

**EDUCATIONAL SPECIFICATIONS**

**Mill Hill Elementary School**

**Fairfield Public Schools**

**Fairfield, CT 06824**

**Toni Jones, Ed.D.**

**Superintendent of Schools**

*Approved by BOE 2/13/2018*

## **RATIONALE FOR THE PROJECT**

### **BACKGROUND:**

On June 23, 2015, the Fairfield Board of Education adopted the “Fairfield Public Schools Facilities Plan 2013-2024.” The Office of the Board of Education updated this plan on August 2, 2016 and August 22, 2017. The primary purpose of this plan was to produce a blueprint for meeting the facilities needs of the school district over the next eleven years. These facilities needs were identified in the “Fairfield Public Schools Elementary School Facilities and Scenario Planning Study” by Milone & MacBroom dated October 24, 2017. The extension and alteration project for Mill Hill Elementary School is a major recommendation for meeting these identified facilities needs by the installation of an addition to eliminate portable classrooms; implementing all building code, life safety code and fire code requirements; upgrading the core facilities; installation of new fire sprinkler system; installation of new HVAC fresh air and air-conditioning system and the installation of new lockers.

### **ENROLLMENT:**

On November 28, 2017, Milone & MacBroom issued an updated report on the district’s 10-year enrollment projections. . This report shows a continued increase in enrollment for Mill Hill to a peak of 384 students. This enrollment increase is a significant change in the demographic pattern.

### **CAPACITY:**

The Fairfield Public Schools currently has eleven elementary schools and twelve relocatable classrooms. Presently, Mill Hill School has a functional capacity of 483 **students with relocatable classrooms and 378 without relocatable classrooms**. The enrollment for Mill Hill Elementary School in the 2017-18 school year is 347 students with an enrollment increase projected.

In developing elementary capacity we use a “24 classroom” model. This model is based upon four classrooms per grade level K -5 with an average class size of 21 students for a capacity of 504 students. In addition to these primary classroom spaces, appropriate additional full size classrooms are dedicated to art, music and special education, as required.

To support the building capacity, appropriately sized “core” spaces are required. These include a gymnasium, a media center with an integrated or directly adjacent computer lab, and cafeteria with a full kitchen and two serving lines.

**LONG RANGE EDUCATIONAL PLAN:**

On March 11, 2014 the Fairfield Board of Education approved the following policies which outline the long range educational plan of the district.

**MISSION**

**Policy Number 0100**

The mission of the Fairfield Public Schools, in partnership with families and community, is to ensure that every student acquires the knowledge and skills needed to be a lifelong learner, responsible citizen, and successful participant in an ever changing global society through a comprehensive educational program.

**LONG-TERM GOAL**

**Policy Number 0110**

Fairfield Public Schools will ensure that every student is engaged in a rigorous learning experience that recognizes and values the individual and challenges each student to achieve academic progress including expressive, personal, physical, civic, and social development. Students will be respectful, ethical, and responsible citizens with an appreciation and understanding of global issues. Student achievement and performance shall rank among the best in the state and the nation.

On July 9, 2015, the Board of Education approved a District Improvement Plan that details the specific actions to be implemented over the next five years to achieve the Mission.

**THE PROJECT**

In conjunction with the Fairfield Board of Education’s Long Range Facilities Plan, the Board proposes a construction project at Mill Hill Elementary School to alleviate overcrowding of the facility due to continuing enrollment increases and to address long-term facility needs. The essential elements of this proposed construction project is to bring Mill Hill to a 504 capacity and is to include the following elements:

- Elimination of relocatable classrooms
- Update facility to current building and fire code requirements
- Install a new fire sprinkler system throughout the facility
- Install new HVAC fresh air and air conditioning system throughout the facility
- Addition of a secure entry vestibule and increased security measures
- Replacement/addition of lockers to accommodate increasing enrollment
- The full description of the educational program to be provided by this project is as follows:

**LEARNING/EDUCATIONAL ACTIVITIES**

**EDUCATIONAL SPACE REQUIREMENTS SUMMARY:**

Art	Special Education
Homeroom Classrooms for grades K-5	Common/Core Spaces
Library/Media	Support Services
Music	Main Office Area
Physical Education	Technology

### **ART:**

- Art room with adequate areas for student hands-on activities
- Storage areas for supplies and equipment (directly adjacent and accessible from the Art room and lockable)
- Non-classroom based kiln facility with appropriate ventilation, cooling and shelving
- Work areas (with sink(s), running water and drains)

### **HOMEROOM CLASSROOMS FOR GRADES K-5 (24 Classroom Model):**

- Twenty homeroom classrooms for grades 1-5
- Four kindergarten classrooms each at 1,000 +/- square feet
- Standard classroom 750 - 800 +/- square feet
- Work area (with sink, running water and drain)
- Student cubbies (in kindergarten rooms)
- Comfortable small group areas

### **LIBRARY/MEDIA:**

- General seating for 100 with student worktable seating for 40 to 50 students
- Fully networked and computerized with a variety of print and media storage available as well as Internet access
- Integrated or directly adjacent computer lab with 25 student stations and one teaching station
- Recreational reading area
- Display areas and shelving (line of sight to be maintained for supervision)
- Storage areas for materials and equipment

### **MUSIC:**

- One general music/vocal room with sufficient space for piano and electronics
- One classroom for lessons and small groups in band and strings
- Instrument storage room (directly adjacent and accessible from the Music room and lockable)

### **PHYSICAL EDUCATION:**

- Provision for indoor and outdoor activities, which are part of the curriculum (soccer, softball)
- Full size gymnasium with sufficient equipment storage areas
- Small lockable office for teaching staff

### **SPECIAL EDUCATION:**

- Four resource-teaching rooms
- Two rooms for speech and language
- One room for OT/PT

### **SUPPORT SERVICES**

- One - Program Facilitator office
- One - School Psychologist office
- One - Social Worker office
- One - Teacher of the Gifted room
- One – Math/Science room
- Two - Language Art Specialist room
- One – Spanish office
- Nurse’s facility (with office for staff, separate toilet room and quiet resting (cot) area and storage)
- One large conference room

### **COMMON/CORE SPACES:**

- An area of assembly seating 550+/- and a stage
- Cafeteria with two serving lines and eating facilities for 200 to 250 students
- Food service kitchen with sufficient refrigerator and freezer space for bulk food storage
- Two staff workrooms including staff dining area
- Adequate storage space throughout the building for all programs and support activities
- Large dedicated storage area for instructional materials (accessible from exterior and interior of the building)
- Custodial office
- Custodial supply storage and work area plus satellite custodial spaces across the building
- Sufficient and conveniently located staff lavatories
- Sufficient and conveniently located student lavatories

### **MAIN OFFICE AREA:**

- Principal’s office
- Three clerical workstations; two secretarial and one for other support
- Lockable storage for student records and supplies
- One coat closet

**SITE DEVELOPMENT:**

- Exterior traffic patterns – bus drop off large enough for a six bus queue, parent drop off reconfiguration to provide separation from the bus traffic and queue, additional parking (total parking on site to be 90 to 100 spaces)
- Site drainage review and upgrade as required by the authority having jurisdiction (AHJ)
- Review condition of all site constructions (retaining walls, curbs and sidewalks, pavement, soccer field, etc.)
- Provide hard surfaced (asphalt) play areas adequate for program needs
- Replace/Re-establish playground areas disturbed by this project

**ENROLLMENT DATA AND PROPOSED PROJECT CAPACITY**

MILL HILL ELEMENTARY SCHOOL	YEAR								
	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27
Enrollment	341	347	361	367	366	368	374	384	382
Functional Capacity w/ portables	483	483	483	504	504	504	504	504	504
Functional Capacity w/o portables	378	378	378	504	504	504	504	504	504

**Operational capacity w/o portables -**

The recapturing of all full size classrooms for K-5 and meeting the full Educational Specification’s requirement would be a capacity of 273.

For reference, see page 11 of the Milone and MacBroom report dated October 2017.

*The following specifications apply to the new and renovated spaces only, not to the entire building.*

## **BUILDING SYSTEMS:**

### **Envelope**

- Roofing systems shall be multi-ply systems (no single membrane systems) 20-year warranty (no dollar limit/edge to edge)
- Exterior envelope materials shall be consistent and compatible with the existing building façade materials in size, shape, color and texture
- Construction details of exterior elements shall be consistent and compatible with the existing building façade details

### **Security/Safety**

- Reliable internal and external communication should be available between/among all areas of the facility to the degree consistent with safety and security plans
- Electronic security shall be provided which will include color video cameras (interior and exterior) integrated into the existing IP security camera system
- Door hardware – District Standards – Schlage/Von Duprin/LCN
- Exterior doors to have continuous hinges
- Locks – Everest ‘D’ Keyway (interior), Primus Keyway (exterior) – Key into existing building system – Master key facility (new and old locks)
- All spaces to be capable of interior lockdown (without re-entry into the corridor)
- Doors – Narrow vision lites (for restricted line of sight into classroom during lockdowns)
- Exterior doors used by staff and students for exterior functions shall have Prox card access integrated into the existing card access system.
- Tactile signage (new spaces) for room identification (including room numbers) and directions
- Evacuation signage with directional maps
- Exterior signage (for directions and site identification)
- Provide adequate site lighting
- Tight weave room darkening shades on all exterior windows (new and existing)

### **Code**

- Abate any hazardous material – encapsulation is not acceptable (exception: PCB impacted substrates)
- ILSM – Interim Life Safety Measures for working in an occupied building

(Also see SCG Filing Requirements)



## **INTERIOR BUILDING ENVIRONMENT:**

### **Mechanical Systems**

- Separate independent commissioning of Mechanical/Electrical/Plumbing (MEP) systems to include an air flow balancing contractor hired directly by the building committee (not the construction manager or design team) and reporting directly to the building committee and the Fairfield Public Schools Central Office
- Lighting fixtures – standard type(s), ease of maintenance, coordinated with presentation stations (projectors & projection surfaces)
- Low voltage systems to be designed to district standards
- Proper shutoff and backflow valves located to provide easy and quick access
- Upgrade telephone system as appropriate for the new additional space
- Wall clocks in all spaces. Clocks to battery operated and synchronized via radio signal with U.S. Atomic Clock.

### **Interior Spaces - General**

- Kitchen update appropriate for enrollment– Review equipment (size, condition, etc.), storage space, serving lines, etc including but not limited to:
  - Storage for dry goods
  - Walk-in Refrigerator
  - Walk-in Freezer
  - Washer & Dryer
  - Serving lines with power and network access
- Ceiling systems – standard sizes 2x2 or 2x4, standard tiles, wide grids 9/16”, no strange patterns, consistent choices
- Millwork – solid surface countertops/plastic laminate cabinets/wire pull handles/euro-hinges
- Flooring –VCT or other easily mopped finish in classrooms, corridors, etc.
- Student lavatories and staff toilet rooms meeting district standards to be located at convenient locations for students and staff
- MDF/IDF room (in new addition) to be:
  - large enough to allow front and rear access to all racked equipment
  - located in non-classroom spaces
  - provided sufficient ventilation, cooling and power to support equipment growth
  - provided with security alarms
- Built in shelving, cabinets and countertops sufficient for instructional material storage
- Built in shelving, cabinets and countertops sufficient for office material storage (lockable)
- FF&E – New Spaces – Appropriate furniture and equipment to accommodate the intended use of the room/space inclusive of student desks and/or tables, chairs bookcases, storage, teacher desks and chairs, learning centers for individual and/or group instruction, computer tables and chairs, area carpets, room darkening shades, appropriate projection surface for use with multimedia projector, wall pads, basketball hoops, fire resistant file cabinets, tackboards, tackstrips, whiteboards, flags, clocks, pencil sharpeners, paper towel dispensers, soap dispensers, etc.

## **TECHNOLOGY:**

- An essential component of this project is to provide electronic network access to every segment of the new building (addition). All instructional areas and support facilities shall be provided with:
  - local and wide-area wired and wireless networks
  - digitally delivered TV connectivity
  - digitally integrated internal broadcast capability
  - wiring for interactive whiteboard technology
- Each teaching space shall be provided with connectivity to multimedia projection systems with amplification and speaker systems to support audio as per current district standards.
- All wiring to be CAT 6 or better and certified. Each patch panel shall be labeled with the room number, and jack number and each jack labeled with MDF/IDF closet number, panel and punch down location.
- Charging stations for mobile computer labs
- Technology Network Space – server room, wiring closets, dedicated area for head-end equipment including extended demarcation points provided by the suppliers to the server room for all external connections.

(Also see INTERIOR BUILDING ENVIRONMENT – Interior Spaces)

## **CDAS DCS-SCG FILING REQUIREMENTS (for Reimbursement):**

This project shall be designed so that it can be filed with the Connecticut Department of Administrative Services – Division of Construction - Office of School Construction Grants under at least the following project types:

- Extension of Facility
- Alteration of Existing Facility
- Code Violation (Hazardous Material abatement)

As required by C.G.S. 10-291 a Phase I environmental site assessment in accordance with ASTM Standard #1527 shall be conducted prior to the approval of architectural plans.

## **COMMUNITY USES:**

Mill Hill Elementary School does not contain or host space(s) for other town departments or outside firms. The building is used exclusively as an elementary school. The building facilities are available to the public on a reservation basis when the building is not in use (nights and weekends). Some of these uses include among others:

- Parent Teacher Association (PTA) meetings and events
- Cub Scouts
- Girl Scouts
- Various school clubs
- Civic group meetings

Mill Hill Elementary School is used as a polling place.