



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

Project Name: _____ **College:** _____

Final Issued Date: _____

General Project Information

(fill out this page only once for the entire project)

Describe the overall nature or function of this project:

Where is the project's proposed location?

(draw or describe, or attach a copy of campus plan or aerial photograph showing the proposed location)

Does this project have any special physical or functional relationship or linkages to any other buildings or areas of the college? If so, please describe what the linkages are and to what other building/area.

What is the requested date for initial operation?

Does this project add new square footage area to the college? If so, approximately how much? If existing space is being vacated, what will it be used for?

If the project adds new square footage to the college, what other alternatives were considered? Is existing space being utilized efficiently? Could underutilized or mis-utilized space be remodeled or reconfigured to meet the needs of this project?



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What is the estimated or budgeted capital cost and source of capital funds?

Describe the impact on the college's operational budget?

(Include a detailed estimate of incremental staffing and operational costs- attach as separate sheets as needed)

Does this project generate new/additional FTSE, and if so, please estimate how much each year over the next five to ten years?

Is there any "private business use" anticipated, planned or known for the project (that is, use of the facility or any of its infrastructure, such as technology) at this time? If so, please provide a brief explanation, including the nature and duration of the expected use.

"Private business use" is defined as either direct or indirect use in a trade or business carried on by any person or business (including a non-profit organization) other than Maricopa Community Colleges. Examples could include private bookstores or cafeterias, joint agreements with private educational institutions, leasing excess space to private persons, joint funding of the project with a private person, etc.



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Project Mission, Goals and Owner's Project Requirements

(fill out this page only once for the entire project)

What are the expectations of how this facility will be used and operated over its lifetime? Try to establish and clarify overall goals, involving everyone who will use or be responsible for supporting the project.

How does this project relate to and fulfill the college's mission statement and goals?

What are the College President's goals and vision for this project?

(This can/should address anything from function, utility, appearance, technology, image, and importance to the community/college/users, etc.)

Please identify major stakeholders in this project to assure that everyone's input is received.

(As applicable, provide the individual or group name and if a group, the lead person responsible to respond on behalf of the group.)

College Administration/College Leadership: <name>

User Department(s):

<name>

<name>

<name>

<name>

<name>

Facilities/Maintenance and Operations: <name>

College Information Technology: <name>

College Instructional Technology (if different than general IT): <name>

College Safety: <name>

Occupational Education: <name>

Other users or outside vendors/parties:

<name>

<name>

Student Representatives, if appropriate:

<name>

<name>

General community:

<name>

<name>

What are the facility user/occupant's high level goals and priorities for the project?

(This can/should address anything from function, utility, appearance, technology, image, and importance to the community/college/users, etc.)



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What are the critical attributes that this project must meet in the next three to five years to be considered a success?

What are the metrics (*'measurable performance criteria'*) and operational criteria that will be used throughout the life of the project to measure its success for:

Instruction:

Operations and Maintenance:

Please list any constraints, limitations, challenges or issues that could hinder the success of the project.

("Is there an unstated elephant in the room?")

List any known challenges, questions or issues that remain unresolved? Are there any "no consensus" items?

In about three years, this project will be open. The local newspaper wants to do a front-page story on the project after visiting it. What will the headline read?

This is a playful exercise, but reaches for the key visions that we will look for in this project to make it a success. Please provide a couple of headlines from different stakeholders :the college administration (president, deans, etc.), Building Committee chair, the department chair(s) whose department(s) will use the project, from the faculty who will use the project



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Education Specifications (ed specs) are intended to convey your requirements, goals, needs and desired end results to the design team. They are not intended to provide a preferred or final design. Please avoid designing specific spaces or the building as part of your ed specs work. Let's allow our design team the opportunity to work with you, to understand your needs and desires, and then apply their expertise to produce the design that will meet your requirements. If smaller sketches help you to explain the needs and relationships, etc., by all means include them. Thanks!

User Group Information

(fill out this page only once for the entire project)

Department(s): _____ By: _____ (date)

Number of Staff: _____ Number of Students: _____

Description of Department's/Departments' function:

List all of the specific areas and approximate requested square footage (for the entire proposed project):

<u>Area description/room name</u>	<u>Number of occupants</u>	<u>Requested area (sq. ft.)</u>	<u>Current area (sq. ft.)</u>



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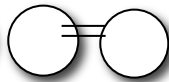
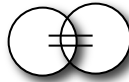
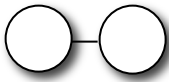
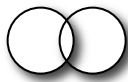
Relationship diagram

(fill out this section for ONCE for the project including each department or group that will use or occupy the facility)

Department: _____

By: _____

Sample symbols to use: Write the names of the rooms/areas within the circles



Overlapping circles or connected
**Areas that are closely related
physically or functionally**

Double line connection
**Primary or most important
relationship**

Circles separated
Areas are not related

Circles separated by a line
Areas MUST be separated
*(describe the nature of the
separation: distance,
acoustic, etc.)*

Use arrows to show circulation or
movement of people or materials

**Draw a bubble diagram or create a chart showing the relationship between areas or rooms/uses
within your department.**

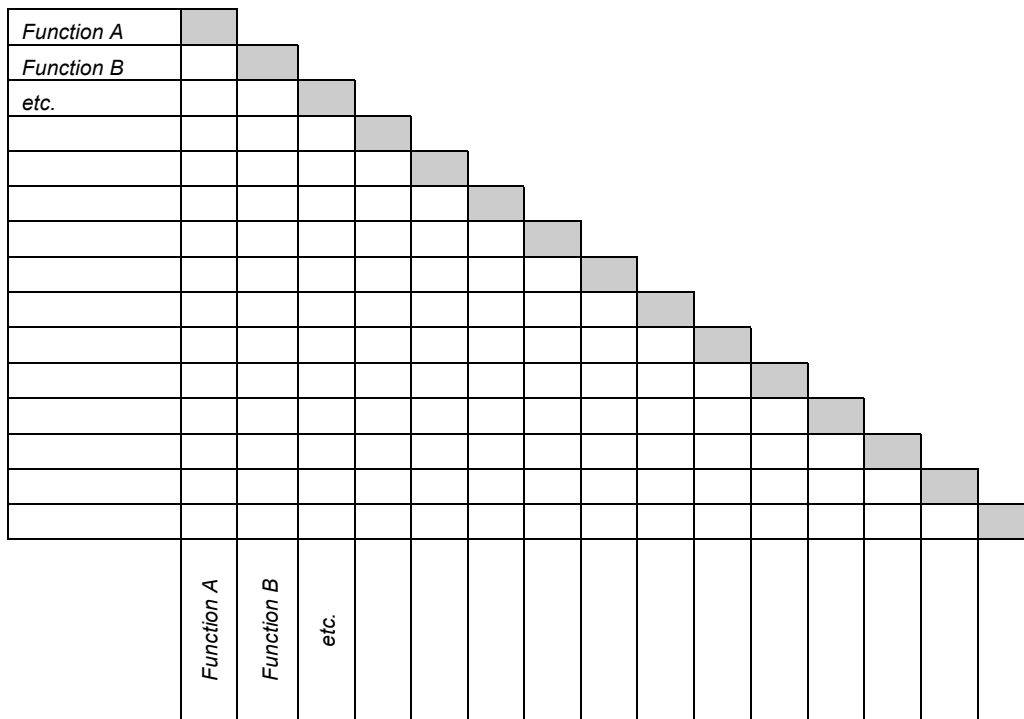
(if drawing a bubble diagram of the relationships, delete the following table)



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Or create a chart showing the relationships, with the numerical values indicating the strength of the relationship between the areas

Space A	-				
Space B	3	-			
Space C	2	1	-		
Space D	1	1	3	-	
Space E	1	1	2	1	-
	Space A	Space B	Space C	Space D	Space E



Relationships key used in the above matrix

- 1 (or ++)^{*} = Very Important
- 2 (or +) = Preferred/Desired
- 3 (or 0) = Not Important
- 4 (or -) = Important to Keep Separated

Spaces noted with an * = must be acoustically separated from other uses



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General Building Information for Support and General Use Spaces/Needs/Design Requirements

INSTRUCTION: Facilities Planning will assist in calculating this information- generally support ("gross") space will be about 25%-33% of the total building area. Please obtain and modify as needed the Support Space Ed Spec Requirements found at <http://www.maricopa.edu/facilitiesplanning/> under the "For Campus and Community" pull down menu, item "Support Space Guidelines"

Area description/use and estimated square feet:

General corridors, circulation and building entries: <> sf

Vertical circulation for multiple story buildings (*stairways* + ***two elevators***): <> sf

Unassigned general student soft/social space: <> sf

General public restroom groups (*at least one grouping per floor*): <> sf

Unisex/family restroom (*1 per floor located with primary public restroom core*): <> sf

Lactation Room (*as needed to meet Federal requirements, locate in a public area*): <> sf

Janitor's closet (*1 per floor, primary on the grade level floor is 100 sf, on the grade level floor, which includes storage space for custodial supplies. Each floor above or below grade > 3,500 sf has at least one 50 sf custodial closet*): <> sf

Data Closet (*1 per 25,000 sf/minimum of 1 per floor, 100 sf each*): <> sf

Electrical Closet (*1 per floor, about 150 sf each*): <> sf

Mechanical Room (*1 per floor, total mechanical rooms are is about 3.5% of the total building area, but not less than 750 square feet per mechanical room*): <> sf

Structure/wall thickness: *approximately 7½% of total building area*: <> sf



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EDUCATIONAL SPECIFICATIONS FOR EACH DEPARTMENT/USE

(fill out this section for EACH room or use that will use or occupy the facility)

INSTRUCTION: *If there is more than one room of this very same description, the description needs to be provided only one time. If there are rooms with the same name and a very slight variation between them, label one of the Room- Type <a> and the second Room Type , etc.)*

Department: _____ **Room/Use/Area:** _____

A. Educational Goals:

(Provide a brief description of instructional/functional objective for use of this room/space)

B. Educational Activities:

(Provide a brief description of user activities and instruction which will occur in this room/space)

INSTRUCTION: *If the use of the space isn't evident from the name or a commonly understood generic use/name, please provide a sentence or two description of how the space will be used, what activities will occur in the space, what subjects will be taught, what activities the students or users will do in the space, etc. to help us understand how this space will be used*

C. List the most important relationships to other rooms or areas:

D. What support facilities will be needed to make this space/use function properly?

(Provide a brief description of support facilities necessary to satisfy the room instructional objectives, i.e.: student project areas, conference rooms, teacher planning/preparation areas, storage rooms, etc.)



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FACILITIES REQUIREMENTS

(fill out this section for EACH room or use that will use or occupy the facility)

(If this proposed use is an instructional space, we suggest using the pages at the end of this Education Specification form to brainstorm the types of learning and instruction that will occur in the space and the physical environment that will support those activities. The exercise does not have to be submitted with the final Education Specification.)

Department: _____ **Room/Area:** _____

Describe the following in general. Also use for listing or brainstorming any unusual requirements.

The estimated floor area is _____ square feet and the number of occupants is _____

INSTRUCTION: Place an X next to the items or description desired, such as

X work counter.

Items not needed can be deleted to reduce the number of pages in the Ed Spec

A. Storage, work or counter surface, and storage cabinet or shelving

work counter approximate linear feet needed: _____ full wall length
 upper cabinets under counter cabinets locked cabinets/drawers required
 include open knee space for sitting area at work surface include drawers

other needs:

counter to be provided by college using systems furniture number of work stations:

fixed storage shelving approximate linear feet needed: _____ full wall length
 number of shelves or spacing: _____ depth of shelves : _____
 special finish: _____

adjustable storage shelving approximate linear feet needed: _____ full wall length
 number of shelves or spacing: _____ depth of shelves : _____
 special finish: _____

storage cabinets check if provided and installed by the college

Estimated size and number:

Other special characteristics/needs/equipment:

B. HVAC or special ventilation needs

room/space is on its own single HVAC zone (room has its own thermostat that controls this room only)
 additional cooling needed due to computers or other equipment in the room
 humidity control
 special air filtration



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- 24 X 7 temperate/humidity control needed (due to room contents, room materials/finishes, live animals, etc.)
- specialized HVAC environment needed:

- exhaust fan for low/moderate odors (lunch room)
- high capacity exhaust fan/ventilation system (kitchens, major food preparation systems)
- vocational/science lab general/hazardous or noxious materials presence room exhaust
- science lab room exhaust hoods
- other specialized exhaust/ventilation needs (workshops, art studios, photography, welding, soldering, dust collection)
- heat extraction from high heat generating equipment
- separate/independent cooling system

Other special characteristics/needs/equipment:

C. Plumbing

Services:

- cold water
- hot water
- tempered water (emergency showers, eye washes, photography processing)
- distilled water
- de-ionized water
- reverse osmosis system
- water treatment (in-line filter)

- compressed air
- natural gas
- other compressed/specialized gas:
- other:

Specialized plumbing fixtures/needs (excluding restrooms):

- general use/kitchen sink
- garbage disposal at kitchen sink
- lab sinks (chemical resistant or other typical special lab characteristics)
- other specialized sink or plumbing fixture:

- ice machine water supply and floor sink
- water connection box for refrigerator with drinking water dispenser
- hose bib/recessed wall hydrant for hose bib
- connection for other owner furnished equipment:

- emergency eye wash
- emergency shower

- hydration/treated drinking water station



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other:

Specialized waste treatment:

floor drain or floor sink, including trap primer (ice machines, refrigeration equipment, air compressors, etc.)

oil/water separator, solids interceptor or other specialized drainage treatment

special waste system (for example, acid waste in labs, grease waste system in kitchen/food service)

oversized floor sink/trench drain for high waste flow equipment (industrial washing machines, etc.)

other:

waste connection for other owner furnished equipment:

other:

Other special characteristics/needs/equipment:

D. Electrical service or special lighting

Services:

standard 120v single phase service

standard convenience outlets

dedicated 120v circuit convenience outlets

photo copier

kitchen appliances

coffee makers or other portable kitchen equipment

other:

208v, three phase service needed

480v, three phase service needed

higher amperage outlet(s):

special plug/receptacle outlets:

emergency power

specialized grounding:

hardwire connection to owner provided furniture or equipment:



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Other special characteristics/needs/equipment:

Lighting:

- normal lighting levels and switched controls
- multiple, variable or dimming light levels
- task lighting
- track lighting
- indirect/low glare lighting
- black out ability
- additional whiteboard illumination
- additional instructor location lighting
- natural light required
- natural light desired
- accent/decorative lighting

- specialty lights:
 - incandescent lighting (data rooms)
 - special light temperature/color required
 - separate/independent cooling system

Other special characteristics/needs/equipment

E. Communications (bell, alarm, intercom)

- wall phone at instructor station
- bell
- alarm:

- intercom:

Other special characteristics/needs/equipment:

F. Special acoustical needs

Internal sound generators/specialized room uses:

- audio/visual presentations
- music performance (vocal or instrument)
- speaking performance (speech or drama)
- high noise level generated by equipment:

- other:

Special needs:

- speech privacy required



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- ___ greater than normal sound isolation or reduced background noise level:

- ___ very high level noise/acoustic isolation required (recording areas, etc.)
- ___ additional sound absorptive materials/noise reduction required (testing areas, etc.)
- ___ variable acoustic s needed:

- ___ sound rated windows
- ___ sound rated doors
- ___ acoustic seals or other specialized hardware at doors

- Other special characteristics/needs/appearance:

G. Audio/visual systems and equipment

- ___ projection screens ___ electrically operated
 ___ check if provided and ___ installed by the college

- size: number: location(s):

- ___ video projector
- ___ check if provided and ___ installed by the college

- size: number: location(s):

- ___ audio/speaker system

- ___ other audio/visual equipment in room or at instructor station:

- ___ other:

H. Computer, data processing, or communications network needs

- ___ lap top computers set on/locked to desks number in room:
- ___ lap top computers provided via charging/storage/portable carts number in room:
- ___ standard computers (monitor + processor + keyboard) number in room:
- ___ printer(s)
- ___ computers hard wired to network via ___ floor boxes ___ wall jacks or wire
mould/plug strip
- ___ high capacity/extra bandwidth/higher speed network needed due to data/A-V content
- ___ wireless access service

- ___ separate video/coax system needed

Other special characteristics/needs/equipment:



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I. Wall display/work surfaces

chalk boards
 check if provided and installed by the college

size: number: location(s):

white boards
 check if provided and installed by the college

size: number: location(s):

NOTE: Chalk boards and white boards to include tackable strip above writing surface, 2 map clips per 48" length, and one flag holder per room. With whiteboards, include marker and eraser kits for each room, furnished to college at close out.

Wall Talker or similar applied combined projection and writing surface

size: number: location(s):

NOTE: Include complete edge wall trim, eraser/marker tray and marker and eraser kits for each room, furnished to college at close out.

bulletin boards
 check if provided and installed by the college

size: number: location(s):

full height/width tackable wall surface

size: location(s):

wall mounted display case
 check if provided and installed by the college

size: number: location(s):

Other display items:
 check if provided and installed by the college

size: number: location(s):

Other special characteristics/needs/appearance:



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J. Special room finishes or room characteristics

a. Floor:

Material:

- sealed concrete
- carpet (continuous/rolled goods)
- carpet tile
- resilient/continuous sheet vinyl
- VCT (vinyl composite tile)
- ceramic, porcelain or quarry tile (NOTE: INCLUDE similar material wall base)
- wood
- epoxy, sheet vinyl with heat welded joints, or other specialty flooring materials
- ground concrete or terrazzo (NOTE: include wall base that will withstand buffing and mopping)
- other:

Special Characteristics:

- washable
- integral wall base with flooring
- other:

Other special characteristics/needs/appearance:

b. Ceiling:

Height :

- 8'
- 9' - 10' (typical instructional area)
- 10'- 12'
- over 12' : height to be <
- multiple level/enhanced appearance
- varies/sloped

Material:

- lay-in acoustic tile
- hard/drywall (restrooms, data rooms with access panels, others as desired)
- lay-in vinyl faced panels (food service areas, data rooms, etc.)
- open/exposed structure
- other:

Special Acoustic Characteristics:

- extra sound absorptive
- sound reflective
- other:

Other special characteristics/needs/appearance:



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c. Walls:

Finish/Material:

- painted
- exposed/unfinished material (such as exposed masonry. NOTE: Include proper wall base)

- ceramic tile
- Wall talker or similar roll applied combination writing and projection surface
- vinyl wall covering
- wood paneling
- other:

Special Characteristics:

- walls run full height to structure above for security or acoustic separation
- washable
- sound absorptive material/acoustic panels
- sound reflective materials
- high durability /impact resistant
- stainless steel or fiberglass protective panels
- other:

Other special characteristics/needs/appearance:

d. Any other special room characteristics, configuration, features or finishes:

- tiered floor with fixed tables and movable chairs ("Maricopa Tier" configuration)
_____ number of seats:
- raised access floor
- observation window from adjacent room
- side lite window at door (required in all faculty offices, classroom/lab doors, primary entry doors into areas)
- blinds or shades at exterior windows
- light control blinds at interior windows to allow room black out capability

- other built in equipment that will be provided and installed by the contractor:

(list any other owner supplied/owner installed equipment in the Furniture, Fixtures and Equipment section)

K. Special security, safety, fire protection, or other general needs



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- no locking required
- keyed door lock
- card access locking
- other special door security:

- general building security alarm extended to this room/area
- panic alarm; will be monitored at/by: _____
- other general room or personal security system required:

- additional small/portable fire extinguishers (higher than normal fire hazard)
- dry chemical fire extinguishing system (kitchen cooking areas, etc.)
- specialized gaseous/low toxicity/clean agent fire extinguishing systems (previously "Halon", for computer rooms, etc.)
- other special fire extinguishing/protection system required:

Other special characteristics/needs/appearance:



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Department: _____

Room/Area: _____

INSTRUCTION: To save pages, the page break for this section can be deleted and this section can immediately follow the information on the previous page

(fill out this page for each room/area required within the department; add more sheets as necessary)

FURNITURE, FIXTURES AND EQUIPMENT NEEDS:

Describe, in general, the following requirements for items to be provided and installed by the college. Indicate if the item will require a connection, installation or other assistance from the contractor.

<u>Quantity</u>	<u>Item Description</u>	<u>Remarks/Utility Connection Needs</u>
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FACILITIES REQUIREMENTS

(fill out this section for EACH room or use that will use or occupy the facility)

(If this proposed use is an instructional space, we suggest using the pages at the end of this Education Specification form to brainstorm the types of learning and instruction that will occur in the space and the physical environment that will support those activities. The exercise does not have to be submitted with the final Education Specification.)

Department: _____ **Room/Area:** _____

Describe the following in general. Also use for listing or brainstorming any unusual requirements.

The estimated floor area is _____ square feet and the number of occupants is _____

INSTRUCTION: Place an X next to the items or description desired, such as

X work counter.

Items not needed can be deleted to reduce the number of pages in the Ed Spec

A. Storage, work or counter surface, and storage cabinet or shelving

- work counter approximate linear feet needed: _____ full wall length
- upper cabinets under counter cabinets locked cabinets/drawers required
- include open knee space for sitting area at work surface include drawers

other needs:

counter to be provided by college using systems furniture number of work stations:

- fixed storage shelving approximate linear feet needed: _____ full wall length
- number of shelves or spacing: _____ depth of shelves : _____
- special finish:

- adjustable storage shelving approximate linear feet needed: _____ full wall length
- number of shelves or spacing: _____ depth of shelves : _____
- special finish:

storage cabinets check if provided and installed by the college

Estimated size and number:

Other special characteristics/needs/equipment:

B. HVAC or special ventilation needs

- room/space is on its own single HVAC zone (room has its own thermostat that controls this room only)
- additional cooling needed due to computers or other equipment in the room
- humidity control
- special air filtration



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24 X 7 temperate/humidity control needed (due to room contents, room materials/finishes, live animals, etc.)

specialized HVAC environment needed:

exhaust fan for low/moderate odors (lunch room)

high capacity exhaust fan/ventilation system (kitchens, major food preparation systems)

vocational/science lab general/hazardous or noxious materials presence room exhaust

science lab room exhaust hoods

other specialized exhaust/ventilation needs (workshops, art studios, photography, welding, soldering, dust collection)

heat extraction from high heat generating equipment

separate/independent cooling system

Other special characteristics/needs/equipment:

C. Plumbing

Services:

cold water

hot water

tempered water (emergency showers, eye washes, photography processing)

distilled water

de-ionized water

reverse osmosis system

water treatment (in-line filter)

compressed air

natural gas

other compressed/specialized gas:

other:

Specialized plumbing fixtures/needs (excluding restrooms):

general use/kitchen sink

garbage disposal at kitchen sink

lab sinks (chemical resistant or other typical special lab characteristics)

other specialized sink or plumbing fixture:

ice machine water supply and floor sink

water connection box for refrigerator with drinking water dispenser

hose bib/recessed wall hydrant for hose bib

connection for other owner furnished equipment:

emergency eye wash

emergency shower

hydration/treated drinking water station



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other:

Specialized waste treatment:

floor drain or floor sink, including trap primer (ice machines, refrigeration equipment, air compressors, etc.)

oil/water separator, solids interceptor or other specialized drainage treatment

special waste system (for example, acid waste in labs, grease waste system in kitchen/food service)

oversized floor sink/trench drain for high waste flow equipment (industrial washing machines, etc.)

other:

waste connection for other owner furnished equipment:

other:

Other special characteristics/needs/equipment:

D. Electrical service or special lighting

Services:

standard 120v single phase service

standard convenience outlets

dedicated 120v circuit convenience outlets

photo copier

kitchen appliances

coffee makers or other portable kitchen equipment

other:

208v, three phase service needed

480v, three phase service needed

higher amperage outlet(s):

special plug/receptacle outlets:

emergency power

specialized grounding:

hardwire connection to owner provided furniture or equipment:



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Other special characteristics/needs/equipment:

Lighting:

- normal lighting levels and switched controls
- multiple, variable or dimming light levels
- task lighting
- track lighting
- indirect/low glare lighting
- black out ability
- additional whiteboard illumination
- additional instructor location lighting
- natural light required
- natural light desired
- accent/decorative lighting

- specialty lights:
 - incandescent lighting (data rooms)
 - special light temperature/color required
 - separate/independent cooling system

Other special characteristics/needs/equipment

E. Communications (bell, alarm, intercom)

- wall phone at instructor station
- bell
- alarm:

- intercom:

Other special characteristics/needs/equipment:

F. Special acoustical needs

Internal sound generators/specialized room uses:

- audio/visual presentations
- music performance (vocal or instrument)
- speaking performance (speech or drama)
- high noise level generated by equipment:

- other:

Special needs:

- speech privacy required



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- greater than normal sound isolation or reduced background noise level:

- very high level noise/acoustic isolation required (recording areas, etc.)
- additional sound absorptive materials/noise reduction required (testing areas, etc.)
- variable acoustic s needed:

- sound rated windows
- sound rated doors
- acoustic seals or other specialized hardware at doors

- Other special characteristics/needs/appearance:

G. Audio/visual systems and equipment

- projection screens electrically operated
 check if provided and installed by the college
- size: number: location(s):

- video projector
 check if provided and installed by the college
- size: number: location(s):

- audio/speaker system
- other audio/visual equipment in room or at instructor station:
- other:

H. Computer, data processing, or communications network needs

- lap top computers set on/locked to desks number in room:
- lap top computers provided via charging/storage/portable carts number in room:
- standard computers (monitor + processor + keyboard) number in room:
- printer(s)
- computers hard wired to network via floor boxes wall jacks or wire mould/plug strip
- high capacity/extra bandwidth/higher speed network needed due to data/A-V content
- wireless access service

- separate video/coax system needed

Other special characteristics/needs/equipment:



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I. Wall display/work surfaces

chalk boards
 check if provided and installed by the college

size: number: location(s):

white boards
 check if provided and installed by the college

size: number: location(s):

NOTE: Chalk boards and white boards to include tackable strip above writing surface, 2 map clips per 48" length, and one flag holder per room. With whiteboards, include marker and eraser kits for each room, furnished to college at close out.

Wall Talker or similar applied combined projection and writing surface

size: number: location(s):

NOTE: Include complete edge wall trim, eraser/marker tray and marker and eraser kits for each room, furnished to college at close out.

bulletin boards
 check if provided and installed by the college

size: number: location(s):

full height/width tackable wall surface

size: location(s):

wall mounted display case
 check if provided and installed by the college

size: number: location(s):

Other display items:
 check if provided and installed by the college

size: number: location(s):

Other special characteristics/needs/appearance:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

J. Special room finishes or room characteristics

a. Floor:

Material:

- sealed concrete
- carpet (continuous/rolled goods)
- carpet tile
- resilient/continuous sheet vinyl
- VCT (vinyl composite tile)
- ceramic, porcelain or quarry tile (NOTE: INCLUDE similar material wall base)
- wood
- epoxy, sheet vinyl with heat welded joints, or other specialty flooring materials
- ground concrete or terrazzo (NOTE: include wall base that will withstand buffing and mopping)
- other:

Special Characteristics:

- washable
- integral wall base with flooring
- other:

Other special characteristics/needs/appearance:

b. Ceiling:

Height :

- 8'
- 9' - 10' (typical instructional area)
- 10'- 12'
- over 12' : height to be <
- multiple level/enhanced appearance
- varies/sloped

Material:

- lay-in acoustic tile
- hard/drywall (restrooms, data rooms with access panels, others as desired)
- lay-in vinyl faced panels (food service areas, data rooms, etc.)
- open/exposed structure
- other:

Special Acoustic Characteristics:

- extra sound absorptive
- sound reflective
- other:

Other special characteristics/needs/appearance:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

- c. Walls:
Finish/Material:
 painted
 exposed/unfinished material (such as exposed masonry. NOTE: Include proper wall base)
 ceramic tile
 Wall talker or similar roll applied combination writing and projection surface
 vinyl wall covering
 wood paneling
 other:

- Special Characteristics:
 walls run full height to structure above for security or acoustic separation
 washable
 sound absorptive material/acoustic panels
 sound reflective materials
 high durability /impact resistant
 stainless steel or fiberglass protective panels
 other:

Other special characteristics/needs/appearance:

- d. Any other special room characteristics, configuration, features or finishes:
 tiered floor with fixed tables and movable chairs ("Maricopa Tier" configuration)
 _____ number of seats:
 raised access floor
 observation window from adjacent room
 side lite window at door (required in all faculty offices, classroom/lab doors, primary entry doors into areas)
 blinds or shades at exterior windows
 light control blinds at interior windows to allow room black out capability

 other built in equipment that will be provided and installed by the contractor:

(list any other owner supplied/owner installed equipment in the Furniture, Fixtures and Equipment section)

K. Special security, safety, fire protection, or other general needs



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

- no locking required
- keyed door lock
- card access locking
- other special door security:

- general building security alarm extended to this room/area
- panic alarm; will be monitored at/by: _____
- other general room or personal security system required:

- additional small/portable fire extinguishers (higher than normal fire hazard)
- dry chemical fire extinguishing system (kitchen cooking areas, etc.)
- specialized gaseous/low toxicity/clean agent fire extinguishing systems (previously "Halon", for computer rooms, etc.)
- other special fire extinguishing/protection system required:

Other special characteristics/needs/appearance:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

Department: _____

Room/Area: _____

INSTRUCTION: To save pages, the page break for this section can be deleted and this section can immediately follow the information on the previous page

(fill out this page for each room/area required within the department; add more sheets as necessary)

FURNITURE, FIXTURES AND EQUIPMENT NEEDS:

Describe, in general, the following requirements for items to be provided and installed by the college. Indicate if the item will require a connection, installation or other assistance from the contractor.

<u>Quantity</u>	<u>Item Description</u>	<u>Remarks/Utility Connection Needs</u>
-----------------	-------------------------	---



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

FACILITIES REQUIREMENTS

(fill out this section for EACH room or use that will use or occupy the facility)

(If this proposed use is an instructional space, we suggest using the pages at the end of this Education Specification form to brainstorm the types of learning and instruction that will occur in the space and the physical environment that will support those activities. The exercise does not have to be submitted with the final Education Specification.)

Department: _____ **Room/Area:** _____

Describe the following in general. Also use for listing or brainstorming any unusual requirements.

The estimated floor area is _____ square feet and the number of occupants is _____

INSTRUCTION: Place an X next to the items or description desired, such as

X work counter.

Items not needed can be deleted to reduce the number of pages in the Ed Spec

A. Storage, work or counter surface, and storage cabinet or shelving

work counter approximate linear feet needed: _____ full wall length
 upper cabinets under counter cabinets locked cabinets/drawers required
 include open knee space for sitting area at work surface include drawers

other needs:

counter to be provided by college using systems furniture number of work stations:

fixed storage shelving approximate linear feet needed: _____ full wall length
 number of shelves or spacing: _____ depth of shelves : _____
 special finish: _____

adjustable storage shelving approximate linear feet needed: _____ full wall length
 number of shelves or spacing: _____ depth of shelves : _____
 special finish: _____

storage cabinets check if provided and installed by the college

Estimated size and number:

Other special characteristics/needs/equipment:

B. HVAC or special ventilation needs

room/space is on its own single HVAC zone (room has its own thermostat that controls this room only)
 additional cooling needed due to computers or other equipment in the room
 humidity control



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

- special air filtration
- 24 X 7 temperate/humidity control needed (due to room contents, room materials/finishes, live animals, etc.)
- specialized HVAC environment needed:

- exhaust fan for low/moderate odors (lunch room)
- high capacity exhaust fan/ventilation system (kitchens, major food preparation systems)
- vocational/science lab general/hazardous or noxious materials presence room exhaust
- science lab room exhaust hoods
- other specialized exhaust/ventilation needs (workshops, art studios, photography, welding, soldering, dust collection)
- heat extraction from high heat generating equipment
- separate/independent cooling system

Other special characteristics/needs/equipment:

C. Plumbing

Services:

- cold water
- hot water
- tempered water (emergency showers, eye washes, photography processing)
- distilled water
- de-ionized water
- reverse osmosis system
- water treatment (in-line filter)

- compressed air
- natural gas
- other compressed/specialized gas:
- other:

Specialized plumbing fixtures/needs (excluding restrooms):

- general use/kitchen sink
- garbage disposal at kitchen sink
- lab sinks (chemical resistant or other typical special lab characteristics)
- other specialized sink or plumbing fixture:

- ice machine water supply and floor sink
- water connection box for refrigerator with drinking water dispenser
- hose bib/recessed wall hydrant for hose bib
- connection for other owner furnished equipment:

- emergency eye wash
- emergency shower

- hydration/treated drinking water station



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

other:

Specialized waste treatment:

floor drain or floor sink, including trap primer (ice machines, refrigeration equipment, air compressors, etc.)

oil/water separator, solids interceptor or other specialized drainage treatment

special waste system (for example, acid waste in labs, grease waste system in kitchen/food service)

oversized floor sink/trench drain for high waste flow equipment (industrial washing machines, etc.)

other:

waste connection for other owner furnished equipment:

other:

Other special characteristics/needs/equipment:

D. Electrical service or special lighting

Services:

standard 120v single phase service

standard convenience outlets

dedicated 120v circuit convenience outlets

photo copier

kitchen appliances

coffee makers or other portable kitchen equipment

other:

208v, three phase service needed

480v, three phase service needed

higher amperage outlet(s):

special plug/receptacle outlets:

emergency power

specialized grounding:

hardwire connection to owner provided furniture or equipment:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

Other special characteristics/needs/equipment:

Lighting:

- normal lighting levels and switched controls
- multiple, variable or dimming light levels
- task lighting
- track lighting
- indirect/low glare lighting
- black out ability
- additional whiteboard illumination
- additional instructor location lighting
- natural light required
- natural light desired
- accent/decorative lighting

- specialty lights:
 - incandescent lighting (data rooms)
 - special light temperature/color required
 - separate/independent cooling system

Other special characteristics/needs/equipment

E. Communications (bell, alarm, intercom)

- wall phone at instructor station
- bell
- alarm:

- intercom:

Other special characteristics/needs/equipment:

F. Special acoustical needs

Internal sound generators/specialized room uses:

- audio/visual presentations
- music performance (vocal or instrument)
- speaking performance (speech or drama)
- high noise level generated by equipment:

other:

Special needs:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

- speech privacy required
- greater than normal sound isolation or reduced background noise level:

- very high level noise/acoustic isolation required (recording areas, etc.)
- additional sound absorptive materials/noise reduction required (testing areas, etc.)
- variable acoustics needed:

- sound rated windows
- sound rated doors
- acoustic seals or other specialized hardware at doors

Other special characteristics/needs/appearance:

G. Audio/visual systems and equipment

- projection screens electrically operated
- check if provided and installed by the college

size: number: location(s):

- video projector
- check if provided and installed by the college

size: number: location(s):

audio/speaker system

other audio/visual equipment in room or at instructor station:

other:

H. Computer, data processing, or communications network needs

- lap top computers set on/locked to desks number in room:
- lap top computers provided via charging/storage/portable carts number in room:
- standard computers (monitor + processor + keyboard) number in room:
- printer(s)
- computers hard wired to network via floor boxes wall jacks or wire mould/plug strip
- high capacity/extra bandwidth/higher speed network needed due to data/A-V content
- wireless access service

separate video/coax system needed



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

Other special characteristics/needs/equipment:

I. Wall display/work surfaces

chalk boards
 check if provided and installed by the college

size: number: location(s):

white boards
 check if provided and installed by the college

size: number: location(s):

NOTE: Chalk boards and white boards to include tackable strip above writing surface, 2 map clips per 48" length, and one flag holder per room. With whiteboards, include marker and eraser kits for each room, furnished to college at close out.

Wall Talker or similar applied combined projection and writing surface

size: number: location(s):

NOTE: Include complete edge wall trim, eraser/marker tray and marker and eraser kits for each room, furnished to college at close out.

bulletin boards
 check if provided and installed by the college

size: number: location(s):

full height/width tackable wall surface

size: location(s):

wall mounted display case
 check if provided and installed by the college

size: number: location(s):

Other display items:
 check if provided and installed by the college

size: number: location(s):

Other special characteristics/needs/appearance:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

J. Special room finishes or room characteristics

a.

Floor:

Material:

- sealed concrete
- carpet (continuous/rolled goods)
- carpet tile
- resilient/continuous sheet vinyl
- VCT (vinyl composite tile)
- ceramic, porcelain or quarry tile (NOTE: INCLUDE similar material wall base)
- wood
- epoxy, sheet vinyl with heat welded joints, or other specialty flooring materials
- ground concrete or terrazzo (NOTE: include wall base that will withstand buffing and mopping)
- other:

Special Characteristics:

- washable
- integral wall base with flooring
- other:

Other special characteristics/needs/appearance:

b.

Ceiling:

Height :

- 8'
- 9' - 10' (typical instructional area)
- 10' - 12'
- over 12' : height to be <
- multiple level/enhanced appearance
- varies/sloped

Material:

- lay-in acoustic tile
- hard/drywall (restrooms, data rooms with access panels, others as desired)
- lay-in vinyl faced panels (food service areas, data rooms, etc.)
- open/exposed structure
- other:

Special Acoustic Characteristics:

- extra sound absorptive
- sound reflective
- other:

Other special characteristics/needs/appearance:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

- c. Walls:
Finish/Material:
 painted
 exposed/unfinished material (such as exposed masonry. NOTE: Include proper wall base)
 ceramic tile
 Wall tacker or similar roll applied combination writing and projection surface
 vinyl wall covering
 wood paneling
 other:

- Special Characteristics:
 walls run full height to structure above for security or acoustic separation
 washable
 sound absorptive material/acoustic panels
 sound reflective materials
 high durability /impact resistant
 stainless steel or fiberglass protective panels
 other:

Other special characteristics/needs/appearance:

- d. Any other special room characteristics, configuration, features or finishes:
 tiered floor with fixed tables and movable chairs ("Maricopa Tier" configuration)
 _____ number of seats:
 raised access floor
 observation window from adjacent room
 side lite window at door (required in all faculty offices, classroom/lab doors, primary entry doors into areas)
 blinds or shades at exterior windows
 light control blinds at interior windows to allow room black out capability

 other built in equipment that will be provided and installed by the contractor:

(list any other owner supplied/owner installed equipment in the Furniture, Fixtures and Equipment section)

K. Special security, safety, fire protection, or other general needs



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

- no locking required
- keyed door lock
- card access locking
- other special door security:

- general building security alarm extended to this room/area
- panic alarm; will be monitored at/by: _____
- other general room or personal security system required:

- additional small/portable fire extinguishers (higher than normal fire hazard)
- dry chemical fire extinguishing system (kitchen cooking areas, etc.)
- specialized gaseous/low toxicity/clean agent fire extinguishing systems (previously "Halon", for computer rooms, etc.)
- other special fire extinguishing/protection system required:

Other special characteristics/needs/appearance:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

Department: _____

Room/Area: _____

INSTRUCTION: To save pages, the page break for this section can be deleted and this section can immediately follow the information on the previous page

(fill out this page for each room/area required within the department; add more sheets as necessary)

FURNITURE, FIXTURES AND EQUIPMENT NEEDS:

Describe, in general, the following requirements for items to be provided and installed by the college. Indicate if the item will require a connection, installation or other assistance from the contractor.

<u>Quantity</u>	<u>Item Description</u>	<u>Remarks/Utility Connection Needs</u>
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Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

FACILITIES REQUIREMENTS

(fill out this section for EACH room or use that will use or occupy the facility)

(If this proposed use is an instructional space, we suggest using the pages at the end of this Education Specification form to brainstorm the types of learning and instruction that will occur in the space and the physical environment that will support those activities. The exercise does not have to be submitted with the final Education Specification.)

Department: _____ **Room/Area:** _____

Describe the following in general. Also use for listing or brainstorming any unusual requirements.

The estimated floor area is _____ square feet and the number of occupants is _____

INSTRUCTION: Place an X next to the items or description desired, such as

X work counter.

Items not needed can be deleted to reduce the number of pages in the Ed Spec

A. Storage, work or counter surface, and storage cabinet or shelving

work counter approximate linear feet needed: _____ full wall length
 upper cabinets under counter cabinets locked cabinets/drawers required
 include open knee space for sitting area at work surface include drawers

other needs:

counter to be provided by college using systems furniture number of work stations:

fixed storage shelving approximate linear feet needed: _____ full wall length
 number of shelves or spacing: _____ depth of shelves : _____
 special finish: _____

adjustable storage shelving approximate linear feet needed: _____ full wall length
 number of shelves or spacing: _____ depth of shelves : _____
 special finish: _____

storage cabinets check if provided and installed by the college

Estimated size and number:

Other special characteristics/needs/equipment:

B. HVAC or special ventilation needs

room/space is on its own single HVAC zone (room has its own thermostat that controls this room only)
 additional cooling needed due to computers or other equipment in the room
 humidity control

Print date: 7/18/2018

Last master form edit: 2/23/17 adding lactation room to general room requirements



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

- special air filtration
- 24 X 7 temperate/humidity control needed (due to room contents, room materials/finishes, live animals, etc.)
- specialized HVAC environment needed:

- exhaust fan for low/moderate odors (lunch room)
- high capacity exhaust fan/ventilation system (kitchens, major food preparation systems)
- vocational/science lab general/hazardous or noxious materials presence room exhaust
- science lab room exhaust hoods
- other specialized exhaust/ventilation needs (workshops, art studios, photography, welding, soldering, dust collection)
- heat extraction from high heat generating equipment
- separate/independent cooling system

Other special characteristics/needs/equipment:

C. Plumbing

Services:

- cold water
- hot water
- tempered water (emergency showers, eye washes, photography processing)
- distilled water
- de-ionized water
- reverse osmosis system
- water treatment (in-line filter)

- compressed air
- natural gas
- other compressed/specialized gas:
- other:

Specialized plumbing fixtures/needs (excluding restrooms):

- general use/kitchen sink
- garbage disposal at kitchen sink
- lab sinks (chemical resistant or other typical special lab characteristics)
- other specialized sink or plumbing fixture:

- ice machine water supply and floor sink
- water connection box for refrigerator with drinking water dispenser
- hose bib/recessed wall hydrant for hose bib
- connection for other owner furnished equipment:

- emergency eye wash
- emergency shower

- hydration/treated drinking water station



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

other:

Specialized waste treatment:

floor drain or floor sink, including trap primer (ice machines, refrigeration equipment, air compressors, etc.)

oil/water separator, solids interceptor or other specialized drainage treatment

special waste system (for example, acid waste in labs, grease waste system in kitchen/food service)

oversized floor sink/trench drain for high waste flow equipment (industrial washing machines, etc.)

other:

waste connection for other owner furnished equipment:

other:

Other special characteristics/needs/equipment:

D. Electrical service or special lighting

Services:

standard 120v single phase service

standard convenience outlets

dedicated 120v circuit convenience outlets

photo copier

kitchen appliances

coffee makers or other portable kitchen equipment

other:

208v, three phase service needed

480v, three phase service needed

higher amperage outlet(s):

special plug/receptacle outlets:

emergency power

specialized grounding:

hardwire connection to owner provided furniture or equipment:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

Other special characteristics/needs/equipment:

Lighting:

- normal lighting levels and switched controls
- multiple, variable or dimming light levels
- task lighting
- track lighting
- indirect/low glare lighting
- black out ability
- additional whiteboard illumination
- additional instructor location lighting
- natural light required
- natural light desired
- accent/decorative lighting

- specialty lights:
 - incandescent lighting (data rooms)
 - special light temperature/color required
 - separate/independent cooling system

Other special characteristics/needs/equipment

E. Communications (bell, alarm, intercom)

- wall phone at instructor station
- bell
- alarm:

- intercom:

Other special characteristics/needs/equipment:

F. Special acoustical needs

Internal sound generators/specialized room uses:

- audio/visual presentations
- music performance (vocal or instrument)
- speaking performance (speech or drama)
- high noise level generated by equipment:

other:

Special needs:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

Other special characteristics/needs/equipment:

I. Wall display/work surfaces

chalk boards
 check if provided and installed by the college

size: number: location(s):

white boards
 check if provided and installed by the college

size: number: location(s):

NOTE: Chalk boards and white boards to include tackable strip above writing surface, 2 map clips per 48" length, and one flag holder per room. With whiteboards, include marker and eraser kits for each room, furnished to college at close out.

Wall Talker or similar applied combined projection and writing surface

size: number: location(s):

NOTE: Include complete edge wall trim, eraser/marker tray and marker and eraser kits for each room, furnished to college at close out.

bulletin boards
 check if provided and installed by the college

size: number: location(s):

full height/width tackable wall surface

size: location(s):

wall mounted display case
 check if provided and installed by the college

size: number: location(s):

Other display items:
 check if provided and installed by the college

size: number: location(s):

Other special characteristics/needs/appearance:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

J. Special room finishes or room characteristics

a.

Floor:

Material:

- sealed concrete
- carpet (continuous/rolled goods)
- carpet tile
- resilient/continuous sheet vinyl
- VCT (vinyl composite tile)
- ceramic, porcelain or quarry tile (NOTE: INCLUDE similar material wall base)
- wood
- epoxy, sheet vinyl with heat welded joints, or other specialty flooring materials
- ground concrete or terrazzo (NOTE: include wall base that will withstand buffing and mopping)
- other:

Special Characteristics:

- washable
- integral wall base with flooring
- other:

Other special characteristics/needs/appearance:

b.

Ceiling:

Height :

- 8'
- 9' - 10' (typical instructional area)
- 10' - 12'
- over 12' : height to be <
- multiple level/enhanced appearance
- varies/sloped

Material:

- lay-in acoustic tile
- hard/drywall (restrooms, data rooms with access panels, others as desired)
- lay-in vinyl faced panels (food service areas, data rooms, etc.)
- open/exposed structure
- other:

Special Acoustic Characteristics:

- extra sound absorptive
- sound reflective
- other:

Other special characteristics/needs/appearance:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

- c. Walls:
Finish/Material:
 painted
 exposed/unfinished material (such as exposed masonry. NOTE: Include proper wall base)
 ceramic tile
 Wall tacker or similar roll applied combination writing and projection surface
 vinyl wall covering
 wood paneling
 other:

- Special Characteristics:
 walls run full height to structure above for security or acoustic separation
 washable
 sound absorptive material/acoustic panels
 sound reflective materials
 high durability /impact resistant
 stainless steel or fiberglass protective panels
 other:

Other special characteristics/needs/appearance:

- d. Any other special room characteristics, configuration, features or finishes:
 tiered floor with fixed tables and movable chairs ("Maricopa Tier" configuration)
 _____ number of seats:
 raised access floor
 observation window from adjacent room
 side lite window at door (required in all faculty offices, classroom/lab doors, primary entry doors into areas)
 blinds or shades at exterior windows
 light control blinds at interior windows to allow room black out capability

 other built in equipment that will be provided and installed by the contractor:

(list any other owner supplied/owner installed equipment in the Furniture, Fixtures and Equipment section)

K. Special security, safety, fire protection, or other general needs



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

- no locking required
- keyed door lock
- card access locking
- other special door security:

- general building security alarm extended to this room/area
- panic alarm; will be monitored at/by: _____
- other general room or personal security system required:

- additional small/portable fire extinguishers (higher than normal fire hazard)
- dry chemical fire extinguishing system (kitchen cooking areas, etc.)
- specialized gaseous/low toxicity/clean agent fire extinguishing systems (previously "Halon", for computer rooms, etc.)
- other special fire extinguishing/protection system required:

Other special characteristics/needs/appearance:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

Department: _____

Room/Area: _____

INSTRUCTION: To save pages, the page break for this section can be deleted and this section can immediately follow the information on the previous page

(fill out this page for each room/area required within the department; add more sheets as necessary)

FURNITURE, FIXTURES AND EQUIPMENT NEEDS:

Describe, in general, the following requirements for items to be provided and installed by the college. Indicate if the item will require a connection, installation or other assistance from the contractor.

<u>Quantity</u>	<u>Item Description</u>	<u>Remarks/Utility Connection Needs</u>
-----------------	-------------------------	---



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

FACILITIES REQUIREMENTS

(fill out this section for EACH room or use that will use or occupy the facility)

(If this proposed use is an instructional space, we suggest using the pages at the end of this Education Specification form to brainstorm the types of learning and instruction that will occur in the space and the physical environment that will support those activities. The exercise does not have to be submitted with the final Education Specification.)

Department: _____ **Room/Area:** _____

Describe the following in general. Also use for listing or brainstorming any unusual requirements.

The estimated floor area is _____ square feet and the number of occupants is _____

INSTRUCTION: Place an X next to the items or description desired, such as

X work counter.

Items not needed can be deleted to reduce the number of pages in the Ed Spec

A. Storage, work or counter surface, and storage cabinet or shelving

work counter approximate linear feet needed: _____ full wall length
 upper cabinets under counter cabinets locked cabinets/drawers required
 include open knee space for sitting area at work surface include drawers

other needs:

counter to be provided by college using systems furniture number of work stations:

fixed storage shelving approximate linear feet needed: _____ full wall length
 number of shelves or spacing: _____ depth of shelves : _____
 special finish: _____

adjustable storage shelving approximate linear feet needed: _____ full wall length
 number of shelves or spacing: _____ depth of shelves : _____
 special finish: _____

storage cabinets check if provided and installed by the college

Estimated size and number:

Other special characteristics/needs/equipment:

B. HVAC or special ventilation needs

room/space is on its own single HVAC zone (room has its own thermostat that controls this room only)
 additional cooling needed due to computers or other equipment in the room
 humidity control

Print date: 7/18/2018

Last master form edit: 2/23/17 adding lactation room to general room requirements



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

- special air filtration
- 24 X 7 temperate/humidity control needed (due to room contents, room materials/finishes, live animals, etc.)
- specialized HVAC environment needed:

- exhaust fan for low/moderate odors (lunch room)
- high capacity exhaust fan/ventilation system (kitchens, major food preparation systems)
- vocational/science lab general/hazardous or noxious materials presence room exhaust
- science lab room exhaust hoods
- other specialized exhaust/ventilation needs (workshops, art studios, photography, welding, soldering, dust collection)
- heat extraction from high heat generating equipment
- separate/independent cooling system

Other special characteristics/needs/equipment:

C. Plumbing

Services:

- cold water
- hot water
- tempered water (emergency showers, eye washes, photography processing)
- distilled water
- de-ionized water
- reverse osmosis system
- water treatment (in-line filter)

- compressed air
- natural gas
- other compressed/specialized gas:
- other:

Specialized plumbing fixtures/needs (excluding restrooms):

- general use/kitchen sink
- garbage disposal at kitchen sink
- lab sinks (chemical resistant or other typical special lab characteristics)
- other specialized sink or plumbing fixture:

- ice machine water supply and floor sink
- water connection box for refrigerator with drinking water dispenser
- hose bib/recessed wall hydrant for hose bib
- connection for other owner furnished equipment:

- emergency eye wash
- emergency shower

- hydration/treated drinking water station



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

other:

Specialized waste treatment:

floor drain or floor sink, including trap primer (ice machines, refrigeration equipment, air compressors, etc.)

oil/water separator, solids interceptor or other specialized drainage treatment

special waste system (for example, acid waste in labs, grease waste system in kitchen/food service)

oversized floor sink/trench drain for high waste flow equipment (industrial washing machines, etc.)

other:

waste connection for other owner furnished equipment:

other:

Other special characteristics/needs/equipment:

D. Electrical service or special lighting

Services:

standard 120v single phase service

standard convenience outlets

dedicated 120v circuit convenience outlets

photo copier

kitchen appliances

coffee makers or other portable kitchen equipment

other:

208v, three phase service needed

480v, three phase service needed

higher amperage outlet(s):

special plug/receptacle outlets:

emergency power

specialized grounding:

hardwire connection to owner provided furniture or equipment:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

Other special characteristics/needs/equipment:

Lighting:

- normal lighting levels and switched controls
- multiple, variable or dimming light levels
- task lighting
- track lighting
- indirect/low glare lighting
- black out ability
- additional whiteboard illumination
- additional instructor location lighting
- natural light required
- natural light desired
- accent/decorative lighting

- specialty lights:
 - incandescent lighting (data rooms)
 - special light temperature/color required
 - separate/independent cooling system

Other special characteristics/needs/equipment

E. Communications (bell, alarm, intercom)

- wall phone at instructor station
- bell
- alarm:

- intercom:

Other special characteristics/needs/equipment:

F. Special acoustical needs

Internal sound generators/specialized room uses:

- audio/visual presentations
- music performance (vocal or instrument)
- speaking performance (speech or drama)
- high noise level generated by equipment:

other:

Special needs:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

- speech privacy required
- greater than normal sound isolation or reduced background noise level:

- very high level noise/acoustic isolation required (recording areas, etc.)
- additional sound absorptive materials/noise reduction required (testing areas, etc.)
- variable acoustic s needed:

- sound rated windows
- sound rated doors
- acoustic seals or other specialized hardware at doors

Other special characteristics/needs/appearance:

G. Audio/visual systems and equipment

- projection screens electrically operated
- check if provided and installed by the college

size: number: location(s):

- video projector
- check if provided and installed by the college

size: number: location(s):

- audio/speaker system
- other audio/visual equipment in room or at instructor station:
- other:

H. Computer, data processing, or communications network needs

- lap top computers set on/locked to desks number in room:
- lap top computers provided via charging/storage/portable carts number in room:
- standard computers (monitor + processor + keyboard) number in room:
- printer(s)
- computers hard wired to network via floor boxes wall jacks or wire
mould/plug strip
- high capacity/extra bandwidth/higher speed network needed due to data/A-V content
- wireless access service

- separate video/coax system needed



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

Other special characteristics/needs/equipment:

I. Wall display/work surfaces

chalk boards
 check if provided and installed by the college

size: number: location(s):

white boards
 check if provided and installed by the college

size: number: location(s):

NOTE: Chalk boards and white boards to include tackable strip above writing surface, 2 map clips per 48" length, and one flag holder per room. With whiteboards, include marker and eraser kits for each room, furnished to college at close out.

Wall Talker or similar applied combined projection and writing surface

size: number: location(s):

NOTE: Include complete edge wall trim, eraser/marker tray and marker and eraser kits for each room, furnished to college at close out.

bulletin boards
 check if provided and installed by the college

size: number: location(s):

full height/width tackable wall surface

size: location(s):

wall mounted display case
 check if provided and installed by the college

size: number: location(s):

Other display items:
 check if provided and installed by the college

size: number: location(s):

Other special characteristics/needs/appearance:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

J. Special room finishes or room characteristics

a.

Floor:

Material:

- sealed concrete
- carpet (continuous/rolled goods)
- carpet tile
- resilient/continuous sheet vinyl
- VCT (vinyl composite tile)
- ceramic, porcelain or quarry tile (NOTE: INCLUDE similar material wall base)
- wood
- epoxy, sheet vinyl with heat welded joints, or other specialty flooring materials
- ground concrete or terrazzo (NOTE: include wall base that will withstand buffing and mopping)
- other:

Special Characteristics:

- washable
- integral wall base with flooring
- other:

Other special characteristics/needs/appearance:

b.

Ceiling:

Height :

- 8'
- 9' - 10' (typical instructional area)
- 10' - 12'
- over 12' : height to be <
- multiple level/enhanced appearance
- varies/sloped

Material:

- lay-in acoustic tile
- hard/drywall (restrooms, data rooms with access panels, others as desired)
- lay-in vinyl faced panels (food service areas, data rooms, etc.)
- open/exposed structure
- other:

Special Acoustic Characteristics:

- extra sound absorptive
- sound reflective
- other:

Other special characteristics/needs/appearance:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

- c. Walls:
Finish/Material:
 painted
 exposed/unfinished material (such as exposed masonry. NOTE: Include proper wall base)
 ceramic tile
 Wall tacker or similar roll applied combination writing and projection surface
 vinyl wall covering
 wood paneling
 other:

- Special Characteristics:
 walls run full height to structure above for security or acoustic separation
 washable
 sound absorptive material/acoustic panels
 sound reflective materials
 high durability /impact resistant
 stainless steel or fiberglass protective panels
 other:

Other special characteristics/needs/appearance:

- d. Any other special room characteristics, configuration, features or finishes:
 tiered floor with fixed tables and movable chairs ("Maricopa Tier" configuration)
 _____ number of seats:
 raised access floor
 observation window from adjacent room
 side lite window at door (required in all faculty offices, classroom/lab doors, primary entry doors into areas)
 blinds or shades at exterior windows
 light control blinds at interior windows to allow room black out capability

 other built in equipment that will be provided and installed by the contractor:

(list any other owner supplied/owner installed equipment in the Furniture, Fixtures and Equipment section)

K. Special security, safety, fire protection, or other general needs



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

- no locking required
- keyed door lock
- card access locking
- other special door security:

- general building security alarm extended to this room/area
- panic alarm; will be monitored at/by: _____
- other general room or personal security system required:

- additional small/portable fire extinguishers (higher than normal fire hazard)
- dry chemical fire extinguishing system (kitchen cooking areas, etc.)
- specialized gaseous/low toxicity/clean agent fire extinguishing systems (previously "Halon", for computer rooms, etc.)
- other special fire extinguishing/protection system required:

Other special characteristics/needs/appearance:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

Department: _____

Room/Area: _____

INSTRUCTION: To save pages, the page break for this section can be deleted and this section can immediately follow the information on the previous page

(fill out this page for each room/area required within the department; add more sheets as necessary)

FURNITURE, FIXTURES AND EQUIPMENT NEEDS:

Describe, in general, the following requirements for items to be provided and installed by the college. Indicate if the item will require a connection, installation or other assistance from the contractor.

<u>Quantity</u>	<u>Item Description</u>	<u>Remarks/Utility Connection Needs</u>
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Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

FACILITIES REQUIREMENTS

(fill out this section for EACH room or use that will use or occupy the facility)

(If this proposed use is an instructional space, we suggest using the pages at the end of this Education Specification form to brainstorm the types of learning and instruction that will occur in the space and the physical environment that will support those activities. The exercise does not have to be submitted with the final Education Specification.)

Department: _____ **Room/Area:** _____

Describe the following in general. Also use for listing or brainstorming any unusual requirements.

The estimated floor area is _____ square feet and the number of occupants is _____

INSTRUCTION: Place an X next to the items or description desired, such as

X work counter.

Items not needed can be deleted to reduce the number of pages in the Ed Spec

A. Storage, work or counter surface, and storage cabinet or shelving

work counter approximate linear feet needed: _____ full wall length
 upper cabinets under counter cabinets locked cabinets/drawers required
 include open knee space for sitting area at work surface include drawers

other needs:

counter to be provided by college using systems furniture number of work stations:

fixed storage shelving approximate linear feet needed: _____ full wall length
 number of shelves or spacing: _____ depth of shelves : _____
 special finish: _____

adjustable storage shelving approximate linear feet needed: _____ full wall length
 number of shelves or spacing: _____ depth of shelves : _____
 special finish: _____

storage cabinets check if provided and installed by the college

Estimated size and number:

Other special characteristics/needs/equipment:

B. HVAC or special ventilation needs

room/space is on its own single HVAC zone (room has its own thermostat that controls this room only)
 additional cooling needed due to computers or other equipment in the room
 humidity control

Print date: 7/18/2018

Last master form edit: 2/23/17 adding lactation room to general room requirements



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

- special air filtration
- 24 X 7 temperate/humidity control needed (due to room contents, room materials/finishes, live animals, etc.)
- specialized HVAC environment needed:

- exhaust fan for low/moderate odors (lunch room)
- high capacity exhaust fan/ventilation system (kitchens, major food preparation systems)
- vocational/science lab general/hazardous or noxious materials presence room exhaust
- science lab room exhaust hoods
- other specialized exhaust/ventilation needs (workshops, art studios, photography, welding, soldering, dust collection)
- heat extraction from high heat generating equipment
- separate/independent cooling system

Other special characteristics/needs/equipment:

C. Plumbing

Services:

- cold water
- hot water
- tempered water (emergency showers, eye washes, photography processing)
- distilled water
- de-ionized water
- reverse osmosis system
- water treatment (in-line filter)

- compressed air
- natural gas
- other compressed/specialized gas:
- other:

Specialized plumbing fixtures/needs (excluding restrooms):

- general use/kitchen sink
- garbage disposal at kitchen sink
- lab sinks (chemical resistant or other typical special lab characteristics)
- other specialized sink or plumbing fixture:

- ice machine water supply and floor sink
- water connection box for refrigerator with drinking water dispenser
- hose bib/recessed wall hydrant for hose bib
- connection for other owner furnished equipment:

- emergency eye wash
- emergency shower

- hydration/treated drinking water station



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

other:

Specialized waste treatment:

floor drain or floor sink, including trap primer (ice machines, refrigeration equipment, air compressors, etc.)

oil/water separator, solids interceptor or other specialized drainage treatment

special waste system (for example, acid waste in labs, grease waste system in kitchen/food service)

oversized floor sink/trench drain for high waste flow equipment (industrial washing machines, etc.)

other:

waste connection for other owner furnished equipment:

other:

Other special characteristics/needs/equipment:

D. Electrical service or special lighting

Services:

standard 120v single phase service

standard convenience outlets

dedicated 120v circuit convenience outlets

photo copier

kitchen appliances

coffee makers or other portable kitchen equipment

other:

208v, three phase service needed

480v, three phase service needed

higher amperage outlet(s):

special plug/receptacle outlets:

emergency power

specialized grounding:

hardwire connection to owner provided furniture or equipment:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

Other special characteristics/needs/equipment:

Lighting:

- normal lighting levels and switched controls
- multiple, variable or dimming light levels
- task lighting
- track lighting
- indirect/low glare lighting
- black out ability
- additional whiteboard illumination
- additional instructor location lighting
- natural light required
- natural light desired
- accent/decorative lighting

- specialty lights:
 - incandescent lighting (data rooms)
 - special light temperature/color required
 - separate/independent cooling system

Other special characteristics/needs/equipment

E. Communications (bell, alarm, intercom)

- wall phone at instructor station
- bell
- alarm:

- intercom:

Other special characteristics/needs/equipment:

F. Special acoustical needs

Internal sound generators/specialized room uses:

- audio/visual presentations
- music performance (vocal or instrument)
- speaking performance (speech or drama)
- high noise level generated by equipment:

other:

Special needs:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

speech privacy required
 greater than normal sound isolation or reduced background noise level:

very high level noise/acoustic isolation required (recording areas, etc.)
 additional sound absorptive materials/noise reduction required (testing areas, etc.)
 variable acoustic s needed:

sound rated windows
 sound rated doors
 acoustic seals or other specialized hardware at doors

Other special characteristics/needs/appearance:

G. Audio/visual systems and equipment

projection screens electrically operated
 check if provided and installed by the college

size: number: location(s):

video projector
 check if provided and installed by the college

size: number: location(s):

audio/speaker system

other audio/visual equipment in room or at instructor station:

other:

H. Computer, data processing, or communications network needs

lap top computers set on/locked to desks number in room:

lap top computers provided via charging/storage/portable carts number in room:

standard computers (monitor + processor + keyboard) number in room:

printer(s)

computers hard wired to network via floor boxes wall jacks or wire
mould/plug strip

high capacity/extra bandwidth/higher speed network needed due to data/A-V content

wireless access service

separate video/coax system needed



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

Other special characteristics/needs/equipment:

I. Wall display/work surfaces

chalk boards
 check if provided and installed by the college

size: number: location(s):

white boards
 check if provided and installed by the college

size: number: location(s):

NOTE: Chalk boards and white boards to include tackable strip above writing surface, 2 map clips per 48" length, and one flag holder per room. With whiteboards, include marker and eraser kits for each room, furnished to college at close out.

Wall Talker or similar applied combined projection and writing surface

size: number: location(s):

NOTE: Include complete edge wall trim, eraser/marker tray and marker and eraser kits for each room, furnished to college at close out.

bulletin boards
 check if provided and installed by the college

size: number: location(s):

full height/width tackable wall surface

size: location(s):

wall mounted display case
 check if provided and installed by the college

size: number: location(s):

Other display items:
 check if provided and installed by the college

size: number: location(s):

Other special characteristics/needs/appearance:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

J. Special room finishes or room characteristics

a.

Floor:

Material:

- sealed concrete
- carpet (continuous/rolled goods)
- carpet tile
- resilient/continuous sheet vinyl
- VCT (vinyl composite tile)
- ceramic, porcelain or quarry tile (NOTE: INCLUDE similar material wall base)
- wood
- epoxy, sheet vinyl with heat welded joints, or other specialty flooring materials
- ground concrete or terrazzo (NOTE: include wall base that will withstand buffing and mopping)
- other:

Special Characteristics:

- washable
- integral wall base with flooring
- other:

Other special characteristics/needs/appearance:

b.

Ceiling:

Height :

- 8'
- 9' - 10' (typical instructional area)
- 10' - 12'
- over 12' : height to be <
- multiple level/enhanced appearance
- varies/sloped

Material:

- lay-in acoustic tile
- hard/drywall (restrooms, data rooms with access panels, others as desired)
- lay-in vinyl faced panels (food service areas, data rooms, etc.)
- open/exposed structure
- other:

Special Acoustic Characteristics:

- extra sound absorptive
- sound reflective
- other:

Other special characteristics/needs/appearance:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

- c. Walls:
Finish/Material:
 painted
 exposed/unfinished material (such as exposed masonry. NOTE: Include proper wall base)
 ceramic tile
 Wall tacker or similar roll applied combination writing and projection surface
 vinyl wall covering
 wood paneling
 other:

- Special Characteristics:
 walls run full height to structure above for security or acoustic separation
 washable
 sound absorptive material/acoustic panels
 sound reflective materials
 high durability /impact resistant
 stainless steel or fiberglass protective panels
 other:

Other special characteristics/needs/appearance:

- d. Any other special room characteristics, configuration, features or finishes:
 tiered floor with fixed tables and movable chairs ("Maricopa Tier" configuration)
 _____ number of seats:
 raised access floor
 observation window from adjacent room
 side lite window at door (required in all faculty offices, classroom/lab doors, primary entry doors into areas)
 blinds or shades at exterior windows
 light control blinds at interior windows to allow room black out capability

 other built in equipment that will be provided and installed by the contractor:

(list any other owner supplied/owner installed equipment in the Furniture, Fixtures and Equipment section)

K. Special security, safety, fire protection, or other general needs



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

- no locking required
- keyed door lock
- card access locking
- other special door security:

- general building security alarm extended to this room/area
- panic alarm; will be monitored at/by: _____
- other general room or personal security system required:

- additional small/portable fire extinguishers (higher than normal fire hazard)
- dry chemical fire extinguishing system (kitchen cooking areas, etc.)
- specialized gaseous/low toxicity/clean agent fire extinguishing systems (previously "Halon", for computer rooms, etc.)
- other special fire extinguishing/protection system required:

Other special characteristics/needs/appearance:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

Department: _____

Room/Area: _____

INSTRUCTION: To save pages, the page break for this section can be deleted and this section can immediately follow the information on the previous page

(fill out this page for each room/area required within the department; add more sheets as necessary)

FURNITURE, FIXTURES AND EQUIPMENT NEEDS:

Describe, in general, the following requirements for items to be provided and installed by the college. Indicate if the item will require a connection, installation or other assistance from the contractor.

<u>Quantity</u>	<u>Item Description</u>	<u>Remarks/Utility Connection Needs</u>
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Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

FACILITIES REQUIREMENTS

(fill out this section for EACH room or use that will use or occupy the facility)

(If this proposed use is an instructional space, we suggest using the pages at the end of this Education Specification form to brainstorm the types of learning and instruction that will occur in the space and the physical environment that will support those activities. The exercise does not have to be submitted with the final Education Specification.)

Department: _____ **Room/Area:** _____

Describe the following in general. Also use for listing or brainstorming any unusual requirements.

The estimated floor area is _____ square feet and the number of occupants is _____

INSTRUCTION: Place an X next to the items or description desired, such as

X work counter.

Items not needed can be deleted to reduce the number of pages in the Ed Spec

A. Storage, work or counter surface, and storage cabinet or shelving

work counter approximate linear feet needed: _____ full wall length
 upper cabinets under counter cabinets locked cabinets/drawers required
 include open knee space for sitting area at work surface include drawers

other needs:

counter to be provided by college using systems furniture number of work stations:

fixed storage shelving approximate linear feet needed: _____ full wall length
 number of shelves or spacing: _____ depth of shelves : _____
 special finish: _____

adjustable storage shelving approximate linear feet needed: _____ full wall length
 number of shelves or spacing: _____ depth of shelves : _____
 special finish: _____

storage cabinets check if provided and installed by the college

Estimated size and number:

Other special characteristics/needs/equipment:

B. HVAC or special ventilation needs

room/space is on its own single HVAC zone (room has its own thermostat that controls this room only)
 additional cooling needed due to computers or other equipment in the room
 humidity control



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

- special air filtration
- 24 X 7 temperate/humidity control needed (due to room contents, room materials/finishes, live animals, etc.)
- specialized HVAC environment needed:

- exhaust fan for low/moderate odors (lunch room)
- high capacity exhaust fan/ventilation system (kitchens, major food preparation systems)
- vocational/science lab general/hazardous or noxious materials presence room exhaust
- science lab room exhaust hoods
- other specialized exhaust/ventilation needs (workshops, art studios, photography, welding, soldering, dust collection)
- heat extraction from high heat generating equipment
- separate/independent cooling system

Other special characteristics/needs/equipment:

C. Plumbing

Services:

- cold water
- hot water
- tempered water (emergency showers, eye washes, photography processing)
- distilled water
- de-ionized water
- reverse osmosis system
- water treatment (in-line filter)

- compressed air
- natural gas
- other compressed/specialized gas:
- other:

Specialized plumbing fixtures/needs (excluding restrooms):

- general use/kitchen sink
- garbage disposal at kitchen sink
- lab sinks (chemical resistant or other typical special lab characteristics)
- other specialized sink or plumbing fixture:

- ice machine water supply and floor sink
- water connection box for refrigerator with drinking water dispenser
- hose bib/recessed wall hydrant for hose bib
- connection for other owner furnished equipment:

- emergency eye wash
- emergency shower

- hydration/treated drinking water station



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

other:

Specialized waste treatment:

floor drain or floor sink, including trap primer (ice machines, refrigeration equipment, air compressors, etc.)

oil/water separator, solids interceptor or other specialized drainage treatment

special waste system (for example, acid waste in labs, grease waste system in kitchen/food service)

oversized floor sink/trench drain for high waste flow equipment (industrial washing machines, etc.)

other:

waste connection for other owner furnished equipment:

other:

Other special characteristics/needs/equipment:

D. Electrical service or special lighting

Services:

standard 120v single phase service

standard convenience outlets

dedicated 120v circuit convenience outlets

photo copier

kitchen appliances

coffee makers or other portable kitchen equipment

other:

208v, three phase service needed

480v, three phase service needed

higher amperage outlet(s):

special plug/receptacle outlets:

emergency power

specialized grounding:

hardwire connection to owner provided furniture or equipment:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

Other special characteristics/needs/equipment:

Lighting:

- normal lighting levels and switched controls
- multiple, variable or dimming light levels
- task lighting
- track lighting
- indirect/low glare lighting
- black out ability
- additional whiteboard illumination
- additional instructor location lighting
- natural light required
- natural light desired
- accent/decorative lighting

- specialty lights:
 - incandescent lighting (data rooms)
 - special light temperature/color required
 - separate/independent cooling system

Other special characteristics/needs/equipment

E. Communications (bell, alarm, intercom)

- wall phone at instructor station
- bell
- alarm:

- intercom:

Other special characteristics/needs/equipment:

F. Special acoustical needs

Internal sound generators/specialized room uses:

- audio/visual presentations
- music performance (vocal or instrument)
- speaking performance (speech or drama)
- high noise level generated by equipment:

other:

Special needs:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

- speech privacy required
- greater than normal sound isolation or reduced background noise level:

- very high level noise/acoustic isolation required (recording areas, etc.)
- additional sound absorptive materials/noise reduction required (testing areas, etc.)
- variable acoustic s needed:

- sound rated windows
- sound rated doors
- acoustic seals or other specialized hardware at doors

Other special characteristics/needs/appearance:

G. Audio/visual systems and equipment

- projection screens electrically operated
- check if provided and installed by the college

size: number: location(s):

- video projector
- check if provided and installed by the college

size: number: location(s):

- audio/speaker system
- other audio/visual equipment in room or at instructor station:
- other:

H. Computer, data processing, or communications network needs

- lap top computers set on/locked to desks number in room:
- lap top computers provided via charging/storage/portable carts number in room:
- standard computers (monitor + processor + keyboard) number in room:
- printer(s)
- computers hard wired to network via floor boxes wall jacks or wire
mould/plug strip
- high capacity/extra bandwidth/higher speed network needed due to data/A-V content
- wireless access service

- separate video/coax system needed



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

Other special characteristics/needs/equipment:

I. Wall display/work surfaces

chalk boards
 check if provided and installed by the college

size: number: location(s):

white boards
 check if provided and installed by the college

size: number: location(s):

NOTE: Chalk boards and white boards to include tackable strip above writing surface, 2 map clips per 48" length, and one flag holder per room. With whiteboards, include marker and eraser kits for each room, furnished to college at close out.

Wall Talker or similar applied combined projection and writing surface

size: number: location(s):

NOTE: Include complete edge wall trim, eraser/marker tray and marker and eraser kits for each room, furnished to college at close out.

bulletin boards
 check if provided and installed by the college

size: number: location(s):

full height/width tackable wall surface

size: location(s):

wall mounted display case
 check if provided and installed by the college

size: number: location(s):

Other display items:
 check if provided and installed by the college

size: number: location(s):

Other special characteristics/needs/appearance:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

J. Special room finishes or room characteristics

a.

Floor:

Material:

- sealed concrete
- carpet (continuous/rolled goods)
- carpet tile
- resilient/continuous sheet vinyl
- VCT (vinyl composite tile)
- ceramic, porcelain or quarry tile (NOTE: INCLUDE similar material wall base)
- wood
- epoxy, sheet vinyl with heat welded joints, or other specialty flooring materials
- ground concrete or terrazzo (NOTE: include wall base that will withstand buffing and mopping)
- other:

Special Characteristics:

- washable
- integral wall base with flooring
- other:

Other special characteristics/needs/appearance:

b.

Ceiling:

Height :

- 8'
- 9' - 10' (typical instructional area)
- 10' - 12'
- over 12' : height to be <
- multiple level/enhanced appearance
- varies/sloped

Material:

- lay-in acoustic tile
- hard/drywall (restrooms, data rooms with access panels, others as desired)
- lay-in vinyl faced panels (food service areas, data rooms, etc.)
- open/exposed structure
- other:

Special Acoustic Characteristics:

- extra sound absorptive
- sound reflective
- other:

Other special characteristics/needs/appearance:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

- c. Walls:
Finish/Material:
 painted
 exposed/unfinished material (such as exposed masonry. NOTE: Include proper wall base)
 ceramic tile
 Wall tacker or similar roll applied combination writing and projection surface
 vinyl wall covering
 wood paneling
 other:

- Special Characteristics:
 walls run full height to structure above for security or acoustic separation
 washable
 sound absorptive material/acoustic panels
 sound reflective materials
 high durability /impact resistant
 stainless steel or fiberglass protective panels
 other:

Other special characteristics/needs/appearance:

- d. Any other special room characteristics, configuration, features or finishes:
 tiered floor with fixed tables and movable chairs ("Maricopa Tier" configuration)
 _____ number of seats:
 raised access floor
 observation window from adjacent room
 side lite window at door (required in all faculty offices, classroom/lab doors, primary entry doors into areas)
 blinds or shades at exterior windows
 light control blinds at interior windows to allow room black out capability

 other built in equipment that will be provided and installed by the contractor:

(list any other owner supplied/owner installed equipment in the Furniture, Fixtures and Equipment section)

K. Special security, safety, fire protection, or other general needs



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

- no locking required
- keyed door lock
- card access locking
- other special door security:

- general building security alarm extended to this room/area
- panic alarm; will be monitored at/by: _____
- other general room or personal security system required:

- additional small/portable fire extinguishers (higher than normal fire hazard)
- dry chemical fire extinguishing system (kitchen cooking areas, etc.)
- specialized gaseous/low toxicity/clean agent fire extinguishing systems (previously "Halon", for computer rooms, etc.)
- other special fire extinguishing/protection system required:

Other special characteristics/needs/appearance:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

Department: _____

Room/Area: _____

INSTRUCTION: To save pages, the page break for this section can be deleted and this section can immediately follow the information on the previous page

(fill out this page for each room/area required within the department; add more sheets as necessary)

FURNITURE, FIXTURES AND EQUIPMENT NEEDS:

Describe, in general, the following requirements for items to be provided and installed by the college. Indicate if the item will require a connection, installation or other assistance from the contractor.

<u>Quantity</u>	<u>Item Description</u>	<u>Remarks/Utility Connection Needs</u>
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Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

FACILITIES REQUIREMENTS

(fill out this section for EACH room or use that will use or occupy the facility)

(If this proposed use is an instructional space, we suggest using the pages at the end of this Education Specification form to brainstorm the types of learning and instruction that will occur in the space and the physical environment that will support those activities. The exercise does not have to be submitted with the final Education Specification.)

Department: _____ **Room/Area:** _____

Describe the following in general. Also use for listing or brainstorming any unusual requirements.

The estimated floor area is _____ square feet and the number of occupants is _____

INSTRUCTION: Place an X next to the items or description desired, such as

X work counter.

Items not needed can be deleted to reduce the number of pages in the Ed Spec

A. Storage, work or counter surface, and storage cabinet or shelving

work counter approximate linear feet needed: _____ full wall length
 upper cabinets under counter cabinets locked cabinets/drawers required
 include open knee space for sitting area at work surface include drawers

other needs:

counter to be provided by college using systems furniture number of work stations:

fixed storage shelving approximate linear feet needed: _____ full wall length
 number of shelves or spacing: _____ depth of shelves : _____
 special finish: _____

adjustable storage shelving approximate linear feet needed: _____ full wall length
 number of shelves or spacing: _____ depth of shelves : _____
 special finish: _____

storage cabinets check if provided and installed by the college

Estimated size and number:

Other special characteristics/needs/equipment:

B. HVAC or special ventilation needs

room/space is on its own single HVAC zone (room has its own thermostat that controls this room only)
 additional cooling needed due to computers or other equipment in the room
 humidity control

Print date: 7/18/2018

Last master form edit: 2/23/17 adding lactation room to general room requirements



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

- special air filtration
- 24 X 7 temperate/humidity control needed (due to room contents, room materials/finishes, live animals, etc.)
- specialized HVAC environment needed:

- exhaust fan for low/moderate odors (lunch room)
- high capacity exhaust fan/ventilation system (kitchens, major food preparation systems)
- vocational/science lab general/hazardous or noxious materials presence room exhaust
- science lab room exhaust hoods
- other specialized exhaust/ventilation needs (workshops, art studios, photography, welding, soldering, dust collection)
- heat extraction from high heat generating equipment
- separate/independent cooling system

Other special characteristics/needs/equipment:

C. Plumbing

Services:

- cold water
- hot water
- tempered water (emergency showers, eye washes, photography processing)
- distilled water
- de-ionized water
- reverse osmosis system
- water treatment (in-line filter)

- compressed air
- natural gas
- other compressed/specialized gas:
- other:

Specialized plumbing fixtures/needs (excluding restrooms):

- general use/kitchen sink
- garbage disposal at kitchen sink
- lab sinks (chemical resistant or other typical special lab characteristics)
- other specialized sink or plumbing fixture:

- ice machine water supply and floor sink
- water connection box for refrigerator with drinking water dispenser
- hose bib/recessed wall hydrant for hose bib
- connection for other owner furnished equipment:

- emergency eye wash
- emergency shower

- hydration/treated drinking water station



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

other:

Specialized waste treatment:

floor drain or floor sink, including trap primer (ice machines, refrigeration equipment, air compressors, etc.)

oil/water separator, solids interceptor or other specialized drainage treatment

special waste system (for example, acid waste in labs, grease waste system in kitchen/food service)

oversized floor sink/trench drain for high waste flow equipment (industrial washing machines, etc.)

other:

waste connection for other owner furnished equipment:

other:

Other special characteristics/needs/equipment:

D. Electrical service or special lighting

Services:

standard 120v single phase service

standard convenience outlets

dedicated 120v circuit convenience outlets

photo copier

kitchen appliances

coffee makers or other portable kitchen equipment

other:

208v, three phase service needed

480v, three phase service needed

higher amperage outlet(s):

special plug/receptacle outlets:

emergency power

specialized grounding:

hardwire connection to owner provided furniture or equipment:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

Other special characteristics/needs/equipment:

Lighting:

- normal lighting levels and switched controls
- multiple, variable or dimming light levels
- task lighting
- track lighting
- indirect/low glare lighting
- black out ability
- additional whiteboard illumination
- additional instructor location lighting
- natural light required
- natural light desired
- accent/decorative lighting

- specialty lights:
 - incandescent lighting (data rooms)
 - special light temperature/color required
 - separate/independent cooling system

Other special characteristics/needs/equipment

E. Communications (bell, alarm, intercom)

- wall phone at instructor station
- bell
- alarm:

- intercom:

Other special characteristics/needs/equipment:

F. Special acoustical needs

Internal sound generators/specialized room uses:

- audio/visual presentations
- music performance (vocal or instrument)
- speaking performance (speech or drama)
- high noise level generated by equipment:

other:

Special needs:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

speech privacy required
 greater than normal sound isolation or reduced background noise level:

very high level noise/acoustic isolation required (recording areas, etc.)
 additional sound absorptive materials/noise reduction required (testing areas, etc.)
 variable acoustic s needed:

sound rated windows
 sound rated doors
 acoustic seals or other specialized hardware at doors

Other special characteristics/needs/appearance:

G. Audio/visual systems and equipment

projection screens electrically operated
 check if provided and installed by the college

size: number: location(s):

video projector
 check if provided and installed by the college

size: number: location(s):

audio/speaker system

other audio/visual equipment in room or at instructor station:

other:

H. Computer, data processing, or communications network needs

lap top computers set on/locked to desks number in room:

lap top computers provided via charging/storage/portable carts number in room:

standard computers (monitor + processor + keyboard) number in room:

printer(s)

computers hard wired to network via floor boxes wall jacks or wire
mould/plug strip

high capacity/extra bandwidth/higher speed network needed due to data/A-V content

wireless access service

separate video/coax system needed



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

Other special characteristics/needs/equipment:

I. Wall display/work surfaces

chalk boards
 check if provided and installed by the college

size: number: location(s):

white boards
 check if provided and installed by the college

size: number: location(s):

NOTE: Chalk boards and white boards to include tackable strip above writing surface, 2 map clips per 48" length, and one flag holder per room. With whiteboards, include marker and eraser kits for each room, furnished to college at close out.

Wall Talker or similar applied combined projection and writing surface

size: number: location(s):

NOTE: Include complete edge wall trim, eraser/marker tray and marker and eraser kits for each room, furnished to college at close out.

bulletin boards
 check if provided and installed by the college

size: number: location(s):

full height/width tackable wall surface

size: location(s):

wall mounted display case
 check if provided and installed by the college

size: number: location(s):

Other display items:
 check if provided and installed by the college

size: number: location(s):

Other special characteristics/needs/appearance:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

J. Special room finishes or room characteristics

a.

Floor:

Material:

- sealed concrete
- carpet (continuous/rolled goods)
- carpet tile
- resilient/continuous sheet vinyl
- VCT (vinyl composite tile)
- ceramic, porcelain or quarry tile (NOTE: INCLUDE similar material wall base)
- wood
- epoxy, sheet vinyl with heat welded joints, or other specialty flooring materials
- ground concrete or terrazzo (NOTE: include wall base that will withstand buffing and mopping)
- other:

Special Characteristics:

- washable
- integral wall base with flooring
- other:

Other special characteristics/needs/appearance:

b.

Ceiling:

Height :

- 8'
- 9' - 10' (typical instructional area)
- 10' - 12'
- over 12' : height to be <
- multiple level/enhanced appearance
- varies/sloped

Material:

- lay-in acoustic tile
- hard/drywall (restrooms, data rooms with access panels, others as desired)
- lay-in vinyl faced panels (food service areas, data rooms, etc.)
- open/exposed structure
- other:

Special Acoustic Characteristics:

- extra sound absorptive
- sound reflective
- other:

Other special characteristics/needs/appearance:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

- c. Walls:
Finish/Material:
 painted
 exposed/unfinished material (such as exposed masonry. NOTE: Include proper wall base)
 ceramic tile
 Wall tacker or similar roll applied combination writing and projection surface
 vinyl wall covering
 wood paneling
 other:

- Special Characteristics:
 walls run full height to structure above for security or acoustic separation
 washable
 sound absorptive material/acoustic panels
 sound reflective materials
 high durability /impact resistant
 stainless steel or fiberglass protective panels
 other:

Other special characteristics/needs/appearance:

- d. Any other special room characteristics, configuration, features or finishes:
 tiered floor with fixed tables and movable chairs ("Maricopa Tier" configuration)
 _____ number of seats:
 raised access floor
 observation window from adjacent room
 side lite window at door (required in all faculty offices, classroom/lab doors, primary entry doors into areas)
 blinds or shades at exterior windows
 light control blinds at interior windows to allow room black out capability

 other built in equipment that will be provided and installed by the contractor:

(list any other owner supplied/owner installed equipment in the Furniture, Fixtures and Equipment section)

K. Special security, safety, fire protection, or other general needs



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

- no locking required
- keyed door lock
- card access locking
- other special door security:

- general building security alarm extended to this room/area
- panic alarm; will be monitored at/by: _____
- other general room or personal security system required:

- additional small/portable fire extinguishers (higher than normal fire hazard)
- dry chemical fire extinguishing system (kitchen cooking areas, etc.)
- specialized gaseous/low toxicity/clean agent fire extinguishing systems (previously "Halon", for computer rooms, etc.)
- other special fire extinguishing/protection system required:

Other special characteristics/needs/appearance:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

Department: _____

Room/Area: _____

INSTRUCTION: To save pages, the page break for this section can be deleted and this section can immediately follow the information on the previous page

(fill out this page for each room/area required within the department; add more sheets as necessary)

FURNITURE, FIXTURES AND EQUIPMENT NEEDS:

Describe, in general, the following requirements for items to be provided and installed by the college. Indicate if the item will require a connection, installation or other assistance from the contractor.

<u>Quantity</u>	<u>Item Description</u>	<u>Remarks/Utility Connection Needs</u>
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Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

FACILITIES REQUIREMENTS

(fill out this section for EACH room or use that will use or occupy the facility)

(If this proposed use is an instructional space, we suggest using the pages at the end of this Education Specification form to brainstorm the types of learning and instruction that will occur in the space and the physical environment that will support those activities. The exercise does not have to be submitted with the final Education Specification.)

Department: _____ **Room/Area:** _____

Describe the following in general. Also use for listing or brainstorming any unusual requirements.

The estimated floor area is _____ square feet and the number of occupants is _____

INSTRUCTION: Place an X next to the items or description desired, such as

X work counter.

Items not needed can be deleted to reduce the number of pages in the Ed Spec

A. Storage, work or counter surface, and storage cabinet or shelving

- work counter approximate linear feet needed: _____ full wall length
- upper cabinets under counter cabinets locked cabinets/drawers required
- include open knee space for sitting area at work surface include drawers

other needs:

counter to be provided by college using systems furniture number of work stations:

- fixed storage shelving approximate linear feet needed: _____ full wall length
- number of shelves or spacing: _____ depth of shelves : _____
- special finish:

- adjustable storage shelving approximate linear feet needed: _____ full wall length
- number of shelves or spacing: _____ depth of shelves : _____
- special finish:

storage cabinets check if provided and installed by the college

Estimated size and number:

Other special characteristics/needs/equipment:

B. HVAC or special ventilation needs

- room/space is on its own single HVAC zone (room has its own thermostat that controls this room only)
- additional cooling needed due to computers or other equipment in the room
- humidity control



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

- special air filtration
- 24 X 7 temperate/humidity control needed (due to room contents, room materials/finishes, live animals, etc.)
- specialized HVAC environment needed:

- exhaust fan for low/moderate odors (lunch room)
- high capacity exhaust fan/ventilation system (kitchens, major food preparation systems)
- vocational/science lab general/hazardous or noxious materials presence room exhaust
- science lab room exhaust hoods
- other specialized exhaust/ventilation needs (workshops, art studios, photography, welding, soldering, dust collection)
- heat extraction from high heat generating equipment
- separate/independent cooling system

Other special characteristics/needs/equipment:

C. Plumbing

Services:

- cold water
- hot water
- tempered water (emergency showers, eye washes, photography processing)
- distilled water
- de-ionized water
- reverse osmosis system
- water treatment (in-line filter)

- compressed air
- natural gas
- other compressed/specialized gas:
- other:

Specialized plumbing fixtures/needs (excluding restrooms):

- general use/kitchen sink
- garbage disposal at kitchen sink
- lab sinks (chemical resistant or other typical special lab characteristics)
- other specialized sink or plumbing fixture:

- ice machine water supply and floor sink
- water connection box for refrigerator with drinking water dispenser
- hose bib/recessed wall hydrant for hose bib
- connection for other owner furnished equipment:

- emergency eye wash
- emergency shower

- hydration/treated drinking water station



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

other:

Specialized waste treatment:

floor drain or floor sink, including trap primer (ice machines, refrigeration equipment, air compressors, etc.)

oil/water separator, solids interceptor or other specialized drainage treatment

special waste system (for example, acid waste in labs, grease waste system in kitchen/food service)

oversized floor sink/trench drain for high waste flow equipment (industrial washing machines, etc.)

other:

waste connection for other owner furnished equipment:

other:

Other special characteristics/needs/equipment:

D. Electrical service or special lighting

Services:

standard 120v single phase service

standard convenience outlets

dedicated 120v circuit convenience outlets

photo copier

kitchen appliances

coffee makers or other portable kitchen equipment

other:

208v, three phase service needed

480v, three phase service needed

higher amperage outlet(s):

special plug/receptacle outlets:

emergency power

specialized grounding:

hardwire connection to owner provided furniture or equipment:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

Other special characteristics/needs/equipment:

Lighting:

- normal lighting levels and switched controls
- multiple, variable or dimming light levels
- task lighting
- track lighting
- indirect/low glare lighting
- black out ability
- additional whiteboard illumination
- additional instructor location lighting
- natural light required
- natural light desired
- accent/decorative lighting

- specialty lights:
 - incandescent lighting (data rooms)
 - special light temperature/color required
 - separate/independent cooling system

Other special characteristics/needs/equipment

E. Communications (bell, alarm, intercom)

- wall phone at instructor station
- bell
- alarm:

- intercom:

Other special characteristics/needs/equipment:

F. Special acoustical needs

Internal sound generators/specialized room uses:

- audio/visual presentations
- music performance (vocal or instrument)
- speaking performance (speech or drama)
- high noise level generated by equipment:

other:

Special needs:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

- speech privacy required
- greater than normal sound isolation or reduced background noise level:

- very high level noise/acoustic isolation required (recording areas, etc.)
- additional sound absorptive materials/noise reduction required (testing areas, etc.)
- variable acoustic s needed:

- sound rated windows
- sound rated doors
- acoustic seals or other specialized hardware at doors

Other special characteristics/needs/appearance:

G. Audio/visual systems and equipment

- projection screens electrically operated
- check if provided and installed by the college

size: number: location(s):

- video projector
- check if provided and installed by the college

size: number: location(s):

- audio/speaker system
- other audio/visual equipment in room or at instructor station:
- other:

H. Computer, data processing, or communications network needs

- lap top computers set on/locked to desks number in room:
- lap top computers provided via charging/storage/portable carts number in room:
- standard computers (monitor + processor + keyboard) number in room:
- printer(s)
- computers hard wired to network via floor boxes wall jacks or wire mould/plug strip
- high capacity/extra bandwidth/higher speed network needed due to data/A-V content
- wireless access service

- separate video/coax system needed



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

Other special characteristics/needs/equipment:

I. Wall display/work surfaces

chalk boards
 check if provided and installed by the college

size: number: location(s):

white boards
 check if provided and installed by the college

size: number: location(s):

NOTE: Chalk boards and white boards to include tackable strip above writing surface, 2 map clips per 48" length, and one flag holder per room. With whiteboards, include marker and eraser kits for each room, furnished to college at close out.

Wall Talker or similar applied combined projection and writing surface

size: number: location(s):

NOTE: Include complete edge wall trim, eraser/marker tray and marker and eraser kits for each room, furnished to college at close out.

bulletin boards
 check if provided and installed by the college

size: number: location(s):

full height/width tackable wall surface

size: location(s):

wall mounted display case
 check if provided and installed by the college

size: number: location(s):

Other display items:
 check if provided and installed by the college

size: number: location(s):

Other special characteristics/needs/appearance:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

J. Special room finishes or room characteristics

a.

Floor:

Material:

- sealed concrete
- carpet (continuous/rolled goods)
- carpet tile
- resilient/continuous sheet vinyl
- VCT (vinyl composite tile)
- ceramic, porcelain or quarry tile (NOTE: INCLUDE similar material wall base)
- wood
- epoxy, sheet vinyl with heat welded joints, or other specialty flooring materials
- ground concrete or terrazzo (NOTE: include wall base that will withstand buffing and mopping)
- other:

Special Characteristics:

- washable
- integral wall base with flooring
- other:

Other special characteristics/needs/appearance:

b.

Ceiling:

Height :

- 8'
- 9' - 10' (typical instructional area)
- 10' - 12'
- over 12' : height to be <
- multiple level/enhanced appearance
- varies/sloped

Material:

- lay-in acoustic tile
- hard/drywall (restrooms, data rooms with access panels, others as desired)
- lay-in vinyl faced panels (food service areas, data rooms, etc.)
- open/exposed structure
- other:

Special Acoustic Characteristics:

- extra sound absorptive
- sound reflective
- other:

Other special characteristics/needs/appearance:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

- c. Walls:
Finish/Material:
 painted
 exposed/unfinished material (such as exposed masonry. NOTE: Include proper wall base)
 ceramic tile
 Wall tacker or similar roll applied combination writing and projection surface
 vinyl wall covering
 wood paneling
 other:

- Special Characteristics:
 walls run full height to structure above for security or acoustic separation
 washable
 sound absorptive material/acoustic panels
 sound reflective materials
 high durability /impact resistant
 stainless steel or fiberglass protective panels
 other:

Other special characteristics/needs/appearance:

- d. Any other special room characteristics, configuration, features or finishes:
 tiered floor with fixed tables and movable chairs ("Maricopa Tier" configuration)
 _____ number of seats:
 raised access floor
 observation window from adjacent room
 side lite window at door (required in all faculty offices, classroom/lab doors, primary entry doors into areas)
 blinds or shades at exterior windows
 light control blinds at interior windows to allow room black out capability

 other built in equipment that will be provided and installed by the contractor:

(list any other owner supplied/owner installed equipment in the Furniture, Fixtures and Equipment section)

K. Special security, safety, fire protection, or other general needs



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

- no locking required
- keyed door lock
- card access locking
- other special door security:

- general building security alarm extended to this room/area
- panic alarm; will be monitored at/by: _____
- other general room or personal security system required:

- additional small/portable fire extinguishers (higher than normal fire hazard)
- dry chemical fire extinguishing system (kitchen cooking areas, etc.)
- specialized gaseous/low toxicity/clean agent fire extinguishing systems (previously "Halon", for computer rooms, etc.)
- other special fire extinguishing/protection system required:

Other special characteristics/needs/appearance:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

Department: _____

Room/Area: _____

INSTRUCTION: To save pages, the page break for this section can be deleted and this section can immediately follow the information on the previous page

(fill out this page for each room/area required within the department; add more sheets as necessary)

FURNITURE, FIXTURES AND EQUIPMENT NEEDS:

Describe, in general, the following requirements for items to be provided and installed by the college. Indicate if the item will require a connection, installation or other assistance from the contractor.

<u>Quantity</u>	<u>Item Description</u>	<u>Remarks/Utility Connection Needs</u>
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Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

FACILITIES REQUIREMENTS

(fill out this section for EACH room or use that will use or occupy the facility)

(If this proposed use is an instructional space, we suggest using the pages at the end of this Education Specification form to brainstorm the types of learning and instruction that will occur in the space and the physical environment that will support those activities. The exercise does not have to be submitted with the final Education Specification.)

Department: _____ **Room/Area:** _____

Describe the following in general. Also use for listing or brainstorming any unusual requirements.

The estimated floor area is _____ square feet and the number of occupants is _____

INSTRUCTION: Place an X next to the items or description desired, such as

X work counter.

Items not needed can be deleted to reduce the number of pages in the Ed Spec

A. Storage, work or counter surface, and storage cabinet or shelving

work counter approximate linear feet needed: _____ full wall length
 upper cabinets under counter cabinets locked cabinets/drawers required
 include open knee space for sitting area at work surface include drawers

other needs:

counter to be provided by college using systems furniture number of work stations:

fixed storage shelving approximate linear feet needed: _____ full wall length
 number of shelves or spacing: _____ depth of shelves : _____
 special finish: _____

adjustable storage shelving approximate linear feet needed: _____ full wall length
 number of shelves or spacing: _____ depth of shelves : _____
 special finish: _____

storage cabinets check if provided and installed by the college

Estimated size and number:

Other special characteristics/needs/equipment:

B. HVAC or special ventilation needs

room/space is on its own single HVAC zone (room has its own thermostat that controls this room only)
 additional cooling needed due to computers or other equipment in the room
 humidity control

Print date: 7/18/2018

Last master form edit: 2/23/17 adding lactation room to general room requirements



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

- special air filtration
- 24 X 7 temperate/humidity control needed (due to room contents, room materials/finishes, live animals, etc.)
- specialized HVAC environment needed:

- exhaust fan for low/moderate odors (lunch room)
- high capacity exhaust fan/ventilation system (kitchens, major food preparation systems)
- vocational/science lab general/hazardous or noxious materials presence room exhaust
- science lab room exhaust hoods
- other specialized exhaust/ventilation needs (workshops, art studios, photography, welding, soldering, dust collection)
- heat extraction from high heat generating equipment
- separate/independent cooling system

Other special characteristics/needs/equipment:

C. Plumbing

Services:

- cold water
- hot water
- tempered water (emergency showers, eye washes, photography processing)
- distilled water
- de-ionized water
- reverse osmosis system
- water treatment (in-line filter)

- compressed air
- natural gas
- other compressed/specialized gas:
- other:

Specialized plumbing fixtures/needs (excluding restrooms):

- general use/kitchen sink
- garbage disposal at kitchen sink
- lab sinks (chemical resistant or other typical special lab characteristics)
- other specialized sink or plumbing fixture:

- ice machine water supply and floor sink
- water connection box for refrigerator with drinking water dispenser
- hose bib/recessed wall hydrant for hose bib
- connection for other owner furnished equipment:

- emergency eye wash
- emergency shower

- hydration/treated drinking water station



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

other:

Specialized waste treatment:

floor drain or floor sink, including trap primer (ice machines, refrigeration equipment, air compressors, etc.)

oil/water separator, solids interceptor or other specialized drainage treatment

special waste system (for example, acid waste in labs, grease waste system in kitchen/food service)

oversized floor sink/trench drain for high waste flow equipment (industrial washing machines, etc.)

other:

waste connection for other owner furnished equipment:

other:

Other special characteristics/needs/equipment:

D. Electrical service or special lighting

Services:

standard 120v single phase service

standard convenience outlets

dedicated 120v circuit convenience outlets

photo copier

kitchen appliances

coffee makers or other portable kitchen equipment

other:

208v, three phase service needed

480v, three phase service needed

higher amperage outlet(s):

special plug/receptacle outlets:

emergency power

specialized grounding:

hardwire connection to owner provided furniture or equipment:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

Other special characteristics/needs/equipment:

Lighting:

- normal lighting levels and switched controls
- multiple, variable or dimming light levels
- task lighting
- track lighting
- indirect/low glare lighting
- black out ability
- additional whiteboard illumination
- additional instructor location lighting
- natural light required
- natural light desired
- accent/decorative lighting

- specialty lights:
 - incandescent lighting (data rooms)
 - special light temperature/color required
 - separate/independent cooling system

Other special characteristics/needs/equipment

E. Communications (bell, alarm, intercom)

- wall phone at instructor station
- bell
- alarm:

- intercom:

Other special characteristics/needs/equipment:

F. Special acoustical needs

Internal sound generators/specialized room uses:

- audio/visual presentations
- music performance (vocal or instrument)
- speaking performance (speech or drama)
- high noise level generated by equipment:

other:

Special needs:



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

- speech privacy required
- greater than normal sound isolation or reduced background noise level:

- very high level noise/acoustic isolation required (recording areas, etc.)
- additional sound absorptive materials/noise reduction required (testing areas, etc.)
- variable acoustic s needed:

- sound rated windows
- sound rated doors
- acoustic seals or other specialized hardware at doors

Other special characteristics/needs/appearance:

G. Audio/visual systems and equipment

- projection screens electrically operated
 check if provided and installed by the college

size: number: location(s):

- video projector check if provided and installed by the college

size: number: location(s):

- audio/speaker system

- other audio/visual equipment in room or at instructor station:

- other:

H. Computer, data processing, or communications network needs

- lap top computers set on/locked to desks number in room:
- lap top computers provided via charging/storage/portable carts number in room:
- standard computers (monitor + processor + keyboard) number in room:
- printer(s)
- computers hard wired to network via floor boxes wall jacks or wire
mould/plug strip
- high capacity/extra bandwidth/higher speed network needed due to data/A-V content
- wireless access service

- separate video/coax system needed



Maricopa Community Colleges Educational Specification for Construction/Remodeling Statement of Program Requirements

Other special characteristics/needs/equipment:

I. Wall display/work surfaces

chalk boards
 check if provided and installed by the college

size: number: location(s):

white boards
 check if provided and installed by the college

size: number: location(s):

NOTE: Chalk boards and white boards to include tackable strip above writing surface, 2 map clips per 48" length, and one flag holder per room. With whiteboards, include marker and eraser kits for each room, furnished to college at close out.

Wall Talker or similar applied combined projection and writing surface

size: number: location(s):

NOTE: Include complete edge wall trim, eraser/marker tray and marker and eraser kits for each room, furnished to college at close out.

bulletin boards
 check if provided and installed by the college

size: number: location(s):

full height/width tackable wall surface

size: location(s):

wall mounted display case
 check if provided and installed by the college

size: number: location(s):

Other display items:
 check if provided and installed by the college

size: number: location(s):

Other special characteristics/needs/appearance:



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J. Special room finishes or room characteristics

a.

Floor:

Material:

- sealed concrete
- carpet (continuous/rolled goods)
- carpet tile
- resilient/continuous sheet vinyl
- VCT (vinyl composite tile)
- ceramic, porcelain or quarry tile (NOTE: INCLUDE similar material wall base)
- wood
- epoxy, sheet vinyl with heat welded joints, or other specialty flooring materials
- ground concrete or terrazzo (NOTE: include wall base that will withstand buffing and mopping)
- other:

Special Characteristics:

- washable
- integral wall base with flooring
- other:

Other special characteristics/needs/appearance:

b.

Ceiling:

Height :

- 8'
- 9' - 10' (typical instructional area)
- 10' - 12'
- over 12' : height to be <
- multiple level/enhanced appearance
- varies/sloped

Material:

- lay-in acoustic tile
- hard/drywall (restrooms, data rooms with access panels, others as desired)
- lay-in vinyl faced panels (food service areas, data rooms, etc.)
- open/exposed structure
- other:

Special Acoustic Characteristics:

- extra sound absorptive
- sound reflective
- other:

Other special characteristics/needs/appearance:



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- c. Walls:
Finish/Material:
 painted
 exposed/unfinished material (such as exposed masonry. NOTE: Include proper wall base)
 ceramic tile
 Wall tacker or similar roll applied combination writing and projection surface
 vinyl wall covering
 wood paneling
 other:

- Special Characteristics:
 walls run full height to structure above for security or acoustic separation
 washable
 sound absorptive material/acoustic panels
 sound reflective materials
 high durability /impact resistant
 stainless steel or fiberglass protective panels
 other:

Other special characteristics/needs/appearance:

- d. Any other special room characteristics, configuration, features or finishes:
 tiered floor with fixed tables and movable chairs ("Maricopa Tier" configuration)
 _____ number of seats:
 raised access floor
 observation window from adjacent room
 side lite window at door (required in all faculty offices, classroom/lab doors, primary entry doors into areas)
 blinds or shades at exterior windows
 light control blinds at interior windows to allow room black out capability

 other built in equipment that will be provided and installed by the contractor:

(list any other owner supplied/owner installed equipment in the Furniture, Fixtures and Equipment section)

K. Special security, safety, fire protection, or other general needs



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- no locking required
- keyed door lock
- card access locking
- other special door security:

- general building security alarm extended to this room/area
- panic alarm; will be monitored at/by: _____
- other general room or personal security system required:

- additional small/portable fire extinguishers (higher than normal fire hazard)
- dry chemical fire extinguishing system (kitchen cooking areas, etc.)
- specialized gaseous/low toxicity/clean agent fire extinguishing systems (previously "Halon", for computer rooms, etc.)
- other special fire extinguishing/protection system required:

Other special characteristics/needs/appearance:



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Department: _____

Room/Area: _____

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(fill out this page for each room/area required within the department; add more sheets as necessary)

FURNITURE, FIXTURES AND EQUIPMENT NEEDS:

Describe, in general, the following requirements for items to be provided and installed by the college. Indicate if the item will require a connection, installation or other assistance from the contractor.

<u>Quantity</u>	<u>Item Description</u>	<u>Remarks/Utility Connection Needs</u>
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THIS PAGE AND THE FOLLOWING TWO ARE FOR BRAINSTORMING EXERCISES RELATED TO INSTRUCTIONAL SPACE PRIOR TO BEGINNING THE EDUCATION SPECIFICATION. THEY DO NOT NEED TO BE INCLUDED IN THE FINAL EDUCATION SPECIFICATION SUBMITTAL.

Facilities need to support several fundamental activities that will occupy most of the student’s time. Learners will need space in which to:

- Practice activities, alone and in teams
- Receive coaching and assessment
- Acquire knowledge and explanations gained through some mix of reading, listening, watching and interacting

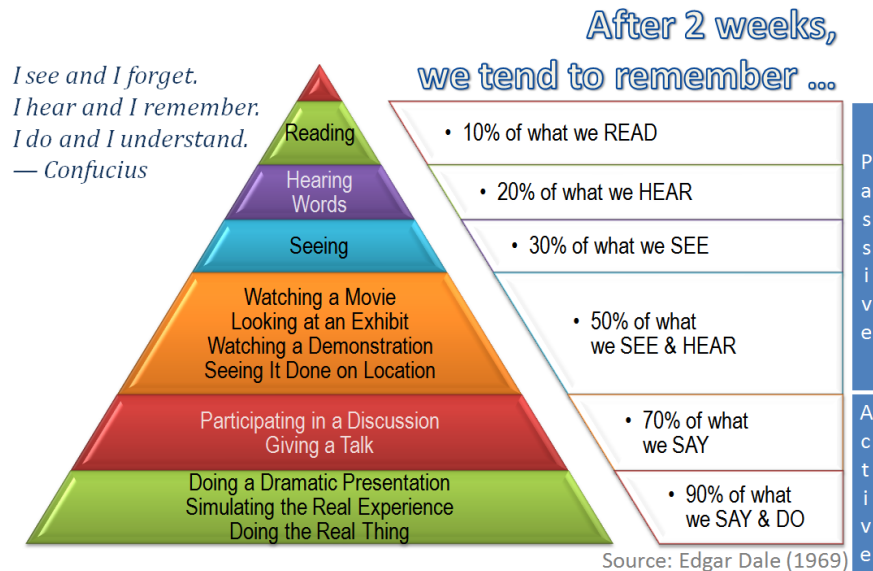
We believe that:

- “Learning by doing” matters
- Context matters
- Interaction matters
- Location of learning matters

“Active Learning” appears one of the most widely accepted models to create the best result of understanding and retention in our learners:

The Cone of Learning

sparkinsight.com



(from Edgar Dale’s Audio-Visual Methods in Teaching, Hold, Rinehart and Winston)



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Educational Specification for Construction/Remodeling

Statement of Program Requirements

As we respond to each of the following questions, think in broad terms about the kind of activity or learning that will take place and what kinds of things in the learning environment are required to support those activities.

1. What kinds of learning capabilities should the space support?

- Enable participants to hear and speak
- Enable the learner or teacher to discover, import and display information easily, including the ability for a student in a larger class to point to or within an image, or images, while explaining “comparing and contrasting”, or asking a question
- Enable participants to see one another’s faces
- Enable faculty members to spot patterns in student’s thinking in order to adjust instruction “on the fly”
- Enable the use of computing connectivity
- Enable participants to review previous classroom communication or instruction
- Enable students to talk with one another during the class sessions
- Enable a shift from large lecture format to small group work and back
- Enable the real-time use of outside experts or distance learning
- Enable students to use one another as learning resources
- Enable faculty and students to use the classroom easily
- Enable participants to interact spontaneously, other than through normal course activity
- Enable participants to store bulky materials during and between course meetings

2. What kinds of specialized activities might occur in the learning space?

- Thinking/conceiving spaces (spaces for deliberating)
- Designing spaces (spaces for putting structure, order and context to free-ranging ideas)
- Presenting spaces (spaces for showing things to a group)
- Collaborating spaces (spaces for enabling team activities)
- Debating or negotiating spaces (spaces for facilitating negotiations)
- Documenting spaces (spaces for describing and informing specific activities, objects or other actions)
- Implementing/associating spaces (spaces for bringing together related things needed to accomplish a task or goal)
- Practicing spaces (spaces for investigating specific disciplines)
- Sensing spaces (spaces for pervasively monitoring a location)
- Operating spaces (spaces for controlling systems, tools, and complex environments)

What key activities must this learning space support?

- Students need to be able to hear what the instructor and other students say and see what other people show, even if objects are small and many students are in the area
- Students need to be able to replay this material, perhaps instantly
- Students need to be able to try something someone suggests, then and there
- Students need to be able to work for short times in groups, sharing information, observing and critiquing one another’s work
- Students need to be able to respond to questions, from their peers as well as from the instructor
- The lecturer needs to be able to display student response patterns and use them to provoke further discussion

(The above brainstorming exercise information taken from “Future of Learning Space: Breaking Out of the Box” by Phillip D. Long and Stephen C. Ehrman, Educause Magazine, July/August 2005, pages 42-58)



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If the proposed learning spaces must be flexible, what does that term mean?

- *Programming flexibility*: providing space to support a variety of similar programs without any reconfiguration from use to use
- *Spatial flexibility*: providing space that can be easily transformed to support a variety of different program uses
- *Time flexibility*: synchronous and asynchronous learning
- *Setting flexibility*: learning occurring in spaces not previously intended, nor primarily designed as the main use, for learning
- *Location flexibility*: Distributed, distance learning or ubiquitous (“when I want it, where I want it”) delivery versus face-to-face instruction

What does all this mean in terms of the facility that we will provide for.....?

- Physical layout
- Furnishings
- Equipment
- Technology
- Infrastructure
- Support structure (including human support, such as technical assistance, instructional development, etc.)