

Where a proposed construction project involves all or a portion of a building where instruction takes place, the Superintendent of Schools will prepare educational specifications for the project. These specifications may be prepared with the assistance of the professional staff and the advice of outside consultants.

These specifications are intended to constitute a written communication to the architect that identifies the nature of the educational programs to be served by the new construction, the desired relationships among the various major areas of the building, safety concerns, the design objectives and various facilities required.

Upon completion, the specifications will be presented to the Board of Education for its approval and, upon acceptance, they will be furnished to the architect for use in preparing and drafting plans.

Educational specifications should take the following into consideration:

1. applicable information on school organization and estimated enrollment;
2. description of proposed curriculum and teaching methods and techniques to be used;
3. space requirements, including a desired layout of special areas and equipment for such area; and
4. any references to standard codes and regulations which may affect planning.

The educational specifications should enable the architect to exert his/her creative ability, imagination, and technical and artistic skills in designing facilities that best suit the educational programs and other considerations applicable to new facilities development and construction.

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