated with the MSBA staff.

**4.1.2 SCHEMATIC DESIGN BINDER**

Provide the following Items		Complete; <i>No response required</i>	Provided; <i>District's response required</i>	Not Provided; <i>District's response required</i>	Receipt of District's Response; <i>To be filled out by MSBA Staff</i>
1	Introduction				
	a) Summary of the MSBA approved Preferred Schematic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Community outreach overview	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) The District's Total Project Budget for the proposed project	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Updated description of the project	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e) Site Plan, Floor Plans, and Elevations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f) A copy of the MSBA Preferred Schematic Report review and corresponding District response	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Final Design Program				
	a) General and specific architectural characteristics desired	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Educational space summary spreadsheets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Provide the following Items		Complete; <i>No response required</i>	Provided; <i>District's response required</i>	Not Provided; <i>District's response required</i>	Receipt of District's Response <i>To be filled out by MSBA Staff</i>
	c) Narrative of how the proposed educational space summary supports the educational program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Instructional technology (existing and proposed)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e) Functional relationships and critical adjacencies that informed the basis of design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f) Security and visual access requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g) Site development requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h) Description of desired features of the school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Traffic Analysis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Environmental and Existing Building Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Geotechnical and Geo-environmental Analysis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Code Analysis and List of Permitting and other Regulatory Filing Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Utility Analysis and Soils Analysis for on-site septic/sewage treatment facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Massing Study	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Narrative Building Systems Descriptions				
	a) Sustainable design elements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Building structure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) Plumbing and HVAC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Fire Protection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e) Verify adequate water capacity for new system	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f) Confirm if a fire pump will be required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g) Electrical	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h) Information Technology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Sustainable Building Design Guideline Documents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Analysis of the design's compliance with ADA and the MAAB	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Timeline associated with filing the Project Notification Form with Massachusetts Historical Commission ("MHC") and obtaining MHC approval prior to construction bids.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Room Data Sheets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Proposed construction methodology (DBB / CMR)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	District's anticipated reimbursement rate w/ incentive points	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Total Project Budget spreadsheet and summary of cost reconciliation of the Designer's and OPM's estimates.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Designer's Construction Cost Estimate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Provide the following Items		Complete; No response required	Provided; District's response required	Not Provided; District's response required	Receipt of District's Response To be filled out by MSBA Staff
18	Independent OPM Construction Cost Estimate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Updated Project Work Plan – indicating changes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a) Project Directory	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Roles and Responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	c) Communications and Document Control Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	d) Designer's Work Plan Project Schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Local Actions and Approvals Certification				
	a) Completed and signed certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) SBC meeting dates, agendas, and attendees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) Certified SBC meeting notes with vote language and vote results	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Description of materials presented at such SBC meetings and where those materials may be viewed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**MSBA Review Comments:**

*1e) The MSBA notes that the space summary provided with the Schematic Design submission used a grossing factor of 1.52. Because the MSBA's Regulations, 963 CMR 2.00, call for a maximum grossing factor of 1.50 or less for new construction, the MSBA requested an updated space summary and floor plans that reflect an acceptable grossing factor; this request was made in an email dated February 27, 2020 and the OPM provided revised materials on March 2, 2020. No response required.*

*The information provided indicates that the existing football field, which is adjacent to Leicester High School, will be upgraded to synthetic turf to allow for use by the District's football, soccer, and field hockey program, and that the existing 6-lane track that surrounds the field will be reconstructed in place to provide a more resilient surface. In response to these review comments clarify what grade levels will use the field and the track; indicate specifically the use and frequency of use anticipated by students in grades K-8. Indicate also any anticipated use, if any, by the community or other non-student groups.*

**LPS Response:** As noted in the district's educational program, the Middle School has active athletic, physical education, and health programs that routinely use the district facilities during the spring and fall months. Both the Middle School boys and girls soccer teams will use the multipurpose field for their games, and the Middle School cross country/track team will use the track and field facilities for their practice and meets as well.

The new school will be built upon the field that the Middle and Elementary school currently use for their physical education classes. Due in part to the proximity of the Middle School Gymnasium to the multipurpose field (and to an extent the distance between the Gym and the natural grass fields) Middle School physical education and health classes will utilize the track and multipurpose field during the day for classes. Because the Middle and Elementary Schools will be sharing the Gym, it will be important for them to have access to these spaces.

2b) Refer to 'Attachment B' for more detailed review comments. Note that these comments reflect the MSBA's review of revised space summary and floorplans provided on March 2, 2020 and may be superseded upon the MSBA's receipt and review of the requested updated space summary and floor plans showing grade 7-8 Science Classroom / Lab space meeting the MSBA's minimum square footage requirements.

2g) The information provided notes that the current Leicester Middle School shares the site with the Leicester High School and the Leicester Primary School, and that as part of the proposed project, the existing Leicester Primary School will be consolidated with the Leicester Middle School; the High School will remain as is. In response to these review comments provide updated information about the District's intended use of the Primary School facility once it no longer houses the District's elementary students.

**LPS Response:** The Town and District are currently looking at optional usages for the Primary School building. The building could be leased for non-Town educational programs or the building could be sold to a third party for redevelopment (assuming the proposed use is compatible with the school property). A future option, although much less likely, would be to remove the building for additional fields or parking. These are all options, but at this point a decision has not been made. The building will not be vacant.

10) The MSBA notes that although the 2015 International Energy Conservation Code ("IECC") is currently in effect as the Massachusetts Energy Code, we are now in a concurrency period which is scheduled to end on August 7, 2020. On that date the updated MA Energy Code will be based on the 2018 version of the IECC, and the 2016 version of ASHRAE 90.1, including any MA amendments. This updated energy code is estimated to show a 15% increase for energy efficiency in educational facilities over the previous version.

In the District's response to these comments, the Designer should confirm the anticipated permit date based on the project schedule, verify coordination with the code analysis, and verify that the levels of additional energy efficiency attempted in the LEED/NE-CHPS scorecard conform to the standards using the correct version of the energy code. Compliance with MSBA Green Schools policy (and additional 2% reimbursement) will be based on the 2015 IECC (energy code) that was current at the time of Project Scope and Budget submission.

**FA Response:** We confirm that the Leicester School will meet the LEED for Schools v4 credit requirements. We understand that the project must show compliance with MSBA Green Schools policy, and will be based on the 2015 IECC energy code that was current at the time of Project Scope and Budget submission. The project will be required to achieve at least 11 points under the LEED for Schools Energy and Atmosphere "Optimize Energy Performance" credit.

12) Provide an updated project schedule that incorporates the required information outlined in Module 4.

**NV5 Response:** See attached updated project schedule.

13) The Room Data Sheets indicate one sink per classroom for grades PK-4, one sink in one of the four grade 5 classrooms but no sink in the remaining three classrooms, and none in the grade 6 classrooms. Note that the MSBA's Staff Recommendation for 2018 Science/Technology/Engineering Area Guidelines from February 2019 calls for a minimum of two sinks in each general classroom for grades K-6. Additionally, the February 2019 STE

*Guidelines stipulate that, “In conformance with existing state and federal regulations, one of these sinks must provide accessibility for persons with disabilities [and that] the remaining sink(s) should be designed to accommodate buckets or other similar large containers that facilitate STE exploration in the classroom.” In an email dated March 4, 2020, the MSBA requested updated floor plans and budget information that reflect the provision of two sinks meeting the requirements listed above in each grade K-6 classroom.*

*The Room Data Sheets indicate one sink in the grade 6 science classroom/lab; no sinks in the science prep rooms; one sink in the grades 3-4, 5-6 and 7-8 STE classrooms; and no sinks in the Maker Spaces. In response to these review comments describe the District’s rationale for providing one or no sinks in each of the spaces listed above; additionally, clarify whether the sinks indicated are anticipated to provide accessibility for persons with disabilities.*

**FA Response:** Updated Room Data sheets and floorplans are attached. Two sinks are included in all grade PK-6 grade classrooms, the Makerspace room, all science rooms, and all STEM rooms.

*14) In response to these review comments provide an update on the anticipated timeline for receiving approval from the Massachusetts Office of the Inspector General on the District’s Application to Proceed with the Construction Management at Risk delivery method. The MSBA understands that the District intends to submit the Application to Proceed following the MSBA Board of Director’s meeting on April 15, 2020.*

**NV5 Response:** See attached updated project schedule.

*16) The proposed total project budget continues to be reviewed and will be further discussed with the project team leading up to a potential MSBA staff recommendation.*

**FA/NV5/District Response:** Acknowledged.

*17) The Room Data Sheets provided call for two Art Workrooms, each with a kiln. The Fennessey Consulting Services cost estimate does not include kilns. In response to these review comments please confirm the number of kilns required as part of the proposed project and confirm that the required number of kilns have been accounted for in the District’s total project budget.*

**FA Response:** The design includes only one kiln located in the Upper School Art Workroom. The Room Data sheets have been corrected to reflect this. The Kiln was carried in the equipment allowance as noted in the FF&E budget.

*18) The PM&C cost estimate includes one (1) kiln for the proposed project. In response to these review comments please confirm the number of kilns required as part of the proposed project and confirm that the required number of kilns have been accounted for in the District’s total project budget.*

**FA Response:** The design includes only one kiln located in the Upper School Art Workroom. The Kiln was carried in the equipment allowance as noted in the FF&E budget.

*The PM&C cost estimate includes a line item for “remov[ing] existing underground fuel storage tanks.” Note that costs associated with the removal of existing fuel storage tanks and associated contaminated soils will be considered ineligible for reimbursement and must be itemized in the District’s total project budget. Please acknowledge.*

**FA Response:** The project does not include an above ground tank for removal. There is one existing above ground tank associated with the existing building that will be removed.

*The PM&C cost estimate includes four (4) line items for “Adult fitness area.” In response to these review comments clarify the intended use for this proposed space. Note that elements of the*

project not designed for the exclusive use of students of the proposed school will be considered ineligible for reimbursement and must be itemized in the District's total project budget.

**FA Response:** These items were removed during the value engineering process and are on the list of value engineering items provided in the submission.

19a) The MSBA understands that the OPM's Project Director for the proposed project changed effective February 7, 2020. In response to these review comments please provide an updated project directory and coordinate submittal of additional required documentation with the assigned MSBA Project Coordinator.

**NV5 Response:** In light of Bill Cunniff leaving NV5, Tom Murphy has assumed the role of Project Director for the Leicester Middle School project. Melissa Gagnon, along with Tom Murphy, will be the OPM points of contact for the project. An updated Project Directory is included with this response.

19b,c) Please submit as part of the District's response to these review comments.

**NV5 Response:** Included with this response is an updated Communication and Document Control Protocol manual, dated March 16, 2020. An updated Project Directory is included with the Manual.

20b) The MSBA notes that the District has provided draft meeting minutes from the February 6, 2020 School Building Committee ("SBC") meeting during which the SBC voted to approve the submission of the Schematic Design package to the MSBA. These minutes are anticipated to be approved at the February 26, 2020 SBC meeting and sent to the MSBA following their approval. No response required.

**NV5 Response:** The 2/06/20 School Building Committee meeting minutes were approved on 2/26/20. An original certified version of the approved minutes were mailed to the MSBA on 3/09/20.

No further review comments for this section.

#### 4.1.3 SCHEMATIC DESIGN PROJECT MANUAL

Provide the following Items		Complete; No response required	Provided; District's response required	Not Provided; District's response required	Receipt of District's Response; To be filled out by MSBA Staff
1	Outline specifications in Unifomat Divisions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Itemization of all proprietary items (if any) with an explanation of each, explanation of the public interest for each item, and certification of local authorization that each item complies with state and local regulations, policies and guidelines.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### MSBA Review Comments:

1) Several instances occur where fewer than three named manufacturers and products are provided. Ensure that subsequent versions of the specifications list a minimum of three named products/manufacturers. Please acknowledge.

2) The information provided indicates that proprietary products for the proposed project are “not yet determined.” Note that if propriety items are proposed in future submissions the District will be required to provide an affidavit indicating that an elected body of the District (School Committee, City or Town Council or Selectmen, but not an ad-hoc Building Committee) has been presented with proposals for proprietary requirements approval action, has had an opportunity to investigate or to require staff or consultant investigation upon each item so proposed, and has majority voted in an open public session that is in the public interest to do so. Additionally, the District should provide the MSBA with a certified copy of the vote of the elected body. Proprietary products shall not be specified except as provided by M.G.L. c. 30, § 39M. Please acknowledge.

**NV5/FA Response: Acknowledged.**

No further review comments for this section.

**4.1.4 SCHEMATIC DESIGN DRAWINGS**

Provide the following Items		Complete; No response required	Provided; District's response required	Not Provided; District's response required	Receipt of District's Response; To be filled out by MSBA Staff
1	Existing site plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Site development plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Schematic building floor plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Interior elevations of a typical general classroom, and typical Pre-K/K Classroom and typical Science Classroom/Lab as applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Schematic exterior building elevations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**MSBA Review Comments:**

1) Please submit in response to these review comments and as part of future submissions.

**FA Response: See attached drawings EX-1 – EX-10.**

No further review comments for this section.

**Additional Comments:**

On August 28, 2019 the MSBA Board of Directors approved the District's Preferred Option 5C for a 143,458 square foot new construction option with an estimated total project cost of \$86,900,658. This Schematic Design submittal under review shows this same option currently as a 151,719 square foot new construction option with an estimated total project cost of \$90,675,633. This represents an increase of 8,261 square feet and an increase of \$3,774,975. The increase in square footage reflects increased wall thicknesses, increased MEP/FP space, an enlarged Gymnasium footprint, and the introduction of three additional Special Education spaces. The increase in cost reflects the additional square footage as well as the addition of a

*maintenance building, an underground stormwater management system, a turf field, and upgrades to the baseball field, soccer field, tennis courts, and running track.*

*Both the MSBA's enabling legislation, M.G.L. c. 70B, and the MSBA's regulations, 963 CMR 2.00 et seq., specifically address the issue of past projects. Pursuant to these requirements the MSBA will recover a pro-rated portion of the financial assistance that the District has received for previous renovation grants. MSBA records show a total MSBA payment of \$23,183 for the Leicester Memorial School project #201101510005G completed in November 2011 and a total MSBA payment of \$180,934 for the Leicester Primary School project #200801510010 completed in September 2008. Please refer to the total project budget to see the amount to be recovered as part of the proposed project.*

**End**

**ATTACHMENT B**  
**MODULE 4 – SCHEMATIC DESIGN SPACE SUMMARY REVIEW**

**District:** Town of Leicester

**School:** Leicester Middle School

**Owner’s Project Manager:** NV5

**Designer Firm:** Finegold Alexander Architects

**Submittal Due Date:** February 13, 2020

**Submittal Received Date:** February 13, 2020

**Review Date:** February 13 - March 5, 2020

**Reviewed by:** C. Forde, R. Whidden, C. Alles, K. Brown

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The following comments<sup>1</sup> on the Schematic Design submittal are issued pursuant to a review of the project submittal document for the new construction of the proposed project and presented as a Schematic Design submission in accordance with the MSBA Module 4 Guidelines.

The MSBA considers it critical that the Districts and their Designers aggressively pursue design strategies to achieve compliance with the MSBA guidelines for all proposed projects in the new program and strive to meet the gross square footage allowed per student and the core classroom space standards, as outlined in the guidelines. The MSBA also considers its stance on core classroom space critical to its mission of supporting the construction of successful school projects throughout the Commonwealth that meet current and future educational demands. The MSBA does not want to see this critical component of education suffer at the expense of larger or grander spaces that are not directly involved in the education of students.

The following review is based on a new construction project with an agreed upon design enrollment of 930 students in grades PK-8.

**The MSBA review comments are as follows:**

- **Core Academic** – The District is proposing a total of 46,411 net square feet (“nsf”) which is 1,571 nsf in excess of the MSBA guidelines. *The proposed area in this category has decreased by 2,127 nsf since the Preferred Schematic Report (“PSR”) submittal. When the proposed 1,605 nsf of makerspace is moved to the Vocations and Technology category as requested below, the proposed area in this category will fall 34 nsf below the MSBA guidelines. The MSBA notes the following spaces are proposed:*

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- (2) Pre-Kindergarten classrooms totaling 2,229 nsf. *As previously noted in MSBA’s PSR Review Comments, the MSBA accepts this variation to the guidelines. However, since the PSR submission (1) Pre-Kindergarten (“PK”) classroom has been moved to the Special Education category. In response to these review comments please submit an updated space summary that includes all proposed PK classrooms in the Core Academic category, including any proposed substantially separate PK classrooms.*  
**FA Response:** Acknowledged. See attached floor plans and space summary.
- (4) Kindergarten classrooms totaling 4,503 nsf which results in (2) classrooms below the MSBA guidelines. *Based on information provided that supports delivery of the District’s educational program, the MSBA accepts this variation to the guidelines. No further action required.*
- (24) General Classrooms for grades 1-6 totaling 22,090 nsf which results in three classrooms below the MSBA guidelines. *Based on information provided that supports delivery of the District’s educational program, the MSBA accepts this variation to the guidelines. No further action required.*
- (8) General Classrooms for grades 7-8 totaling 7,335 nsf which aligns with the MSBA guidelines. *No further action required.*
- (1) 915 nsf Health Classroom which exceeds the MSBA guidelines. *Based on information provided that supports delivery of the District’s educational program, the MSBA accepts this variation to the guidelines. No further action required.*
- (1) 795 nsf Lower School Makerspace, and (1) 810 nsf Upper School Makerspace, with a combined total of 1,605 nsf. *Please note that the MSBA’s Staff Recommendation for Science/Technology/Engineering Area Guidelines, published February 2019, indicates that “[i]f a room is indicated as being a Makerspace type space, it must be a minimum size of 1,440 nsf.” Subsequent to receiving the schematic design submittal, MSBA staff discussed this criteria with the OPM and anticipate receiving revised floor plans and associated space summary that addresses adjustments to the originally proposed. Any revised documents must include a detailed rationale and decision-making process describing the proposed number of spaces, square footage, and whether the District considered combining the proposed Upper and Lower Makerspaces to provide a single Makerspace for grades 3-8 at a minimum of 1,440 nsf. In addition, please note that proposed Makerspaces should be relocated to the Vocations and Technology category of the MSBA’s space summary template which should be reflected in the anticipated revisions.*  
**FA Response:** Acknowledged. See attached floor plans and space summary as has been discussed with the MSBA.
- (1) Grades 3-6 STE Room totaling 1,093 nsf which exceeds the MSBA guidelines by 13 nsf. *Based on information provided that supports delivery of the District’s educational program, the MSBA accepts this variation to the guidelines. No further action required.*

**FA Response:** Acknowledged. See attached floor plans and space summary.

- (1) Grades 3-6 STE Storage totaling 121 nsf which exceeds the MSBA guidelines by 1 nsf. *The MSBA accepts this variation to the guidelines. No further action required.*

**FA Response:** Acknowledged. See attached floor plans and space summary.

- (1) Central Chemical Storage Room totaling 134 nsf which falls 16 nsf below the MSBA guidelines. *Please revise the space summary and floorplans in the District's next submission to provide the required 150 nsf for this space.*

**FA Response:** Acknowledged. See attached floor plans and space summary.

- (1) Science Classroom / Lab for grade 6 totaling 1,045 nsf which falls 35 nsf below the MSBA guidelines. *Note that the MSBA's Staff Recommendation for 2018 Science/Technology/Engineering Area Guidelines, published February 2019, designate grade 6 Science Labs as "STE Rooms" (1,080 nsf) and require an accompanying 120 nsf STE Storage space. In response to these review comments please submit an updated space summary and floorplans that meet these requirements. Please acknowledge.*

**FA Response:** Acknowledged. See attached floor plans and space summary.

- (2) Science Classroom / Labs for grades 7-8 totaling 2,096 nsf which falls 784 nsf below the MSBA guidelines. *Note that the MSBA's Staff Recommendation for 2018 Science/Technology/Engineering Area Guidelines, published February 2019, require a minimum of 1,440 nsf for grade 7-8 Science Labs. The MSBA has requested that the Designer revise the space summary and floorplans to provide the required minimum square footage for these spaces.*

**FA Response:** Acknowledged. See attached floor plans and space summary.

- (8) Flex Learning spaces totaling 2,834 nsf which exceeds the MSBA guidelines by 2,834 nsf. *The MSBA accepts 2,666 nsf of this proposed area based on unallocated allowable classroom area for grades K-8. The remaining 168 nsf of proposed Flex Learning space will be considered ineligible for reimbursement. No further action required.*

**FA Response:** Acknowledged.

- **Special Education** – The District is proposing a total of 12,689 nsf which exceeds the MSBA guidelines by 2,119 nsf. *The proposed area in this category has increased by 1,297 nsf since the PSR submittal and will decrease once the substantially separate PK classroom is reallocated to the Core Academic category as requested above. Please note that the Special Education program is subject to approval by the Department of Elementary and Secondary Education ("DESE") and that formal approval of the District's proposed Special Education program is a prerequisite for executing a Project Funding Agreement with the MSBA.*

**FA Response: Acknowledged.**

- **Art & Music / Vocations & Technology** – The District is proposing a combined total of 8,663 nsf which is 902 nsf below the MSBA guidelines. *The proposed area in this combined category has increased by 2,289 nsf since the PSR submittal. Once the 1,605 nsf of proposed makerspace is moved from Core Academic to Vocations and Technology as required above, the proposed area in this combined category will exceed the MSBA guidelines by 703 nsf. This overage can be attributed to the proposed provision of four (4) undersized STE-type spaces rather than two (2) correctly sized ones: a grades 5-6 STEM Classroom, a grades 7-8 STEM classroom, a lower school (grades 3-4) makerspace and an upper school (grades 5-8) makerspace. The MSBA does not object to this additional area in the project; however, all space in this category in excess of MSBA guidelines will be deemed ineligible for reimbursement.*

**FA Response: Acknowledged.**

- **Health & Physical Education** – The District is proposing a total of 11,239 nsf which exceeds the MSBA guidelines by 2,917 nsf. *The proposed area in this category has decreased by 1,879 nsf since the PSR submittal. As noted in the previous review, the MSBA does not object to this additional area in the project; however, all space in this category in excess of MSBA guidelines will be deemed ineligible for reimbursement. Additionally, ineligible OPM and Designer costs will be prorated based on the net ineligible areas as a percentage of the total net building area. No further action required.*
- **Media Center** – The District is proposing a total of 4,971 nsf which is 78 nsf below the MSBA guidelines. *The proposed area in this category has increased by 841 nsf since the PSR submittal. Based on information provided by the District that indicates the proposed square footage is sufficient to serve the District's Media Center needs, the MSBA accepts this variation to the guidelines. No further action required.*
- **Dining & Food Service** – The District is proposing a total of 11,520 nsf which is 127 nsf below the MSBA guidelines. *The proposed area in this category has increased by 1,897 nsf since the PSR submittal. Based on information provided by the District that indicates the proposed square footage is sufficient to meet the District's dining and food service needs, the MSBA accepts this variation to the guidelines. No further action required.*
- **Medical** – The District is proposing a total of 1,083 nsf which exceeds the MSBA guidelines by 373 nsf. *The proposed area in this category has decreased by 227 nsf since the PSR submittal. As noted in the previous review all space in this category in excess of MSBA guidelines will be deemed ineligible for reimbursement. No further action required.*
- **Administration & Guidance** – The District is proposing a total of 4,353 nsf which exceeds the MSBA guidelines by 829 nsf. *The proposed area in this category has decreased by 144 nsf since the PSR submittal. As noted in the*

*previous review all space in this category in excess of MSBA guidelines will be deemed ineligible for reimbursement. No further action required.*

- **Custodial & Maintenance** – The District is proposing a total of 1,733 nsf which is 769 nsf below the MSBA guidelines. *The proposed area in this category has decreased by 1,169 nsf since the PSR submittal. This decrease can be attributed to the removal of a 347 nsf Custodial Workshop, a 400 nsf Recycling / Trash Room, and a 410 nsf Receiving / General Supply Room, and minor square footage adjustments to the remaining Custodial & Maintenance spaces. To address the square footage shortfall in this category the District is proposing a 1,384 nsf detached Maintenance Shed. The MSBA accepts this variation to the guidelines and notes that the proposed Maintenance Shed will be deemed ineligible for reimbursement. No further action required.*
- **Total Building Net Floor Area** – The District is proposing a total of 102,662 nsf which exceeds the MSBA guidelines by 7,132 nsf. *The proposed area has increased by 778 nsf since the PSR submittal. Based on the comments above the MSBA accepts this variation to guidelines, however certain square footage in the Core Academic, Health & Physical Education, Medical, and Administration & Guidance categories will be considered ineligible for reimbursement as noted above. No further action required.*
- **Total Building Gross Floor Area** – The District is proposing a total of 151,685 gross square feet (“gsf”) which exceeds the MSBA guidelines by 8,030 gsf. *The proposed area has increased by 8,227 gsf since the PSR submittal. Based on the comments above the MSBA accepts this variation to guidelines, however certain square footage in the Core Academic, Health & Physical Education, Medical, and Administration & Guidance categories will be considered ineligible for reimbursement as noted above. No further action required.*

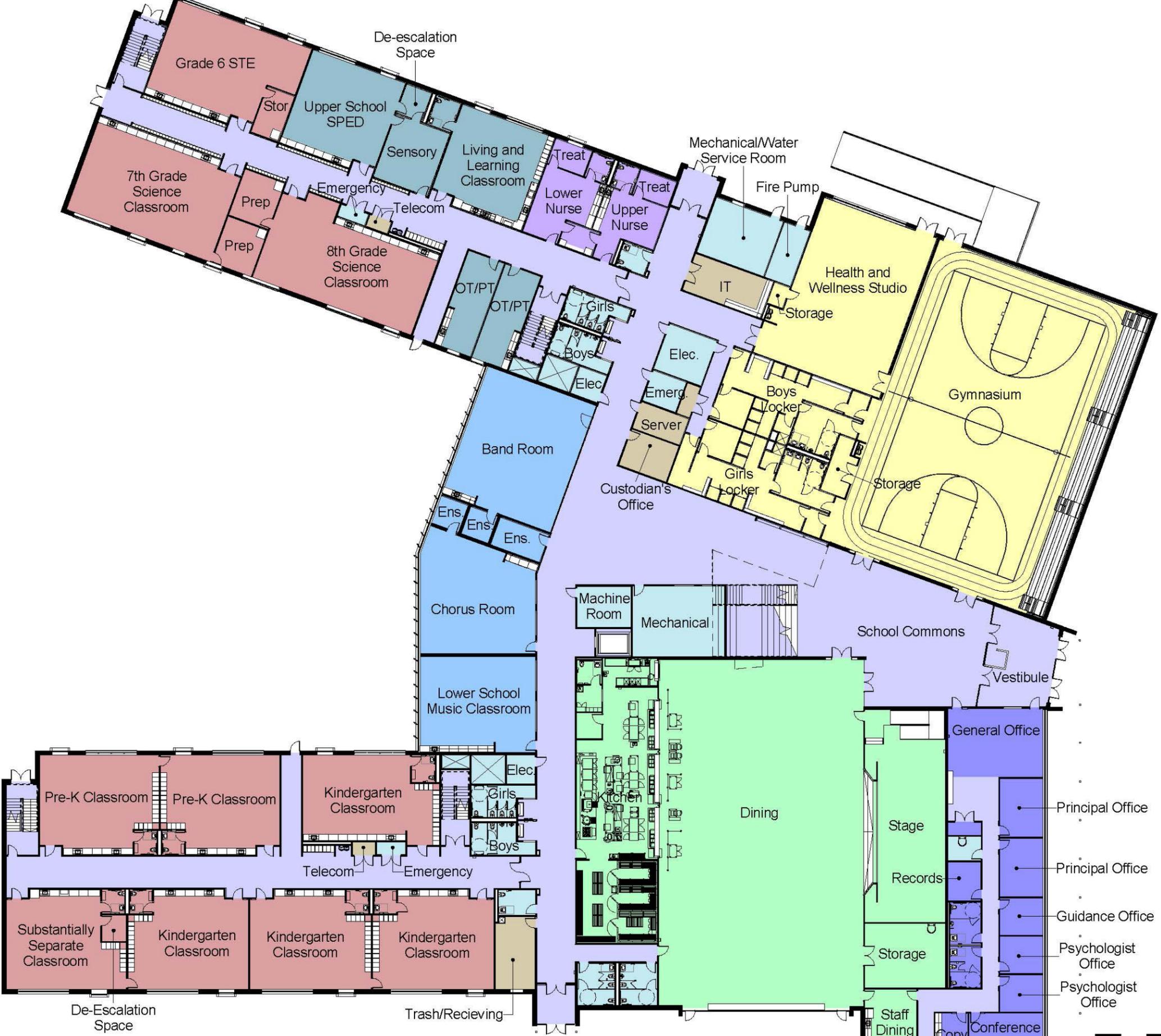
**FA Response:** Due to changes made to bring the Science Classrooms in line with the MSBA guidelines, the Health Classrooms was moved to the third floor space that was previously open to below. This change increased the gross square feet to 152,464 gsf. This change is reflected in the attached space summary and floorplans.

Please note that upon moving forward into subsequent phases of the proposed project, the Designer will be required to provide, with each submission, a signed, updated space summary that reflects the design and demonstrates that the design remains, except as agreed to in writing by the MSBA, in accordance with the guidelines, rules, regulations and policies of the MSBA. Should the updated space summary demonstrate changes to the previous space summary include a narrative description of the change(s) and the reason for the proposed changes to the project.

**End**



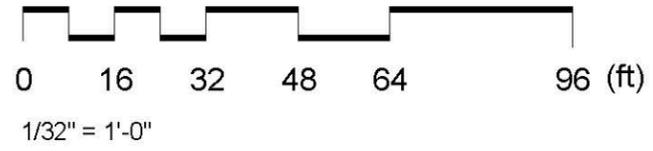




- KEY:**
- Core Academic Spaces
  - Media Center
  - Custodial & Maintenance
  - Health & Physical Education
  - Dining & Food Service
  - Restroom
  - Special Education
  - Vocations & Technology
  - Circulation
  - Administration & Guidance

**FIRST FLOOR PLAN**

LEICESTER MIDDLE SCHOOL  
LEICESTER, MA



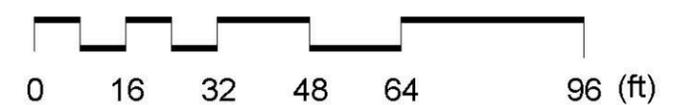


**KEY:**

- Core Academic Spaces
- Media Center
- Custodial & Maintenance
- Health & Physical Education
- Dining & Food Service
- Restroom
- Special Education
- Vocations & Technology
- Circulation
- Administration & Guidance

**SECOND FLOOR PLAN**

LEICESTER MIDDLE SCHOOL  
LEICESTER, MA



1/32" = 1'-0"

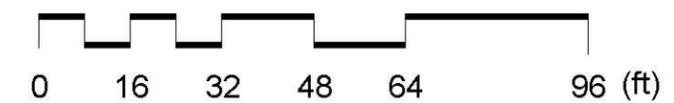


**KEY:**

- Core Academic Spaces
- Media Center
- Custodial & Maintenance
- Health & Physical Education
- Dining & Food Service
- Restroom
- Special Education
- Vocations & Technology
- Circulation
- Administration & Guidance



**THIRD FLOOR PLAN**



1/32" = 1'-0"







**Proposed Space Summary- K - 8 Schools**

<b>Leicester School</b>			
ROOM TYPE	Existing Conditions		
	ROOM NFA <sup>1</sup>	# OF RMS	area totals
<b>MEDIA CENTER</b>			<b>2,977</b>
Media Center/Reading Room	2,977	1	2,977
<b>DINING &amp; FOOD SERVICE</b>			<b>8,185</b>
Cafeteria / Dining	2,889	1	2,889
Kitchen	2,473	1	2,473
Kitchen Office	-	-	-
Kitchen Storage	-	-	-
Kitchen Staff Restroom	-	-	-
Chair / Table / Equipment Storage	2,002	1	2,002
Staff Lunch Room	821	1	821
Stage	-	-	-
<b>MEDICAL</b>			<b>773</b>
Medical Suite Toilet	45	3	135
Nurses' Office / Waiting Room	238	1	238
Lower School Nurses' Office	-	-	-
Upper School Nurses' Office	-	-	-
Shared Nursing Storage	-	-	-
Examination Room / Resting	-	-	-
Examination Room / Resting	400	1	400
<b>ADMINISTRATION &amp; GUIDANCE</b>			<b>2,475</b>
Principal's Office w/ Conference Area	236	1	236
Principal's Secretary / Waiting	-	-	-
Assistant Principal's Office - AP1	207	1	207
Assistant Principal's Office - AP2	-	-	-
General Office / Waiting Room / Toilet	597	1	597
Staff Restroom	-	-	-
Conference room	160	1	160
Conferecne Room	-	-	-
Teachers' Mail and Time Room	99	1	99
Duplicating Room	-	-	-
Records Room	46	1	46
Supervisory / Spare Office	159	1	159
Supervisory Office	-	-	-
General Waiting Room	-	-	-
Guidance Office	144	3	433
Guidance Storeroom	-	-	-
Teacher Planning	538	1	538
Teacher Planning	-	-	-
Teacher Planning	-	-	-
School Psychologist	-	-	-
Team Chair Office	-	-	-
Team Chair Office	-	-	-
<b>CUSTODIAL &amp; MAINTENANCE</b>			<b>1,907</b>
Custodian's Office	184	1	184
Custodian's Workshop	-	-	-
Custodian's Storage	52	5	254
Storeroom	212	5	1,059
Storeroom	-	-	-
Recycling Room / Trash	-	-	-
Receiving and General Supply	21	1	21
Trash/Receiving	-	-	-
Network / Telecom Room	241	1	241
Server	-	-	-
North Wing Telecom Room	-	-	-
South Wing Telecom Room	-	-	-

PROPOSED								
Existing to Remain/Renovated			New			Total		
ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals
		<b>0</b>			<b>4,971</b>			<b>4,971</b>
			4,971	1	4,971	4,971	1	4,971
		<b>0</b>			<b>11,520</b>			<b>11,520</b>
			6,967	1	6,967	6,967	1	6,967
			1,995	1	1,995	1,995	1	1,995
			62	1	62	62	1	62
			63	1	63	63	1	63
			57	1	57	57	1	57
			500	1	500	500	1	500
			322	1	322	322	1	322
			1,554	1	1,554	1,554	1	1,554
		<b>0</b>			<b>1,083</b>			<b>1,083</b>
			55	2	110	55	2	110
			-	-	-	-	-	-
			370	1	370	370	1	370
			327	1	327	327	1	327
			84	1	84	84	1	84
			95	1	95	95	1	95
			97	1	97	97	1	97
		<b>0</b>			<b>4,392</b>			<b>4,392</b>
			241	2	482	241	2	482
			-	-	-	-	-	-
			151	1	151	151	1	151
			131	1	131	131	1	131
			626	1	626	626	1	626
			125	2	250	125	2	250
			248	1	248	248	1	248
			290	1	290	290	1	290
			-	-	-	-	-	-
			128	1	128	128	1	128
			121	1	121	121	1	121
			147	1	147	147	1	147
			103	1	103	103	1	103
			-	-	-	-	-	-
			153	1	153	153	1	153
			41	1	41	41	1	41
			218	2	436	218	2	436
			231	1	231	231	1	231
			235	1	235	235	1	235
			153	2	306	153	2	306
			143	1	143	143	1	143
			170	1	170	170	1	170
		<b>0</b>			<b>1,733</b>			<b>1,733</b>
			186	1	186	186	1	186
			-	-	-	-	-	-
			42	1	42	42	1	42
			313	1	313	313	1	313
			310	1	310	310	1	310
			-	-	-	-	-	-
			-	-	-	-	-	-
			273	1	273	273	1	273
			-	-	-	-	-	-
			134	1	134	134	1	134
			27	3	81	27	3	81
			28	3	84	28	3	84

Date: 3/19/2020 Schematic Design Submittal			
MSBA Guidelines (refer to MSBA Educational Program & Space Standard Guidelines)			
ROOM NFA <sup>1</sup>	# OF RMS	area totals	Comments
		<b>5,049</b>	
5,049	1	5,049	FAA Note: Additional area assigned to Maker Spaces
		<b>11,647</b>	
6,975	1	6,975	2 seatings - 15SF per seat
2,230	1	2,230	1600 SF for first 300 + 1 SF/student Add'l
510	1	510	200 SF for first 300 + .333 SF/student Add'l
333	1	333	200 SF for first 400 + .25 SF/student Add'l
1,600	1	1,600	
		<b>710</b>	
60	1	60	
250	1	250	
		<b>3,524</b>	
375	1	375	
125	1	125	FAA Note: This space is included in the General Office/Waiting Room
127	1	127	
127	0	-	
604	1	604	
272	1	272	
100	1	100	FAA Note: This area is being assigned to the Teacher Planning
161	1	161	FAA Note: Additional area is being assigned the Teacher Planning
130	1	130	
127	1	127	
100	1	100	FAA Note: This space is included in the General Office/Waiting Room
150	5	750	FAA Note: Additional area is being assigned to Psychologist and Team Chair
38	1	38	
615	1	615	
		<b>2,502</b>	
150	1	150	
347	1	347	
375	1	375	
620	1	620	
400	1	400	
410	1	410	
200	1	200	

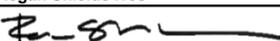
**Proposed Space Summary- K - 8 Schools**

<b>Leicester School</b>			
Existing Conditions			
ROOM TYPE	ROOM NFA <sup>1</sup>	# OF RMS	area totals
IT Office	148	1	148
<b>OTHER</b>			<b>2,110</b>
Other (specify)			
Auditorium	2,110	1	2,110
Total Building Net Floor Area (NFA)			<b>54,130</b>
Proposed Student Capacity / Enrollment			
<b>NON-PROGRAMMED SPACES</b>			
Other Occupied Rooms (list separately)			
Unoccupied MEP/FP Spaces			
Unoccupied Closets, Supply Rooms & Storage Rooms			
Toilet Rooms			
Circulation (corridors, stairs, ramps & elevators)			
Remaining <sup>3</sup>			
Total Building Gross Floor Area (GFA) <sup>2</sup>			73,464
Grossing factor (GFA/NFA)			1.36

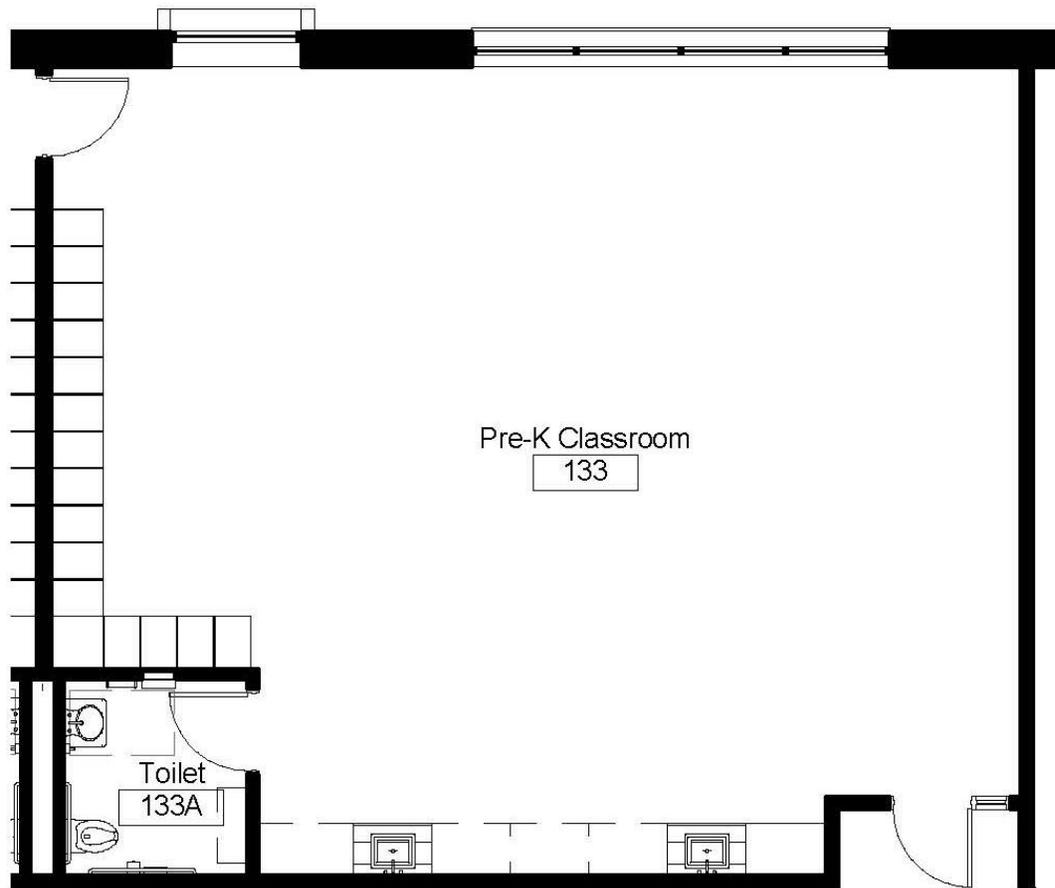
PROPOSED								
Existing to Remain/Renovated			New			Total		
ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals
			310	1	310	310	1	310
		<b>0</b>			<b>0</b>			<b>0</b>
		<b>0</b>			<b>103,996</b>			<b>103,996</b>
		<b>0</b>			<b>48,468</b>			<b>48,468</b>
	% of GFA	<b>0</b>		% of GFA	<b>48,468</b>		% of GFA	<b>48,468</b>
	#DIV/0!			0%			0%	
	#DIV/0!			0%			0%	
	#DIV/0!			0%			0%	
	#DIV/0!		2,483.00	2%	2,483	2,483.00	2%	2,483
	#DIV/0!		290.00	0%	290	290.00	0%	290
	#DIV/0!		2,684.00	2%	2,684	2,684.00	2%	2,684
	#DIV/0!		32,393.00	21%	32,393	32,393.00	21%	32,393
	#DIV/0!	<b>0</b>		7%	<b>10,618</b>		7%	<b>10,618</b>
		<b>0</b>			<b>152,464</b>			<b>152,464</b>
					<b>1.47</b>			<b>1.47</b>
	#DIV/0!				<b>1.47</b>			<b>1.47</b>

Date: 3/19/2020 Schematic Design Submittal			
MSBA Guidelines (refer to MSBA Educational Program & Space Standard Guidelines)			
ROOM NFA <sup>1</sup>	# OF RMS	area totals	Comments
		<b>0</b>	
		<b>95,530</b>	
		<b>930</b>	Enter grade enrollments below
K-6	78%	<b>310</b>	Lower Elementary; Grades K-2
		<b>413</b>	Upper Elementary; Grades 3-6
7-8	22%	<b>207</b>	Middle/Jr. High; Grades 7-8
<b>143,295</b>			
<b>1.50</b>			
Non-Programmed space areas are required to be included in the following submittals:			
Schematic Design Submittal			
Design Development Submittal			
60% Construction Documents			
90% Construction Documents			
Final Construction Documents			

- <sup>1</sup> **Individual Room Net Floor Area (NFA)** Includes the net square footage measured from the inside face of the perimeter walls and includes all specific spaces assigned to a particular program area including such spaces as non-communal toilets and storage rooms.
- <sup>2</sup> **Total Building Gross Floor Area (GFA)** Includes the entire building gross square footage measured from the outside face of exterior walls
- <sup>3</sup> **Remaining** Includes exterior walls, interior partitions, chases, and other areas not listed above. Do not calculate this area, it is assumed to equal the difference between the Total Building Gross Floor Area and area not accounted for above.

<p><b>Architect Certification</b></p> <p>I hereby certify that all of the information provided in this "Proposed Space Summary" is true, complete and accurate and, except as agreed to in writing by the Massachusetts School Building Authority, in accordance with the guidelines, rules, regulations and policies of the Massachusetts School Building Authority to the best of my knowledge and belief. A true statement, made under the penalties of perjury.</p> <p style="text-align: center;">Name of Architect Firm: <u>Finegold Alexander Architects</u></p> <p style="text-align: center;">Name of Principal Architect: <u>Regan Shields Ives</u></p> <p style="text-align: center;">Signature of Principal Architect: </p> <p style="text-align: center;">Date: <u>19-Mar-20</u></p>
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## PRE-KINDERGARTEN W/ TOILET



### Functional Criteria

Description:	General instructional classrooms for Pre-Kindergarten
Square Footage Sizes:	1,123 SF, 1,114 SF
Quantity:	2
Occupant Load:	26 (1 Teacher, 25 Students)

### Locational Criteria

Users:	Students, Teachers
Agency:	Grades Grouped in Neighborhoods, 1st Floor, near PK/K Entry, Lower School Wing
Orientation/Views:	Views to Exterior, Natural Light.

## Technical Criteria

Floor:	Linoleum modular tile flooring w/ rubber base. Ceramic tile in toilet rooms.
Walls:	Painted gypsum wallboard. Dry erase paint with magnetic primer on 1 wall. Ceramic tile in toilet rooms.
Ceiling:	2' x 2' suspended acoustic tile.
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	2 Classroom sinks, Water Closet, & Lavatory in toilet room. Sprinklered
Lighting:	LED Pendants
Electrical:	Standard Duplexes, GFCI Wall Mounted Duplexes.
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone, Emergency Call Station.
Audio-visual:	Analog Clock, Public Address Speaker, Audio System Speaker, In-ceiling audio system speaker.

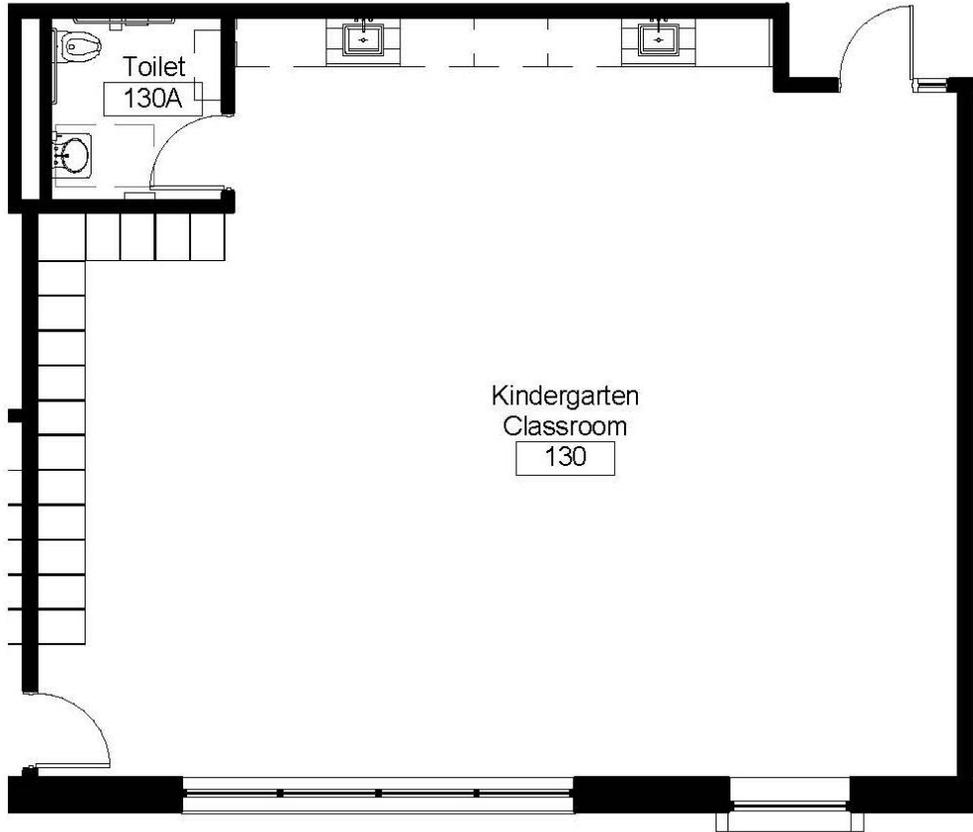
## Fixtures/Furnishings

Casework:	Cabinets and wardrobe unit. Cubbies with bench and coat hooks. Window Seat.
Furnishings:	1 Teacher Desk with Podium; 1 Task Chair w/ arms, Teacher 18 Student Chair, 12" seat height 2 Student Table, Trapazoid, adj. height, 3-person 1 Half Moon Table; 3 Student Table, 60" x 36", 4-person 1 Area Rug (9x12), Colored Squares 1 Reading chair; 1 Easel/Mobile Chart Stand 1 Mobile Large Book Bin; 6 Student Alternative Stool 2 Bean Bag Chair; 4 Resting Mat, set-of-4 1 Art Easel (Double Sided) 1 Sand/Water Table 1 Play Kitchen Set (With Tables, Chairs) 1 Puppet Theater Dramatic Play Station
Equipment:	Short throw interactive projector
Shelving/Storage:	Built in Cubbies, Cabinets, Wardrobe Unit.
Fixed Teaching Aids:	Short throw interactive projector, magnetic white board walls

## Other Information

Project Display Space:	Magnetic white board wall.
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## KINDERGARTEN W/ TOILET



### Functional Criteria

Description: General instructional classrooms for Kindergarten.  
Square Footage Sizes: 1,126 SF, 1,129 SF, 1,131 SF, 1,117 SF  
Quantity: 4  
Occupant Load: 26 (1 Teacher, 25 Students)

### Locational Criteria

Users: Students, Teachers  
Adjacency: Grades Grouped in Neighborhoods, 1<sup>st</sup> Floor, Lower School Wing, near PK/K entry  
Orientation/Views: Views to Exterior, Natural Light

## Technical Criteria

Floor:	Linoleum modular tile flooring w/ 4" rubber base. Ceramic tile in toilet rooms.
Walls:	Painted gypsum wallboard. Dry erase paint with magnetic primer on 1 wall. Ceramic tile in toilet rooms.
Ceiling:	2 x 2 suspended acoustic tile.
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	2 Classroom sinks, Water Closet, & Lavatory in toilet room. Sprinklered
Lighting:	LED Pendants
Electrical:	Standard Duplexes, GFCI Wall Mounted Duplexes.
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone, Emergency Call Station.
Audio-visual:	Analog Clock, Public Address Speaker, Audio System Speaker, In-ceiling audio system speaker.

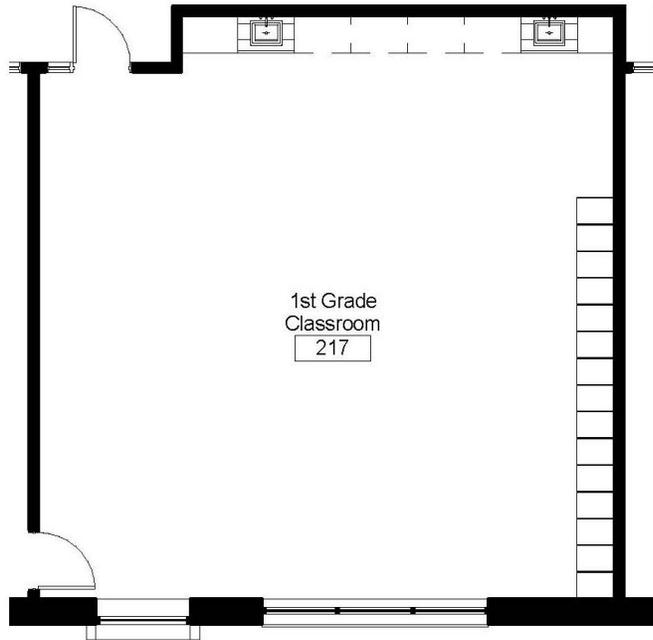
## Fixtures/Furnishings

Casework:	Cabinets and wardrobe unit. Cubbies with bench and coat hooks. Window Seat.
Furnishings:	1 Teacher Desk with Podium; 1 Task Chair w/ arms, Teacher 18 Student Chair, 12" seat height 4 Student Table, Trapazoid, adj. height, 3-person 1 Half Moon Table; 2 Student Table, 60" x 36", 4-person 1 Area Rug (9x12), Colored Squares; 1 Reading chair 1 Easel/Mobile Chart Stand; 1 Mobile Large Book Bin 6 Student Alternative Stool; 2 Bean Bag Chair 4 Resting Mat, set-of-4; 1 Art Easel (Double Sided); 1 Sand/Water Table; 1 Play Kitchen Set (With Tables, Chairs); 1 Puppet Theater Dramatic Play Station
Equipment:	Short throw interactive projector
Shelving/Storage:	Built in Cubbies, Cabinets, Wardrobe Unit.
Fixed Teaching Aids:	Short throw projector, magnetic white board wall

## Other Information

Special Graphics:	
Project Display Space:	Magnetic white board wall.
Project Storage	

## 1ST GRADE CLASSROOM



### Functional Criteria

Description:	General instructional classrooms
Square Footage Sizes:	914 SF, 916 SF, 920 SF, 919 SF
Quantity:	4
Occupant Load:	26 (1 Teacher, 25 Students)

### Locational Criteria

Users:	Students, Teachers
Adjacency:	Grades Grouped in Neighborhoods, Lower School Wing
Orientation/Views:	Views to Exterior, Natural Light

## Technical Criteria

Floor:	Linoleum modular tile w/ 4" rubber base.
Walls:	Painted gypsum wallboard. Dry erase paint with magnetic primer on 1 wall.
Ceiling:	2 x 2 suspended acoustic tile.
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	2 Classroom sinks. Sprinklered
Lighting:	LED Pendants.
Electrical:	Standard Duplexes, GFCI Wall Mounted Duplexes.
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone, Emergency Call Station.
Audio-visual:	Analog Clock, Public Address Speaker, Audio System Speaker, In-ceiling audio system speaker.

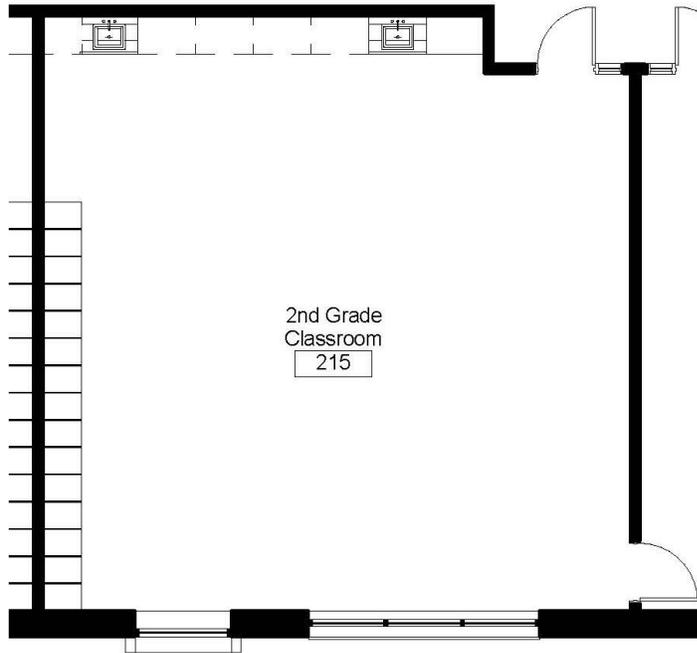
## Fixtures/Furnishings

Casework:	Cabinets and wardrobe unit. Cubbies with bench and coat hooks. Window Seat.
Furnishings:	1 Teacher Desk With Podium 1 Task Chair with arms, Teacher 25 Student Chair, 14" seat height 3 Student Table, 60" x 36", 4-person 4 Student Table, Trapazoid, adj. height, 3-person 1 Half Moon Table 1 Area Rug (9x12), Colored Squares 1 Reading chair 1 Easel/Mobile Chart Stand 1 Mobile Large Book Bin 6 Student Alternative Stool 2 Bean Bag Chair
Equipment:	Short throw interactive projector
Shelving/Storage:	Built in Cubbies, Cabinets, Wardrobe Unit.
Fixed Teaching Aids:	Short throw projector, magnetic white board wall

## Other Information

Special Graphics:	
Project Display Space:	Magnetic white board wall.
Project Storage:	

## 2ND GRADE CLASSROOM



### Functional Criteria

Description:	General instructional classrooms
Square Footage Sizes:	920 SF, 923 SF, 916 SF,
Quantity:	4
Occupant Load:	26 (1 Teacher, 25 Students)

### Locational Criteria

Users:	Students, Teachers
Adjacency:	Grades Grouped in Neighborhoods, Lower School Wing.
Orientation/Views:	Views to Exterior, Natural Light

## Technical Criteria

Floor:	Linoleum modular tile w/ 4" rubber base.
Walls:	Painted gypsum wallboard. Dry erase paint with magnetic primer on 1 wall.
Ceiling:	2 x 2 suspended acoustic tile.
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	2 Classroom sinks. Sprinklered
Lighting:	LED Pendants.
Electrical:	Standard Duplexes, GFCI Wall Mounted Duplexes.
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone, Emergency Call Station.
Audio-visual:	Analog Clock, Public Address Speaker, Audio System Speaker, In-ceiling audio system speaker.

## Fixtures/Furnishings

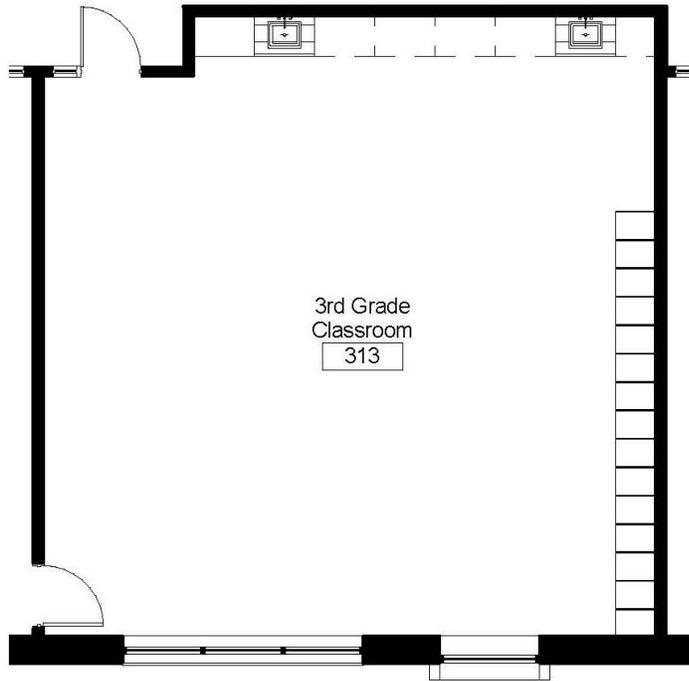
Casework:	Cabinets and wardrobe unit. Cubbies with bench and coat hooks. Window Seat.
Furnishings:	1 Teacher Desk With Podium 1 Task Chair with arms, Teacher 25 Student Chair, 14" seat height 3 Student Table, 60" x 36", 4-person 4 Student Table, Trapazoid, adj. height, 3-person 1 Half Moon Table 1 Area Rug (9x12), Colored Squares 1 Reading chair 1 Easel/Mobile Chart Stand 1 Mobile Large Book Bin 6 Student Alternative Stool 2 Bean Bag Chair
Equipment:	Short throw interactive projector
Shelving/Storage:	Built in Cubbies, Cabinets, Wardrobe Unit.
Fixed Teaching Aids:	Short throw projector, magnetic white board wall

## Other Information

Special Graphics:	
Project Display Space:	Magnetic white board wall.
Project Storage:	

Leicester Middle School  
Room Data Sheet

## 3RD GRADE CLASSROOM



### Functional Criteria

Description:	General instructional classrooms
Square Footage Sizes:	921 SF, 914 SF, 916 SF, 919 SF
Quantity:	4
Occupant Load:	26 (1 Teacher, 25 Students)

### Locational Criteria

Users:	Students, Teachers
Adjacency:	Grades Grouped in Neighborhoods, Lower School Wing.
Orientation/Views:	Views to Exterior, Natural Light

## Technical Criteria

Floor:	Linoleum modular tile w/ 4" rubber base.
Walls:	Painted gypsum wallboard. Dry erase paint with magnetic primer on 1 wall.
Ceiling:	2 x 2 suspended acoustic tile.
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	2 Classroom sinks. Sprinklered
Lighting:	LED Pendants.
Electrical:	Standard Duplexes, GFCI Wall Mounted Duplexes.
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone, Emergency Call Station.
Audio-visual:	Analog Clock, Public Address Speaker, Audio System Speaker, In-ceiling audio system speaker.

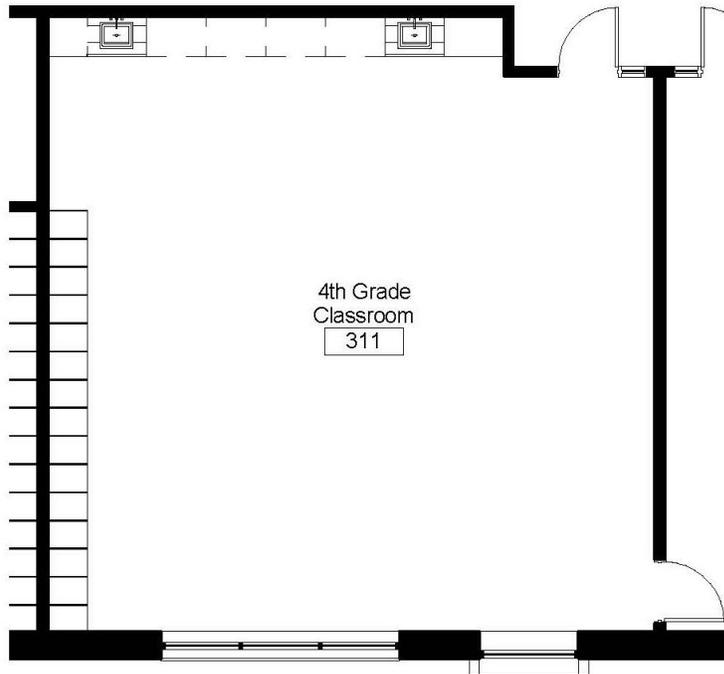
## Fixtures/Furnishings

Casework:	Cabinets and wardrobe unit. Cubbies with bench and coat hooks. Window Seat.
Furnishings:	1 Teacher Desk With Podium 1 Task Chair with arms, Teacher 25 Student Chair, 16" seat height 3 Student Table, 60" x 36", 4-person 4 Student Table, Trapazoid, adj. height, 3-person 1 Half Moon Table 2 Student Desk, Standing 1 Area Rug (9x12), Solid Color 1 Reading chair 1 Easel/Mobile Chart Stand 6 Student Alternative Stool 2 Bean Bag Chair
Equipment:	Short throw interactive projector
Shelving/Storage:	Built in Cubbies, Cabinets, Wardrobe Unit.
Fixed Teaching Aids:	Short throw projector, magnetic white board wall

## Other Information

Special Graphics:	
Project Display Space:	Magnetic white board wall.
Project Storage:	

## 4TH GRADE CLASSROOM



### Functional Criteria

Description:	General instructional classrooms
Square Footage:	908 SF, 988 SF, 920 SF, 926 SF
Quantity:	4
Occupant Load:	26 (1 Teacher, 25 Students)

### Locational Criteria

Users:	Students, Teachers
Agency:	Grades Grouped in Neighborhoods, Lower School Wing.
Orientation/Views:	Views to Exterior, Natural Light

## Technical Criteria

Floor:	Linoleum modular tile w/ 4" rubber base.
Walls:	Painted gypsum wallboard. Dry erase paint with magnetic primer on 1 wall.
Ceiling:	2 x 2 suspended acoustic tile.
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	2 Classroom sinks. Sprinklered
Lighting:	LED Pendants.
Electrical:	Standard Duplexes, GFCI Wall Mounted Duplexes.
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone, Emergency Call Station.
Audio-visual:	Analog Clock, Public Address Speaker, Audio System Speaker, In-ceiling audio system speaker.

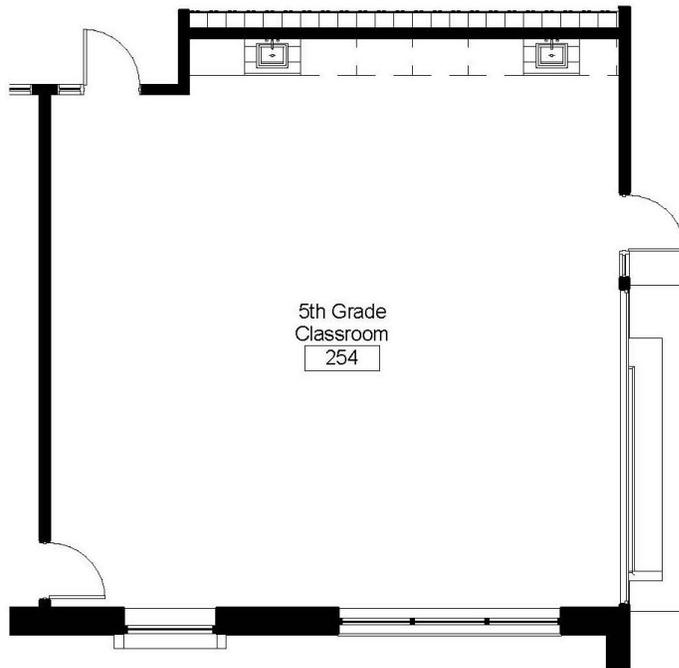
## Fixtures/Furnishings

Casework:	Cabinets and wardrobe unit. Cubbies with bench and coat hooks. Window Seat.
Furnishings:	1 Teacher Desk With Podium 1 Task Chair with arms, Teacher 25 Student Chair, 16" seat height 4 Student Table, 60" x 36", 4-person 2 Student Table, Trapazoid, adj. height, 3-person 1 Half Moon Table 2 Student Desk, Standing 1 Area Rug (9x12), Solid Color 1 Reading chair 1 Easel/Mobile Chart Stand 6 Student Alternative Stool 2 Bean Bag Chair
Equipment:	Short throw interactive projector
Shelving/Storage:	Built in Cubbies, Cabinets, Wardrobe Unit.
Fixed Teaching Aids:	Short throw projector, magnetic white board wall

## Other Information

Special Graphics:	
Project Display Space:	Magnetic white board wall.
Project Storage:	

## 5TH GRADE CLASSROOM



### Functional Criteria

Description:	General instructional classrooms
Square Footage:	912 SF, 914 SF, 910 SF, 917 SF
Quantity:	4
Occupant Load:	26 (1 Teacher, 25 Students)

### Locational Criteria

Users:	Students, Teachers
Adjacency:	Grades Grouped in Neighborhoods, Upper School Wing.
Orientation/Views:	Views to Exterior, Natural Light

## Technical Criteria

Floor:	Linoleum modular tile w/ 4" rubber base.
Walls:	Painted gypsum wallboard. Dry erase paint with magnetic primer on 1 wall.
Ceiling:	2 x 2 suspended acoustic tile.
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	2 Classroom sinks. Sprinklered
Lighting:	LED Pendants.
Electrical:	Standard Duplexes, GFCI Wall Mounted Duplexes.
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone, Emergency Call Station.
Audio-visual:	Analog Clock, Public Address Speaker, Audio System Speaker, In-ceiling audio system speaker.

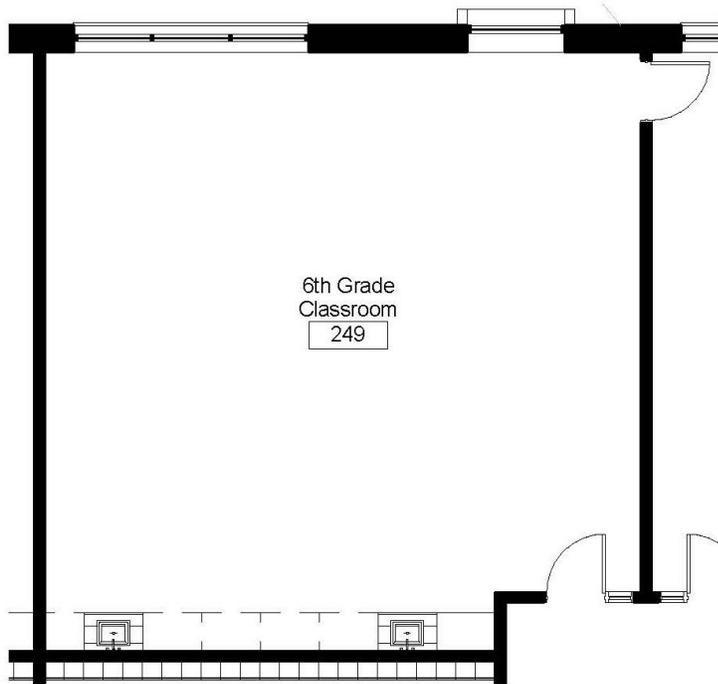
## Fixtures/Furnishings

Casework:	Cabinets and wardrobe unit. Window Seat.
Furnishings:	1 Teacher Desk With Podium 1 Task Chair with arms, Teacher 25 Student Chair, 18" seat height 2 Student desk, trapezoid 1 Student Table, 60" x 36", 4-person 8 Student Table, Trapezoid, adj. height, 3-person 2 Student Desk, Standing 2 Laptop charging cabinet
Equipment:	Short throw interactive projector
Shelving/Storage:	Cabinets, Wardrobe Unit.
Fixed Teaching Aids:	Short throw projector, magnetic white board wall

## Other Information

Special Graphics:	
Project Display Space:	Magnetic white board wall.
Project Storage:	

## 6TH GRADE CLASSROOM



### Functional Criteria

Description:	General instructional classrooms
Square Footage:	912 SF, 916 SF, 937 SF
Quantity:	4
Occupant Load:	26 (1 Teacher, 25 Students)

### Locational Criteria

Users:	Students, Teachers
Adjacency:	Grades Grouped in Neighborhoods, Upper School Wing.
Orientation/Views:	Views to Exterior, Natural Light

## Technical Criteria

Floor:	Linoleum modular tile w/ 4" rubber base.
Walls:	Painted gypsum wallboard. Dry erase paint with magnetic primer on 1 wall.
Ceiling:	2 x 2 suspended acoustic tile.
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	2 Classroom sinks. Sprinklered
Lighting:	LED Pendants.
Electrical:	Standard Duplexes, GFCI Wall Mounted Duplexes.
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone, Emergency Call Station.
Audio-visual:	Analog Clock, Public Address Speaker, Audio System Speaker, In-ceiling audio system speaker.

## Fixtures/Furnishings

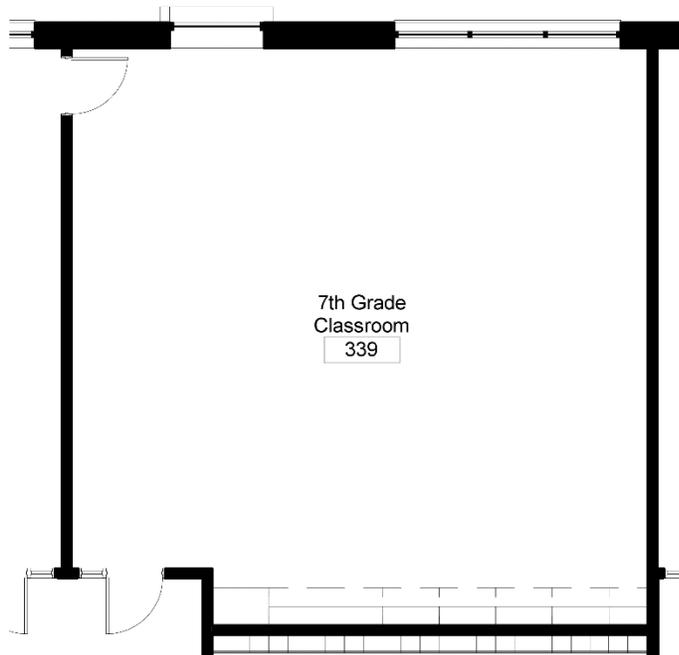
Casework:	Cabinets and wardrobe unit. Window Seat.
Furnishings:	1 Teacher Desk With Podium 1 Task Chair with arms, Teacher 25 Student Chair, 18" seat height 2 Student desk, trapezoid 1 Student Table, 60" x 36", 4-person 8 Student Table, Trapezoid, adj. height, 3-person 2 Student Desk, Standing 2 Laptop charging cabinet
Equipment:	Short throw interactive projector
Shelving/Storage:	Cabinets, Wardrobe Unit.
Fixed Teaching Aids:	Short throw projector, magnetic dry erase wall

## Other Information

Special Graphics:	
Project Display Space:	Magnetic white board wall.
Project Storage:	

Leicester Middle School  
Room Data Sheet

## 7TH GRADE CLASSROOM



### Functional Criteria

Description:	General instructional classrooms
Square Footage:	912 SF, 916 SF, 937 SF
Quantity:	4
Occupant Load:	26 (1 Teacher, 25 Students)

### Locational Criteria

Users:	Students, Teachers
Adjacency:	Grades Grouped in Neighborhoods, Upper School Wing.
Orientation/Views:	Views to Exterior, Natural Light

## Technical Criteria

Floor:	Linoleum modular tile w/ 4" rubber base.
Walls:	Painted gypsum wallboard. Dry erase paint with magnetic primer on 1 wall.
Ceiling:	2 x 2 suspended acoustic tile.
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	Sprinklered
Lighting:	LED Pendants.
Electrical:	Standard Duplexes, GFCI Wall Mounted Duplexes.
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone, Emergency Call Station.
Audio-visual:	Analog Clock, Public Address Speaker, Audio System Speaker, In-ceiling audio system speaker.

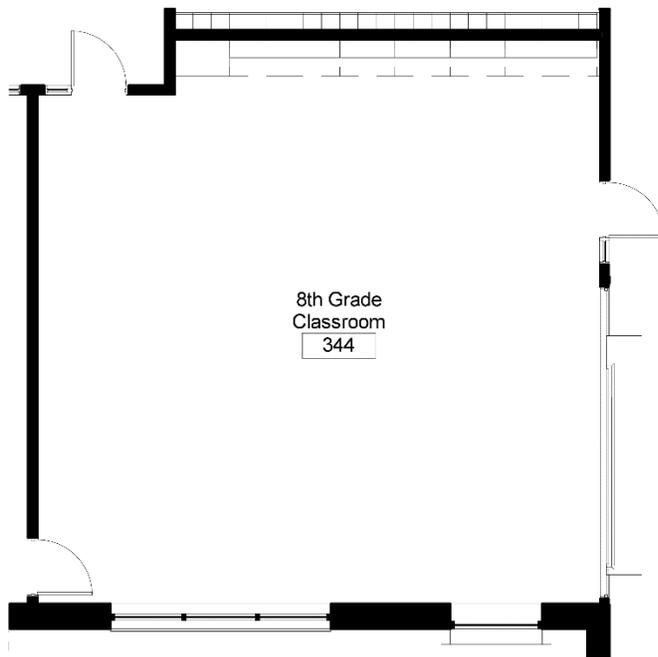
## Fixtures/Furnishings

Casework:	Cabinets and wardrobe unit. Window Seat.
Furnishings:	1 Teacher Desk With Podium 1 Task Chair with arms, Teacher 25 Student Chair, 18" seat height 2 Student desk, trapezoid 1 Student Table, 60" x 36", 4-person 8 Student Table, Trapazoid, adj. height, 3-person 2 Student Desk, Standing 2 Laptop charging cabinet
Equipment:	Short throw interactive projector
Shelving/Storage:	Cabinets, Wardrobe Unit.
Fixed Teaching Aids:	Short throw projector, magnetic white board wall

## Other Information

Special Graphics:	
Project Display Space:	Magnetic white board wall.
Project Storage:	

## 8TH GRADE CLASSROOM



### Functional Criteria

Description:	General instructional classrooms
Square Footage:	912 SF, 917 SF, 920 FS
Quantity:	4
Occupant Load:	26 (1 Teacher, 25 Students)

### Locational Criteria

Users:	Students, Teachers
Adjacency:	Grades Grouped in Neighborhoods, Upper School Wing.
Orientation/Views:	Views to Exterior, Natural Light

## Technical Criteria

Floor:	Linoleum modular tile w/ 4" rubber base.
Walls:	Painted gypsum wallboard. Dry erase paint with magnetic primer on 1 wall.
Ceiling:	2 x 2 suspended acoustic tile.
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	Sprinklered
Lighting:	LED Pendants.
Electrical:	Standard Duplexes, GFCI Wall Mounted Duplexes.
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone, Emergency Call Station.
Audio-visual:	Analog Clock, Public Address Speaker, Audio System Speaker, In-ceiling audio system speaker.

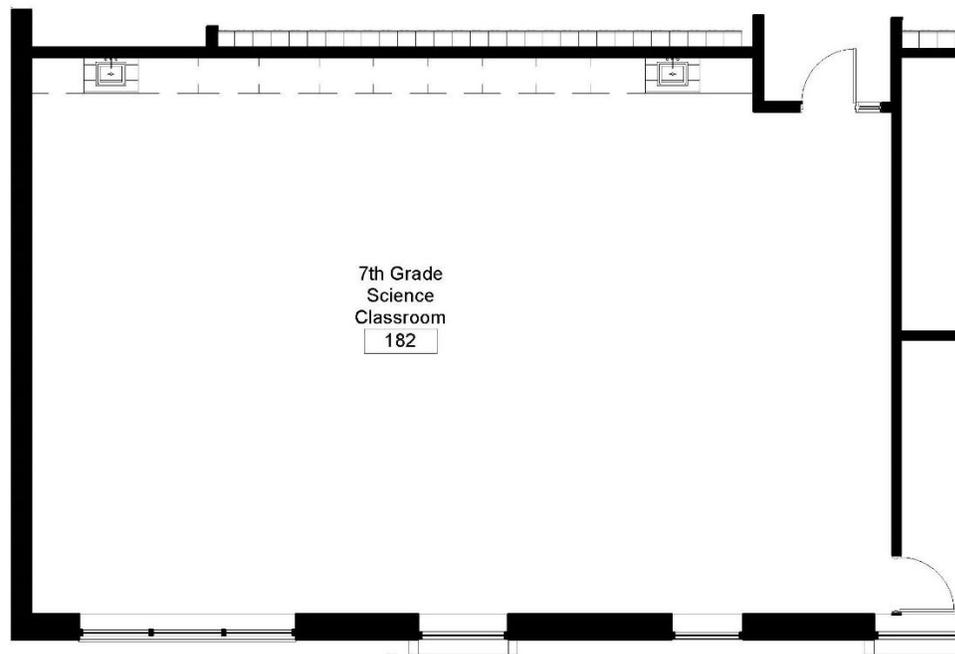
## Fixtures/Furnishings

Casework:	Cabinets and wardrobe unit. Window Seat.
Furnishings:	1 Teacher Desk With Podium 25 students 1 Task Chair with arms, Teacher 25 Student Chair, 18" seat height 2 Student desk, trapezoid 1 Student Table, 60" x 36", 4-person 8 Student Table, Trapazoid, adj. height, 3-person 2 Student Desk, Standing 2 Laptop charging cabinet
Equipment:	Short throw interactive projector
Shelving/Storage:	Cabinets, Wardrobe Unit.
Fixed Teaching Aids:	Short throw projector, magnetic white board wall

## Other Information

Project Display Space:	Magnetic white board wall.
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## SCIENCE CLASSROOM / LAB



### Functional Criteria

Description:	Science classrooms with lab
Square Footage:	1,441 SF (7 <sup>th</sup> Grade), 1,442 SF (8 <sup>th</sup> Grade)
Quantity:	2
Occupant Load:	26 (1 Teacher, 25 Students)

### Locational Criteria

Users:	Students, Teachers
Adjacency:	Upper School Wing.
Orientation/Views:	Views to Exterior, Natural Light

## Technical Criteria

Floor:	Linoleum modular tile w/ 4" rubber base.
Walls:	Painted gypsum wallboard. Dry erase paint with magnetic primer on 1 wall.
Ceiling:	2 x 2 suspended acoustic tile.
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	2 classroom sinks. Sprinklered
Lighting:	LED Pendants.
Electrical:	Standard Duplexes, GFCI Wall Mounted Duplexes.
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone, Emergency Call Station.
Audio-visual:	Analog Clock, Public Address Speaker, Audio System Speaker, In-ceiling audio system speaker.

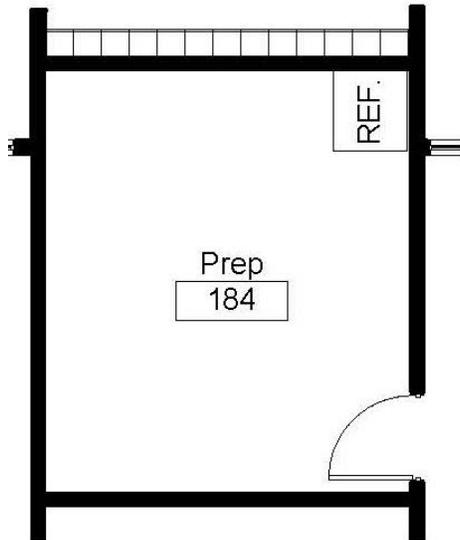
## Fixtures/Furnishings

Casework:	Cabinets with epoxy tops and wardrobe unit. Window Seat.
Furnishings:	1 Teacher Desk With Podium 25 students 1 Task Chair with arms, Teacher 1 Science table, Teacher Demo 25 Student Stool, with back, glides 6 Science tables, epoxy top, 4-person
Equipment:	Short throw interactive projector
Shelving/Storage:	Cabinets, Wardrobe Unit.
Fixed Teaching Aids:	Short throw projector, magnetic white board wall

## Other Information

Project Display Space:	Magnetic white board walls.
Safety/Auto Shut-off:	
Health:	Emergency eye-wash station

## PREP ROOMS



### Functional Criteria

Description:	Science prep room
Square Footage:	200 SF (7 <sup>th</sup> & 8 <sup>th</sup> Grade)
Quantity:	2
Occupant Load:	

### Locational Criteria

Users:	Students, Teachers
Adjacency:	Accessible from science classrooms
Orientation/Views:	Views to Exterior, Natural Light

### Technical Criteria

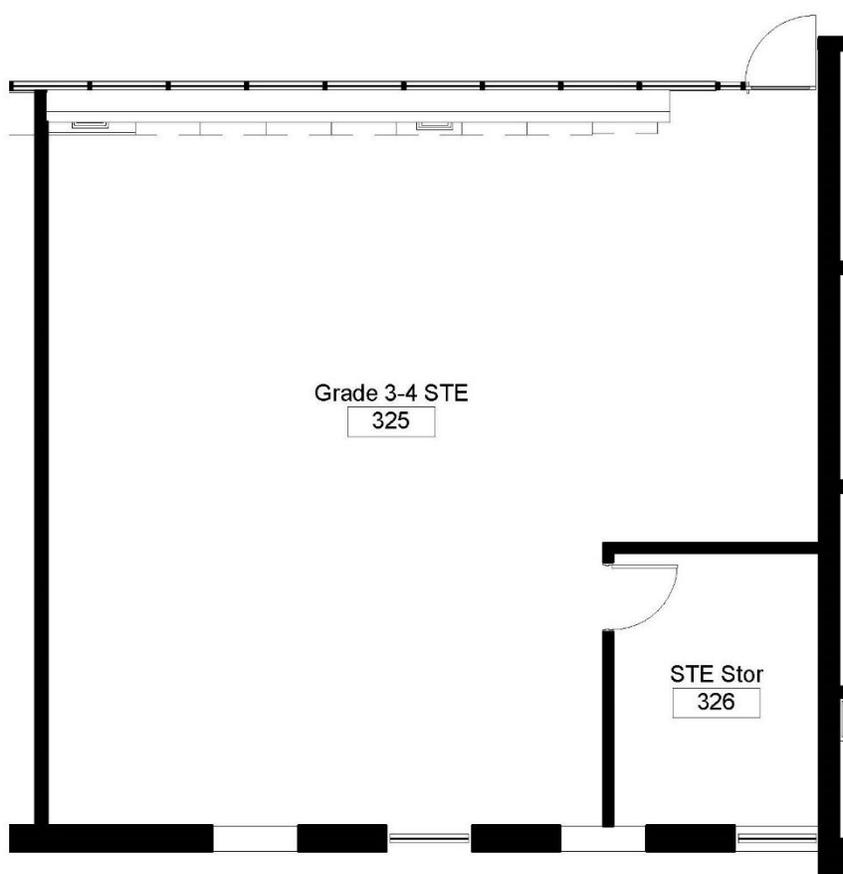
Floor:	Linoleum modular tile w/ 4" rubber base.
Walls:	Painted gypsum wallboard.
Ceiling:	2 x 2 suspended acoustic tile.
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	
Mechanical:	
Plumbing/FP:	Sprinklered
Lighting:	Troffer Lights
Electrical:	Standard Duplexes.
Communication:	
Audio-visual:	

### Fixtures/Furnishings

Casework:	
Furnishings:	3 Industrial shelving, 5 high
Equipment:	Refrigerator
Shelving/Storage:	
Fixed Teaching Aids:	

### Other Information

## GRADES 3-4 STE CLASSROOM



### Functional Criteria

Description:	STEM Classroom for grades 3-4
Square Footage:	1,080 SF (with additional 120 SF storage)
Quantity:	1
Occupant Load:	26 (1 Teacher, 25 Students)

### Locational Criteria

Users:	Students, Teachers
Adjacency:	Centralized, near other STEM rooms
Orientation/Views:	Views to Exterior, Natural Light

## Technical Criteria

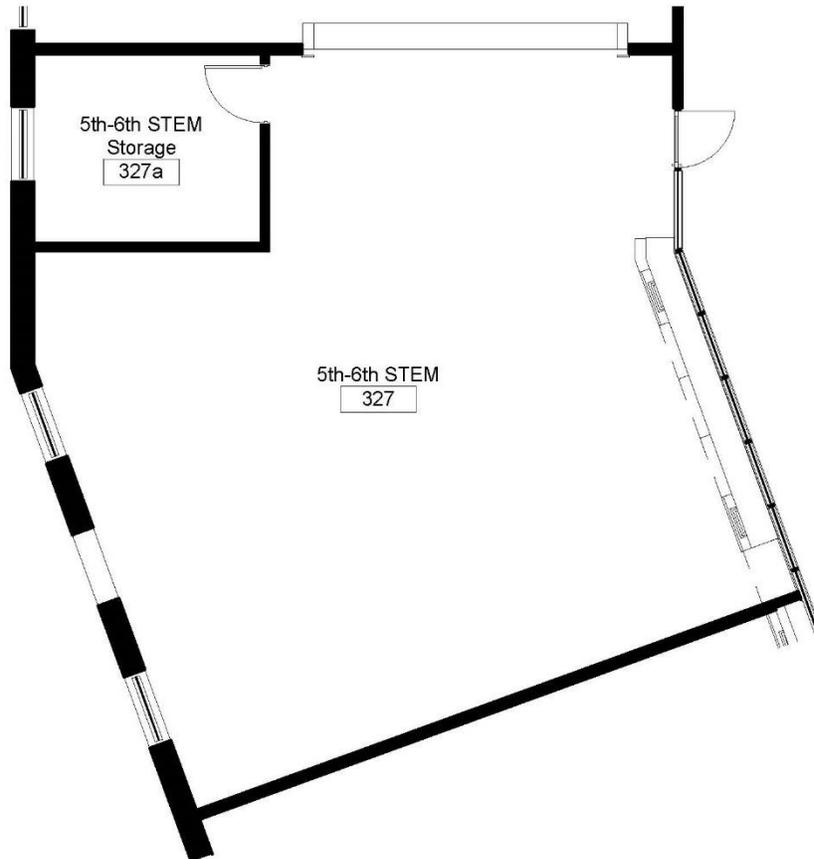
Floor:	Linoleum modular tile w/ 4" rubber base.
Walls:	Painted gypsum wallboard. Dry erase paint with magnetic primer on 1 wall.
Ceiling:	2 x 2 suspended acoustic tile & Unistrut Grid 4 x 4
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	2 classroom sinks. Sprinklered
Lighting:	LED Pendants.
Electrical:	Standard Duplexes, GFCI Wall Mounted Duplexes.
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone, Emergency Call Station.
Audio-visual:	Analog Clock, Public Address Speaker, Audio System Speaker, In-ceiling audio system speaker.

## Fixtures/Furnishings

Casework:	Cabinets and display shelving.
Furnishings:	1 Teacher Desk With Podium 1 Task Chair with arms, Teacher 25 Student Stool, Perch 8 Student Table, Trapazoid, adj. height set at 34", 3-person 1 Student Table, 60" x 36", 4-person 1 Mobile Whiteboard 600.00 1 Half Moon Table
Equipment:	Short throw interactive projector
Shelving/Storage:	Cabinets and display shelving
Fixed Teaching Aids:	Short throw projector, magnetic white board wall

## Other Information

## GRADES 5-6 STEM CLASSROOM



### Functional Criteria

Description:	STEM room for grades 5-6
Square Footage:	1,080 SF (with additional 120 SF storage)
Quantity:	1
Occupant Load:	26 (1 Teacher, 25 Students)

### Locational Criteria

Users:	Students, Teachers
Adjacency:	Centralized, near other STEM rooms
Orientation/Views:	Views to Exterior, Natural Light

## Technical Criteria

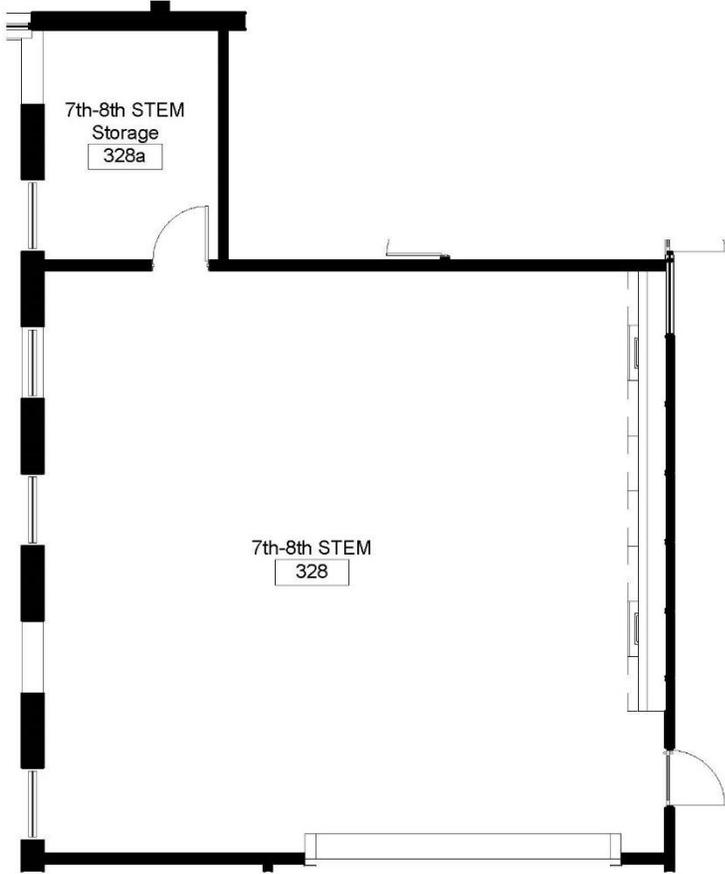
Floor:	Linoleum modular tile w/ 4" rubber base.
Walls:	Painted gypsum wallboard. Dry erase paint with magnetic primer on 2 walls.
Ceiling:	2 x 2 suspended acoustic tile & Unistrut Grid 4 x 4
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish. Overhead coiling door
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	2 classroom sinks. Sprinklered
Lighting:	LED Pendants.
Electrical:	Standard Duplexes, GFCI Wall Mounted Duplexes.
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone, Emergency Call Station.
Audio-visual:	Analog Clock, Public Address Speaker, Audio System Speaker, In-ceiling audio system speaker.

## Fixtures/Furnishings

Casework:	Cabinets and display shelving
Furnishings:	1 Teacher Desk With Podium 1 Task Chair with arms, Teacher 25 Student Stool, Perch 1 Mobile Whiteboard 2 Industrial Shelving, 5-high 5 Work Bench, wood top, locking casters, 34" high, 4-person
Equipment:	Short throw interactive projector
Shelving/Storage:	Cabinets and display shelving
Fixed Teaching Aids:	Short throw projector, magnetic dry erase walls

## Other Information

### GRADES 7-8 STEM CLASSROOM



Functional Criteria

Description:	STEM room for grades 7-8
Square Footage:	1,080 SF (with additional 120 SF Storage)
Quantity:	1
Occupant Load:	26 (1 Teacher, 25 Students)

Locational Criteria

Users:	Students, Teachers
Agency:	Centralized, near other STEM rooms
Orientation/Views:	Views to Exterior, Natural Light

## Technical Criteria

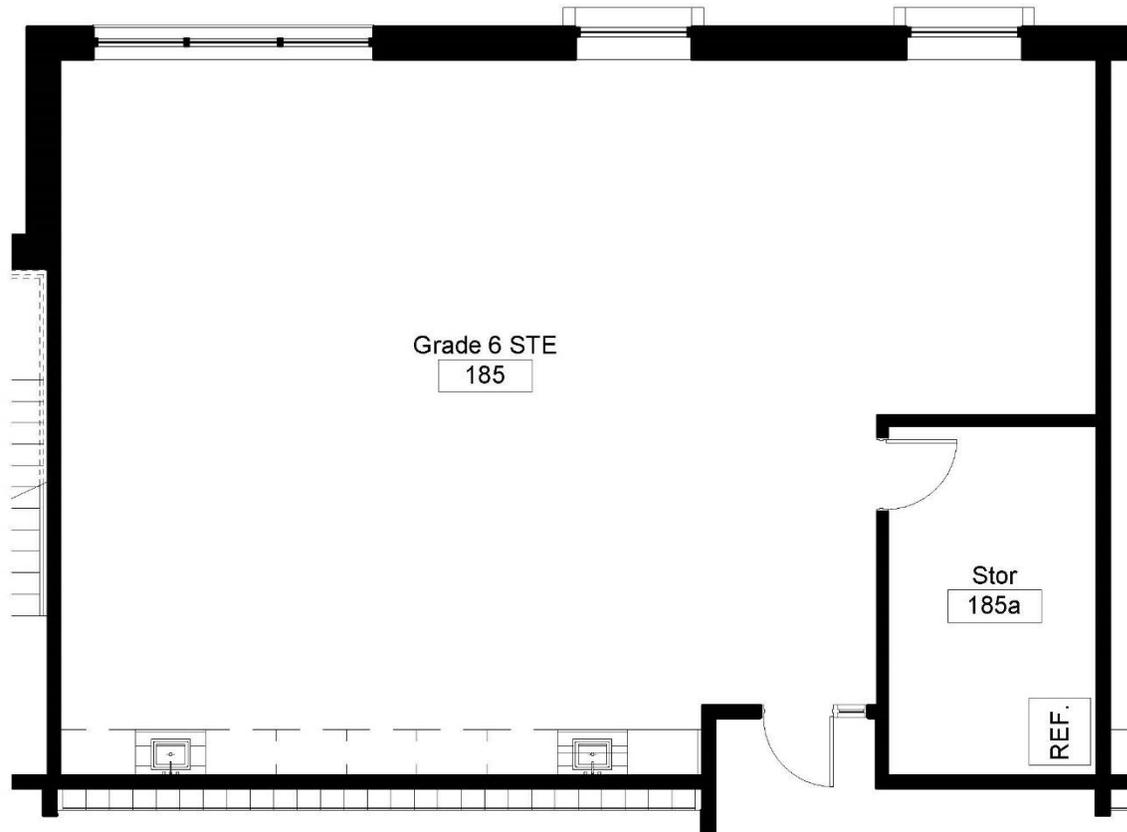
Floor:	Linoleum modular tile w/ 4" rubber base.
Walls:	Painted gypsum wallboard. Dry erase paint with magnetic primer on 1 wall.
Ceiling:	2 x 2 suspended acoustic tile & Unistrut Grid 4 x 4
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish. Overhead coiling door.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	2 classroom sinks. Sprinklered
Lighting:	LED Pendants.
Electrical:	Standard Duplexes, GFCI Wall Mounted Duplexes.
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone, Emergency Call Station.
Audio-visual:	Analog Clock, Public Address Speaker, Audio System Speaker, In-ceiling audio system speaker.

## Fixtures/Furnishings

Casework:	Cabinets and display shelving
Furnishings:	1 Teacher Desk With Podium 1 Task Chair with arms, Teacher 25 Student Stool, Perch 1 Mobile Whiteboard 2 Industrial Shelving, 5-high 5 Work Bench, wood top, locking casters, 34" high, 4-person
Equipment:	Short throw interactive projector
Shelving/Storage:	Cabinets and display shelving
Fixed Teaching Aids:	Short throw projector and magnetic dry erase wall

## Other Information

## GRADE 6 STE



### Functional Criteria

Description:	Grade 6 STE classroom
Square Footage:	1,190 SF (with 134 SF storage)
Quantity:	1
Occupant Load:	26 (1 Teacher, 25 Students)

### Locational Criteria

Users:	Students, Teachers
Adjacency:	Upper School Wing.
Orientation/Views:	Views to Exterior, Natural Light

## Technical Criteria

Floor:	Linoleum modular tile w/ 4" rubber base.
Walls:	Painted gypsum wallboard. Dry erase paint with magnetic primer on 1 wall.
Ceiling:	2 x 2 suspended acoustic tile.
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	2 classroom sinks. Sprinklered
Lighting:	LED Pendants.
Electrical:	Standard Duplexes, GFCI Wall Mounted Duplexes.
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone, Emergency Call Station.
Audio-visual:	Analog Clock, Public Address Speaker, Audio System Speaker, In-ceiling audio system speaker.

## Fixtures/Furnishings

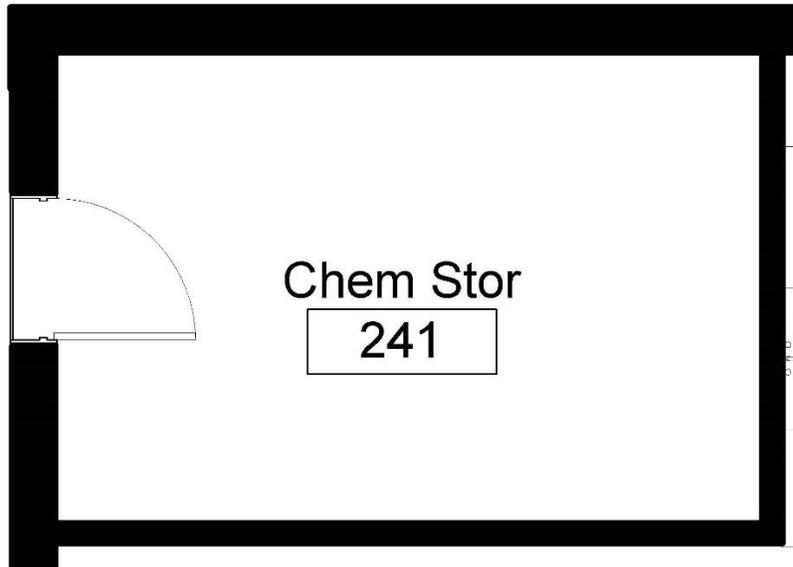
Casework:	Cabinets with epoxy tops and wardrobe unit. Window Seat.
Furnishings:	1 Teacher Desk With Podium 25 students 1 Task Chair with arms, Teacher 1 Science table, Teacher Demo 25 Student Stool, with back, glides 6 Science tables, epoxy top, 4-person
Equipment:	Short throw interactive projector
Shelving/Storage:	Cabinets, Wardrobe Unit.
Fixed Teaching Aids:	Short throw projector, magnetic white board wall

## Other Information

Project Display Space:	Magnetic white board walls.
Safety/Auto Shut-off:	
Health:	Emergency eye-wash station

Leicester Middle School  
Room Data Sheet

## CENTRAL CHEMICAL STORAGE ROOM



### Functional Criteria

Description:	Central Chemical Storage Room
Square Footage:	150 SF
Quantity:	1
Occupant Load:	

### Locational Criteria

Users:	Teachers
Adjacency:	Near science classrooms
Orientation/Views:	

## Technical Criteria

Floor:	Linoleum modular tile w/ 4" rubber base.
Walls:	Painted gypsum wallboard.
Ceiling:	2 x 2 suspended acoustic tile
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	Sprinklered
Lighting:	LED Strip Lights
Electrical:	Standard Duplexes
Communication:	
Audio-visual:	

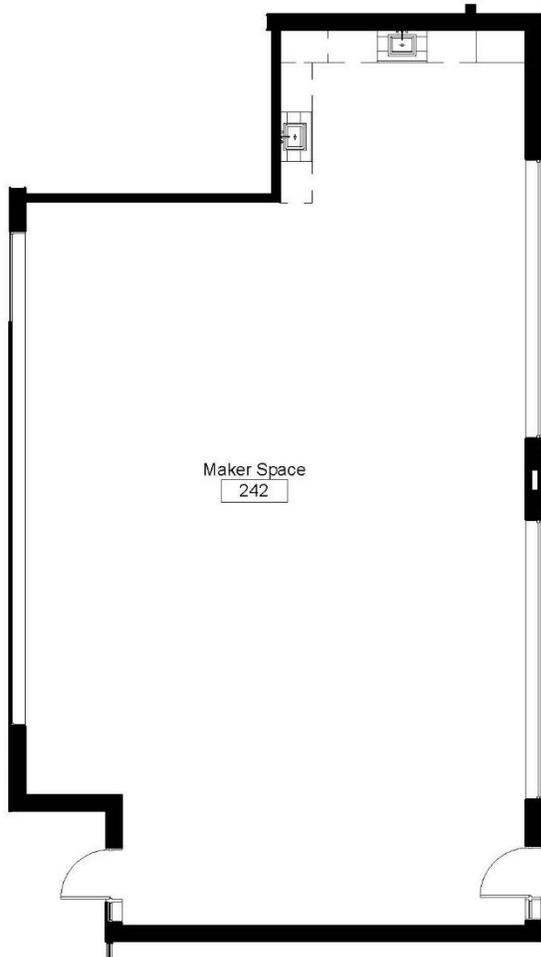
## Fixtures/Furnishings

Casework:	
Furnishings:	Chemical storage cabinet
Equipment:	
Shelving/Storage:	
Fixed Teaching Aids:	

## Other Information

Leicester Middle School  
Room Data Sheet

## MAKER SPACE



### Functional Criteria

Description:	Maker Space
Square Footage:	1,440 SF
Quantity:	1
Occupant Load:	26 (1 Teacher, 25 Students)

### Locational Criteria

Users:	Students, Teachers
Adjacency:	Centralized, near the Media Center
Orientation/Views:	

## Technical Criteria

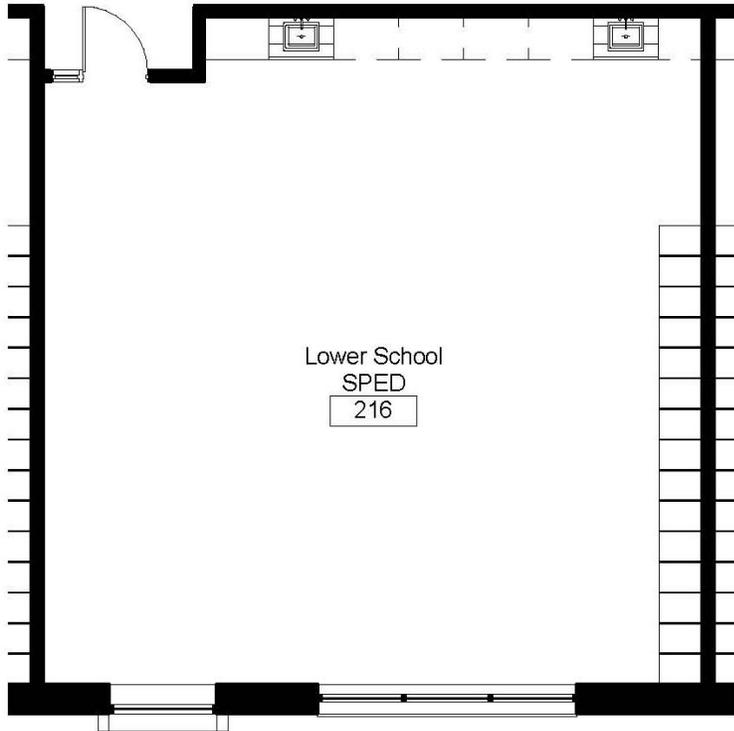
Floor:	Linoleum modular tile w/ 4" rubber base.
Walls:	Painted gypsum wallboard. Dry erase paint with magnetic primer on 1 wall.
Ceiling:	2 x 2 suspended acoustic tile & Unistrut Grid 4 x 4
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Interior windows to Media Center and Hallway
Mechanical:	Low-Noise.
Plumbing/FP:	2 classroom sinks. Sprinklered
Lighting:	LED Pendants.
Electrical:	Standard Duplexes, GFCI Wall Mounted Duplexes.
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone, Emergency Call Station.
Audio-visual:	Analog Clock, Public Address Speaker, Audio System Speaker,

## Fixtures/Furnishings

Casework:	Cabinets and wardrobe unit.
Furnishings:	1 Teacher Desk With Podium 1 Task Chair with arms, Teacher 25 Student Stool, perch, small 6 Student Table, 60" x 36", 4-person 1 Mobile Whiteboard 1 Half Moon Table
Equipment:	Short throw interactive projector
Shelving/Storage:	Cabinets, Wardrobe Unit.
Fixed Teaching Aids:	

## Other Information

## SELF-CONTAINED SPED – LOWER SCHOOL



### Functional Criteria

Description:	Special Education classrooms
Square Footage:	921 SF, 689 SF, 919 SF
Quantity:	3
Occupant Load:	14 (2 teachers, 12 Students)

### Locational Criteria

Users:	Students, Teachers
Adjacency:	Grades Grouped in Neighborhoods, Upper School Wing.
Orientation/Views:	Views to Exterior, Natural Light

## Technical Criteria

Floor:	Linoleum modular tile w/ 4" rubber base.
Walls:	Painted gypsum wallboard. Dry erase paint with magnetic primer on 1 wall.
Ceiling:	2 x 2 suspended acoustic tile.
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	2 Classroom sinks. Sprinklered
Lighting:	LED Pendants.
Electrical:	Standard Duplexes, GFCI Wall Mounted Duplexes.
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone, Emergency Call Station.
Audio-visual:	Analog Clock, Public Address Speaker, Audio System Speaker, In-ceiling audio system speaker.

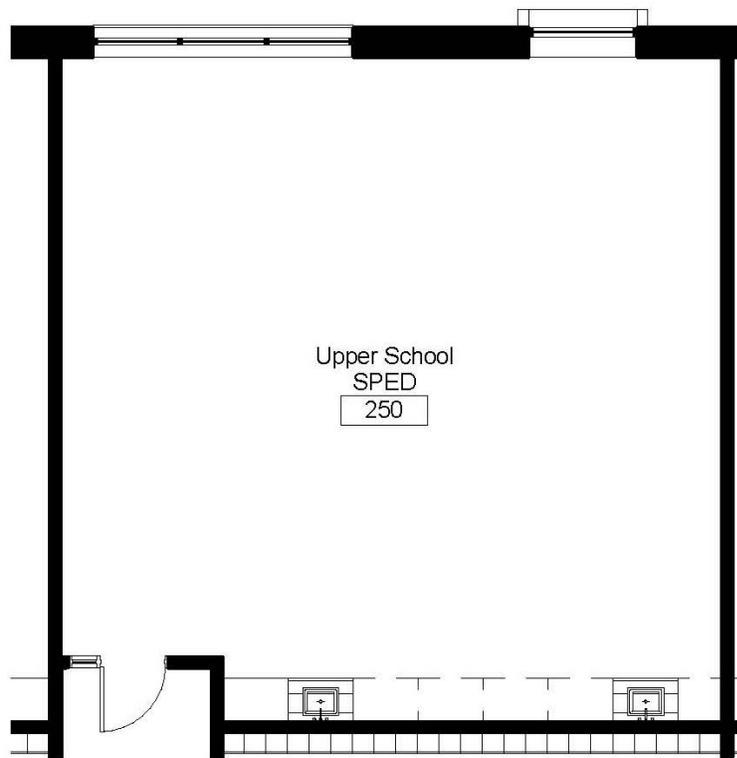
## Fixtures/Furnishings

Casework:	Cabinets and wardrobe unit. Cubbies with bench and coat hooks. Window Seat.
Furnishings:	1 Teacher Desk With Podium 1 Task Chair with arms, Teacher 12 Student Chair, 16" seat height 1 2-dwr Lateral File 4 Student Table, Trapezoid, adj. height, 3-person 1 Half Moon Table 2 Mobile Storage 2 Carrel, 36" x 24" 1 Area Rug (9x12) 6 Student Alternative Stool 1 Easel/Mobile Chart Stand 2 Bean Bag Chair
Equipment:	Short throw interactive projector
Shelving/Storage:	Built in Cubbies, Cabinets, Wardrobe Unit.
Fixed Teaching Aids:	Short throw projector, magnetic white board wall.

## Other Information

Special Graphics:	
Student Display Space:	Magnetic white board wall.
Project Storage:	

## SELF-CONTAINED SPED – UPPER SCHOOL



### Functional Criteria

Description:	Special Education classrooms
Square Footage:	912 SF, 913 SF
Quantity:	3
Occupant Load:	14 (2 teachers, 12 Students)

### Locational Criteria

Users:	Students, Teachers
Adjacency:	Grades Grouped in Neighborhoods, Upper School Wing.
Orientation/Views:	Views to Exterior, Natural Light

## Technical Criteria

Floor:	Linoleum modular tile w/ 4" rubber base.
Walls:	Painted gypsum wallboard. Dry erase paint with magnetic primer on 1 wall.
Ceiling:	2 x 2 suspended acoustic tile.
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	2 Classroom sinks in one Upper School SPED Classroom. Sprinklered
Lighting:	LED Pendants.
Electrical:	Standard Duplexes, GFCI Wall Mounted Duplexes.
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone, Emergency Call Station.
Audio-visual:	Analog Clock, Public Address Speaker, Audio System Speaker, In-ceiling audio system speaker.

## Fixtures/Furnishings

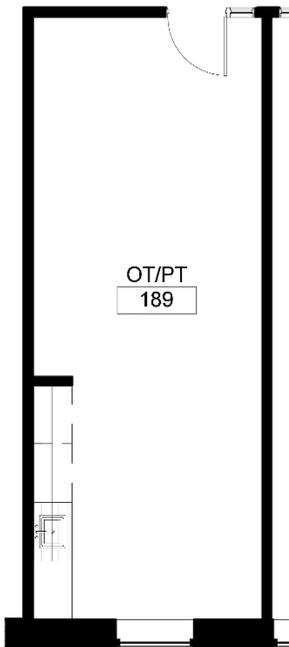
Casework:	Cabinets and wardrobe unit. Window Seat.
Furnishings:	1 Teacher Desk With Podium 1 Task Chair with arms, Teacher 12 Student Chair, 18" seat height 1 2-dwr Lateral File 2 Student Table, 60" x 36", 4-person 2 Student desk, trapezoid 2 Student Desk, Standing 1 Half Moon Table 2 Mobile Storage 2 Carrel, 36" x 24" 1 Area Rug (9x12) 6 Student Alternative Stool 2 Bean Bag Chair 1 Easel/Mobile Chart Stand
Equipment:	Short throw interactive projector
Shelving/Storage:	Cabinets, Wardrobe Unit.
Fixed Teaching Aids:	Short throw projector, magnetic white board wall

## Other Information

Special Graphics:	
Student Display Space:	Magnetic white board wall.
Project Storage:	

Leicester Middle School  
Room Data Sheet

OT/PT



Functional Criteria

Description:	Occupational and physical therapy room
Square Footage:	360 SF
Quantity:	2
Occupant Load:	8

Locational Criteria

Users:	Students, Specialists
Adjacency:	1 <sup>st</sup> floor, next to Nurses, PE
Orientation/Views:	

## Technical Criteria

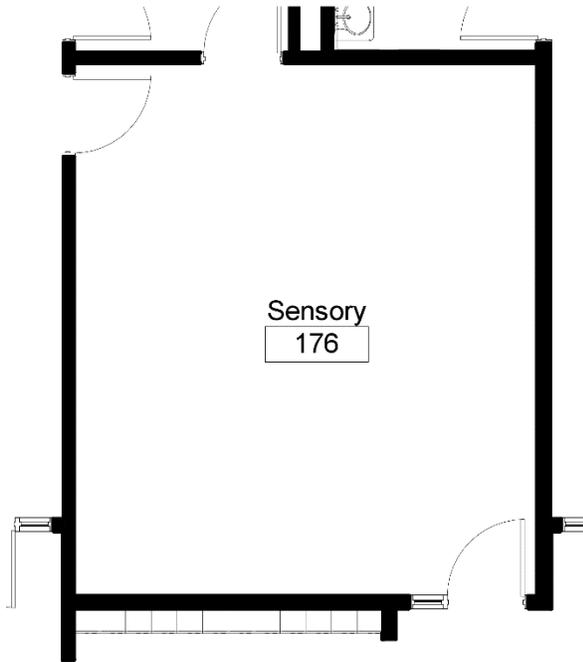
Floor:	Linoleum modular tile w/ 4" rubber base.
Walls:	Painted gypsum wallboard. Mirrors.
Ceiling:	2 x 2 suspended acoustic tile
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Sargent Signature Series mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	Sprinklered
Lighting:	LED Pendants.
Electrical:	Standard Duplexes, GFCI Wall Mounted Duplexes.
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone, Emergency Call Station.
Audio-visual:	Analog Clock, Public Address Speaker, Audio System Speaker,

## Fixtures/Furnishings

Casework:	Cabinets and wardrobe unit.
Furnishings:	1 Task Chair, Office 6 Student Chair, 18" seat height 2 Student Table, 60" x 30" 1 2-dwr Lateral File 1 Bean Bag Chair
Equipment:	Smallwares Equipment
Shelving/Storage:	Cabinets, wardrobe unit
Fixed Teaching Aids:	

## Other Information

## SENSORY ROOM



### Functional Criteria

Description:	Sensory room
Square Footage:	373 SF, 353 SF
Quantity:	2
Occupant Load:	3

### Locational Criteria

Users:	Students, Teachers
Adjacency:	Near substantially separate classroom
Orientation/Views:	

## Technical Criteria

Floor:	Linoleum modular tile w/ 4" rubber base.
Walls:	Painted gypsum wallboard.
Ceiling:	Gypsum wallboard
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	
Mechanical:	Low-Noise.
Plumbing/FP:	Sprinklered
Lighting:	LED Pendants.
Electrical:	Standard Duplexes
Communication:	
Audio-visual:	

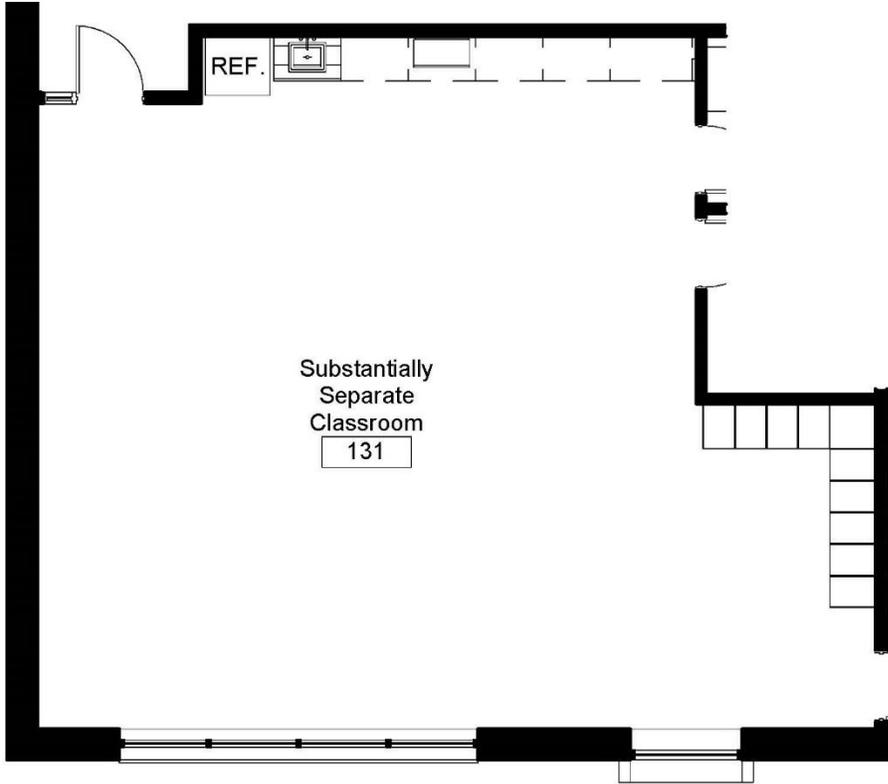
## Fixtures/Furnishings

Casework:	
Furnishings:	Bean bag chair
Equipment:	Occupational swing
Shelving/Storage:	
Fixed Teaching Aids:	

## Other Information

Special Graphics:	Wall pads, floor mat
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## SUBSTANTIALLY SEPARATE CLASSROOM



### Functional Criteria

Description:	Substantially Separate Classroom
Square Footage:	1002 SF, 1016 SF, 843 SF
Quantity:	3
Occupant Load:	14 (6 Adults, 8 Students)

### Locational Criteria

Users:	Teachers, Students
Adjacency:	De-escalation Space
Orientation/Views:	Views to Exterior, Natural Light

## Technical Criteria

Floor:	Linoleum modular tile w/ 4" rubber base.
Walls:	Painted gypsum wallboard. Dry erase paint with magnetic primer on 1 wall.
Ceiling:	Gypsum wallboard
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	Classroom sink. Sprinklered
Lighting:	LED Pendants.
Electrical:	Standard Duplexes, GFCI Wall Mounted Duplexes.
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone, Emergency Call Station.
Audio-visual:	Analog Clock, Public Address Speaker, Audio System Speaker, In-ceiling audio system speaker.

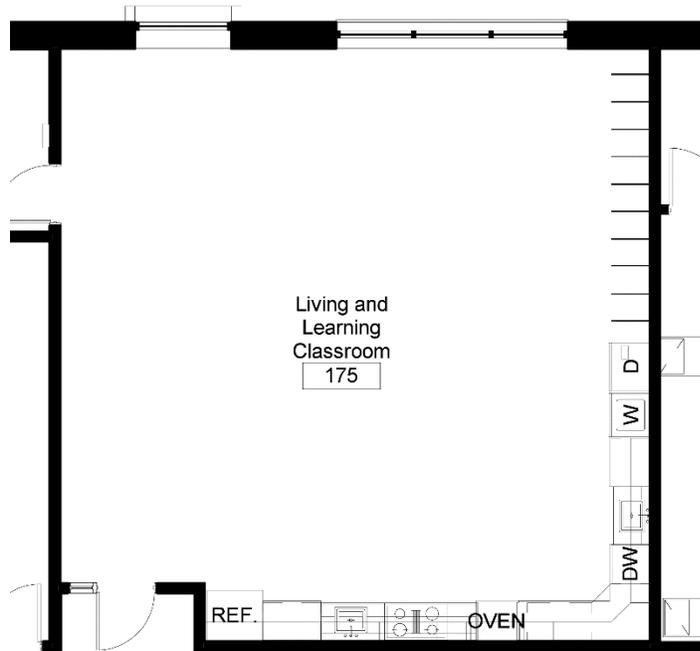
## Fixtures/Furnishings

Casework:	Cabinets and wardrobe unit. Window Seat.
Furnishings:	1 Teacher Desk With Podium 1 Task Chair with arms, Teacher 1 Lateral File, 36/2-hi 20 Student Chair, 18" seat height 4 Student Table, 60" x 36" 1 Half Moon Table 4 Carrel, 36" x 24" 1 Area Rug (9x12) 6 Student Alternative Stool 2 Bean Bag Chair
Equipment:	Short throw interactive projector, microwave, refrigerator
Shelving/Storage:	Cabinets, Wardrobe Unit.
Fixed Teaching Aids:	Short throw projector, magnetic white board wall

## Other Information

Special Graphics:	
Student Display Space:	Magnetic white board wall.
Project Storage:	

## LIVING AND LEARNING CLASSROOM



### Functional Criteria

Description:	Living and Learning Classroom
Square Footage:	912 SF
Quantity:	1
Occupant Load:	14 (6 Adults, 8 Students)

### Locational Criteria

Users:	Students, Teachers
Adjacency:	1 <sup>st</sup> Floor, near Nurses, OT/PT, Sensory
Orientation/Views:	Views to Exterior, Natural Light

## Technical Criteria

Floor:	Linoleum modular tile w/ 4" rubber base.
Walls:	Painted gypsum wallboard. Dry erase paint with magnetic primer on 1 wall.
Ceiling:	Gypsum wallboard
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	Classroom sink. Sprinklered
Lighting:	LED Pendants.
Electrical:	Standard Duplexes, GFCI Wall Mounted Duplexes.
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone, Emergency Call Station.
Audio-visual:	Analog Clock, Public Address Speaker, Audio System Speaker, In-ceiling audio system speaker.

## Fixtures/Furnishings

Casework:	Cabinets and wardrobe unit. Cubbies with bench and coat hooks. Window Seat.
Furnishings:	1 Teacher Desk With Podium 20 Students 1 Task Chair with arms, Teacher 20 Student Chair, 18" seat height 1 Student Table, 60" x 36", 4-person 4 Student Table, Trapazoid, adj. height, 3-person 1 Student Table, Round 1 Bed with Mattress 1 2-Seater Sofa 1 Coffee Table
Equipment:	Short throw interactive projector, refrigerator, stove, oven, washer, dryer, microwave
Shelving/Storage:	Cubbies, Cabinets, Wardrobe Unit.
Fixed Teaching Aids:	Short throw projector, magnetic white board wall

## Other Information

Special Graphics:	
Student Display Space:	Magnetic white board wall.
Project Storage:	

## LIVING AND LEARNING RESTROOM



### Functional Criteria

Description:	Living and Learning Restroom
Square Footage:	75 SF
Quantity:	1
Occupant Load:	2

### Locational Criteria

Users:	Teachers, Students
Adjacency:	Accessible from Living and Learning classroom
Orientation/Views:	

## Technical Criteria

Floor:	2"x 2" ceramic tile w/ ceramic tile base.
Walls:	Moisture resistant gypsum wallboard w/ 4" x 4" ceramic tile, floor to ceiling.
Ceiling:	Painted gypsum wallboard.
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	
Mechanical:	
Plumbing/FP:	Lavatory, water closet. Sprinklered
Lighting:	Recessed Downlights
Electrical:	
Communication:	
Audio-visual:	

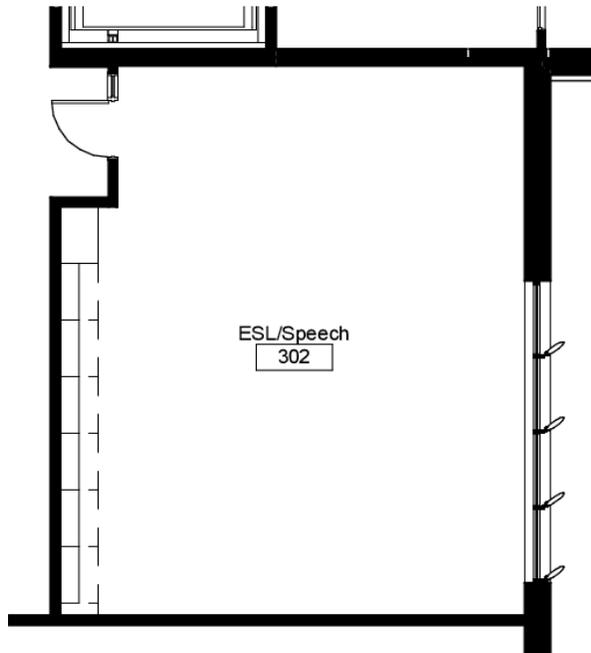
## Fixtures/Furnishings

Casework:  
Furnishings:  
Equipment:  
Shelving/Storage:

## Other Information

Leicester Middle School  
Room Data Sheet

## ESL/SPEECH CLASSROOM



### Functional Criteria

Description:	English as a Second Language/Speech Classroom
Square Footage:	689 SF
Quantity:	1
Occupant Load:	16 (6 Adults, 10 Students)

### Locational Criteria

Users:	Students, Teachers
Adjacency:	Centralized
Orientation/Views:	

## Technical Criteria

Floor:	Linoleum modular tile w/ 4" rubber base.
Walls:	Painted gypsum wallboard. Dry erase paint with magnetic primer on 1 wall.
Ceiling:	2 x 2 suspended acoustic tile
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	Sprinklered
Lighting:	LED Pendants.
Electrical:	Standard Duplexes, GFCI Wall Mounted Duplexes.
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone, Emergency Call Station.
Audio-visual:	Analog Clock, Public Address Speaker, Audio System Speaker, In-ceiling audio system speaker.

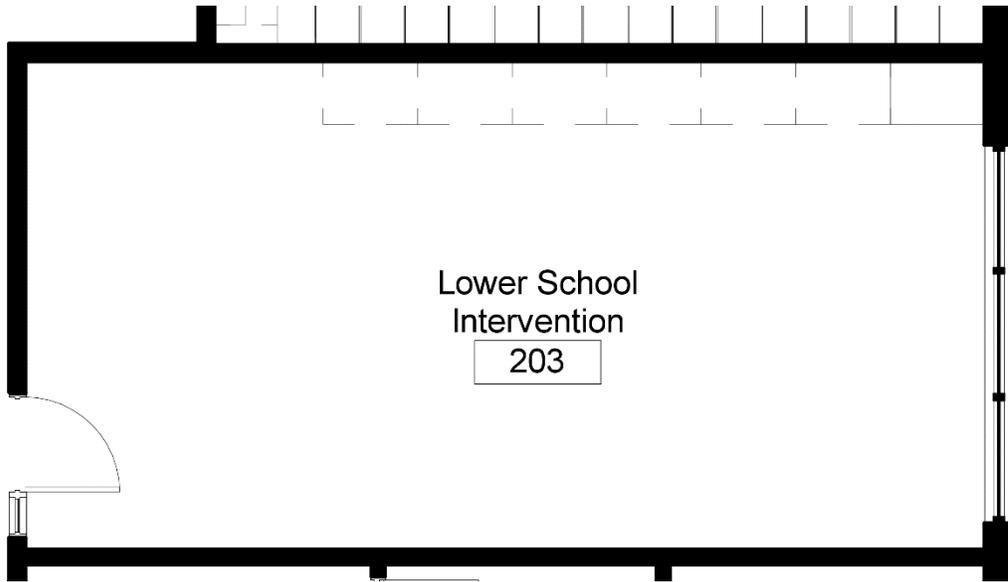
## Fixtures/Furnishings

Casework:	Cabinets and wardrobe unit.
Furnishings:	2 Teacher Desk With Podium 2 Task Chair with arms, Teacher 16 Student Chair, 18" seat height 1 Student Table, 60" x 36", 4-person 4 Student Table, Trapazoid, adj. height, 3-person 1 Half Moon Table 2 Carrel, 36" x 24" 2 Mobile Storage 6 Student Alternative Stool
Equipment:	Short throw interactive projector
Shelving/Storage:	Cabinets, Wardrobe Unit.
Fixed Teaching Aids:	Short throw projector, magnetic white board wall

## Other Information

Special Graphics:	
Student Display Space:	Magnetic white board wall.
Project Storage:	

## LOWER SCHOOL INTERVENTION



### Functional Criteria

Description:	Special Education room
Square Footage:	471 SF, 522 SF
Quantity:	2
Occupant Load:	Lower School 17 (5 Adults, 12 Students) Upper 13 (1 Adult, 12 Students)

### Locational Criteria

Users:	Students, Teachers
Adjacency:	Near classroom wings
Orientation/Views:	

## Technical Criteria

Floor:	Linoleum modular tile w/ 4" rubber base.
Walls:	Painted gypsum wallboard. Dry erase paint with magnetic primer on 1 wall.
Ceiling:	2 x 2 suspended acoustic tile
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	Sprinklered
Lighting:	LED Pendants.
Electrical:	Standard Duplexes, GFCI Wall Mounted Duplexes.
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone, Emergency Call Station.
Audio-visual:	Analog Clock, Public Address Speaker, Audio System Speaker, In-ceiling audio system speaker.

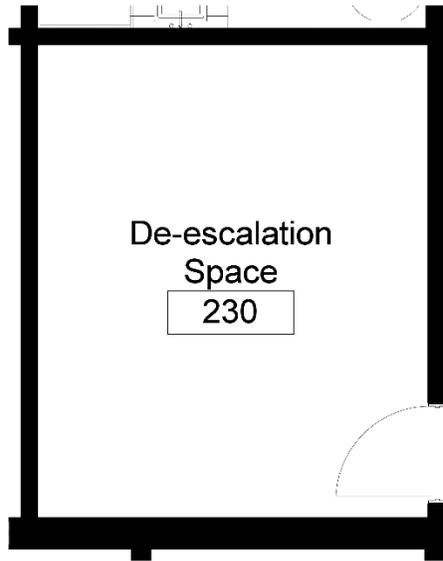
## Fixtures/Furnishings

Casework:	Cabinets and wardrobe unit.
Furnishings:	Lower School - 4 Student Table, 60" x 30" Lower School - 8 Student Chair, 16" seat height Upper School - 6 Student Table, 60" x 30" Upper School - 12 Student Chair, 18" seat height
Equipment:	Short throw interactive projector
Shelving/Storage:	Cabinets, Wardrobe Unit.
Fixed Teaching Aids:	Short throw projector, magnetic white board wall

## Other Information

Special Graphics:	
Student Display Space:	Magnetic white board wall.
Project Storage:	

## DE-ESCALATION SPACE



### Functional Criteria

Description:	De-escalation Space
Square Footage:	80 SF, 182 SF, 61 SF, 71 SF
Quantity:	4
Occupant Load:	2

### Locational Criteria

Users:	Students, Teachers
Adjacency:	Accessible from Substantially Separate Classroom
Orientation/Views:	

## Technical Criteria

Floor:	Linoleum modular tile w/ 4" rubber base.
Walls:	Painted gypsum wallboard.
Ceiling:	GWB Ceiling.
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Sargent Signature Series mortised door locks.
Windows:	
Mechanical:	
Plumbing/FP:	Sprinklered
Lighting:	LED Pendants.
Electrical:	Standard Duplexes, GFCI Wall Mounted Duplexes.
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone, Emergency Call Station.
Audio-visual:	Analog Clock, Public Address Speaker, Audio System Speaker, In-ceiling audio system speaker.

## Fixtures/Furnishings

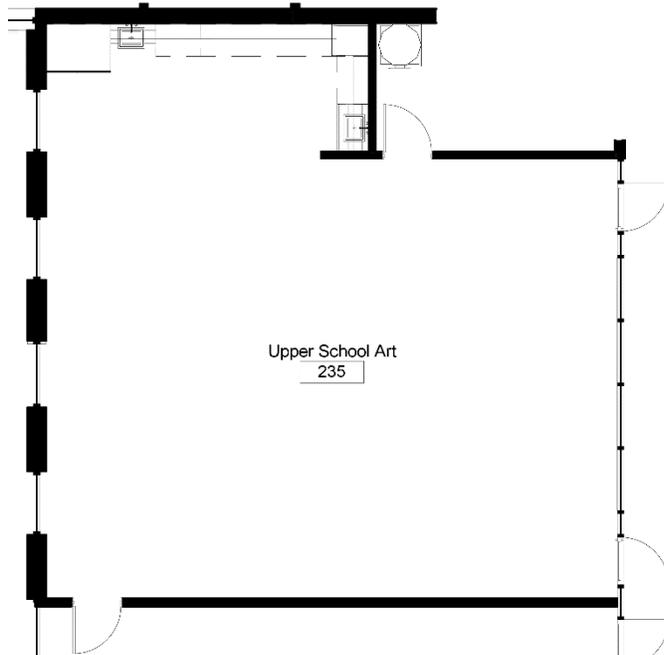
Casework:	
Furnishings:	1 Bean Bag Chair
Equipment:	
Shelving/Storage:	
Fixed Teaching Aids:	

## Other Information

Special Graphics:	Wall pads, floor mat
Student Display Space:	
Project Storage:	

Leicester Middle School  
Room Data Sheet

## ART CLASSROOM



### Functional Criteria

Description:	Art classroom
Square Footage:	1,176 SF, 1,169 SF
Quantity:	2
Occupant Load:	26 (1 Teacher, 25 Students)

### Locational Criteria

Users:	Students, Teachers
Adjacency:	Centralized, near other Art Classroom
Orientation/Views:	Views to Exterior, Natural Light

## Technical Criteria

Floor:	Linoleum modular tile w/ 4" rubber base.
Walls:	Painted gypsum wallboard w/ 50% tackable surface. Dry erase paint with magnetic primer on 1 wall.
Ceiling:	2 x 2 suspended acoustic tile
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	Sprinklered
Lighting:	LED Pendants.
Electrical:	Standard Duplexes, GFCI Wall Mounted Duplexes.
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone, Emergency Call Station.
Audio-visual:	Analog Clock, Public Address Speaker, Audio System Speaker

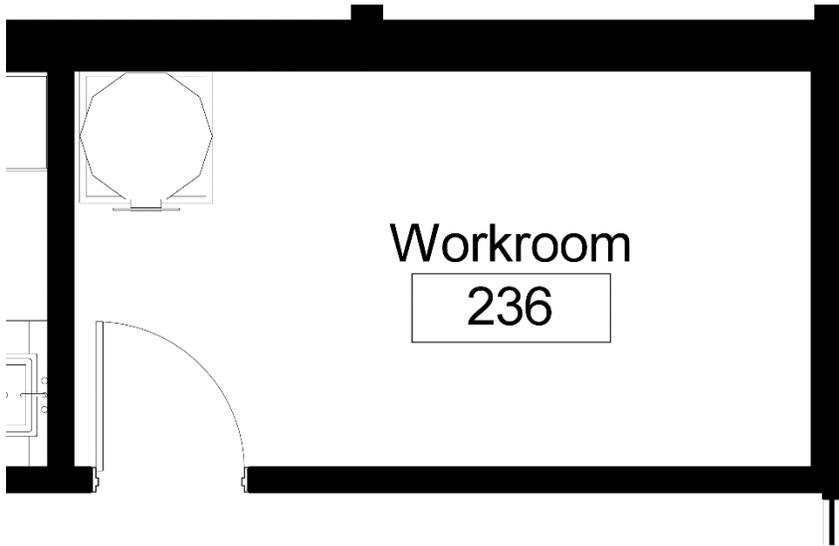
## Fixtures/Furnishings

Casework:	Cabinets and wardrobe unit.
Furnishings:	1 Teacher Desk With Podium 25 Students 1 Task Chair with arms, Teacher 25 Student Stool, perch 1 Easel/Mobile Chart Stand 7 Art Workbench, Cubby Storage Below, Epoxy Top; 34" high 2 Flat File, 24 x 36 1 Art Easel 2 Drying Rack
Equipment:	Short throw interactive projector Equipment Small-wares
Shelving/Storage:	Cabinets, Wardrobe Unit.
Fixed Teaching Aids:	Short throw projector, magnetic white board wall

## Other Information

Special Graphics:	
Student Display Space:	Magnetic white board wall.
Project Storage:	

## ART WORKROOM W/ STORAGE & KILN



### Functional Criteria

Description:	Art workroom
Square Footage:	121 SF
Quantity:	2
Occupant Load:	

### Locational Criteria

Users:	Students, Teachers
Adjacency:	Accessible from Art Classrooms
Orientation/Views:	

## Technical Criteria

Floor:	Linoleum modular tile w/ 4" rubber base.
Walls:	Painted gypsum wallboard
Ceiling:	2 x 2 suspended acoustic tile
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	
Mechanical:	Low-Noise, hood for kiln (in upper school workroom only)
Plumbing/FP:	Sprinklered
Lighting:	LED Pendants.
Electrical:	Standard Duplexes
Communication:	
Audio-visual:	

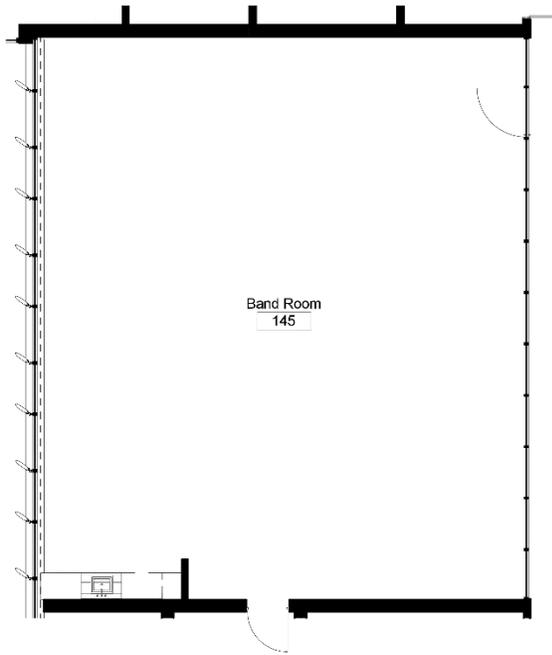
## Fixtures/Furnishings

Casework:	
Furnishings:	Ceramics ware rack
Equipment:	Kiln w/vent & furniture kit Ceramics ware rack
Shelving/Storage:	
Fixed Teaching Aids:	

## Other Information

Leicester Middle School  
Room Data Sheet

## BAND



### Functional Criteria

Description:	Band Room
Square Footage:	1,502 SF
Quantity:	1
Occupant Load:	26 (1 Teacher, 25 Students)

### Locational Criteria

Users:	Students, Teachers
Adjacency:	Centralized, 1 <sup>st</sup> floor, near the Stage
Orientation/Views:	Views to Exterior, Natural Light

## Technical Criteria

Floor:	Linoleum modular tile w/ 4" rubber base.
Walls:	Painted gypsum wallboard. Dry erase paint with magnetic primer on 1 wall. Acoustic wall panels.
Ceiling:	2 x 2 suspended acoustic tile with 25% (of the total ceiling area) Pyramid sound diffusers.
Acoustical:	Pyramid sound diffusers on ceiling, acoustic panel on 25% of the wall surface
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Sargent Signature Series mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	Classroom sink. Sprinklered
Lighting:	LED Pendants.
Electrical:	Standard Duplexes, GFCI Wall Mounted Duplexes.
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone, Emergency Call Station.
Audio-visual:	Analog Clock, Public Address Speaker, Audio System Speaker, In-ceiling audio system speaker.

## Fixtures/Furnishings

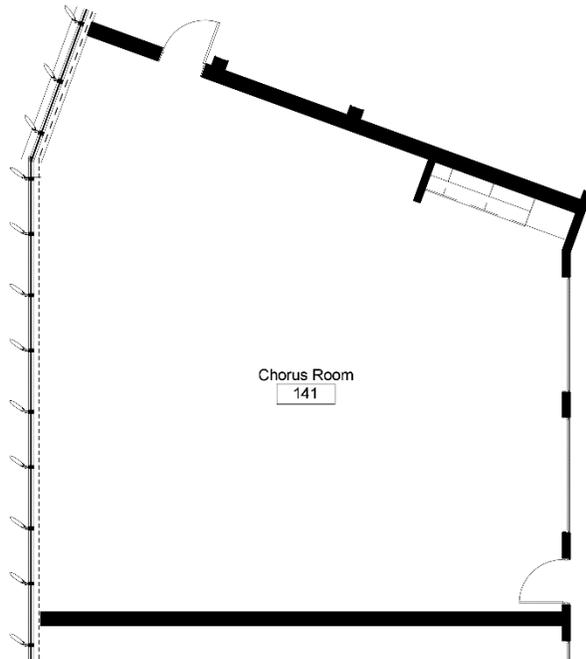
Casework:	Cabinets and wardrobe unit.
Furnishings:	1 Teacher Desk With Podium 1 Task Chair with arms, Teacher 2 Mobile Flip-Top Table 25 Music Chair 25 Music Stand 2 Music Chair Dolly 2 Music Stand Dolly 1 Mobile Whiteboard, Staves 1 Conductor's Stand, Podium and Stool 1 Percussion Workstation Cabinet 4 Folding Choral Risers, 4-Step, (50 students) 2 Vertical File, 4 Drawer (for sheet music storage)
Equipment:	Short throw interactive projector
Shelving/Storage:	Cabinets, Wardrobe Unit.
Fixed Teaching Aids:	Short throw projector, magnetic white board wall

## Other Information

Special Graphics:	
Student Display Space:	Magnetic white board wall.

Leicester Middle School  
Room Data Sheet

CHORUS (Music Classroom / Large Group - 25-50 seats)



Functional Criteria

Description:	Chorus Room
Square Footage:	1,211 SF
Quantity:	1
Occupant Load:	26 (1 Teacher, 25 Students)

Locational Criteria

Users:	Students, Teachers
Adjacency:	Near Band, Lower School Music Rooms, and Stage
Orientation/Views:	Views to Exterior, Natural Light

## Technical Criteria

Floor:	Linoleum modular tile w/ 4" rubber base.
Walls:	Painted gypsum wallboard. Dry erase paint with magnetic primer on 1 wall.
Ceiling:	2 x 2 acoustic tiles with 25 % (of the total ceiling area) Pyramid Sound Diffusers
Acoustical:	Pyramid sound diffusers on ceiling
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	Sprinklered
Lighting:	LED Pendants.
Electrical:	Standard Duplexes, GFCI Wall Mounted Duplexes.
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone, Emergency Call Station.
Audio-visual:	Analog Clock, Public Address Speaker, Audio System Speaker, In-ceiling audio system speaker.

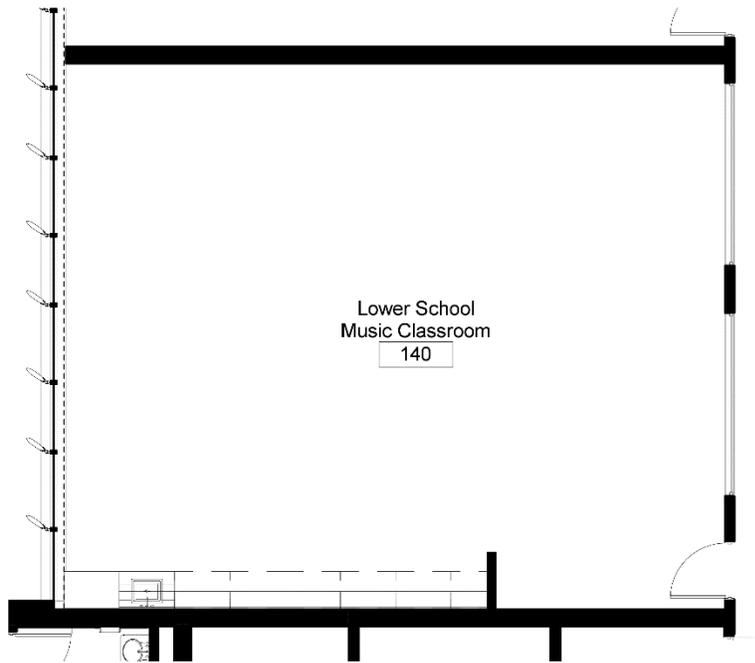
## Fixtures/Furnishings

Casework:	Cabinets and wardrobe unit.
Furnishings:	1 Teacher Desk With Podium 1 Task Chair with arms, Teacher 2 Mobile Flip-Top Table 25 Music Chair 25 Music Stand 1 Mobile Whiteboard, Staves
Equipment:	Short throw interactive projector
Shelving/Storage:	Cabinets, Wardrobe Unit.
Fixed Teaching Aids:	Short throw projector, magnetic white board wall

## Other Information

Special Graphics:	
Student Display Space:	Magnetic white board wall.

## LOWER SCHOOL MUSIC CLASSROOM



### Functional Criteria

Description:	Music classroom
Square Footage:	1,061 SF
Quantity:	1
Occupant Load:	26 (1 Teacher, 25 Students)

### Locational Criteria

Users:	Students, Teachers
Adjacency:	Near Band, Chorus, and Stage
Orientation/Views:	Views to Exterior, Natural Light

## Technical Criteria

Floor:	Linoleum modular tile w/ 4" rubber base.
Walls:	Painted gypsum wallboard. Dry erase paint with magnetic primer on 1 wall.
Ceiling:	2 x 2 acoustic tiles with 25 % (of the total ceiling area) Pyramid Sound Diffusers (randomized and centered over ensemble seating.
Acoustical:	Pyramid sound diffusers on ceiling
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	Classroom sink. Sprinklered
Lighting:	LED Pendants.
Electrical:	Standard Duplexes, GFCI Wall Mounted Duplexes.
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone, Emergency Call Station.
Audio-visual:	Analog Clock, Public Address Speaker, Audio System Speaker, In-ceiling audio system speaker.

## Fixtures/Furnishings

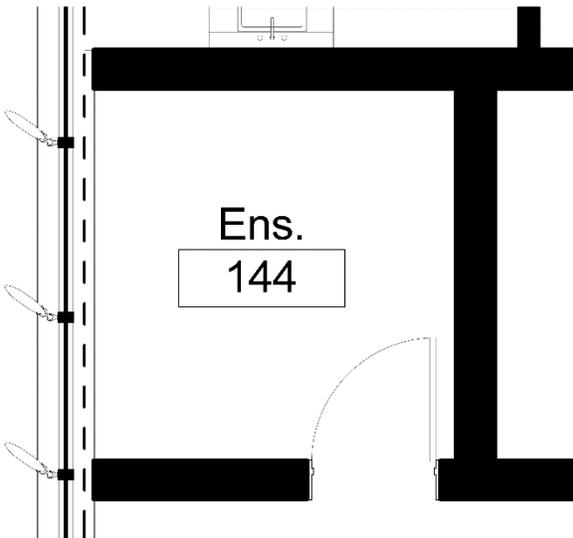
Casework:	Cabinets and wardrobe unit.
Furnishings:	1 Teacher Desk With Podium 1 Task Chair with arms, Teacher 25 Student Music Chair 25 Music Stand 2 Music Chair Dolly 2 Music Stand Dolly 2 Mobile Flip-Top Table 1 Area Rug (9x12), Music Themed 1 Mobile Whiteboard, Scale 2 Vertical File, 4 Drawer (for sheet music storage) 1 Easel/Mobile Chart Stand
Equipment:	Short throw interactive projector
Shelving/Storage:	Cabinets, Wardrobe Unit.
Fixed Teaching Aids:	Short throw projector, magnetic white board wall

## Other Information

Special Graphics:	
Student Display Space:	Magnetic white board wall.

Leicester Middle School  
Room Data Sheet

## ENSEMBLE



### Functional Criteria

Description:	Small music practice rooms
Square Footage:	80 SF, 145 SF
Quantity:	3
Occupant Load:	3

### Locational Criteria

Users:	Students, Teachers
Adjacency:	Near Band and Chorus Room
Orientation/Views:	

## Technical Criteria

Floor:	Linoleum modular tile w/ 4" rubber base.
Walls:	Painted gypsum wallboard. Dry erase paint with magnetic primer on 1 wall.
Ceiling:	2 x 2 suspended acoustic tile
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Sargent Signature Series mortised door locks.
Windows:	
Mechanical:	Low-Noise.
Plumbing/FP:	Sprinklered
Lighting:	LED Pendants.
Electrical:	Standard Duplexes
Communication:	
Audio-visual:	
<u>Fixtures/Furnishings</u>	

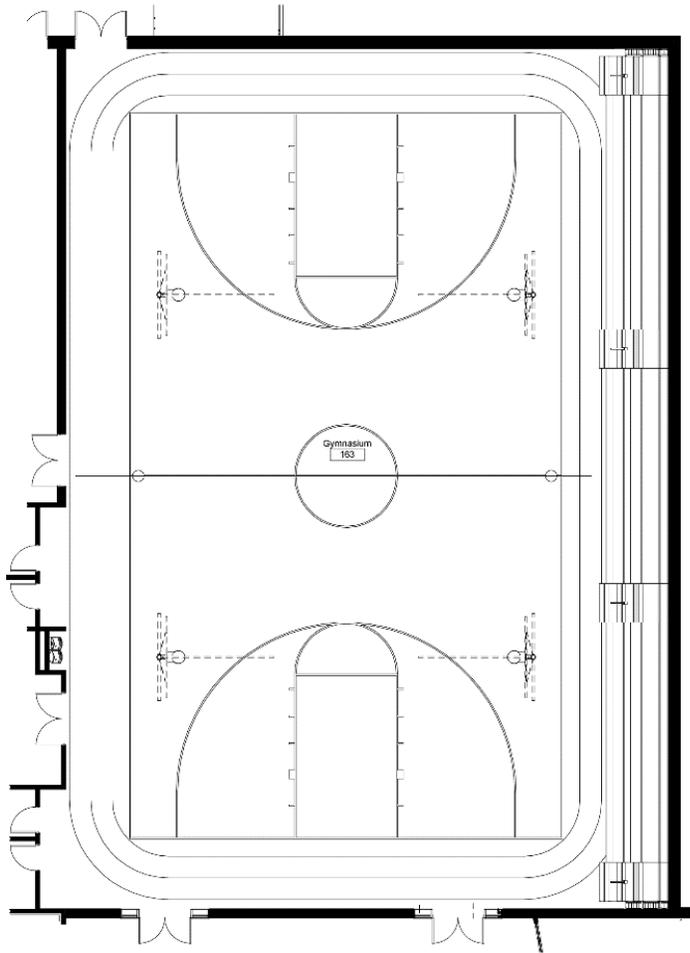
Casework:	
Furnishings:	2 Music Chairs 2 Music Stands

Equipment:	
Shelving/Storage:	
Fixed Teaching Aids:	

## Other Information

Leicester Middle School  
Room Data Sheet

## GYMNASIUM



### Functional Criteria

Description:	Gymnasium
Square Footage:	7,106 SF
Quantity:	1
Occupant Load:	1,107 (assuming assembly scenario)

### Locational Criteria

Users:	Students, Teachers, Parents, Community
Adjacency:	1 <sup>st</sup> Floor, Near School Commons

Orientation/Views:

### Technical Criteria

Floor:	Wood athletic flooring, vented rubber base. 2 ¼" overall.
Walls:	High Impact GWB, painted. primer on 2 walls. Floor to ceiling.
Ceiling:	Exposed, painted. Acoustical Decking
Acoustical:	
Doors:	Aluminum Double Side Lite
Lockset Hardware:	Mortised door locks.
Windows:	Translucent Glazing Curtain Wall System
Mechanical:	Low-Noise.
Plumbing/FP:	Bubbler. Sprinklered.
Lighting:	LED High Bay Fixtures.
Electrical:	Standard Duplexes, Floor Box, Dome Camera
Communication:	Wireless Access Point, Data Outlets,
Audio-visual:	Analog Clock, Public Address Speaker, Audio System Speaker

### Fixtures/Furnishings

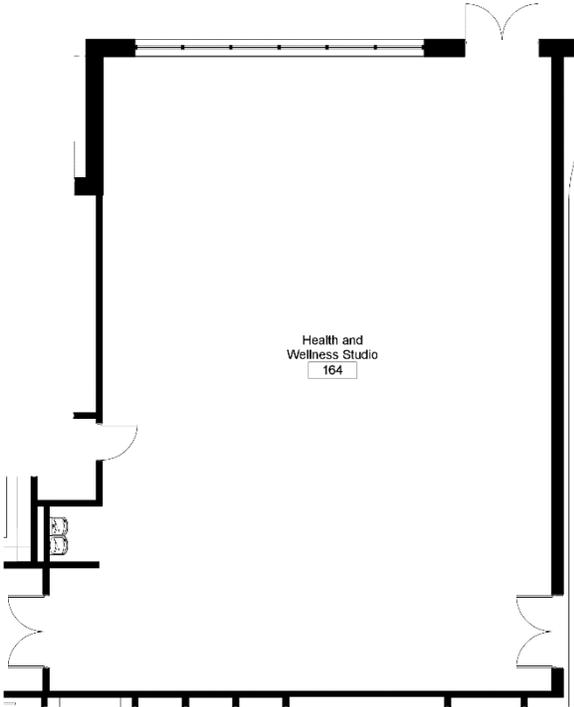
Casework:	
Furnishings:	1 Mobile Podium 1 Flag, wall mount 1 Scorers Table 30 Folding Team Chair 30 Chair caddie
Equipment:	1 PE smallwares, retractable bleachers, scoreboard, gym divider curtain, basketball hoops, volleyball posts and recessed sleeves
Shelving/Storage:	
Fixed Teaching Aids:	

### Other Information

Special Graphics:	Wall pads
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Leicester Middle School  
Room Data Sheet

# HEALTH AND WELLNESS STUDIO



Functional Criteria

Description:	Health and Wellness Studio
Square Footage:	2,042 SF
Quantity:	1
Occupant Load:	40

Locational Criteria

Users:	Students, Teachers
Adjacency:	1 <sup>st</sup> Floor, Next to the Gymnasium
Orientation/Views:	

## Technical Criteria

Floor:	Wood athletic flooring, vented rubber base.
Walls:	High Impact GWB, painted.
Ceiling:	Sound isolation GWB assembly
Acoustical:	
Doors:	Hollow Metal frame with Double Hollow Metal Panels.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	Bubbler. Sprinklered.
Lighting:	LED High Bay Fixture
Electrical:	Standard Duplexes, Dome Camera.
Communication:	Wireless Access Point, Data Outlets, Wall Phone
Audio-visual:	Analog Clock, Public Address Speaker, Audio System Speaker,

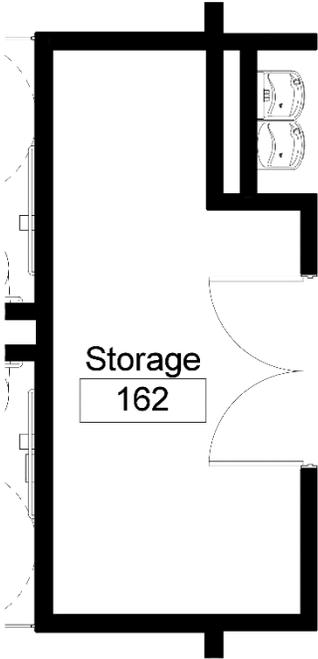
## Fixtures/Furnishings

Casework:	
Furnishings:	1 Teacher Desk with Podium 1 Task Chair with arms, Teacher 6 Stack Chair 2 Mobile Flip-Top Table
Equipment:	Studio Equipment, Carried in Equipment Allowance
Shelving/Storage:	

## Other Information

Leicester Middle School  
Room Data Sheet

# GYM STOREROOM



Functional Criteria

Description:	Storage room for sports equipment
Square Footage Sizes:	129 SF, 34 SF
Quantity:	2
Occupant Load:	1

Locational Criteria

Users:	Staff
Adjacency:	Accessible from the Gymnasium/Health and Wellness Studio
Orientation/Views:	

### Technical Criteria

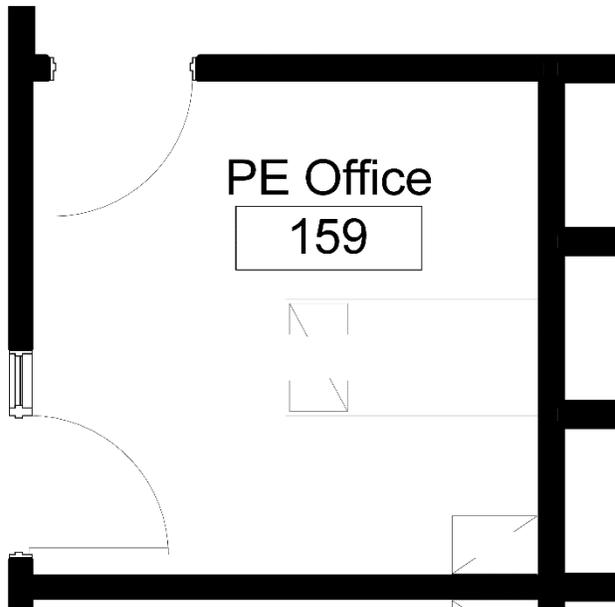
Floor:	Wood athletic flooring, vented rubber base
Walls:	Painted gypsum wallboard, typical.
Ceiling:	Exposed
Acoustical:	
Doors:	Hollow Metal frame with Double Hollow Metal Panels.
Lockset Hardware:	mortised door locks.
Windows:	
Mechanical:	
Plumbing/FP:	Sprinklered
Lighting:	LED strip light
Electrical:	Standard Duplexes
Communication:	
Audio-visual:	

### Fixtures/Furnishings

Casework:	
Furnishings:	4 Industrial Shelving Unit, 5- high
Equipment:	
Shelving/Storage:	

### Other Information

## HEALTH INSTRUCTOR'S OFFICE



### Functional Criteria

Description:	Health Instructor office
Square Footage:	119 SF
Quantity:	2
Occupant Load:	1

### Locational Criteria

Users:	Staff
Adjacency:	Next to Gymnasium and Locker Rooms
Orientation/Views:	

## Technical Criteria

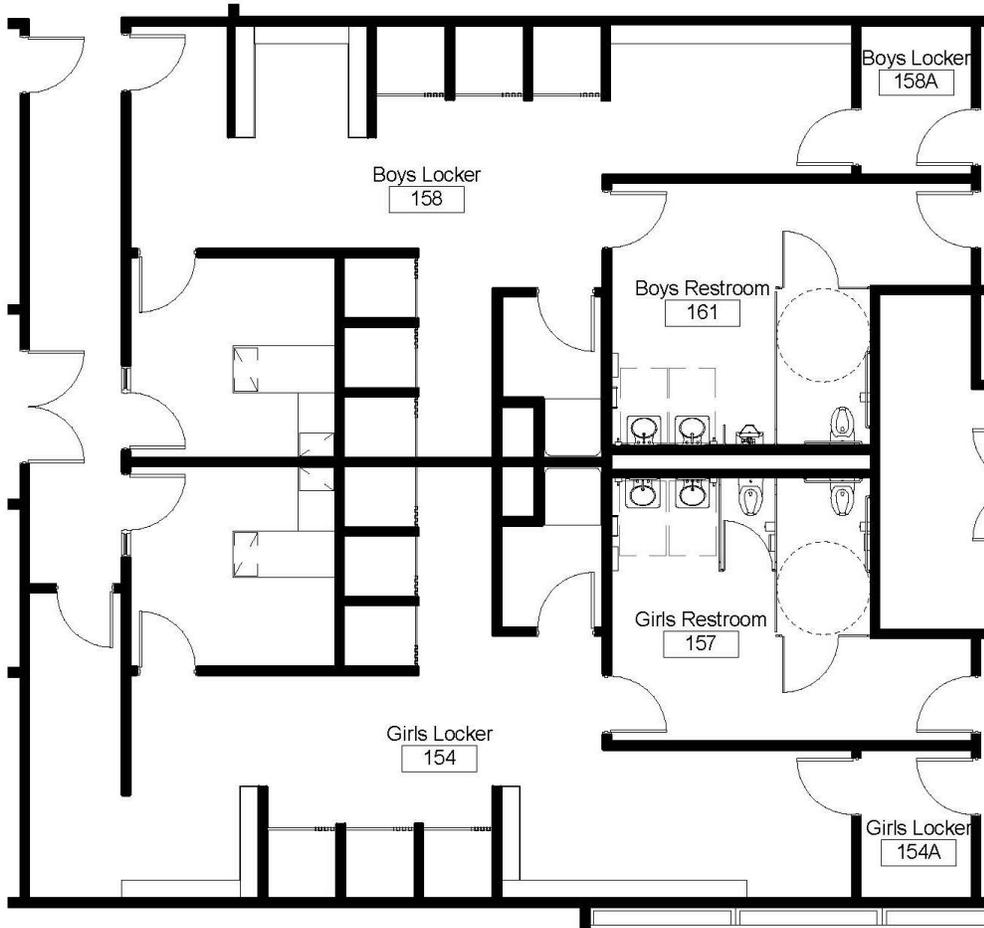
Floor:	Carpet w/ 4" Johnsonite Tightlock rubber base.
Walls:	Painted gypsum wallboard, typical.
Ceiling:	2 x 2 acoustic tiles
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	
Mechanical:	Low-Noise.
Plumbing/FP:	Sprinklered
Lighting:	2 x 4 LED Recessed Downlights
Electrical:	Standard Duplexes
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone.
Audio-visual:	Public Address Speaker

## Fixtures/Furnishings

Casework:	
Furnishings:	1 Desk, With Return 1 Task Chair with arms Office 1 Guest Chair, upholstered
Equipment:	
Shelving/Storage:	

## Other Information

## LOCKER ROOM



### Functional Criteria

Description:	Locker Room
Square Footage Sizes:	888 SF (Girls), 802 SF (Boys), includes Locker Room, Restroom, and Vestibule
Quantity:	2
Occupant Load:	18

### Locational Criteria

Users:	Students
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Adjacency: Next to the Gymnasium

Orientation/Views:

Technical Criteria

Floor: Rubber/epoxy

Walls: Ceramic Tile

Ceiling: GWB, epoxy painted

Acoustical:

Doors: Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.

Lockset Hardware: Mortised door locks.

Windows:

Mechanical: Low Noise

Plumbing/FP: Lavatories, water closets, shower. Sprinklered

Lighting: Recessed Downlights

Electrical: Duplex Outlets

Communication: Wireless access point

Audio-visual: Public Address Speaker

Fixtures/Furnishings

Casework: Shelves, coat hooks

Furnishings: Floor mounted bench, curtains for changing rooms

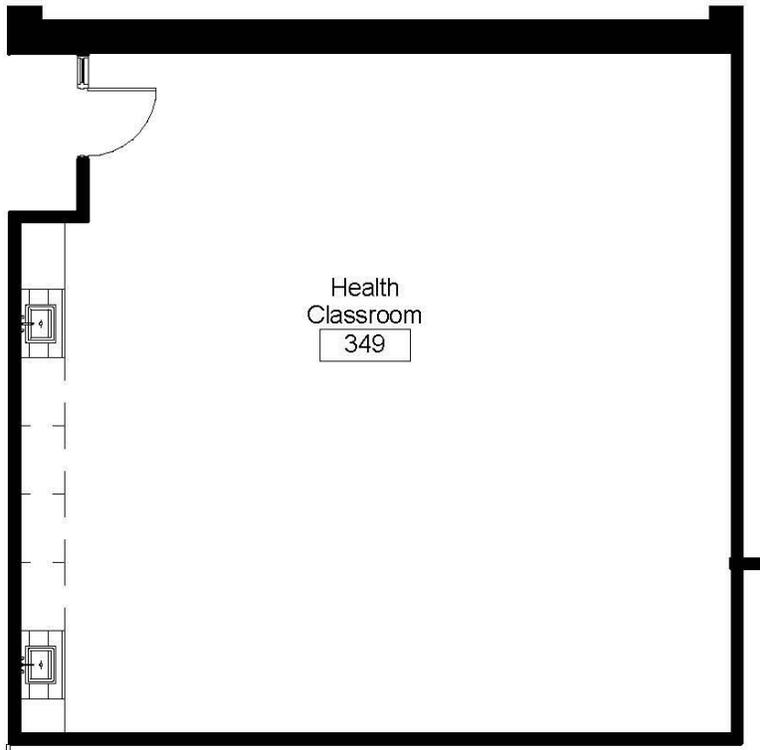
Equipment:

Shelving/Storage: Shelves, coat hooks

Other Information

Leicester Middle School  
Room Data Sheet

## HEALTH CLASSROOM



### Functional Criteria

Description:	Health classroom
Square Footage:	915 SF
Quantity:	1
Occupant Load:	26 (1 Student, 25 Teachers)

### Locational Criteria

Users:	Students, Teachers
Adjacency:	Centrally located
Orientation/Views:	Exterior view, natural light

## Technical Criteria

Floor:	Linoleum modular tile w/ 4" rubber base.
Walls:	Painted gypsum wallboard. Dry erase paint with magnetic primer on 1 wall.
Ceiling:	2 x 2 suspended acoustic tiles.
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	2 classroom sinks. Sprinklered
Lighting:	LED Pendants.
Electrical:	Standard Duplexes, GFCI Wall Mounted Duplexes.
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone, Emergency Call Station.
Audio-visual:	Analog Clock, Public Address Speaker, Audio System Speaker,

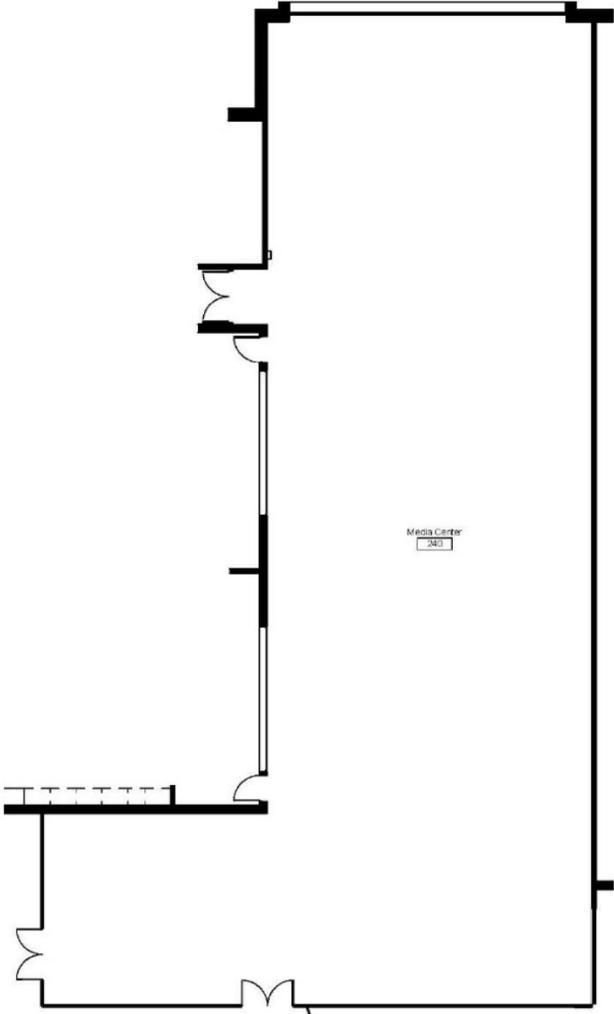
## Fixtures/Furnishings

Casework:	Cabinets and wardrobe unit.
Furnishings:	1 Teacher Desk With Podium 1 Task Chair with arms, Teacher 25 Student Chair, 18" seat height 2 Student desk, trapezoid 1 Student Table, 60" x 36", 4-person 8 Student Table, Trapezoid, adj. height, 3-person 2 Student Desk, Standing 1 Bean Bag Chair
Equipment:	Short throw interactive projector
Shelving/Storage:	Cabinets, Wardrobe Unit.
Fixed Teaching Aids:	Short throw projector, magnetic white board wall

## Other Information

Special Graphics:	
Student Display Space:	Magnetic white board wall.

### MEDIA CENTER/READING ROOM



Functional Criteria

Description:	School library with book and media storage and reading spaces
Square Footage:	5,035 SF
Quantity:	1
Occupant Load:	100

Locational Criteria

Users:	Students, Teachers
Adjacency:	Centralized, Near Maker Spaces
Orientation/Views:	Exterior views, natural light

## Technical Criteria

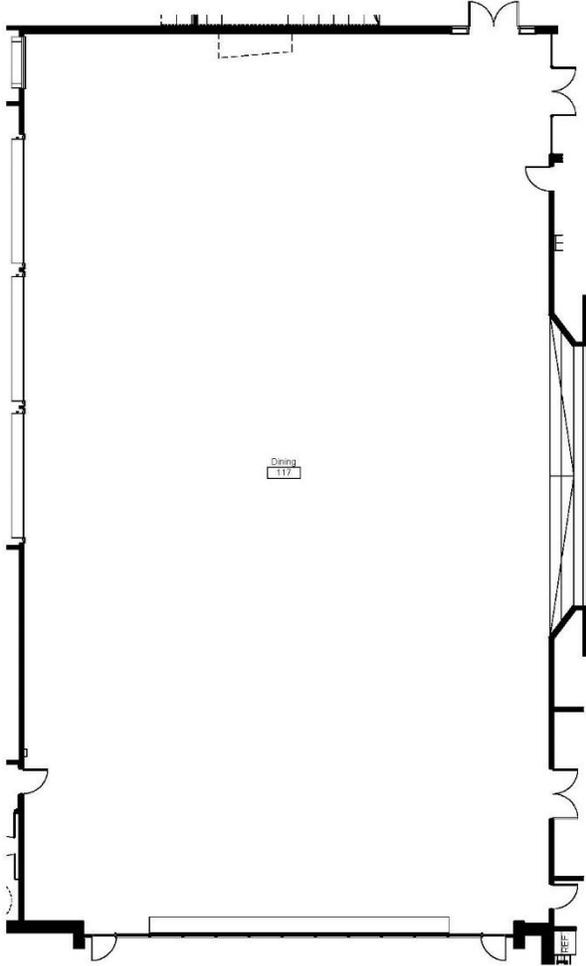
Floor:	Carpet w/ 4" rubber base.
Walls:	Painted gypsum wallboard. Dry erase paint with magnetic primer on 2 walls.
Ceiling:	Acoustical Deck with Suspended linear wood acoustical ceiling.
Acoustical:	Acoustical deck and ceiling
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	Sprinklered
Lighting:	LED Ring Pendant.
Electrical:	Standard Duplexes, GFCI Wall Mounted Duplexes.
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone, Emergency Call Station.
Audio-visual:	Analog Clock, Public Address Speaker, Audio System Speaker,

## Fixtures/Furnishings

Casework:	Bookcases
Furnishings:	2 Task Chair with arms Office 2 Desk, With Return 20 Study Table 40 Study Chair Library Shelving 1 Circulation Desk
Equipment:	Short throw interactive projector, LCD screens
Shelving/Storage:	Bookcases
Fixed Teaching Aids:	Short throw projector, magnetic white board walls

## Other Information

### CAFETERIA / DINING



Functional Criteria

Description:	Dining area that will also be used as auditorium for performance scenarios
Square Footage:	6,967 SF
Quantity:	1
Occupant Load:	983 (performance scenario)

Locational Criteria

Users:	Students, Teachers, Parents, and Community
Adjacency:	1 <sup>st</sup> Floor, near Kitchen, Stage, Commons
Orientation/Views:	Exterior views, natural light

## Technical Criteria

Floor:	Linoleum modular tile.
Walls:	Painted gypsum wallboard. Acoustic wall panels
Ceiling:	2 x 2 suspended acoustic wood clouds. Acoustical deck.
Acoustical:	Acoustic wall panels, acoustic wood clouds, acoustical deck
Doors:	Aluminum frame and aluminum and glass doors, Exterior curtainwall doors, wood doors to stage and storage, overhead coiling doors to serving line and dishwasher
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Curtainwall System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	Sprinklered
Lighting:	LED Square Pendant.
Electrical:	Standard Duplexes, GFCI Wall Mounted Duplexes, Dome Camera.
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone, Emergency Call Station.
Audio-visual:	Analog Clock, Public Address Speaker, Audio System Speaker,

## Fixtures/Furnishings

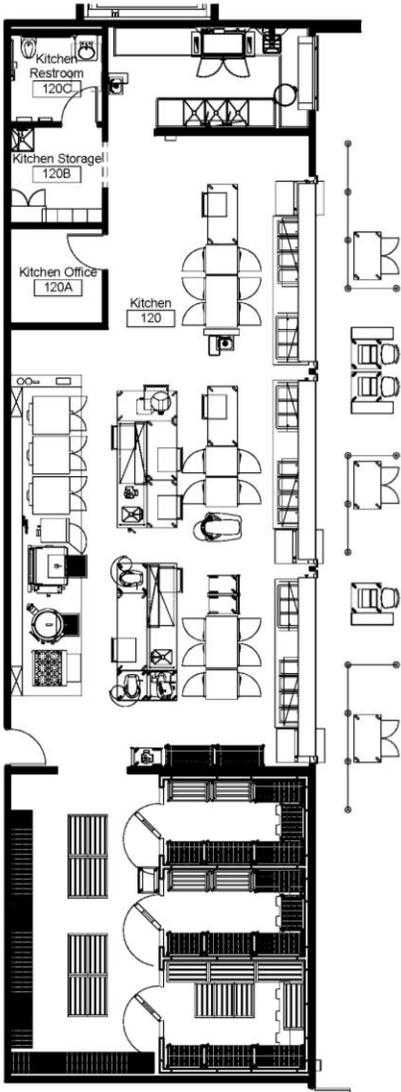
Casework:	Hightop countertop seating
Furnishings:	350 Stacking Chair 350-375 seats 6 Circular Café Table, ADA, 5' (seats 8) 40 Rectangular Café Table, convert to bench seats, 8' (seats 10 children/8 adults)
Equipment:	Short throw projector, motorized projector screen
Shelving/Storage:	
Fixed Teaching Aids:	

## Other Information

Specialties:	Power operated room darkening window shades
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Leicester Middle School  
Room Data Sheet

KITCHEN



Functional Criteria

Description:	Kitchen with office, storage, and restroom
Square Footage Sizes:	2,177 SF
Quantity:	1
Occupant Load:	11

Locational Criteria

Users: Kitchen Staff  
Adjacency: 1<sup>ST</sup> Floor, near Dining  
Orientation/Views:

### Technical Criteria

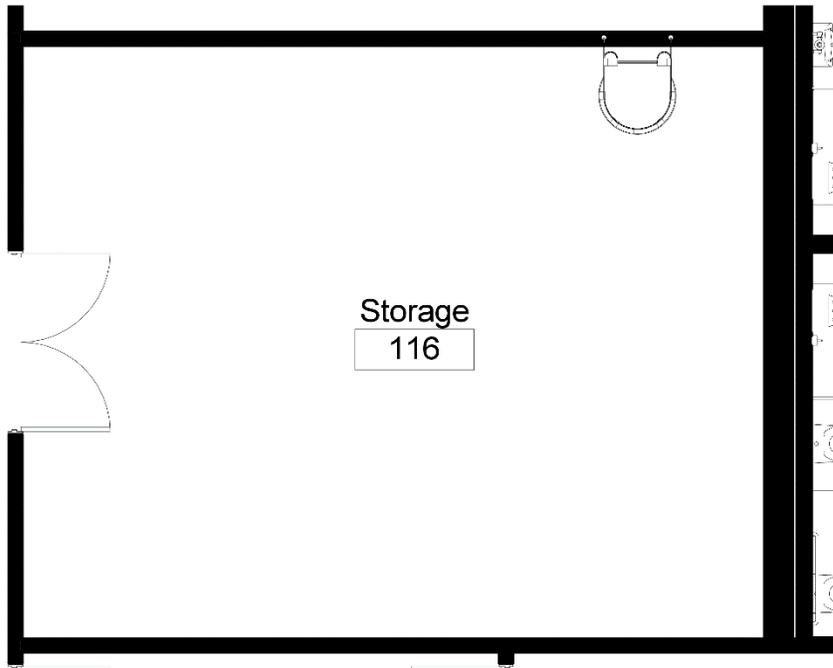
Floor: Epoxy and base  
Walls: Ceramic Tile and painted gypsum wallboard  
Ceiling: 2 x 2 suspended washable acoustical tile.  
Acoustical:  
Doors: Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish. Overhead coiling doors at serving line and dish wash station.  
Lockset Hardware: Mortised door locks, specialty  
Windows:  
Mechanical: Low-Noise.  
Plumbing/FP: Kitchen sinks, restroom lavatory and water closet. Sprinklered.  
Lighting: LED Troffer Lights  
Electrical: Standard Duplexes, GFCI Wall Mounted Duplexes, Dome Camera.  
Communication: Wireless Access Point, Voice/Data Outlets, Wall Phone, Emergency Call Station.  
Audio-visual: Analog Clock, Public Address Speaker, Audio System Speaker

### Fixtures/Furnishings

Casework:  
Furnishings:  
Equipment: Kitchen Equipment  
Smallwares

### Other Information

## CHAIR / TABLE / EQUIPMENT STORAGE



### Functional Criteria

Description:	Chair / Table / Equipment Storage
Square Footage:	500 SF
Quantity:	1
Occupant Load:	1

### Locational Criteria

Users:	Staff
Adjacency:	Accessible from Dining
Orientation/Views:	

## Technical Criteria

Floor:	Linoleum modular tile.
Walls:	Painted gypsum wallboard.
Ceiling:	Exposed
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	
Mechanical:	
Plumbing/FP:	Sprinklered
Lighting:	LED Square Pendant.
Electrical:	Standard Duplexes
Communication:	
Audio-visual:	

## Fixtures/Furnishings

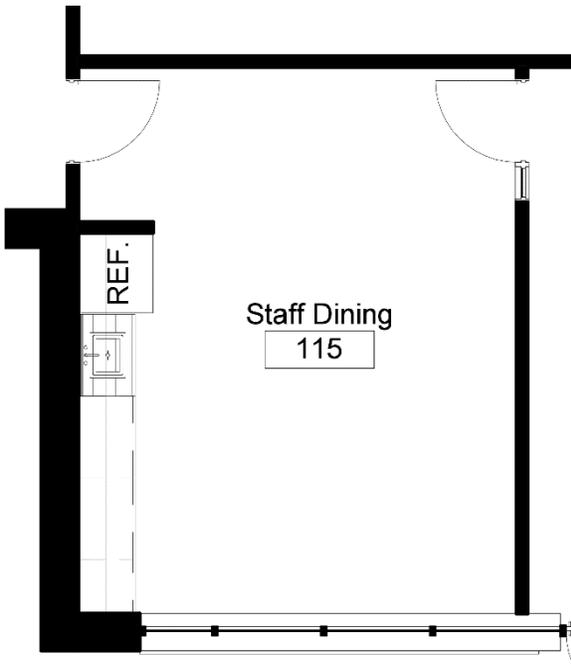
Casework:	
Furnishings:	12 Chair Dolly
Equipment:	

Shelving/Storage:  
Fixed Teaching Aids:

## Other Information

Specialties:	Roof access point with roof hatch and ladder
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## STAFF LUNCH ROOM



### Functional Criteria

Description:	Staff Dining
Square Footage:	322 SF
Quantity:	1
Occupant Load:	20

### Locational Criteria

Users:	Teachers
Adjacency:	Near Dining and Administration
Orientation/Views:	Exterior views, natural light

## Technical Criteria

Floor:	Linoleum modular tile.
Walls:	Painted gypsum wallboard.
Ceiling:	2 x 2 suspended acoustic wood clouds. Painted structural framing and deck above.
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	Sink
Lighting:	2'x2' LED Recessed Downlights
Electrical:	Standard Duplexes, GFCI Wall Mounted Duplexes.
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone
Audio-visual:	Analog Clock, Public Address Speaker, Audio System Speaker

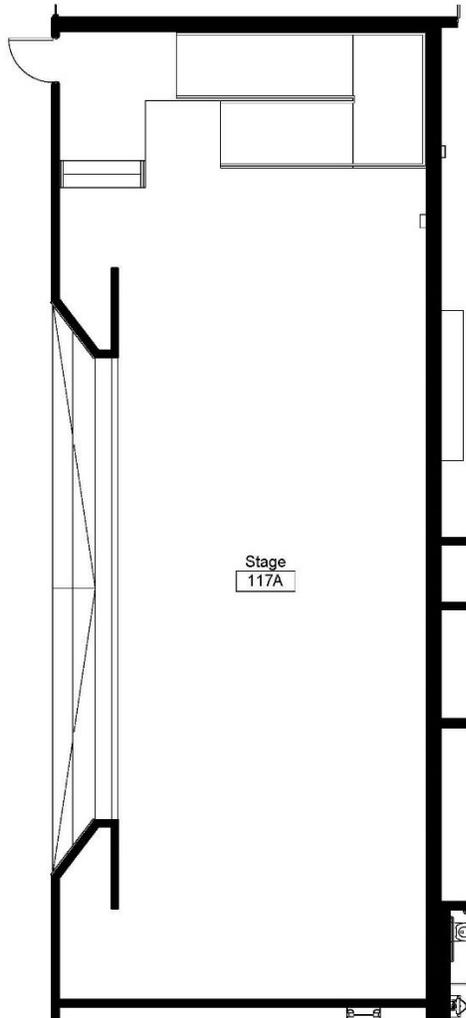
## Fixtures/Furnishings

Casework:	Cabinets and wardrobe unit.
Furnishings:	3 Dining Table, Square 12 Stacking Chair
Equipment:	Refrigerator, microwave
Shelving/Storage:	Cabinets, Wardrobe Unit.

## Other Information

Leicester Middle School  
Room Data Sheet

## STAGE



### Functional Criteria

Description:	Performance platform
Square Footage:	1,597 SF
Quantity:	1
Occupant Load:	100

### Locational Criteria

Users:	Students, Teachers
Adjacency:	1 <sup>st</sup> Floor, near Dining, Commons, and Music rooms
Orientation/Views:	

## Technical Criteria

Floor:	Maple wood flooring.
Walls:	Painted gypsum wallboard.
Ceiling:	Painted exposed structure. Acoustical metal deck
Acoustical:	Acoustical metal deck
Doors:	Flush Metal Doors & Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish
Lockset Hardware:	
Windows:	
Mechanical:	Low-Noise.
Plumbing/FP:	Sprinklered
Lighting:	LED Recessed Downlights.
Electrical:	Standard Duplexes
Communication:	
Audio-visual:	

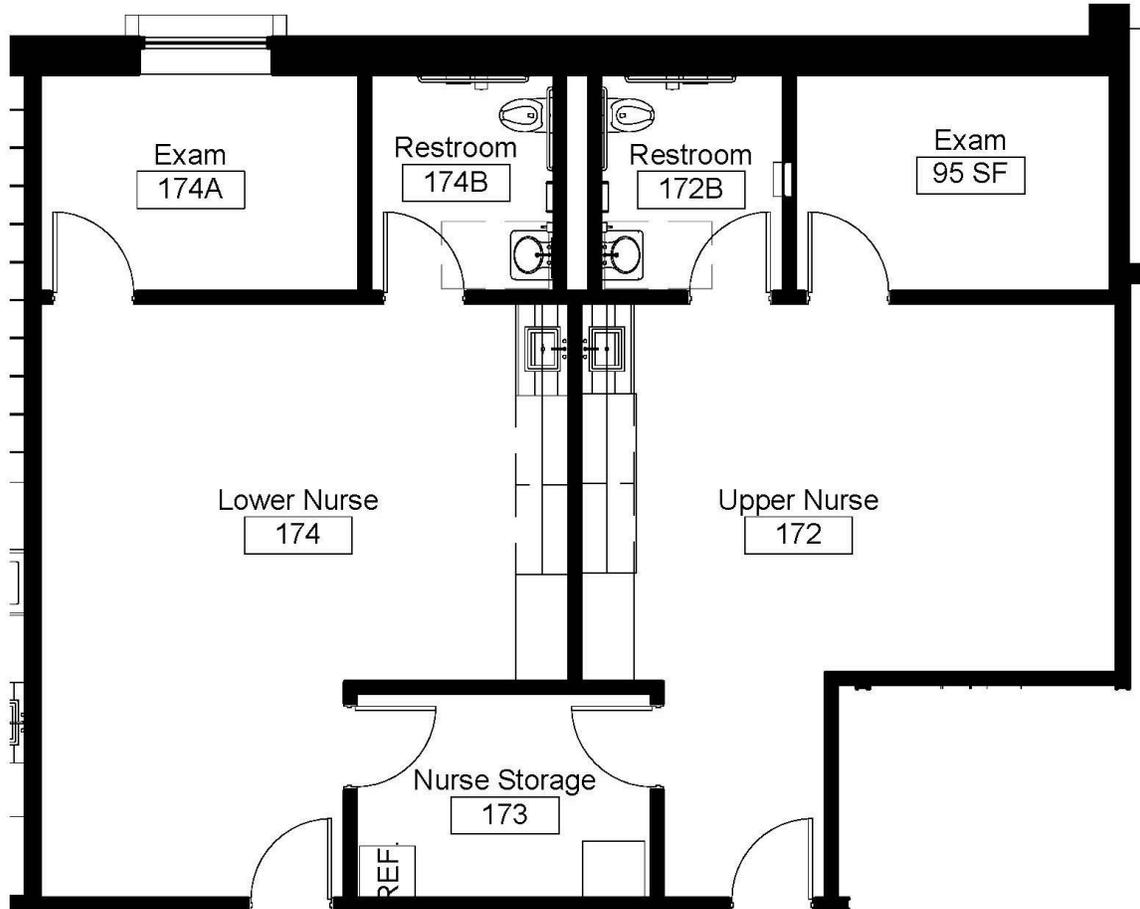
## Fixtures/Furnishings

Casework:	
Furnishings:	
Equipment:	1 Presentation Podium, Wood, Mic, And Light US Flag with gilded stand
Shelving/Storage:	
Fixed Teaching Aids:	

## Other Information

Specialties:	Stage Draperies & Riggings: Forward setting, including valance and front curtain. Maple Proscenium.
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## MEDICAL SUITE



### Functional Criteria

Description:	Upper and lower nurse's offices, storage, treatment rooms, and restrooms
Square Footage:	1,028 SF
Quantity:	1
Occupant Load:	12 (3 nurses, 9 students)

### Locational Criteria

Users:	Nurses, Students
Adjacency:	1 <sup>st</sup> Floor, near secondary entrance, OT/PT, Living and Learning Classroom
Orientation/Views:	

## Technical Criteria

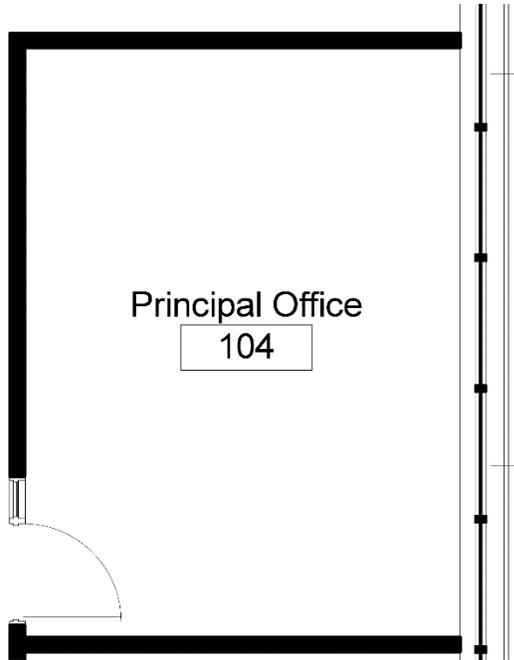
Floor:	Linoleum modular tile w/ 4" rubber base. Ceramic tile in toilet room.
Walls:	Painted gypsum wallboard, typical. Ceramic tile in toilet room.
Ceiling:	2 x 2 suspended acoustic tile.
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	Sink, lavatory and water closet in restroom. Sprinklered.
Lighting:	2' x 2' LED Recessed Downlight
Electrical:	Standard Duplexes.
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone, Emergency Call Station.
Audio-visual:	Analog Clock, Public Address Speaker

## Fixtures/Furnishings

Casework:	Cabinets and wardrobe unit.
Furnishings:	3 Task Chair with arms Office 3 Desk, double pedestal 3 Lateral file, 36/3-hi 10 Stack Chair 4 Rest Cots, low 2 Resting Cot, high 6 Side Table With Storage 4 Exam stool 2 Industrial Shelving Unit, 5-high 2 3-Shelf Storage Cabinet
Equipment:	Copy machine, Fax machine, refrigerator

## Other Information

## PRINCIPAL'S OFFICE W/ CONFERENCE AREA



### Functional Criteria

Description:	Principal's Office with Conference Area
Square Footage:	241 SF
Quantity:	2
Occupant Load:	2

### Locational Criteria

Users:	Principal, Staff, Parents, Students, Community Officials
Adjacency:	1 <sup>ST</sup> Floor, near Main Entry
Orientation/Views:	View to exterior, natural light

## Technical Criteria

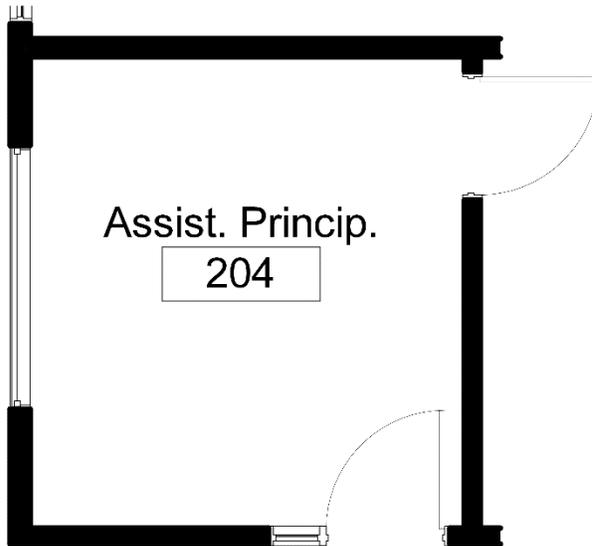
Floor:	Carpet w/ 4" rubber base.
Walls:	Painted gypsum wallboard, typical.
Ceiling:	2 x 2 suspended acoustic tile w/ gypsum board soffits at exterior window wall.
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	Sprinklered
Lighting:	2 x 2 LED Recessed Downlights
Electrical:	Standard Duplexes
Communication:	Voice/Data Outlets, Wall Phone
Audio-visual:	Analog Clock, Public Address Speaker

## Fixtures/Furnishings

Casework:	
Furnishings:	1 Desk, U shape 1 Task Chair with arms Office 1 Lateral file, 36/2-hi 1 Meeting Table, 84 x 42 8 Guest Chair, upholstered 2 Bookcase, 4-hi
Equipment:	
Shelving/Storage:	

## Other Information

## ASSISTANT PRINCIPAL'S OFFICE



### Functional Criteria

Description:	Administrative Office
Square Footage:	130 SF, 131 SF
Quantity:	2
Occupant Load:	4

### Locational Criteria

Users:	Principal, Staff, Students
Adjacency:	Centralized, near common areas on second and third floors, direct access to supervisory rooms
Orientation/Views:	View to common areas and supervisory room

## Technical Criteria

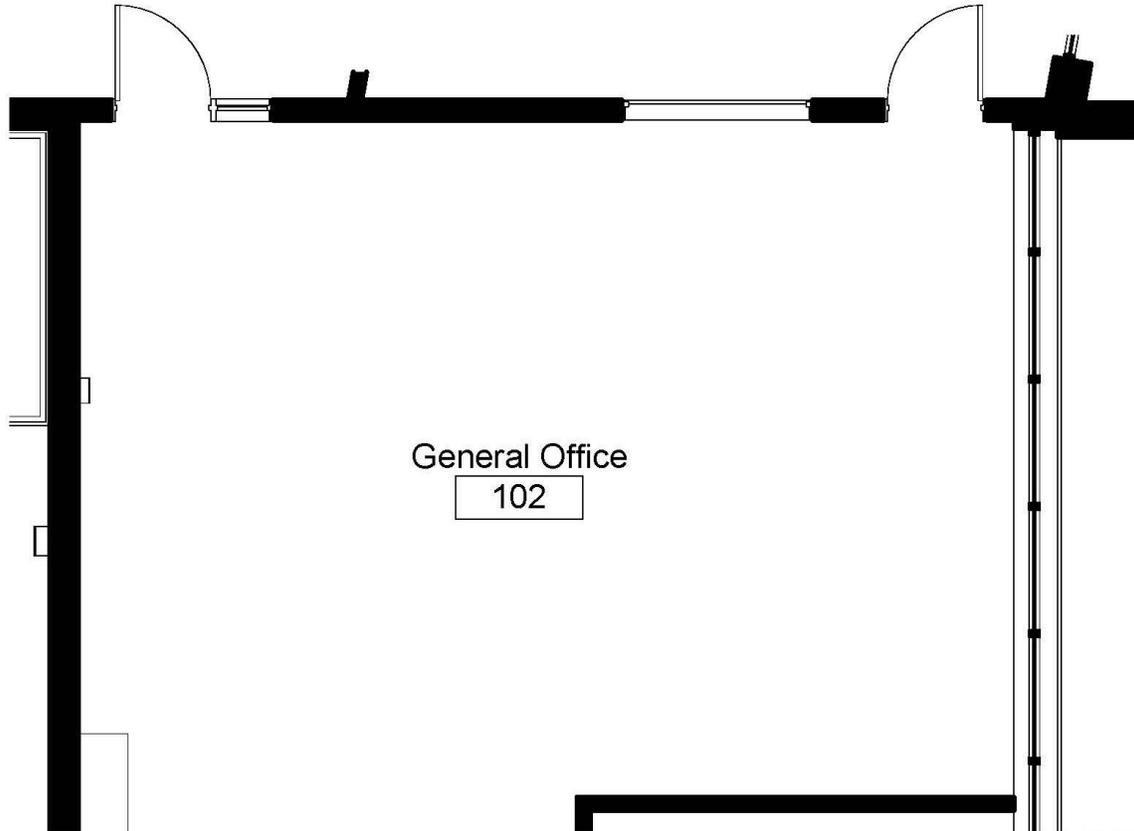
Floor:	Carpet w/ 4" rubber base.
Walls:	Painted gypsum wallboard, typical.
Ceiling:	2 x 2 suspended acoustic tile w/ gypsum board soffits at exterior window wall.
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	Sprinklered
Lighting:	2 x 2 LED Recessed Downlights
Electrical:	Standard Duplexes
Communication:	Voice/Data Outlets, Wall Phone
Audio-visual:	Analog Clock, Public Address Speaker

## Fixtures/Furnishings

Casework:	
Furnishings:	1 Desk, With Return 12 Task Chair with arms Office 1 Guest Chair, upholstered 1 Bookcase
Equipment:	
Shelving/Storage:	

## Other Information

## GENERAL OFFICE/WAITING ROOM



### Functional Criteria

Description:	General administrative waiting room/office with toilet
Square Footage:	626 SF
Quantity:	1
Occupant Load:	12

### Locational Criteria

Users:	Principal, Staff, Parents, Students, Community Officials
Adjacency:	1 <sup>ST</sup> Floor, near Main Entry
Orientation/Views:	Exterior views, natural light

## Technical Criteria

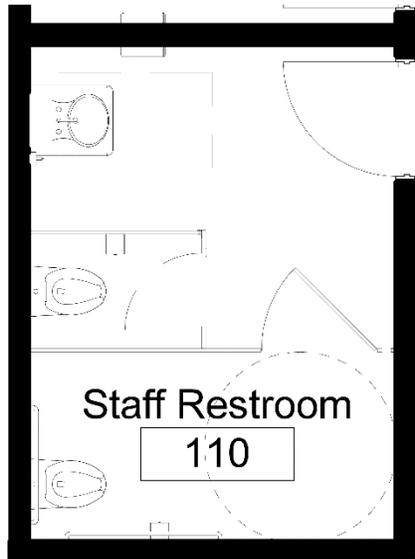
Floor:	Carpet w/ 4" rubber base.
Walls:	Painted gypsum wallboard, typical.
Ceiling:	2 x 2 suspended acoustic tile w/ gypsum board soffits at exterior window wall.
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	Sprinklered
Lighting:	2 x 2 LED Recessed Downlights
Electrical:	Standard Duplexes
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone
Audio-visual:	Analog Clock, Public Address Speaker

## Fixtures/Furnishings

Casework:	
Furnishings:	4 Task Chair with arms Office 4 Lateral file, 36/2 hi 2 Side Table 8 Guest Chair, upholstered
Equipment:	
Shelving/Storage:	
Fixed Teaching Aids:	

## Other Information

## STAFF RESTROOM



### Functional Criteria

Description:	Toilets within General Office area
Square Footage:	125 SF
Quantity:	2
Occupant Load:	3

### Locational Criteria

Users:	Staff
Adjacency:	Accessible in Administration Suite
Orientation/Views:	

## Technical Criteria

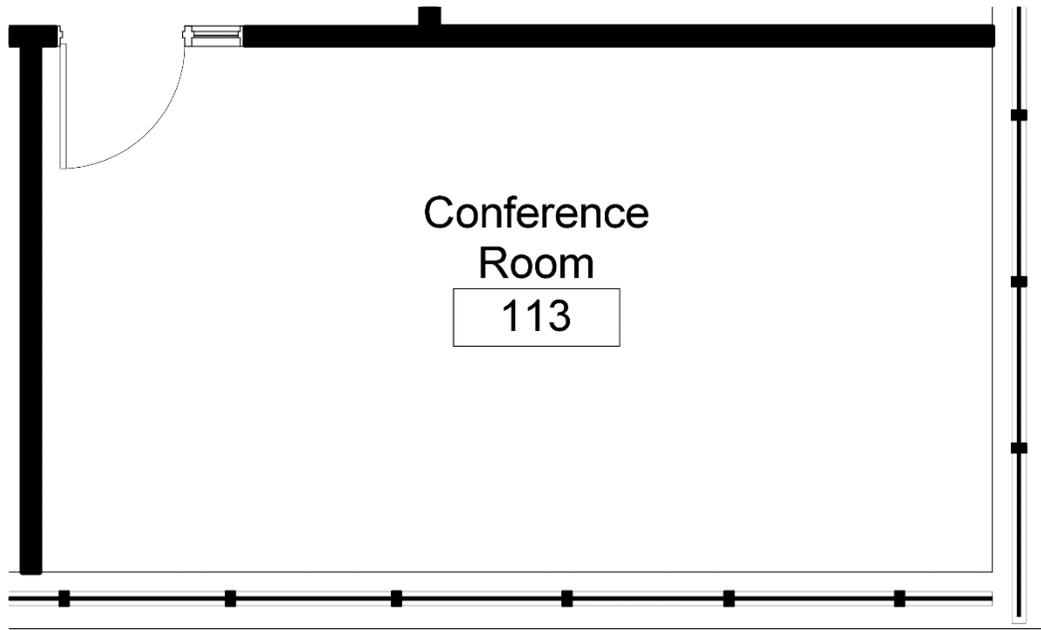
Floor:	2"x 2" ceramic tile w/ ceramic tile base.
Walls:	Moisture resistant gypsum wallboard w/ 4" x 4" ceramic tile, floor to ceiling.
Ceiling:	Painted gypsum wallboard.
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish
Lockset Hardware:	
Windows:	
Mechanical:	Low-Noise.
Plumbing/FP:	1 sink & 2 toilets
Lighting:	2' x 2' LED Recessed Downlight
Electrical:	Standard Duplexes
Communication:	
Audio-visual:	

## Fixtures/Furnishings

Casework:  
Equipment:

## Other Information

## CONFERENCE ROOM



### Functional Criteria

Description:	Administrative meeting room
Square Footage:	290 SF, 248 SF
Quantity:	2
Occupant Load:	12

### Locational Criteria

Users:	Principal, Staff, Parents, Community Officials
Adjacency:	Near administrative offices
Orientation/Views:	

## Technical Criteria

Floor:	Carpet w/ 4" rubber base.
Walls:	Painted gypsum wallboard, typical.
Ceiling:	2 x 2 suspended acoustic tile w/ gypsum board soffits at exterior window wall.
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	Sprinklered
Lighting:	2 x 2 LED Recessed Downlights
Electrical:	Standard Duplexes
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone
Audio-visual:	Analog Clock, Public Address Speaker

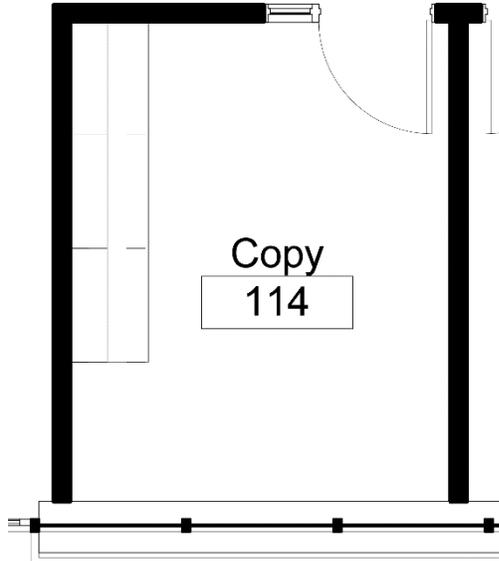
## Fixtures/Furnishings

Casework:	
Furnishings:	1 Conference table, 120 x 48 12 Guest Chair, upholstered 1 Credenza
Equipment:	Short throw projector

Shelving/Storage:

## Other Information

## DUPLICATING ROOM



### Functional Criteria

Description:	Duplicating room
Square Footage:	128 SF
Quantity:	1
Occupant Load:	6

### Locational Criteria

Users:	Staff
Adjacency:	Administration suite
Orientation/Views:	

## Technical Criteria

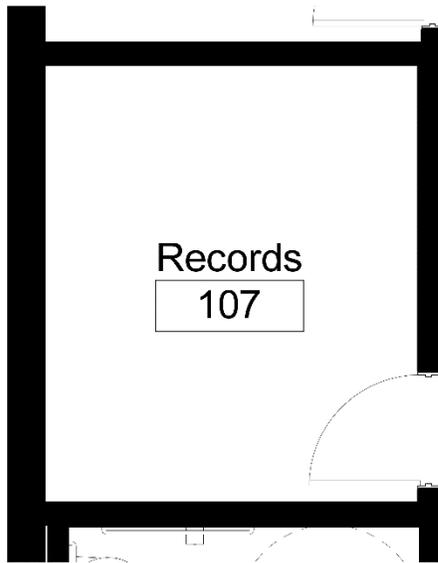
Floor:	Carpet w/ 4" rubber base.
Walls:	Painted gypsum wallboard, typical.
Ceiling:	2 x 2 suspended acoustic tile w/ gypsum board soffits at exterior window wall.
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	Sprinklered
Lighting:	2 x 2 LED Recessed Downlights
Electrical:	Standard Duplexes
Communication:	Voice/Data Outlets, Wall Phone
Audio-visual:	Analog Clock, Public Address Speaker

## Fixtures/Furnishings

Casework:	Cabinets
Furnishings:	1 Lateral file, 36/4-hi
Equipment:	Copier
Shelving/Storage:	
Fixed Teaching Aids:	

## Other Information

## RECORDS ROOM



### Functional Criteria

Description:	Administrative room for record storage
Square Footage:	121 SF
Quantity:	1
Occupant Load:	1

### Locational Criteria

Users:	Staff
Adjacency:	Withing administration suite
Orientation/Views:	

## Technical Criteria

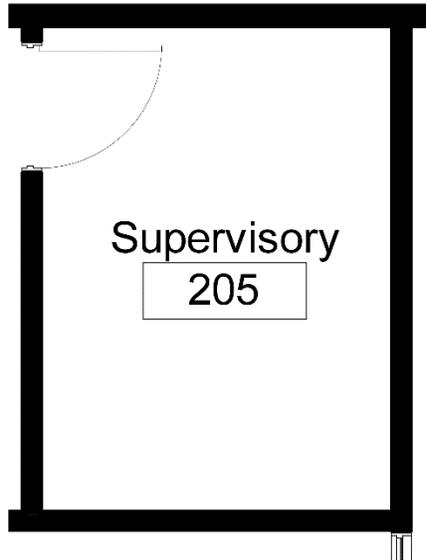
Floor:	Carpet w/ 4" rubber base.
Walls:	Painted gypsum wallboard, typical.
Ceiling:	Exposed.
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	Sprinklered
Lighting:	LED strip light
Electrical:	
Communication:	
Audio-visual:	

## Fixtures/Furnishings

Casework:	
Furnishings:	12 Vertical File (4-drawer)
Equipment:	
Shelving/Storage:	
Fixed Teaching Aids:	

## Other Information

## SUPERVISORY/SPARE OFFICE



### Functional Criteria

Description:	Supervisory room
Square Footage:	103 SF, 129 SF
Quantity:	2
Occupant Load:	4

### Locational Criteria

Users:	Students, Administration
Adjacency:	Directly accessible from Assistant Principal's Office
Orientation/Views:	

## Technical Criteria

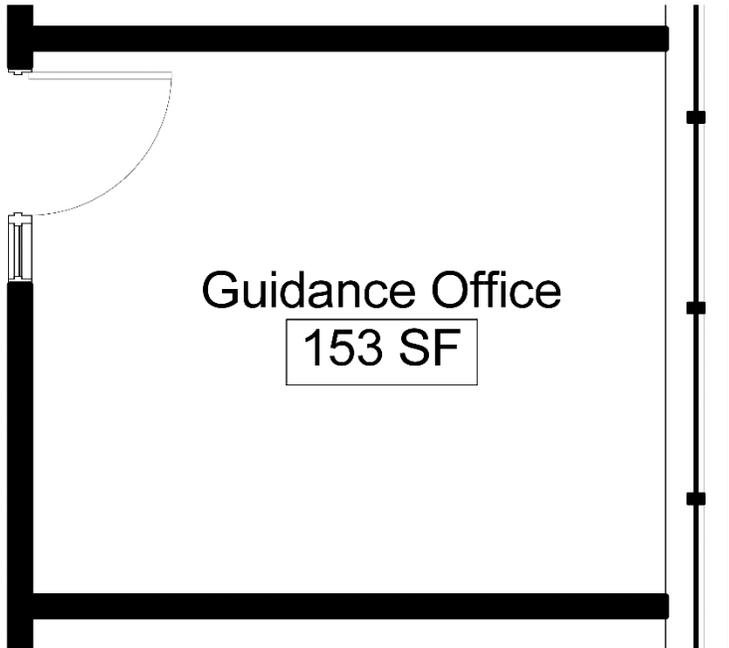
Floor:	Carpet w/ 4" rubber base.
Walls:	Painted gypsum wallboard, typical.
Ceiling:	2 x 2 suspended acoustic tile w/ gypsum board soffits at exterior window wall.
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	Sprinklered
Lighting:	2 x 2 LED Recessed Downlights
Electrical:	Standard Duplexes
Communication:	Voice/Data Outlets, Wall Phone
Audio-visual:	Analog Clock, Public Address Speaker

## Fixtures/Furnishings

Casework:	
Furnishings:	4 Student Chair, 18" seat height 4 Student desk, trapezoid
Equipment:	
Shelving/Storage:	
Fixed Teaching Aids:	

## Other Information

## GUIDANCE OFFICE



### Functional Criteria

Description:	Administrative office
Square Footage:	153 SF
Quantity:	1
Occupant Load:	4

### Locational Criteria

Users:	Administration, Students
Adjacency:	Administration
Orientation/Views:	Exterior views, natural light

## Technical Criteria

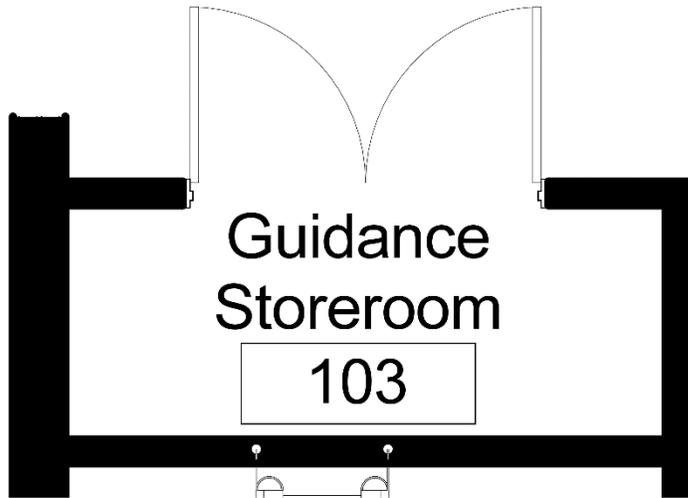
Floor:	Carpet w/ 4" rubber base.
Walls:	Painted gypsum wallboard, typical.
Ceiling:	2 x 2 suspended acoustic tile w/ gypsum board soffits at exterior window wall.
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	Sprinklered
Lighting:	2 x 2 LED Recessed Downlights
Electrical:	Standard Duplexes
Communication:	Voice/Data Outlets, Wall Phone
Audio-visual:	Analog Clock, Public Address Speaker

## Fixtures/Furnishings

Casework:	
Furnishings:	1 Desk, double pedestal 1 Task Chair with arms Office 3 Guest Chair, upholstered 1 Meeting table round, 36 dia 1 Lateral file, 36/2-hi
Equipment:	
Shelving/Storage:	
Fixed Teaching Aids:	

## Other Information

## GUIDANCE STORAGE



### Functional Criteria

Description:	Separate storage for guidance
Square Footage:	41 SF
Quantity:	1
Occupant Load:	1

### Locational Criteria

Users:	Staff
Adjacency:	Guidance Offices
Orientation/Views:	

## Technical Criteria

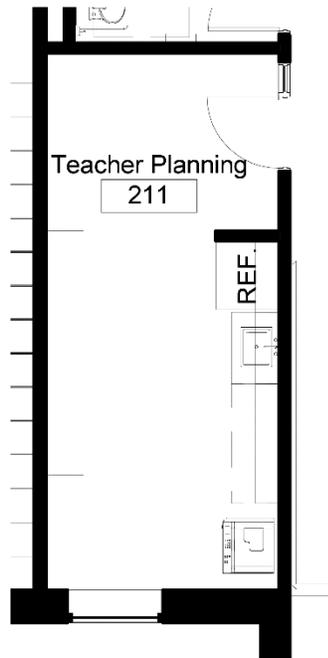
Floor:	Carpet w/ 4" rubber base.
Walls:	Painted gypsum wallboard, typical.
Ceiling:	Exposed.
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	Sprinklered
Lighting:	LED Strip Light
Electrical:	
Communication:	
Audio-visual:	

## Fixtures/Furnishings

Casework:	
Furnishings:	1 Industrial Shelving Unit, 5- high
Equipment:	
Shelving/Storage:	
Fixed Teaching Aids:	

## Other Information

## TEACHER PLANNING



### Functional Criteria

Description:

Square Footage: 218 SF, 231 SF, 235 SF

Quantity: 4

Occupant Load: 10

### Locational Criteria

Users: Teachers

Adjacency: 2<sup>nd</sup> Floor

Orientation/Views: Exterior views, natural light

## Technical Criteria

Floor:	Linoleum modular tile w/ 4" rubber base.
Walls:	Painted gypsum wallboard. Dry erase paint with magnetic Primer on 1 wall.
Ceiling:	2 x 2 suspended acoustic tile.
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	1 sink
Lighting:	LED Pendants
Electrical:	Standard Duplexes, GFCI Wall Mounted Duplexes.
Communication:	Wireless Access Point, Voice/Data Outlets, Wall Phone
Audio-visual:	Analog Clock, Public Address Speaker

## Fixtures/Furnishings

Casework:	Cabinets and wardrobe unit.
Furnishings:	2 Meeting Table, 72 x 30 10 Side Chair
Equipment:	Refrigerator, microwave, copier
Shelving/Storage:	
Fixed Teaching Aids:	

## Other Information

## SCHOOL PSYCHOLOGIST



### Functional Criteria

Description:	Administrative offices
Square Footage:	153 SF
Quantity:	2
Occupant Load:	4

### Locational Criteria

Users:	Administration, Students
Adjacency:	In Administration Suite
Orientation/Views:	Exterior views, natural light

## Technical Criteria

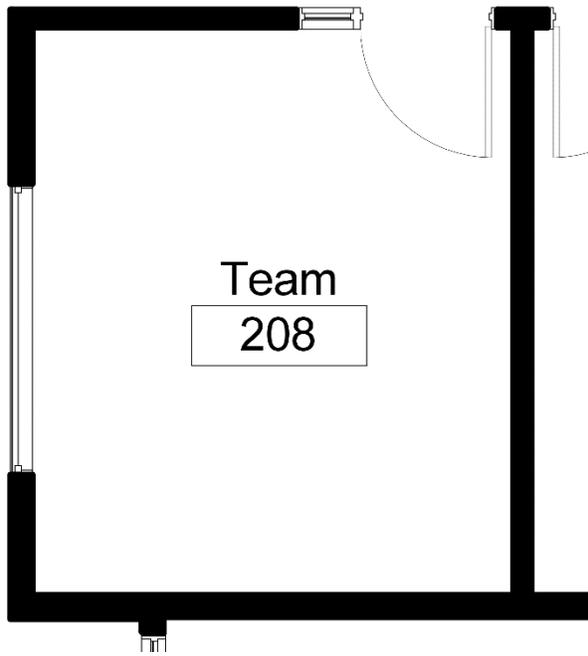
Floor:	Carpet w/ 4" rubber base.
Walls:	Painted gypsum wallboard, typical.
Ceiling:	2 x 2 suspended acoustic tile w/ gypsum board soffits at exterior window wall.
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	Sprinklered
Lighting:	2 x 2 LED Recessed Downlights
Electrical:	Standard Duplexes
Communication:	Voice/Data Outlets, Wall Phone
Audio-visual:	Analog Clock, Public Address Speaker

## Fixtures/Furnishings

Casework:	
Furnishings:	1 Desk, double pedestal 1 Task Chair with arms Office 3 Guest Chair, upholstered 1 Meeting table round, 36 dia 1 Lateral file, 36/2-hi
Equipment:	
Shelving/Storage:	
Fixed Teaching Aids:	

## Other Information

## TEAM CHAIR OFFICE



### Functional Criteria

Description:	Administrative offices
Square Footage:	143 SF, 170 SF
Quantity:	2
Occupant Load:	4

### Locational Criteria

Users:	Staff, Students
Adjacency:	Near Conference Room
Orientation/Views:	

## Technical Criteria

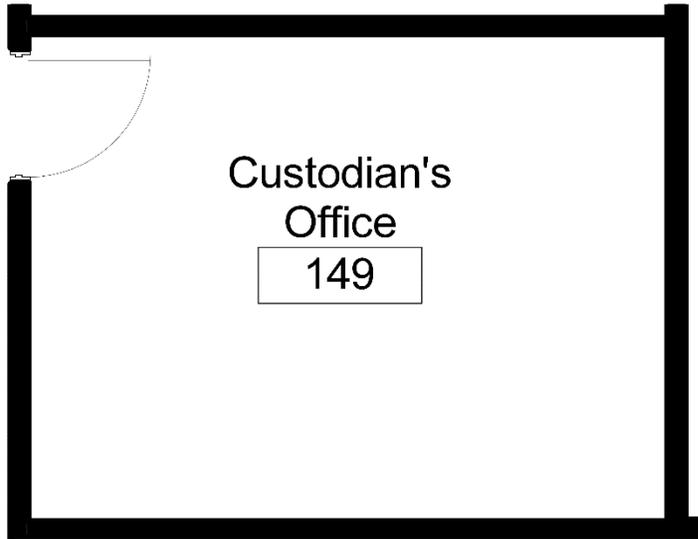
Floor:	Carpet w/ 4" rubber base.
Walls:	Painted gypsum wallboard, typical.
Ceiling:	2 x 2 suspended acoustic tile w/ gypsum board soffits at exterior window wall.
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	Sprinklered
Lighting:	2 x 2 LED Recessed Downlights
Electrical:	Standard Duplexes
Communication:	Voice/Data Outlets, Wall Phone
Audio-visual:	Analog Clock, Public Address Speaker

## Fixtures/Furnishings

Casework:	
Furnishings:	1 Meeting table, 72 x 36 4 Guest Chair, upholstered
Equipment:	
Shelving/Storage:	
Fixed Teaching Aids:	

## Other Information

## CUSTODIAN'S OFFICE



### Functional Criteria

Description:	Custodian's Office
Square Footage:	186 SF
Quantity:	1
Occupant Load:	

### Locational Criteria

Users:	Custodian
Adjacency:	1 <sup>st</sup> floor
Orientation/Views:	

## Technical Criteria

Floor:	Carpet w/ 4" rubber base.
Walls:	Painted gypsum wallboard, typical.
Ceiling:	Exposed
Acoustical:	
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum Exterior Storefront System, non-penetrable glass.
Mechanical:	Low-Noise.
Plumbing/FP:	Sprinklered
Lighting:	LED Strip Light
Electrical:	Standard Duplexes
Communication:	Voice/Data Outlets, Wall Phone
Audio-visual:	Analog Clock, Public Address Speaker

## Fixtures/Furnishings

Casework:	
Furnishings:	1 Desk, double pedestal 1 Task Chair with arms Office 1 Work table 1 Stool
Equipment:	
Shelving/Storage:	

## Other Information

## CUSTODIAN'S STORAGE



### Functional Criteria

Description:	Main space for custodial storage
Square Footage:	42 SF
Quantity:	1
Occupant Load:	

### Locational Criteria

Users:	Custodians
Adjacency:	
Orientation/Views:	

### Technical Criteria

Floor:	Sealed Concrete
Walls:	FRP, 7'-0" High, Painted gypsum wallboard, typical.
Ceiling:	2 x 2 Acoustical Ceiling Tile
Acoustical:	
Doors:	Hollow metal frame with double hollow metal doors
Lockset Hardware:	Mortised door locks
Windows:	
Mechanical:	
Plumbing/FP:	Sprinklered.
Lighting:	LED Strip Light
Electrical:	
Communication:	
Audio-visual:	

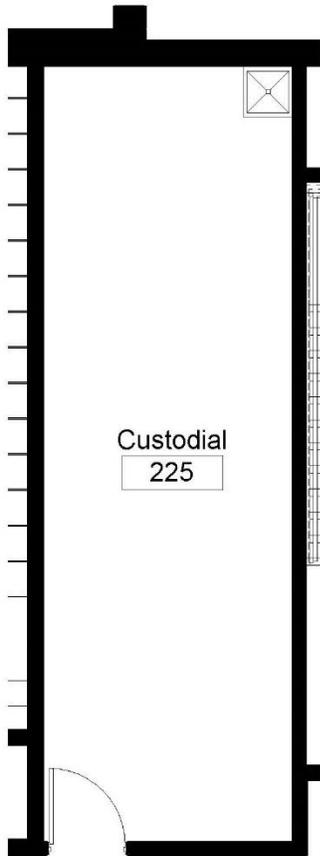
### Fixtures/Furnishings

Casework:	
Furnishings:	3 Industrial Shelving Unit, 5- high
Equipment:	
Shelving/Storage:	

### Other Information

Leicester Middle School  
Room Data Sheet

# STOREROOM



### Functional Criteria

Description:	Custodial
Square Footage:	310 SF, 313 SF
Quantity:	2
Occupant Load:	1

### Locational Criteria

Users:	Custodians
Adjacency:	
Orientation/Views:	

### Technical Criteria

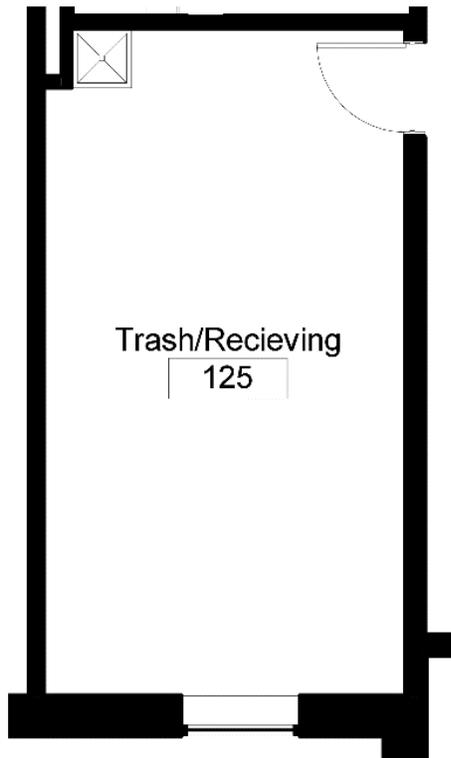
Floor:	Sealed Concrete
Walls:	FRP, 7'-0" High, Painted gypsum wallboard, typical.
Ceiling:	2 x 2 Acoustical Ceiling Tile
Acoustical:	
Doors:	Hollow metal frame and door
Lockset Hardware:	Mortised door locks
Windows:	
Mechanical:	
Plumbing/FP:	Mop sink. Sprinklered.
Lighting:	LED Strip Light
Electrical:	Standard duplexes
Communication:	
Audio-visual:	

### Fixtures/Furnishings

Casework:	
Furnishings:	
Equipment:	
Shelving/Storage:	

### Other Information

## TRASH/RECEIVING



### Functional Criteria

Description:	Trash and Receiving
Square Footage:	273 SF
Quantity:	1
Occupant Load:	1

### Locational Criteria

Users:	Custodial Staff
Adjacency:	1 <sup>st</sup> floor
Orientation/Views:	

### Technical Criteria

Floor:	Sealed Concrete
Walls:	FRP, 7'-0" High, Painted gypsum wallboard, typical.
Ceiling:	2 x 2 Acoustical Ceiling Tile
Acoustical:	
Doors:	Hollow metal frame and door
Lockset Hardware:	Mortised door locks
Windows:	
Mechanical:	
Plumbing/FP:	Mop sink. Sprinklered.
Lighting:	LED Strip Light
Electrical:	
Communication:	
Audio-visual:	

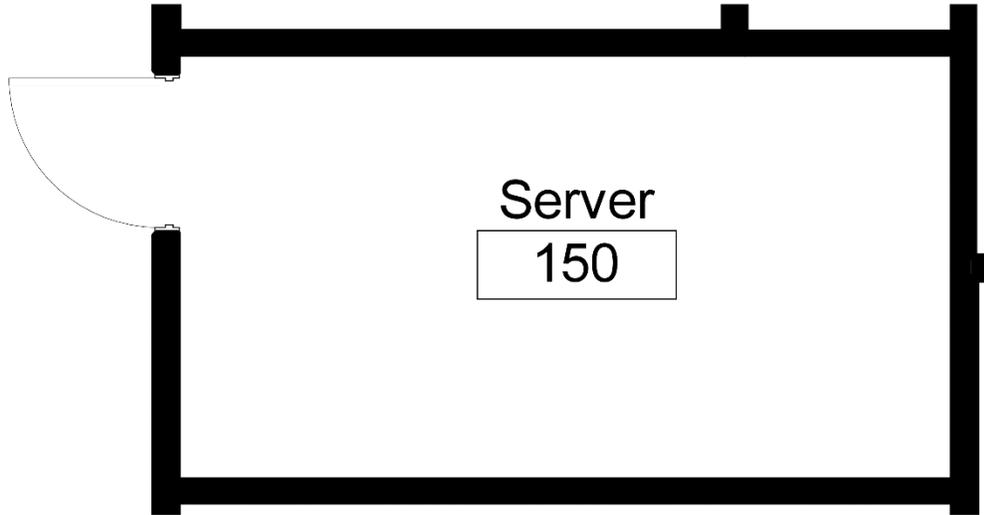
### Fixtures/Furnishings

Casework:	
Furnishings:	
Equipment:	
Shelving/Storage:	

### Other Information

Leicester Middle School  
Room Data Sheet

SERVER



Functional Criteria

Description:	Server room
Square Footage:	134 SF
Quantity:	1
Occupant Load:	1

Locational Criteria

Users:	Staff
Adjacency:	1 <sup>st</sup> floor
Orientation/Views:	

## Technical Criteria

Floor:	Carpet (non-static) w/ 4" rubber base
Walls:	Painted gypsum wallboard.
Ceiling:	2 x 2 suspended acoustic tile.
Acoustical:	
Doors:	Hollow metal frame and door
Lockset Hardware:	Mortised door locks
Windows:	
Mechanical:	
Plumbing/FP:	
Lighting:	LED Strip Light
Electrical:	
Communication:	
Audio-visual:	

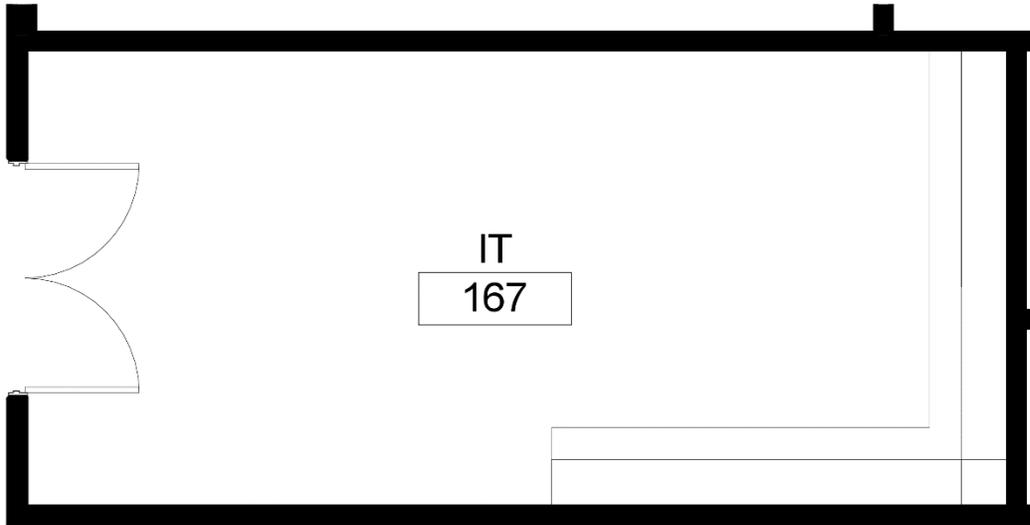
## Fixtures/Furnishings

Casework:	
Furnishings:	
Equipment:	
Shelving/Storage:	

## Other Information

Leicester Middle School  
Room Data Sheet

## IT OFFICE



### Functional Criteria

Description:	IT office
Square Footage:	310 SF
Quantity:	1
Occupant Load:	3

### Locational Criteria

Users:	Staff
Adjacency:	1 <sup>st</sup> floor, near secondary entry
Orientation/Views:	

### Technical Criteria

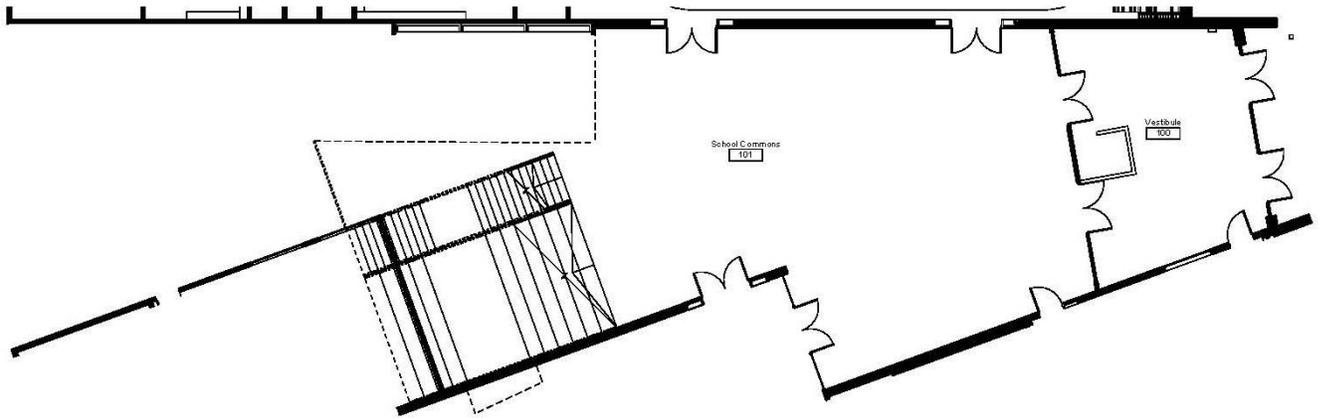
Floor:	Carpet (non-static) w/ 4" rubber base
Walls:	Painted gypsum wallboard.
Ceiling:	2 x 2 suspended acoustic tile.
Acoustical:	
Doors:	Hollow metal frame and door
Lockset Hardware:	Mortised door locks
Windows:	
Mechanical:	
Plumbing/FP:	Sprinklered.
Lighting:	LED Strip light
Electrical:	
Communication:	
Audio-visual:	

### Fixtures/Furnishings

Casework:	Countertop with Open Shelving
Furnishings:	2 Task Chairs with arms Office
Equipment:	
Shelving/Storage:	

### Other Information

## SCHOOL COMMONS



### Functional Criteria

Description:	Common area for school gatherings and general circulation
Square Footage:	4,444 SF
Quantity:	1
Occupant Load:	631

### Locational Criteria

Users:	Students, Teachers, Community Members
Adjacency:	Near Administration, Gymnasium, Dining
Orientation/Views:	Natural light

### Technical Criteria

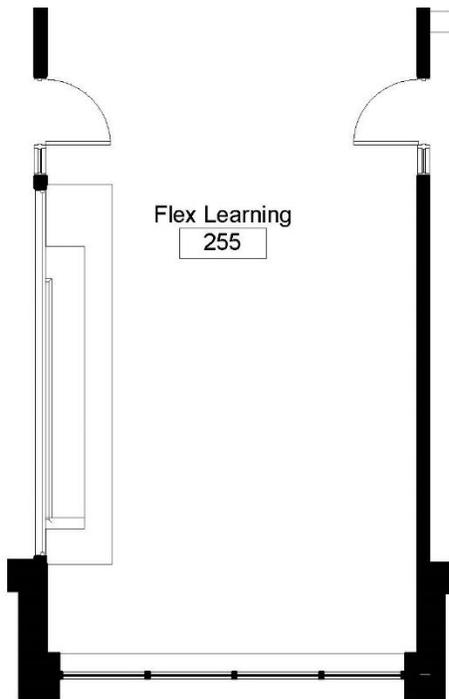
Floor:	12" x 24" square unglazed porcelain tile, thin-set
Walls:	Painted gypsum wallboard and split face block veneer
Ceiling:	Acoustical metal deck with Suspended Acoustical Ceiling Blades and Suspended linear wood acoustical ceiling ascents. Acoustical Metal Deck
Acoustical:	Acoustic blades, acoustical metal deck
Doors:	Aluminum Curtainwall
Lockset Hardware:	Specialty
Windows:	Aluminum curtainwall, sawtooth skylight
Mechanical:	Low noise
Plumbing/FP:	Sprinklered
Lighting:	LED Pendants, Recessed LED wall lights
Electrical:	Standard Duplexes, Dome Cameras.
Communication:	Wireless Access Point
Audio-visual:	Public Address Speaker, Audio System Speaker,

### Fixtures/Furnishings

Casework:	Display cases, learning stair
Furnishings:	
Equipment:	LED display screens
Shelving/Storage:	

### Other Information

## FLEXIBLE LEARNING



### Functional Criteria

Description:	Break out space in the hallways used as an extension of classroom learning and independent project space
Square Footage:	435 SF, 377 SF, 268 SF, 337 SF
Quantity:	8
Occupant Load:	10

### Locational Criteria

Users:	Students, Teachers
Adjacency:	Near classroom neighborhoods
Orientation/Views:	Exterior views, natural light

### Technical Criteria

Floor:	Linoleum modular tile w/ 4" rubber base.
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Walls:	Painted gypsum wallboard. Dry erase paint with magnetic primer on 1 wall. 4x8 ceramic tile wainscote
Ceiling:	2 x 2 suspended acoustic tile with linear ceiling accent panels
Acoustical:	Acoustic blades, acoustical metal deck
Doors:	Hollow Metal frame with solid core wood veneer doors with low-VOC natural finish.
Lockset Hardware:	Mortised door locks.
Windows:	Aluminum storefront
Mechanical:	Low noise
Plumbing/FP:	Sprinklered
Lighting:	LED Pendants
Electrical:	Standard Duplexes, Dome Cameras.
Communication:	
Audio-visual:	Public Address Speaker

#### Fixtures/Furnishings

Casework:	Multi-tier seating
Furnishings:	
Equipment:	
Shelving/Storage:	

#### Other Information





















# LEICESTER MIDDLE SCHOOL

LEICESTER, MA



## COMMUNICATION AND DOCUMENT CONTROL PROTOCOL

MSBA GRANT FUNDED SCHOOL CONSTRUCTION PROJECTS

March 20, 2020

NV5 Consultants, Inc



**LEICESTER MIDDLE SCHOOL - LEICESTER, MA**

**COMMUNICATION AND DOCUMENT CONTROL PROTOCOL**

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<b>4</b>	Document Control: Detail

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## LEICESTER MIDDLE SCHOOL - LEICESTER, MA

### COMMUNICATION AND DOCUMENT CONTROL PROTOCOL

#### OVERVIEW

As the Owner's Project Manager, NV5 provides coordination among all parties to ensure that everyone is working together. Whereas clear communication is critical for collaboration and team work, standards need to be developed and adhered to.

By establishing protocol and standards, the team will be enabled to work effectively to create a new Cabot Elementary School where all goals are met where the project is delivered on time and on budget with minimum disruption.

As required per Section 8.1.1 in the *Contract for Project Management Services*, the intent of this Document Protocol manual is to establish responsibility and procedures for all documentation which will be issued throughout the project during the following phases: Design Development, Construction Documents, Bidding, Construction and Close-Out. Documentation which will be issued includes schedules, reports, meeting minutes, and logs distribution list for each type of meeting.

#### SCHEDULES

There are a few different types of schedules which will be prepared and maintained throughout the project including the Meeting Schedules, Master Project Schedule, the Schedule of Values, the overall Construction Schedule and the Two-Week Look Ahead. Depending upon the specific type of schedule, there will be a responsible party to prepare and maintain the schedule throughout the project, as required. There will also be a distinct distribution established for each of these schedules.

#### REPORTS

There are many different reports which will be issued throughout the job including Monthly Progress Reports, Field Reports and Punch Lists. Monthly Reports will be issued throughout the design and construction process and will include a list of meetings held and milestones reached for that month and a similar list for the upcoming month. This report will also include an updated budget report, cash flow report and schedule. Weekly Field Reports will be issued during construction.

#### MEETING MINUTES

There are many different types of meetings that will occur ranging from Leicester School Building Committee (LSBC) meetings, Design/User Group meetings to Pre-Construction meetings and Construction job meetings. For all of these meetings, meeting minutes will be prepared and distributed. For each meeting type, standards will be established (if not already established) in regards to the required attendance, the party responsible for recording the minutes, the format of the minutes, and the distribution of the minutes.

**LEICESTER MIDDLE SCHOOL - LEICESTER, MA****COMMUNICATION AND DOCUMENT CONTROL PROTOCOL****OVERVIEW** (continued)**LOGS**

To effectively track all documentation issued throughout the project, there are many different types of logs which will be prepared, maintained and distributed. There will be logs for Construction Drawings, Addenda, Requests for Information (RFIs), Architect's Supplemental Information (ASIs), Construction Change Directives (CCDs), Submittals, Proposed Change Orders (PCOs), Change Orders (COs) and a Finish Schedule.

For all of the logs noted, there will be an established protocol in terms of the responsible party, how often the logs are issued and to whom the logs are distributed.

Attached herein is a Project Directory established thus far including the Leicester School Building Committee (CSBC), Working Group (WG), NV5 (Owner's Project Manager), and FAA (Designer). This directory will be updated throughout the project when additional participants are added to the project.

Also enclosed is a Project Roles and Responsibilities matrix which outlines the various tasks throughout different stages of the project. For each task listed, the degree of involvement for the responsible parties is identified by either being a lead (L), a support (S), or offering review and/or input (R). For the purpose of this matrix, responsibility for particular project tasks is broken down to the following six (6) entities: OPM (NV5), Designer (FAA), CxA (Commissioning Agent assigned by the MSBA), GC/CMR (TBD), Owner (Town of Leicester), and the MSBA. The Owner as referenced herein is comprised of the following entities: Public Facilities Department, Leicester Middle School Working Group, Leicester School Building Committee, Board of Selectmen, School Committee and other governing Town Departments.

Extracted from the Project Roles and Responsibilities matrix described above, are the items which pertain to the various types of documents which will be issued throughout the project, including schedules, reports, meeting minutes and logs. A detailed narrative follows the Responsibility matrix.

## LEICESTER MIDDLE SCHOOL - LEICESTER, MA

## COMMUNICATION AND DOCUMENT CONTROL PROTOCOL

## PROJECT DIRECTORY

## PROJECT DIRECTORY AND COMMITTEE LIST

					OPM	Design	LSBC
NAME	E-MAIL ADDRESS	PHONE	TITLE				
Tom	Murphy	<a href="mailto:thomas.murphy@nv5.com">thomas.murphy@nv5.com</a>	(617) 744-3123	NV5, Project Director	✓		
Melissa	Gagnon	<a href="mailto:melissa.gagnon@nv5.com">melissa.gagnon@nv5.com</a>	(617) 744-3120	NV5, Project Manager	✓		
Regan	Shields Ives	<a href="mailto:rshields-ives@faainc.com">rshields-ives@faainc.com</a>	(617) 426-2858	Finegold Alexander Architects		✓	
Christopher	Lane	<a href="mailto:clane@faainc.com">clane@faainc.com</a>	(617) 426-2858	Finegold Alexander Architects		✓	
Mark	Armington	<a href="mailto:Mark.Armington@umassmed.edu">Mark.Armington@umassmed.edu</a>	(508) 856-5202	Community Member; Engineer			VOTING
Jeff	Berthiaume	<a href="mailto:berthiaumej@lpsma.net">berthiaumej@lpsma.net</a>	(774) 696-5228	Co-Chair SBC; Technology Director			VOTING
Tina	Boss	<a href="mailto:bosst@lpsma.net">bosst@lpsma.net</a>	(508) 892-7048	Principal - Memorial Elementary School			VOTING
Harry	Brooks	<a href="mailto:harrybrooks@gmail.com">harrybrooks@gmail.com</a>	(508) 782-8426	Co-Chair School Building Committee; Board of Selectman			VOTING
Chris	Clark	<a href="mailto:Chrisclark1986@gmail.com">Chrisclark1986@gmail.com</a>	(508) 340-3531	At-Large Member; Business, Parent			VOTING
Chris	Fontaine	<a href="mailto:fontainec@lpsma.net">fontainec@lpsma.net</a>		Principal, Leicester Middle School			VOTING
David	Genereux	<a href="mailto:genereuxd@leicesterma.org">genereuxd@leicesterma.org</a>	(508) 892-7000	Town Administrator			non-voting
Tom	Lauder	<a href="mailto:laudert@lpsma.net">laudert@lpsma.net</a>	(508) 688-7666	School Committee			VOTING
Kristina	Looney	<a href="mailto:looneyk@lpsma.net">looneyk@lpsma.net</a>	(508) 498-7444	Music Education			VOTING
Paul	McCarthy	<a href="mailto:paulzville@gmail.com">paulzville@gmail.com</a>	(508) 330-8274	At-Large Member; Business, Parent			VOTING
Dennis	McGrail	<a href="mailto:denjen5@gmail.com">denjen5@gmail.com</a>	(774) 696-2769	Finance Committee			VOTING
Cady	Maynard	<a href="mailto:maynardc@lpsma.net">maynardc@lpsma.net</a>		Director, Finance and Operations, LPS			VOTING
Jim	Reinke	<a href="mailto:exitreinke@gmail.com">exitreinke@gmail.com</a>		Community Member; Disabilities Commission			VOTING
Marilyn	Tencza	<a href="mailto:tenczam@lpsma.net">tenczam@lpsma.net</a>	(774) 239-2081	Superintendent of Schools; Local CEO			non-voting
David	White	<a href="mailto:whited@lpsma.net">whited@lpsma.net</a>		Director of Facilities			VOTING

## LEICESTER MIDDLE SCHOOL - LEICESTER, MA

### COMMUNICATION AND DOCUMENT CONTROL PROTOCOL

#### PROJECT ROLES/RESPONSIBILITIES MATRIX

**L** = Lead

Provides information during process and final issuance of document or recommendation

**S** = Support

Provides information during process or otherwise supports Lead role

**R** = Review/Input

Provides interim opinion and final review

ACTIVITY	Designer	OPM	CxA	CMR	OWNER	MSBA
<b>PHASE 1: PROBLEM IDENTIFICATION</b>						
a Statement of Interest					L	R
b Facilities Master Plan					L	R
c Design and Education Program					L	R
d Budget Statement for Educational Objectives					L	R
e Form School Building Committee					L	R
f Initial Compliance Certification					L	R
<b>PHASE 2: PROBLEM VERIFICATION</b>						
a Facility and Maintenance Assessment					S	L
b Enrollment Projections					S	L
<b>PHASE 3: OPM SELECTION/FEASIBILITY STUDY/SCHEMATIC DESIGN</b>						
a Pre-Study Review Meeting					S	L
b Procure OPM					L	S
c Procure Designer/Feasibility		S			L	R
d Designer Selection Panel		S			S	L
e Review Design & Education Program	S	S			L	R
f Feasibility Study	L	S			R	R
<b>PHASE 4: EXECUTE PROJECT FUNDING AGREEMENT</b>						
a Project Scope & Budget Conference	S	S			R	L
b Project Scope & Budget Agreement		S			R	L
<b>PHASE 5: OPM CONTRACT ADMINISTRATION</b>						
a Project Controls - Total Project Cost	S	L			S	R
b Meetings with Owner, MSBA & Community	S	L		S	R	S
c Progress Reports (monthly)		L			R	R
d Document Control	S	L			R	R

## LEICESTER MIDDLE SCHOOL - LEICESTER, MA

## COMMUNICATION AND DOCUMENT CONTROL PROTOCOL

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ACTIVITY	Designer	OPM	CxA	CMR	OWNER	MSBA
e Review All Project Invoices		L			S	R
f Review Designer's Contract Compliance		L			S	R
g Submit Pro-Pay Application		S			L	S
<b>PHASE 6: IMPLEMENTATION</b>						
<b>Final Design</b>						
a Procure Designer for Final Design		L			S	S
b Designer Selection Panel (if change)		S			S	L
c Negotiate Final Design Contract	S	L			S	S
d Assign Commissioning Agent	R	R			R	L
e Design Development	L	S	S	S	S	R
f Procure Construction Manager	S	L			R	
g Design Coordination Meetings	S	L		S	S	
h Value Engineering (Schematic, 60% and 90%)	S	L	S	S	S	S
i 60% Construction Documents	L	S	S	S		
j Procure CM at risk (if applicable)	S	L			S	S
k Negotiate CM contract (if applicable)		L		S	S	R
l 90% Construction Documents	L	S	S	S	S	S
m Bid Documents	L	S	S	S	S	S
<b>Bidding Services</b>						
a Prequalification of Contractors	S	L		S	S	R
b Pre-Bid Meetings/Site Visit	S	L		L	S	S
c Issuance of Addenda	L	S		S	R	
d Response to Technical Inquiries	L	S		R		
e Bid Tabulations	S	S		L		
f Bid Evaluations	S	S		L	R	
g Award Recommendations	S	S		L	S	R

## LEICESTER MIDDLE SCHOOL - LEICESTER, MA

## COMMUNICATION AND DOCUMENT CONTROL PROTOCOL

## PROJECT ROLES/RESPONSIBILITIES MATRIX

**L** = Lead

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**R** = Review/Input

Provides interim opinion and final review

ACTIVITY	Designer	OPM	CxA	CMR	OWNER	MSBA
h Pre-Award Conference	S	S		L	R	
<b>Construction</b>						
<b>Meetings</b>						
a Pre-Construction Conference	S	L	R	S	R	
b Progress Meetings	S	L		S	R	
<b>Project Controls</b>						
a Scheduling/Work Plan/SOV/Coordination	S	S		L	R	R
b Construction Meetings (weekly)	S	S		L	S	
c Cost Estimates/Budgeting/Cash flows	S	L		S	R	R
d Site Observation - Daily Log		L				R
e Weekly Progress Reports (Field Reports)	L	S		R	R	
<b>Record Drawings</b>						
a As-Built Drawing Preparation	R			L	R	
b Review As-Built Drawings	R	R		L	R	
c Record Drawing Approval	L	S			R	
<b>Construction Contract Administration</b>						
a MBE/WBE Monitoring Compliance		L		S	R	
b Review Contractor Payment Requisitions	L	S		S	R	
c Contractor Evaluations - 50%	S	L		S	S	
d Change Order Development	S	S		L	R	
e Change Order Review and Approval	S	L		S	R	
f Claims Processing	S	L				
<b>Resident Inspection</b>						
a Survey	S	S		L		
b Construction Observation	S	L				
c LSP Services/Support		S		L		
d Independent Quality Assurance	S	L				

**LEICESTER MIDDLE SCHOOL - LEICESTER, MA**

**COMMUNICATION AND DOCUMENT CONTROL PROTOCOL**

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- R** = Review/Input              Provides interim opinion and final review

ACTIVITY	Designer	OPM	CxA	CMR	OWNER	MSBA
e Environmental Compliance	S			L		
<b>Document Interpretation/Submittals</b>						
a Specification for Submittals	L	S	R	S	R	
<b>Testing &amp; Commissioning</b>						
a Develop Testing Specifications	L	S	S	R	R	
b Functional Test Performance	R		S	L	R	
c In-Shop Test Witnessing	L	S	S	S		
d Operation & Maintenance Manual Review	S		L	S	S	
e Commissioning	S	S	L	S	S	S
<b>Contracts Closeout</b>						
a Punch list	L	S	S	L	S	
b Certificate of Occupancy	S	S		L	S	
c Contractor Evaluations - Final	S	L		S	S	
d Warranty Consultation	S	L		S	S	
e Designer Evaluation		L			S	
f OPM Evaluation					L	S
g Record Set for Owner	R	R		L		

**LEICESTER MIDDLE SCHOOL - LEICESTER, MA**

**COMMUNICATION AND DOCUMENT CONTROL PROTOCOL**

**DOCUMENT CONTROL: DETAIL**

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ACTIVITY	Designer	OPM	CxA	GC/CMR	OWNER	MSBA
<b>CONTRACT ADMINISTRATION</b>						
<b>a Project Controls - Total Project Cost</b>	S	L		S	R	R

NV5 manages the project budget. NV5 tracks all project costs including hard and soft costs, including all project commitments, expenditures to-date, as well as provide projections of additional costs that may be needed. NV5 reviews all invoices for the project.

<b>b Meetings with Owner, MSBA &amp; Community</b>	S	L		S	S	S
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NV5 and FAA will meet as determined by the Project Schedule with the ASBC, DRC, Working Group and Design/User Groups. NV5 will prepare and electronically distribute meeting agendas in advance of each meeting. For ASBC/DRC meetings, the Agenda will include authorization of minutes from the month prior as the first order of business, which will require a motion and a vote by the Committee. In accordance with Open Meeting Laws, all additional items requiring discussion and/or a vote by the Committee will be included on the agenda which will be posted 48 hours prior to the meeting. With regard to Working Group and Design/User Group meetings, NV5 will include with the agenda additional key materials related to items on the agenda.

NV5, FAA and the GC/CMR will meet as required for Design and Project Coordination. SBC members will be notified and are invited to attend these meetings. Working Groups comprised of SBC members, user groups, administration and/or community members will be established for selected design topics in order to make efficient design decisions. NV5 will prepare the agenda for each meeting with input from FAA, the GC/CMR and the Town of Leicester. NV5 will prepare meeting minutes for SBC meetings and public forums and FAA will prepare minutes for design focused/user group meetings. Minutes will be prepared within one week of the meeting date and will be distributed to all members of the respective meeting group.

NV5 will attend all meetings with the MSBA. FAA will attend meetings with the MSBA if informed by NV5 or the MSBA that their review/input is required.

When required, NV5 and/or FAA will attend meetings with the Community, user groups and regulatory authorities.

NV5 will maintain a binder(s), chronologically ordered, that documents all School Building Committee meetings. NV5 will also coordinate with the Owner to ensure that documents are available on a web based system and are accessible to the public.



**LEICESTER MIDDLE SCHOOL - LEICESTER, MA**

**COMMUNICATION AND DOCUMENT CONTROL PROTOCOL**

**DOCUMENT CONTROL: DETAIL**

- L** = Lead
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ACTIVITY	Designer	OPM	CxA	GC/CMR	OWNER	MSBA
<b>c Progress Reports (monthly)</b>		<b>L</b>			R	R

NV5 will issue monthly progress reports to the MSBA and the Owner throughout the Design Development, Construction Documents, Bidding, Construction and Close-Out phases of the project.

Throughout the Schematic Design and Design Development phases, these reports will include Tasks Completed, Project Budget Update, 1-Month Look Ahead and a Project Schedule. This Monthly Progress Report will be issued electronically and will be distributed to the MSBA and the Owner.

Once construction commences, the report will be reformatted to include an Executive Summary, Project Budget, Project Schedule, Meeting Minutes and Supplemental Information including project photographs. Copies of the monthly report will be issued to the MSBA and the Leicester School Building Committee and a copy will be filed in the City Clerk's office.

<b>d Document Control</b>	S	<b>L</b>			R	
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Throughout the project, NV5 will maintain a systematic filing system for all project documents issued to date.

All construction document logs including ASIs, CCDs, RFIs, Submittals, PCOs and COs shall be monitored and maintained by the Construction Manager. All logs will be distributed by the Construction Manager for Review at weekly job meetings. The particular software in which the data will be tracked will be reviewed and determined at the pre-construction conference.

NV5 will maintain an independent PCO/CO/Risk Log to track these changes in relation to the Total Project Budget.

<b>e Review all Project Invoices</b>	S	<b>L</b>			R	
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As part of managing the overall project budget, NV5 will review all project invoices on behalf of the Owner. Once paid, the Owner will submit invoices to the MSBA Pro-Pay system. NV5 will review and sign hard copies of the Pro-pay monthly submissions. NV5 will verify that the Pro-Pay submittals are consistent with the project budget reports that NV5 maintains.

<b>f Certified Payroll Reports</b>		R		<b>L</b>	S	
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During construction, the GC/CMR will manage certified payroll reports on behalf of the Owner. The GC/CMR will review reports on a monthly basis to ensure that all reports have been submitted and are in compliance with each monthly payment requisition.



**LEICESTER MIDDLE SCHOOL - LEICESTER, MA**

**COMMUNICATION AND DOCUMENT CONTROL PROTOCOL**

**DOCUMENT CONTROL: DETAIL**

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ACTIVITY	Designer	OPM	CxA	GC/CMR	OWNER	MSBA
<b>IMPLEMENTATION</b>						
<i>Bidding Services</i>						
<b>a Issuance of Addenda</b>	<b>L</b>	S				

FAA will prepare, maintain and update an Addenda Log to track all addenda issued.

<i>Construction - Project Controls</i>						
<b>b Scheduling/Work Plan/SOV/Coordination</b>	S	S		<b>L</b>	R	R

NV5 will maintain a detailed baseline master Project Schedule throughout the duration of the project. This document will serve as the Project control against which all Project progress will be measured and will be updated throughout the duration of the Project. Any major revisions made to the Project Schedule shall be submitted to the Owner for approval.

NV5, FAA and the Owner shall review the schedule and work plan which is prepared monthly by the GC/CMR. NV5 will review this schedule in terms of monitoring the timeliness of the of submittal requirements. If there is any slippage in the schedule NV5 will require the GC/CMR to submit a schedule recovery plan.

NV5 shall review the Schedule of Values prepared by the GC/CMR at the beginning of construction to be compared against the final estimate.

The GC/CMR shall coordinate all aspects of construction to ensure that all building systems have been coordinated and are in sync with the project schedule.



**LEICESTER MIDDLE SCHOOL - LEICESTER, MA**

**COMMUNICATION AND DOCUMENT CONTROL PROTOCOL**

**DOCUMENT CONTROL: DETAIL**

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ACTIVITY	Designer	OPM	CxA	GC/CMR	OWNER	MSBA
<b>c Construction Meetings (weekly)</b>	S	S		L	S	

Prior to each job meeting, NV5 and FAA will meet on site to review current issues.

The GC/CMR will meet on site, weekly, with FAA, NV5 and (1) or (2) members of the Leicester School Building Committee, as designated by the SBC. When required, design consultants and the GC/CMR's sub-consultants will be asked to attend the meeting. The Contractor will prepare and maintain a Two-Week Look Ahead throughout the construction process. The meetings will be structured to commence with review of the Two-Week Look Ahead, followed by review of RFI and Submittal Logs. The status of previous issues will then be addressed, followed by new business and change orders.

NV5 will prepare the construction job meeting minutes and distribute copies of meeting minutes electronically at least 24 hours prior to the next job meeting. The minutes will record items by date, action and status.

<b>d Cost Estimates/Budgeting/Cash flows</b>	S	L		S	R	R
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As noted in 'Project Controls - Total Project Cost' above, NV5 will manage the project budget throughout the entire project. Cost estimates will be prepared during Design Development as well at 60% Construction Documents. A review estimate will be prepared at 90% Construction Documents. NV5 will coordinate reconciliation of the GC/CMR's Cost Estimates with the Designer's Cost Estimates at each phase completion and notify the Owner of any variances. During construction, NV5 will work with the Contractor/GC/CMR to ensure that the project stays within budget.

<b>e Site Observation - Daily Log</b>		L				R
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A NV5 project representative shall keep a daily log containing site conditions and construction activity as outlined in the Contract for Project Management Services, Article 8.6.5.1.

<b>f Weekly Progress Reports (Field Reports)</b>	L	S		R	R	
--	---	---	--	---	---	--

FAA shall prepare weekly progress reports which will be submitted to NV5 and the Owner. This report will summarize the progress achieved and a concise description of issues.



**LEICESTER MIDDLE SCHOOL - LEICESTER, MA**

**COMMUNICATION AND DOCUMENT CONTROL PROTOCOL**

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ACTIVITY	Designer	OPM	CxA	GC/CMR	OWNER	MSBA
<i>Record Drawings</i>						
<b>g As-Built Drawing Preparation</b>	S			L	S	

The GC/CMR shall submit to FAA As-Built Drawings prior to issuance of the Certificate of Substantial Completion.

<i>Construction Contract Administration</i>						
<b>h Contractor Payment Requisitions</b>	S	L		S	S	

The GC/CMR will submit to FAA and NV5 a pencil requisition by the third business day of each month for work completed in the preceding month. FAA and NV5 will review and the GC/CMR will modify the Requisition based on changes requested. An updated pencil Requisition will be submitted to FAA and NV5 for review. When approved, the final Requisition will then be submitted to FAA and NV5 for certification on a schedule established during the pre-construction meeting. Within 15 days of the Architect's Certification the Requisition will be paid by the Town of Leicester.

<b>i Change Order Processing</b>	S	S		L	R	
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The GC/CMR shall prepare a Proposed Change Order/Change Order Log as well as "works-in progress" cost schedules for review at the weekly job meeting.

<b>j Change Order review and Approval</b>	S	L		S	R	
---	---	---	--	---	---	--

FAA will coordinate the COR review with NV5. FAA will review and determine whether a PCO is within the scope of the Contract Documents or is indeed a change. PCOs that are legitimate changes will be reviewed on a regular basis and collected into change orders that are signed by the GC/CMR, FAA, NV5 and the Town of Leicester. No payments for PCOs will be made until a signed change order is prepared and executed. In addition to the PCO/CO log which is prepared and maintained by the GC/CMR, NV5 will maintain a separate log to track these documents in relation to the Total Project Budget.



**LEICESTER MIDDLE SCHOOL - LEICESTER, MA**

**COMMUNICATION AND DOCUMENT CONTROL PROTOCOL**

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ACTIVITY	Designer	OPM	CxA	GC/CMR	OWNER	MSBA
<i>Documentation Interpretation/Submittals</i>						
<b>k Specification for Submittals</b>	<b>L</b>	S	R	S	R	

The specifics of submittal processing will be determined in the Project Specification and reviewed at the pre-construction conference. Items to be reviewed are the logistics of submittal distribution, submittal format (hard copy or electronic) and number of days required for review. The GC/CMR will provide a log of submittals at each job meeting with the items that require immediate attention identified.

FAA shall prepare, maintain and update logs for all submittals including, but not limited to, Addenda, ASIs, CCD and Submittals.

<i>Contracts Close-Out</i>						
<b>l Punch list</b>	<b>L</b>	S	S	L	S	

Once Substantial Completion is achieved, the GC/CMR will prepare a punch list of all outstanding items to be completed. This list will be comprehensive including items from all trades within the contract scope including architecture, MEP & FP, Communications & Technology, Food Service, etc. FAA will review this list and coordinate a punch list process with the design team. FAA and NV5 will establish a process to track completed items and items which remain open. FAA shall reserve the right to deem whether or not to proceed in a particular space given the scope of work pending completion.

<b>m Contractor Evaluations</b>		S	S		S	<b>L</b>
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FAA and NV5 shall assist the Owner with providing written Contractor Evaluations required of the Owner at approximately 50% and at the final completion of the Construction Phase.

<b>n Record Set for Owner</b>	R	R		<b>L</b>	R	
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Two (2) suitably bound copies of all original design and quantity calculations, including those pertinent to change orders and shop drawings if applicable, shall be given to the Town of Leicester at the conclusion of the Owner-Contractor agreement.

One (1) disk, or multiple disks, shall be prepared by the GC/CMR and given to the Town of Leicester consisting of a complete set of Record Drawings and all project document logs including Addenda, ASIs, CCDs, PCOs, CO, submittals and a finish schedule.



**LEICESTER MIDDLE SCHOOL - LEICESTER, MA****COMMUNICATION AND DOCUMENT CONTROL PROTOCOL****ABBREVIATIONS**

ASI	Architect's Supplemental Instructions
BOS	Board of Selectmen
CCD	Construction Change Directive
CMR	Construction Manager at-Risk
CMR	Construction Manager at-Risk
CO	Change Order
Cx	Commissioning (or Commissioning Agent)
FAA	Finegold Alexander Architects
GC	General Contractor
L	Lead
LSBC	Leicester School Building Committee
LSP	Licensed Site Professional
MSBA	Massachusetts School Building Authority
NV5	NV5 (Owner's Project Manager)
OPM	Owner's Project Manager
PCO	Proposed Change Order
R	Review/Input
RFI	Request for Information
S	Support
SC	School Committee
SOV	Schedule of Values