Elementary School Space Guidelines
Maximum Capacity 600

Dept.	Guideline Area-net SF
Adminstrative Suite	
Reception/Clerical	500
Principal's Office	200
Principal's Assistant Office	100
Assistant Principal's Office	120
Conference Room	250
Work Room	250
Book Storage	300
Record Storage	300
Clinic w/toilet	600
(2) Staff Toilets	65
Art	
Classroom/Storage/Kiln	1730
Cafeteria	
Cafeteria	3500
Stage	450
Chair Storage	200
Kitchen	1200-1600
Food Storage	250
Classrooms	
Pre-School w/ Toilet	1040
Montessori w/ Toilet	1040
Kindergarten	1000
Kindergarten Toilets	45
First Grade	825
First Grade Toilets	45
Second Grade	825
Third Grade	825
Fourth Grade	825
Fifth Grade	825
Flex Space Classroom	825
Computer Lab	
Classroom	825
ITC Office	120
Extended Day	
Storage/Office	420

Dept.	Guideline Area-net SF
Media Center	
Library	2800
Production	200
Video Production	100
Conference Room	150
AV Storage	200
Office/Work Room	300
Communications	150
Music, Vocal	
Classroom	950
Vocal Storage	200
Music, Instrumental	
Classroom	825
Instrumental Storage	200
Physical Education	
Gymnasium	4100-5100
Office	100
Extended Day Storage	20
Storage	150
Toilet Rooms	(ea) 65
Staff Restroom/Shower	85
Reading	
Classroom	420
Reading Recovery/Clinical	400
Special Education	
Resource	420
Pre-School Disabled	825
Toilets	40
SC Small Classroom	500
Interlude	825
Transitional	825
SE Small Classroom	400-600
Special Programs	
ESOL	420-600*
HILT	825
Project Go	420-600
Title 1	400-600*
Gifted Classroom	420-600
Student Services Team	
Speech	200
Social Worker/Psychologist	120
Testing/ Conference	150
Counselor	450

Dept.	Guideline Area-net SF
Student Services Team Con't	
Occupational/Physical Therapy	420
Gifted/Visiting Teachers	120
Teacher's Lounge	
Lounge w/ Toilet	600
Teacher Work Areas	300
Storage	150

Exemplary Program Varies Depending upon the program
*Rooms will be located adjacent to
each other to allow for flexibility in
future use; i.e., combining two 420
square foot rooms to create a regular
classroom if required.