



Farmington, Connecticut

EDUCATIONAL SPECIFICATIONS

For

Farmington Public Schools Central Office
Administration

Adopted by the Farmington Board of Education on June 1, 2020

BOARD OF EDUCATION

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I. INTRODUCTION

On April 7, 2015, the Farmington Board of Education approved a “*Statement of Need*” regarding the Farmington High School renovation project in compliance with Farmington Town Code Section 53-2 and directed the administration to begin planning a renovation of appropriate and necessary school space to accommodate the needs identified in the document. One of the needs identified was to “address overcrowded Town Hall office space,” which is where all of the Central Office Administration offices currently reside.

On January 12, 2016 the Farmington Town Council appointed the Farmington High School Building Committee to oversee a formal review of the *Statement of Need*, prioritize those needs and develop a plan to address such needs. The Building Committee engaged Colliers International, Kaestle Boos Associations and Daniel Hansen, educational consultant, to develop these Educational Specifications in collaboration with the superintendent and central office staff. The referendum failed in June, 2017.

On January 28, 2019, the Farmington Board of Education approved a “*Statement of Need*” regarding the Farmington High School (FHS) renovation project in compliance with Farmington Town Code Section 53-2 and Connecticut Statutes 10-220. On February 13, 2019 the Farmington Town Council approved the BOE “*Statement of Need*.” The Town Council appointed FHS Facility and Financial Ad Hoc Committee and FHS Community Survey Ad Hoc Committee reviewed the needs at FHS and presented these findings at a joint Town Council and Board of Education meeting on January 22, 2019. The ad hoc committees reviewed survey data from town constituents, and the ongoing and unresolved issues facing Farmington High School as a facility and educational institution with requirements by various governing bodies.

On March 26, 2019 the Town Council appointed and charged a new Farmington High School Building Committee to complete a two-part process. Part I of the charge included overseeing a formal review of the *Statement of Need*, prioritizing those needs, and engaging an owner’s representative and two architectural firms to develop a plan to address such needs in collaboration with the committee. The Building Committee engaged Construction Solutions Group (CSG), TSKP Studio and QA+M Architecture to develop these Educational Specifications in collaboration with the superintendent, district, and FHS administration and staff.

II. PROJECT RATIONALE

Farmington Public Schools consist of four (4) elementary schools serving students in grades K-4; one (1) upper elementary school serving students in grades 5-6; one middle school serving students in grades 7-8; and Farmington High School serving students in grades 9-12. The Central Office Administration currently resides in the Farmington Town Hall, which is overcrowded. During the conceptual design process for the proposed new High School it was determined that a portion of the existing High School could be saved and re-purposed to serve as the New Central Office location. That portion of the facility is known as the “900 Wing” was constructed in 2003. However, the square footage of the 900 wing exceeds the amount required for Central Office purposes. The committee has proposed to use the additional space to serve the needs of the athletic program as a Field House.

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Local Space Needs:

Address overcrowded Town Hall office space as well as provide additional space for the robust High School athletic program.

A companion Educational Specifications document addresses the space needs for the Farmington High School.

III. THE PROJECT

Farmington Public Schools Central Office Administration and Field House

Project Type: Renovate as New

- Central Office Total Program Area: **7,130** square feet
- Net to Gross Adjustment **2,496** square feet
- Total Gross Square Feet: **9,626** square feet
- Field House Total Program Area **5,875** square feet
- Combined area square footage is **15,501**

Anticipated Referendum: October, 2020 (Date TBD)

Construction Timeline: Simultaneous with the new High School project

IV. OVERVIEW OF PROGRAMS

The Central Office for the Farmington Public Schools will be housed within the re-purposed 900 wing portion of the current facility, Central Office includes office spaces for the superintendent of schools, assistant superintendents, director of special services, director of curriculum, director of technology, human resources coordinator, director of school facilities, business manager, and payroll supervisor. The superintendent and the Central Office administration are responsible for budgeting and business operations, facilities management, technology systems, human resources, special education, continuing education and high-quality teaching and learning district wide. Building-based administrators meet regularly with the Central Office administration and often there are professional development sessions, committee meetings, and the like. Therefore, there is a need for conference space for groups of twenty-five to thirty.

The Field House portion of the re-purposed facility will consist of team rooms, locker rooms, showers, offices, and restrooms, these additional spaces will provide support for all field events.

The Central Office Facility Project and Farmington High School Facility Project shall run concurrently.

V. PROGRAM SPECIFICATIONS – Detailed Description

Space Description - Central Office	Q t y	SF	Area
Lobby/Waiting Room	1	300	300
Superintendent of Schools Administrative Office	1	200	200
Secure File Storage	1	100	100
Active File Storage	1	100	100
Superintendent's Office	1	275	275
Conference Room	1	350	350
BOE Conference Room	1	700	700
Asst. Supt. of Schools Administrative Office	2	150	300
Assistant Superintendent Office	2	250	500
Business Manager	1	150	150
Accounts Payable Office	1	150	150
Payroll Coordinator Office	1	150	150
Supervisor of Student Activities Accounts	1	150	150
Human Resources Office	1	300	300
Director of School Facilities Office	1	175	175
Maintenance Mechanics Office	1	150	150
Transportation Coordinator Office	1	150	150
Work/Copy Area	1	150	150
Break Room	1	400	400
Director of Curriculum Office	1	200	200
Special Services Administration Office	1	400	400
Director of Special Services Office	1	200	200
Assistant Director of Special Education Office	1	175	175
Conference Room	1	300	300

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Work/Copy Area	1	150	150
Director of Technology Office	1	175	175
IT Workroom	1	550	550
IT Storage Room	1	100	100
Head End	1	80	80
UPS Storage	1	100	100
Receiving Area	1	100	100
Circulation			2,496
Total Central Office Space			9,626
Space Description - Field House	Qty	SF	Area
Offices	2	125	250
Team Locker Room	2	1000	2000
Visitor Locker Room	1	512	510
Shower Rooms	2	240	480
Team Restrooms	2	333	665
Restrooms	4	50	200
Storage	1	150	150
Exterior storage	1	150	150
Laundry	1	317	320
Mechanical/Electrical	2	350	700
Vestibule & Corridor	1	450	450
Total Field House program			5,875
Total Program Space			15,501

VI. COMMUNITY USE

The only community use of the Central Office Administration program space would be for Board of Education meetings.

The Building Systems specifications will align with those identified in the “Educational Specifications for Farmington High School;” a project that will run concurrently with this Central Office Administration project.

VII. ENVIRONMENT – SYSTEMS – EQUIPMENT

The Building Systems specifications will align with those identified in the “Educational Specifications for Farmington High School;” a project that will run concurrently with this Central Office Administration project.