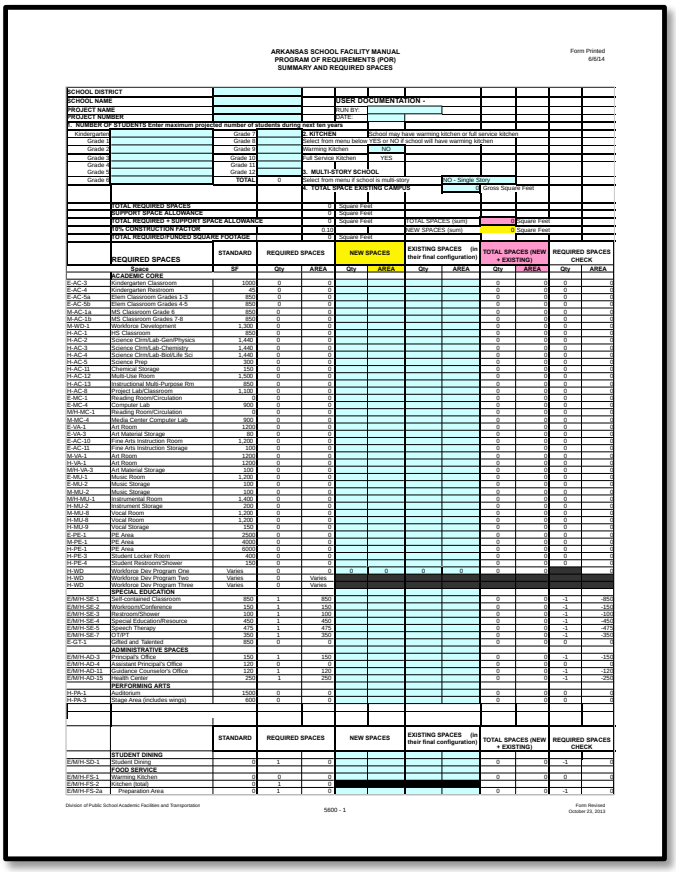
Program of Requirements

Introduction

A Program of Requirements (POR) is a compilation of the instructional and support spaces to be incorporated into a new or renovated school facility. The type, size and quantity of each space are included, resulting in a total gross square footage of the proposed building or renovation.

The POR establishes minimum adequate components, and total square footage required in a school construction project.

The following link may be accessed to download the POR. http://arkansasfacilities.arkansas.gov/public/userfiles/Program_of_Requirements/Revised_Copy_POR.xls



ARKANSAS SCHOOL FACILITY MANUAL
PROGRAM OF REQUIREMENTS (POR)
SUMMARY AND REQUIRED SPACES

Form Printed 6/6/14

SCHOOL DISTRICT													
SCHOOL NAME				USER DOCUMENTATION -									
PROJECT NAME				RUN BY:									
PROJECT NUMBER				DATE:									
1. NUMBER OF STUDENTS Enter maximum projected number of students during next ten years													
Kindergarten		Grade 7		2. KITCHEN	School may have warming kitchen or full service kitchen								
Grade 1		Grade 8		Select from menu below YES or NO if school will have warming kitchen									
Grade 2		Grade 9		Warming Kitchen	NO								
Grade 3		Grade 10		Full Service Kitchen	YES								
Grade 4		Grade 11											
Grade 5		Grade 12		3. MULTI-STORY SCHOOL									
Grade 6		TOTAL	0	Select from menu if school is multi-story		NO - Single Story							
				4. TOTAL SPACE EXISTING CAMPUS				Gross Square Feet					
	TOTAL REQUIRED SPACES			0	Square Feet								
	SUPPORT SPACE ALLOWANCE			0	Square Feet								
	TOTAL REQUIRED + SUPPORT SPACE ALLOWANCE			0	Square Feet	TOTAL SPACES (sum)		0	Square Feet				
	15% CONSTRUCTION FACTOR			0.10		NEW SPACES (sum)		0	Square Feet				
	TOTAL REQUIRED/FUNDED SQUARE FOOTAGE			0	Square Feet								
	REQUIRED SPACES	STANDARD	REQUIRED SPACES		NEW SPACES		EXISTING SPACES (in their final configuration)		TOTAL SPACES (NEW + EXISTING)		REQUIRED SPACES CHECK		
	Space	SF	Qty	AREA	Qty	AREA	Qty	AREA	Qty	AREA	Qty	AREA	
	ACADEMIC CORE												
E-AC-3	Kindergarten Classroom	1000	0	0					0		0	0	0
E-AC-4	Kindergarten Restroom	45	0	0					0		0	0	0
E-AC-5a	Elem Classroom Grades 1-3	850	0	0					0		0	0	0
E-AC-5b	Elem Classroom Grades 4-5	850	0	0					0		0	0	0
M-AC-1a	MS Classroom Grade 6	850	0	0					0		0	0	0
M-AC-1b	MS Classroom Grades 7-8	850	0	0					0		0	0	0
M-WD-1	Workforce Development	1,300	0	0					0		0	0	0
H-AC-1	HS Classroom	850	0	0					0		0	0	0
H-AC-2	Science Clrm/Lab-Gen/Physics	1,440	0	0					0		0	0	0
H-AC-3	Science Clrm/Lab-Chemistry	1,440	0	0					0		0	0	0
H-AC-4	Science Clrm/Lab-Bio/Life Sci	1,440	0	0					0		0	0	0
H-AC-5	Science Prep	300	0	0					0		0	0	0
H-AC-11	Chemical Storage	150	0	0					0		0	0	0
H-AC-12	Multi-Use Room	1,500	0	0					0		0	0	0
H-AC-13	Instructional Multi-Purpose Rm	850	0	0					0		0	0	0
H-AC-8	Project Lab/Classroom	1,100	0	0					0		0	0	0
E-MC-1	Reading Room/Circulation	0	0	0					0		0	0	0
E-MC-4	Computer Lab	900	0	0					0		0	0	0
MH-MC-1	Reading Room/Circulation	0	0	0					0		0	0	0
M-MC-4	Media Center Computer Lab	900	0	0					0		0	0	0
E-VA-1	Art Room	1200	0	0					0		0	0	0
E-VA-3	Art Material Storage	100	0	0					0		0	0	0
E-AC-10	Fine Arts Instruction Room	1,250	0	0					0		0	0	0
E-AC-11	Fine Arts Instruction Storage	100	0	0					0		0	0	0
M-VA-1	Art Room	1200	0	0					0		0	0	0
H-VA-1	Art Room	1200	0	0					0		0	0	0
MH-VA-3	Art Material Storage	100	0	0					0		0	0	0
E-MU-1	Music Room	1,200	0	0					0		0	0	0
E-MU-2	Music Storage	100	0	0					0		0	0	0
M-MU-2	Music Storage	100	0	0					0		0	0	0
MH-MU-1	Instrumental Room	1,400	0	0					0		0	0	0
H-MU-2	Instrument Storage	200	0	0					0		0	0	0
M-MU-8	Vocal Room	1,200	0	0					0		0	0	0
H-MU-8	Vocal Room	1,200	0	0					0		0	0	0
H-MU-9	Vocal Storage	150	0	0					0		0	0	0
E-PE-1	PE Area	2500	0	0					0		0	0	0
M-PE-1	PE Area	4000	0	0					0		0	0	0
H-PE-1	PE Area	6000	0	0					0		0	0	0
H-PE-3	Student Locker Room	400	0	0					0		0	0	0
H-PE-4	Student Restroom/Shower	150	0	0					0		0	0	0
H-WD	Workforce Dev Program One	Varies	0	0	0	0	0	0	0		0		0
H-WD	Workforce Dev Program Two	Varies	0	Varies									
H-WD	Workforce Dev Program Three	Varies	0	Varies									
	SPECIAL EDUCATION												
E/MH-SE-1	Self-contained Classroom	850	1	850					0		0	-1	-850
E/MH-SE-2	Workroom/Conference	150	1	150					0		0	-1	-150
E/MH-SE-3	Restroom/Shower	100	1	100					0		0	-1	-100
E/MH-SE-4	Special Education/Resource	450	1	450					0		0	-1	-450
E/MH-SE-5	Speech Therapy	475	1	475					0		0	-1	-475
E/MH-SE-7	OT/PT	350	1	350					0		0	-1	-350
E-GT-1	Gifted and Talented	850	0	0					0		0	0	0
	ADMINISTRATIVE SPACES												
E/MH-AD-3	Principal's Office	150	1	150					0		0	-1	-150
E/MH-AD-4	Assistant Principal's Office	120	0	0					0		0	0	0
E/MH-AD-11	Guidance Counselor's Office	120	1	120					0		0	-1	-120
E/MH-AD-15	Health Center	250	1	250					0		0	-1	-250
	PERFORMING ARTS												
H-PA-1	Auditorium	1500	0	0					0		0	0	0
H-PA-3	Stage Area (includes wings)	600	0	0					0		0	0	0
		STANDARD	REQUIRED SPACES		NEW SPACES		EXISTING SPACES (in their final configuration)		TOTAL SPACES (NEW + EXISTING)		REQUIRED SPACES CHECK		
	STUDENT DINING												
E/MH-SD-1	Student Dining	0	1	0					0		0	-1	0
	FOOD SERVICE												
E/MH-FS-1	Warming Kitchen	0	0	0					0		0	0	0
E/MH-FS-2	Kitchen (total)	0	1	0									
E/MH-FS-2a	Preparation Area	0	1	0					0		0	-1	0

Division of Public School Academic Facilities and Transportation

5600 - 1

Form Revised October 23, 2013

Program of Requirements

Before developing a POR, the School District must develop a thorough understanding of its educational mission, vision, and objectives to insure that the project meets current and future student instructional needs. After projected enrollment, grade configuration, and educational programs are established, the District works together with its Design Professional(s) to review and complete the interactive POR spreadsheet.

ARKANSAS SCHOOL FACILITY MANUAL
PROGRAM OF REQUIREMENTS (POR)
SUMMARY AND REQUIRED SPACES

Form Printed
6/18/2015

SCHOOL DISTRICT											
SCHOOL NAME				**USER DOCUMENTATION -**							
PROJECT NAME				RUN BY:							
PROJECT NUMBER				DATE:							
1. NUMBER OF STUDENTS Enter maximum projected number of students during next ten years											
Kindergarten		Grade 7		**2. KITCHEN**	School may have warming kitchen or full service kitchen						
Grade 1		Grade 8		Select from menu below YES or NO if school will have warming kitchen							
Grade 2		Grade 9		Warming Kitchen	NO						
Grade 3		Grade 10		Full Service Kitchen	YES						
Grade 4		Grade 11									
Grade 5		Grade 12		**3. MULTI-STORY SCHOOL**							
Grade 6		**TOTAL**	0	Select from menu if school is multi-story			NO - Single Story				
				4. TOTAL SPACE EXISTING CAMPUS			0	Gross Square Feet			
	TOTAL REQUIRED SPACES			0	Square Feet						
	SUPPORT SPACE ALLOWANCE			0	Square Feet						
	TOTAL REQUIRED + SUPPORT SPACE ALLOWANCE			0	Square Feet		TOTAL SPACES (sum)	0	Square Feet		
	10% CONSTRUCTION FACTOR			0.10			NEW SPACES (sum)	0	Square Feet		
	TOTAL REQUIRED/FUNDED SQUARE FOOTAGE			0	Square Feet						

	REQUIRED SPACES	**STANDARD**	**REQUIRED SPACES**		**NEW SPACES**		**EXISTING SPACES (in their final configuration)**		**TOTAL SPACES (NEW + EXISTING)**		**REQUIRED SPACES CHECK**	
	Space	**SF**	**Qty**	**AREA**	**Qty**	**AREA**	**Qty**	**AREA**	**Qty**	**AREA**	**Qty**	**AREA**
	ACADEMIC CORE											
E-AC-3	Kindergarten Classroom	1000	0	0					0	0	0	0
E-AC-4	Kindergarten Restroom	45	0	0					0	0	0	0
E-AC-5a	Elem Classroom Grades 1-3	850	0	0					0	0	0	0
E-AC-5b	Elem Classroom Grades 4-5	850	0	0					0	0	0	0
M-AC-1a	MS Classroom Grade 6	850	0	0					0	0	0	0
M-AC-1b	MS Classroom Grades 7-8	850	0	0					0	0	0	0
M-CE 1	Career Education	1,300	0	0					0	0	0	0
H-AC-1	HS Classroom	850	0	0					0	0	0	0
H-AC-2	Science Clrm/Lab-Gen/Physics	1,440	0	0					0	0	0	0
H-AC-3	Science Clrm/Lab-Chemistry	1,440	0	0					0	0	0	0
H-AC-4	Science Clrm/Lab-Biol/Life Sci	1,440	0	0					0	0	0	0
H-AC-5	Science Prep	300	0	0					0	0	0	0
H-AC-11	Chemical Storage	150	0	0					0	0	0	0
H-AC-12	Multi-Use Room	1,500	0	0					0	0	0	0
H-AC-13	Instructional Multi-Purpose Rm	850	0	0					0	0	0	0
H-AC-8	Project Lab/Classroom	1,100	0	0					0	0	0	0
E-MC-1	Reading Room/Circulation	0	0	0					0	0	0	0
E-MC-4	Computer Lab	900	0	0					0	0	0	0
M/H-MC-1	Reading Room/Circulation	0	0	0					0	0	0	0
M-MC-4	Media Center Computer Lab	900	0	0					0	0	0	0
E-VA-1	Art Room	1200	0	0					0	0	0	0
E-VA-3	Art Material Storage	80	0	0					0	0	0	0
E-AC-10	Fine Arts Instruction Room	1,200	0	0					0	0	0	0
E-AC-11	Fine Arts Instruction Storage	100	0	0					0	0	0	0
M-VA-1	Art Room	1200	0	0					0	0	0	0
H-VA-1	Art Room	1200	0	0					0	0	0	0
M/H-VA-3	Art Material Storage	100	0	0					0	0	0	0
E-MU-1	Music Room	1,200	0	0					0	0	0	0
E-MU-2	Music Storage	100	0	0					0	0	0	0
M-MU-2	Music Storage	100	0	0					0	0	0	0
M/H-MU-1	Instrumental Room	1,400	0	0					0	0	0	0
H-MU-2	Instrument Storage	200	0	0					0	0	0	0
M-MU-8	Vocal Room	1,200	0	0					0	0	0	0
H-MU-8	Vocal Room	1,200	0	0					0	0	0	0
H-MU-9	Vocal Storage	150	0	0					0	0	0	0
E-PE-1	PE Area	2500	0	0					0	0	0	0
M-PE-1	PE Area	4000	0	0					0	0	0	0
H-PE-1	PE Area	6000	0	0					0	0	0	0
H-PE-3	Student Locker Room	400	0	0					0	0	0	0
H-PE-4	Student Restroom/Shower	150	0	0					0	0	0	0
H-CE	Career Education Program One	Varies	0	0	0	0	0	0	0	0		0
H-CE	Career Education Program Two	Varies	0	Varies								
H-CE	Career Education Program Three	Varies	0	Varies								
	SPECIAL EDUCATION											
E/M/H-SE-1	Self-contained Classroom	850	1	850					0	0	-1	-850
E/M/H-SE-2	Workroom/Conference	150	1	150					0	0	-1	-150
E/M/H-SE-3	Restroom/Shower	100	1	100					0	0	-1	-100
E/M/H-SE-4	Special Education/Resource	450	1	450					0	0	-1	-450
E/M/H-SE-5	Speech Therapy	475	1	475					0	0	-1	-475
E/M/H-SE-7	OT/PT	350	1	350					0	0	-1	-350
E-GT-1	Gifted and Talented	850	0	0					0	0	0	0
	ADMINISTRATIVE SPACES											
E/M/H-AD-3	Principal's Office	150	1	150					0	0	-1	-150
E/M/H-AD-4	Assistant Principal's Office	120	0	0					0	0	0	0
E/M/H-AD-11	Guidance Counselor's Office	120	1	120					0	0	-1	-120
E/M/H-AD-15	Health Center	250	1	250					0	0	-1	-250
E/M/H-AD-20	Health Center Restroom	45	1	45								
	PERFORMING ARTS											
H-PA-1	Auditorium	1500	0	0					0	0	0	0
H-PA-3	Stage Area (includes wings)	600	0	0					0	0	0	0

ARKANSAS SCHOOL FACILITY MANUAL
PROGRAM OF REQUIREMENTS (POR)
SUMMARY AND REQUIRED SPACES

SCHOOL DISTRICT	
SCHOOL NAME	
PROJECT NAME	
PROJECT NUMBER	

USER DOCUMENTATION -
RUN BY:
DATE:

		STANDARD	REQUIRED SPACES		NEW SPACES		EXISTING SPACES (in their final configuration)		TOTAL SPACES (NEW + EXISTING)		REQUIRED SPACES CHECK	
	STUDENT DINING											
E/M/H-SD-1	Student Dining	0	1	0					0	0	-1	0
	FOOD SERVICE											
E/M/H-FS-1	Warming Kitchen	0	0	0					0	0	0	0
E/M/H-FS-2	Kitchen (total)	0	1	0								
E/M/H-FS-2a	Preparation Area	0	1	0					0	0	-1	0
E/M/H-FS-2b	Serving Area	0	1	0					0	0	-1	0
E/M/H-FS-2c	Dry Food Storage	0	1	0					0	0	-1	0
E/M/H-FS-2d	Cooler/Freezer	0	1	0					0	0	-1	0
E/M/H-FS-2e	Ware Washing	0	1	0					0	0	-1	0
	BUILDING SERVICES											
E/M/H-CU-1	Workroom	125	1	125					0	0	-1	-125
E/M/H-MultiSt	Vertical Circulation	0	0	0					0	0	0	0
E/M/H-BS-1	Large Group Restrooms	92		92					0	0		-92
E/M/H-BS-2	Custodial Closet	50	1	50					0	0	-1	-50
E/M/H-BS-3	Electrical Closet	50	1	50					0	0	-1	-50
E/M/H-BS-4	Telecommunications Room	64	1	64					0	0	-1	-64
E/M/H-BS-5	Corridors/Circulation	613		613					0	0		-613
E/M/H-BS-6	Mech/Elect Space/Decks	169		169					0	0		-169
E/M/H-BS-7	Storage Area	150	1	150					0	0	-1	-150
E/M/H-BS-8	Central Storage Area	150	1	150					0	0	-1	-150
E/M/H-BS-9	Loading/Receiving Area	100	1	100					0	0	-1	-100
E/M/H-BS-10	Main Cross-connect	150	1	150					0	0	-1	-150

NOTES: PLEASE DESCRIBE 1) ANY CONVERSIONS OF SPACE. FOR EXAMPLE, EXISTING 3,000 SF STUDENT DINING CONVERTED TO THREE 4TH GRADE CLASSROOMS.
2) ANY SHARED SPACES WITH OTHER SCHOOLS.

SUITABILITY ANALYSIS

Form Printed
6/18/2015

SUITABILITY ANALYSIS							
BY:	0						
DATE:	1/0/1900						
(CHOOSE CORRECT PROJECT TYPE)							
FOR ADDITION PROJECT	YES						
FOR NEW SCHOOL IN DISTRICT	NO						
SCHOOL DISTRICT				0			
SCHOOL NAME				0			
PROJECT NAME				0			
PROJECT NUMBER				0			
	Existing Size			POR Allowance		Difference	
	(GROSS SF)			(SF)			
TOTAL SCHOOL/CAMPUS	0			0		0	
SINGLE-PURPOSE AREAS	**2008 or Before**	**After 2008**				**2008 or Before**	
Physical Education				0		0	
Media Center				0		0	
Student Dining				0		0	
Performing Arts				0		0	
	TOTAL SUITABILITY NEED (GROSS SF)					**0**	
	FOR STATE FINANCIAL PARTICIPATION						
NOTES				District Inputs			
				From POR Summary Sheet			
				Suitability Analysis Computes			
				State Participation Area or Excess Area in Gross SF			

ARKANSAS SCHOOL FACILITY MANUAL
PROGRAM OF REQUIREMENTS
SCHOOL SUPPORT SPACES (NOT REQUIRED)

SCHOOL DISTRICT		0		
SCHOOL NAME		0		
PROJECT NAME		0		
PROJECT NUMBER		0		
	ONLY ENTER NEW SPACES INCLUDED IN THE PROJECT			
	SUPPORT SPACES (NOT REQUIRED)	**SUGGESTED SF**	**Qty**	**AREA**
	ACADEMIC CORE			
E-AC-6	Teacher Prep Area/Workroom	150		
E-AC-7	Individual Restroom	50		
E-AC-8	Instructional Material Storage	100		
E-AC-9	Instructional Multi-purpose	850		
E-MC-2	Media Specialist Office	100		
E-MC-3	Media Center Workroom/Storage	100		
E-MC-5	A/V Storage	50		
E-MC-6	Conference Room	200		
E-VA-2	Kiln/Ceramic Storage	100		
E-PE-2	P. E. Workroom/Storage	100		
M-AC-2	Project Lab/Classroom	1100		
M-AC-3	Teacher Prep Area/Workroom	200		
M-AC-4	Individual Restroom	50		
M-AC-5	Instructional Material Storage	120		
M-AC-6	Small Group Room	150		
M-AC-7	Instructional Multi-purpose Room	850		
M-MC-2	Media Specialist Office	120		
M-MC-3	Media Center Workroom/Storage	150		
M-MC-5	Media Center A/V Storage	80		
M-MC-6	Media Center Conference Room	150		
M-MC-7	Multimedia Production Room	300		
M-VA-2	Kiln/Ceramic Storage	100		
M-MU-3	Music Office	120		
M-MU-4	Music Library	120		
M-CE-2	Career Education Production Lab	1300		
M-CE-3	Career Education Storage	150		
M-FCS-1	Life Skills Lab	1100		
M-FCS-2	Life Skills Storage	100		
M-PE-2	P.E./Athletic Office	75		
M-PE-3	Staff Shower	75		
M-PE-4	Student Locker Room	350		
M-PE-5	Student Restroom/Shower	150		
M-PE-6	Physical Education Storage	200		
H-AC-6	Teacher Prep Area/Workroom	300		
H-AC-7	Individual Restroom	50		
H-AC-9	Small Group Room	150		
H-AC-10	Instructional Material Storage	150		
H-MC-2	Media Specialist Office	120		
H-MC-3	Workroom/Storage	150		
H-MC-4	A/V Storage	75		
H-MC-5	Conference Room	250		
H-MC-6	Multimedia Production Room	400		
H-MC-7	Document Storage	60		
H-VA-2	Kiln/Ceramic Storage	100		
H-MU-3	Instrument Repair Room	100		
H-MU-4	Orchestra Storage	100		
H-MU-5	Instrumental Music Library	120		
H-MU-6	Instrumental Office	120		
H-MU-7	Uniform Storage	100		
H-MU-10	Vocal Music Library	120		

SCHOOL DISTRICT		0		
SCHOOL NAME		0		
PROJECT NAME		0		
PROJECT NUMBER		0		
	ONLY ENTER NEW SPACES INCLUDED IN THE PROJECT			
	SUPPORT SPACES (NOT REQUIRED)	**SUGGESTED SF**	**Qty**	**AREA**
H-MU-11	Vocal Office	120		
H-MU-12	Ensemble Room	150		
H-MU-13	Practice Room	80		
H-MU-14	Restroom	50		
H-PE-2	Auxiliary Gymnasium	4,000		
H-PE-5	Physical Education Storage	200		
H-PE-6	P.E./Athletic Office	75		
H-PE-7	Staff Shower	75		
H-PE-8	Athletic Director's Office	120		
H-PE-9	Lobby Services	100		
H-PE-10	Training Room	200		
H-PE-11	Physical Health Classroom	850		
H-PE-12	Multi-use P.E. Room	2,400		
	SPECIAL EDUCATION			
E-SE-6	Storage	80		
M-SE-6	Storage	100		
H-SE-6	Storage	100		
	ADMINISTRATIVE SPACES			
E-AD-1	Reception Area	150		
E-AD-2	Secretarial Area	150		
E-AD-5	Conference Room	150		
E-AD-6	Mail/Work/Copy Room	150		
E-AD-7	Administrative Storage	80		
E-AD-8	Vault/Records Storage	50		
E-AD-9	In-school Suspension	450		
E-AD-10	Restroom	50		
E-AD-12	Guidance Reception	120		
E-AD-13	Guidance Records/Storage	50		
E-AD-14	Parent Center	300		
E-AD-16	Itinerant Personnel Office	100		
E-AD-17	Family Restroom	80		
M-AD-1	Reception Area	150		
M-AD-2	Secretarial Area	150		
M-AD-5	Conference Room	150		
M-AD-6	Mail/Work/Copy Room	150		
M-AD-7	Administrative Storage	75		
M-AD-8	Vault/Records Storage	50		
M-AD-9	In-school Suspension	350		
M-AD-10	Restroom	50		
M-AD-12	Guidance Reception	120		
M-AD-13	Guidance Records/Storage	50		
M-AD-14	Parent Center	400		
M-AD-16	Itinerant Personnel Office	120		
M-AD-17	Family Restroom	80		
H-AD-1	Reception Area	150		
H-AD-2	Secretarial Area	150		
H-AD-5	Conference Room	200		
H-AD-6	Mail/Work/Copy Room	150		
H-AD-7	Administrative Storage	100		

ARKANSAS SCHOOL FACILITY MANUAL
PROGRAM OF REQUIREMENTS
SCHOOL SUPPORT SPACES (NOT REQUIRED)

SCHOOL DISTRICT		0		
SCHOOL NAME		0		
PROJECT NAME		0		
PROJECT NUMBER		0		
	ONLY ENTER NEW SPACES INCLUDED IN THE PROJECT			
	SUPPORT SPACES (NOT REQUIRED)	**SUGGESTED SF**	**Qty**	**AREA**
H-AD-8	Vault/Records Storage	50		
H-AD-9	In-school Suspension	450		
H-AD-10	Restroom	50		
H-AD-12	Guidance Records/Storage	80		
H-AD-13	Guid. Conference Rm/Group Procedures Rm	250		
H-AD-14	Guidance Reception and Display Area	120		
H-AD-15	Parent Center	450		
H-AD-17	Itinerant Personnel Office	120		
H-AD-18	Career Center	500		
H-AD-19	Family Restroom	80		
	FOOD SERVICE			
E-SD-2	Stage	900		
E-SD-3	Staff Dining	250		
E-SD-4	Table Storage	200		
E-FS-3	Dietician Office	75		
E-FS-4	Restroom	50		
E-FS-5	Locker Room	100		
M-SD-2	Stage	1000		
M-SD-3	Staff Dining	400		
M-SD-4	Table Storage	200		
M-FS-3	Dietician Office	75		
M-FS-4	Restroom	50		
M-FS-5	Locker Room	50		
H-FS-3	Dietician Office	75		
H-FS-4	Restroom	50		
H-FS-5	Locker Room	125		
	PERFORMING ARTS			
H-PA-2	Orchestra Pit [with cover]	300		
H-PA-4	Scene Shop	400		
H-PA-5	Scene Shop Storage	250		
H-PA-6	Make-up/Dressing Room	100		
H-PA-7	Green Room	300		
H-PA-8	Costume Storage	150		
H-PA-9	Control Room	100		
H-PA-10	Lobby/Concessions/Gallery	200		
H-PA-11	Ticket Booth	80		
H-PA-12	Theatre/Drama Office	100		
H-PA-13	Storage	200		
	BUILDING SERVICES			
E-CU-2	Custodial Office	80		
M-CU-2	Custodial Workroom	63		
H-CU-2	Custodial Workroom	125		

ARKANSAS SCHOOL FACILITY MANUAL
PROGRAM OF REQUIREMENTS
SCHOOL SUPPORT SPACES (NOT REQUIRED)

Form Printed
6/18/2015

SCHOOL DISTRICT		0		
SCHOOL NAME		0		
PROJECT NAME		0		
PROJECT NUMBER		0		
	ONLY ENTER NEW SPACES INCLUDED IN THE PROJECT			
	SUPPORT SPACES (NOT REQUIRED)	**SUGGESTED SF**	**Qty**	**AREA**
		Total area of support spaces		0

ARKANSAS SCHOOL FACILITY MANUAL
PROGRAM OF REQUIREMENTS
CAREER EDUCATION (Required for 9-12)

SCHOOL DISTRICT	0	9-12 schools must provide a minimum of three
SCHOOL NAME	0	Career Education programs. Each program must
PROJECT NAME	0	contain at least three course offerings. Allowable
PROJECT NUMBER	0	career education total space is shown on Summary sheet.

		REQUIRED	NEW SPACES		EXISTING SPACES		TOTAL SPACES (NEW + EXISTING)	
	CAREER EDUCATION	**SIZE**	**Qty**	**AREA**	**Qty**	**AREA**	**Qty**	**AREA**
Agribusiness Systems								
CE-AG-1	Agribusiness Lab	1,500					0	0
Agricultural Power, Structural, & Technical Sys.								
CE-AG-2	Ag Mechanics Lab	3,000					0	0
CE-AG-3	Outdoor Covered Work Area	800					0	0
Agricultural Science - Animal or Plant Sys.								
CE-AG-4	Outdoor Animal Science Lab	1,000					0	0
Horticulture / Plant Systems								
CE-AG-5	Greenhouse	1,800					0	0
CE-AG-6	Cold Frame	800					0	0
CE-AG-7	Shade House	300					0	0
CE-AG-8	Hydroponics Lab	250					0	0
Natural Resources / Environmental Service Sys.								
CE-AG-9	Aquaculture Lab	500					0	0
Related Spaces								
CE-AG-10	Classroom	850					0	0
CE-AG-11	Office	120					0	0
CE-AG-12	Restrooms/Locker Rooms	150					0	0
CE-AG-13	Storage	150					0	0
Business Marketing								
Management								
CE-BM-1	Management Lab	1,500					0	0
Office Administration								
CE-BM-2	Office Administration Lab	1,500					0	0
Hospitality								
CE-BM-3	Hospitality Lab	1,500					0	0
Lodging								
CE-BM-4	Lodging Lab	1,500					0	0
Desktop Publishing								
CE-BM-5	Desktop Publishing Lab	1,500					0	0
Multimedia								
CE-BM-6	Multimedia Lab	1,500					0	0
Programming								
CE-BM-7	Programming Lab	1,500					0	0
Accounting								
CE-BM-8	Accounting Lab	1,500					0	0
Banking & Finance								
CE-BM-9	Banking & Finance Lab	1,500					0	0
Marketing								
CE-BM-10	Marketing Lab	1,500					0	0
Related Spaces								
CE-BM-11	Classroom	850					0	0
CE-BM-12	Office	120					0	0
CE-BM-13	Storage	100					0	0

ARKANSAS SCHOOL FACILITY MANUAL
PROGRAM OF REQUIREMENTS
CAREER EDUCATION (Required for 9-12)

SCHOOL DISTRICT	0	9-12 schools must provide a minimum of three
SCHOOL NAME	0	Career Education programs. Each program must
PROJECT NAME	0	contain at least three course offerings. Allowable
PROJECT NUMBER	0	career education total space is shown on Summary sheet.

		REQUIRED	NEW SPACES		EXISTING SPACES		TOTAL SPACES (NEW + EXISTING)	
	CAREER EDUCATION	**SIZE**	**Qty**	**AREA**	**Qty**	**AREA**	**Qty**	**AREA**
Family & Consumer Sciences								
CE-FCS-1	Family & Consumer Sciences Lab	1,200					0	0
CE-FCS-2	Food Prep Lab (kitchen units)	600					0	0
CE-FCS-3	Sewing Lab	550					0	0
CE-FCS-4	Fitting Room	150					0	0
CE-FCS-5	Laundry	50					0	0
Consumer Services								
CE-FCS-19	Consumer Services Lab	1,500					0	0
Education & Training								
CE-FCS-6	Education & Training Lab	1,200					0	0
Food Production, Management, & Services								
CE-FCS-7	Food Production, Management, & Services Lab	1,200					0	0
CE-FCS-8	Food Prep Lab (kitchen units)	600					0	0
Facilities Management, Maintenance, & Services								
CE-FCS-9	Facilities Management, Maintenance, & Services L	1,200					0	0
Child Care Guidance, Management, & Services								
CE-FCS-10	Child Care Guidance, Management, & Services La	1,200					0	0
CE-FCS-11	Laundry	50					0	0
Cosmetology								
CE-FCS-12	Cosmetology Lab	2,500					0	0
Required Spaces in Cosmetology Lab - included in required SF								
CE-FCS-20	Restroom	100						
CE-FCS-21	Reception	250						
CE-FCS-22	Supply	200						
CE-FCS-23	Dispensary	150						
CE-FCS-16	Office	120						
CE-FCS-13	Cosmetology Clinic Area	1,200					0	0
CE-FCS-14	Cosmetology Instruction Area	275					0	0
Related Spaces								
CE-FCS-15	Classroom	850					0	0
CE-FCS-17	Restrooms	150					0	0
CE-FCS-18	Storage	100					0	0
Architecture and Construction Services								
Construction Technology								
CE-ARC-1	Construction Technology Lab	3,000					0	0
HVACR								
CE-ARC-2	HVACR Lab	3,000					0	0
Related Spaces								
CE-ARC-3	Classroom	850					0	0
CE-ARC-4	Office	120					0	0
CE-ARC-5	Storage	200					0	0
ARTS, AV TECHNOLOGY, & COMMUNICATION SPACES								
Advertising Design								
CE-AV-1	Advertising Design Lab	1,500					0	0
Career Communications								
CE-AV-2	Career Communications Lab	1,500					0	0
Commercial Photography								
CE-AV-3	Photography Production Lab	400					0	0

ARKANSAS SCHOOL FACILITY MANUAL
PROGRAM OF REQUIREMENTS
CAREER EDUCATION (Required for 9-12)

SCHOOL DISTRICT	0	9-12 schools must provide a minimum of three
SCHOOL NAME	0	Career Education programs. Each program must
PROJECT NAME	0	contain at least three course offerings. Allowable
PROJECT NUMBER	0	career education total space is shown on Summary sheet.

		REQUIRED	NEW SPACES		EXISTING SPACES		TOTAL SPACES (NEW + EXISTING)	
	CAREER EDUCATION	**SIZE**	**Qty**	**AREA**	**Qty**	**AREA**	**Qty**	**AREA**
CE-AV-4	Photography Workroom	750					0	0
Graphic Communications								
CE-AV-6	Graphic Communication Work Area	1,800					0	0
Performing Arts								
CE-AV-7	Performing Arts Studio	1,800					0	0
CE-AV-8	Dressing Rooms	750					0	0
CE-AV-9	Performing Arts Storage	250					0	0
Radio / TV Broadcasting								
CE-AV-10	Radio / TV Broadcasting Lab	1,200					0	0
Related Spaces								
CE-AV-11	Classroom	850					0	0
CE-AV-12	Office	120					0	0
CE-AV-13	Storage	200					0	0
Government and Public Education Spaces								
ROTC								
CE-GOV-1	ROTC Lab	3,000					0	0
Related Spaces								
CE-GOV-2	Classroom	850					0	0
CE-GOV-3	Office	120					0	0
CE-GOV-4	Storage	200					0	0
Health Science Spaces								
Medical Professions Education								
CE-HSC-1	Clinic Area	500					0	0
Related Spaces								
CE-HSC-2	Classroom	850					0	0
CE-HSC-3	Office	120					0	0
CE-HSC-4	Storage	200					0	0
Law, Public Safety and Security Spaces								
Criminal Justice								
CE-LAW-1	Criminal Justice Lab (forensics)	1,200					0	0
Related Spaces								
CE-LAW-2	Classroom	850					0	0
CE-LAW-3	Office	120					0	0
CE-LAW-4	Storage	200					0	0
Manufacturing Spaces								
Electronics								
CE-MAN-1	Electronics Lab	2,000					0	0
Furniture Manufacturing								
CE-MAN-2	Furniture Manufacturing Lab	3,000					0	0
Industrial Equipment Maintenance								
CE-MAN-3	Industrial Equipment Lab	3,000					0	0
Machine Tool Technology								
CE-MAN-4	Machine Tool Lab	3,000					0	0
Major Appliance Repair								
CE-MAN-5	Major Appliance Repair Lab	3,000					0	0
Welding								

ARKANSAS SCHOOL FACILITY MANUAL
PROGRAM OF REQUIREMENTS
CAREER EDUCATION (Required for 9-12)

SCHOOL DISTRICT	0	9-12 schools must provide a minimum of three
SCHOOL NAME	0	Career Education programs. Each program must
PROJECT NAME	0	contain at least three course offerings. Allowable
PROJECT NUMBER	0	career education total space is shown on Summary sheet.

			NEW SPACES		EXISTING SPACES		TOTAL SPACES (NEW + EXISTING)	
		REQUIRED						
	CAREER EDUCATION	**SIZE**	**Qty**	**AREA**	**Qty**	**AREA**	**Qty**	**AREA**
CE-MAN-6	Welding Lab	3,000					0	0
Related Spaces								
CE-MAN-7	Classroom	850					0	0
CE-MAN-8	Office	120					0	0
CE-MAN-9	Storage	200					0	0
SCIENCE, TECHNOLOGY, ENGINEERING, & MATHEMATICS SPACES								
Drafting & Design								
CE-ENG-1	Drafting & Design Lab	2,000					0	0
Computer Engineering								
CE-ENG-2	Computer Engineering Lab	1,500					0	0
Geospatial Technology (GIS)								
CE-ENG-3	Geospatial Technology (GIS) Lab	1,500					0	0
Pre-Engineering								
CE-ENG-4	Pre-Engineering Lab	1,500					0	0
Related Spaces								
CE-ENG-5	Classroom	850					0	0
CE-ENG-6	Office	120					0	0
CE-ENG-7	Storage	200					0	0
Transportation, Distribution, & Logistics Spaces								
Automotive Collision								
CE-TDL-1	Automotive Collision Repair Lab	4,000					0	0
Automotive Service Technology								
CE-TDL-2	Automotive Service Technology Lab	4,000					0	0
Aviation Mechanics								
CE-TDL-3	Aviation Mechanics Lab	10,000					0	0
CE-TDL-4	Aviation Technology Lab	1,200					0	0
Diesel Mechanics								
CE-TDL-5	Diesel Mechanics Lab	4,000					0	0
Power Equipment Technology								
CE-TDL-6	Power Equipment Technology Lab	3,000					0	0
Related Spaces								
CE-TDL-7	Classroom	850					0	0
CE-TDL-8	Office	120					0	0
CE-TDL-9	Storage	200					0	0
		TOTALS	0	0	0	0	0	0

ARKANSAS SCHOOL FACILITY MANUAL
PROGRAM OF REQUIREMENTS
REQUIRED SPACES NOTES

	REQUIRED SPACES			
		STANDARD SIZE		
	Space	Square Feet		Notes
	ACADEMIC CORE			
E-AC-3	Kindergarten Classroom	1000		Maximum class size 20 students
E-AC-4	Kindergarten Restroom	45		One per kindergarten classroom
E-AC-5a	Elem Classroom Grades 1-3	850		Maximum class size 25 students
E-AC-5b	Elem Classroom Grades 4-5	850		Maximum class size 28 students
M-AC-1a	MS Classroom Grade 6	850		Maximum class size 28 students.
M-AC-1b	MS Classroom Grades 7-8	850		Maximum class size 30 students.
M-CE-1	Workforce Development	1,300		Two required for 700 or more students.
H-AC-1	HS Classroom	850		Maximum class size 30 students.
H-AC-2	Science Clrm/Lab-Gen/Physics	1,440		Minimum one plus one per each 500 students
H-AC-3	Science Clrm/Lab-Chemistry	1,440		One per each 500 students above 1,000 students.
H-AC-4	Science Clrm/Lab-Biol/Life Sci	1,440		One minimum to 1000 students. Additional for each 500 above 1000 students.
H-AC-5	Science Prep	300		
H-AC-11	Chemical Storage	150		One miminum. Two above 1500 students.
H-AC-12	Multi-Use Room	1,500		
H-AC-13	Instructional Multi-Purpose Rm	850		
H-AC-8	Project Lab/Classroom	1,100		One minimum to 1000 students. Additional for each 500 above 1000 students.
E-MC-1	Reading Room/Circulation	Computed		10% of the student capacity multiplied by 35 SF per student.
E-MC-4	Computer Lab	900		
M/H-MC-1	Reading Room/Circulation	Computed		10% of the student capacity multiplied by 40 SF per student.
M-MC-4	Media Center Computer Lab	900		
E-VA-1	Art Room	1200		Required for 550 or more students.
E-VA-3	Art Material Storage	80		Required for 550 or more students.
E-AC-10	Fine Arts Instruction Room	1,200		Substituted for Art and Music Room in ES with less than 550 students
E-AC-11	Fine Arts Instruction Storage	100		Substituted for Art and Music Storage in ES with less than 550 students
M-VA-1	Art Room	1200		
H-VA-1	Art Room	1200		Minimum one, plus one for each 500 students
M/H-VA-3	Art Material Storage	100		
E-MU-1	Music Room	1,200		Required for 550 or more students.
E-MU-2	Music Storage	100		Required for 550 or more students.
M-MU-2	Music Storage	100		Required for 550 or more students.
M/H-MU-1	Instrumental Room	1,400		Minimum one plus additional room for more than 1000 students.
H-MU-2	Instrument Storage	Computed		Minimum 200 SF. One-half SF per student.
M-MU-8	Vocal Room	1,200		Required for 700 or more students
H-MU-8	Vocal Room	1,200		Minimum one for 500 students plus additional room for more than 2000 students.
H-MU-9	Vocal Storage	150		One per vocal room.
E-PE-1	PE Area	Computed		10 SF per student. Minimum 2,500 SF, Maximum 10,000 SF. Minimum single space size 900 SF.
M-PE-1	PE Area	Computed		15 SF per student. Minimum 4,000 SF, Maximum 10,000 SF. Minimum single space size 900 SF.
H-PE-1	PE Area	Computed		15 SF per student. Min 6,000 SF, Max 30,000 SF. Includes aux gym above 1000 students. Minimum 900 SF.
H-PE-3	Student Locker Room	Computed		Minimum 2 @ 400 SF. Maximum 6 @ 850 SF.
H-PE-4	Student Restroom/Shower	Computed		Minimum 2 @ 150 SF. Maximum 6 @ 350 SF.
H-CE	Career Education Program One	Varies		Total. Minimum 8,000 SF. Maximum 23,000 SF. 15 SF/student.
H-CE	Career Education Program Two	Varies		
H-CE	Career Education Program Three	Varies		
	SPECIAL EDUCATION			
E/M/H-SE-1	Self-contained Classroom	850		Two required for 1,000 students and above.
E/M/H-SE-2	Workroom/Conference	150		Two required for 1,000 students and above.
E/M/H-SE-3	Restroom/Shower	100		Two required for 1,000 students and above.
E/M/H-SE-4	Special Education/Resource	450		Two required for 1,000 students and above.
E/M/H-SE-5	Speech Therapy	475		Two required for 1,000 students and above.
E/M/H-SE-7	OT/PT	350		Two required for 1,000 students and above.
E-GT-1	Gifted and Talented	850		
	ADMINISTRATIVE SPACES			
E/M/H-AD-3	Principal's Office	150		
E/M/H-AD-4	Assistant Principal's Office	120		Required for 500 or more students.
E/M/H-AD-11	Guidance Counselor's Office	120		Minimum 1. Must maintain ratio of 1:450
E/M/H-AD-15	Health Center	250		
	PERFORMING ARTS			
H-PA-1	Auditorium	Computed		Minimum 1500 SF. 5 SF per 9-12 student.
H-PA-3	Stage Area (includes wings)	Computed		Minimum 600 SF. 2 SF per 9-12 student.
	STUDENT DINING			
E/M/H-SD-1	Student Dining	Computed		One-half of the student capacity multiplied by 15 SF per student.
	FOOD SERVICE			Only one of the two kitchens is to be used - either E-FS-1 or E-FS-2 - not both.
E/M/H-FS-1	Warming Kitchen	Computed		2 SF per student.
E/M/H-FS-2	Kitchen (total)	Computed		Equal to sum of areas for preparation, serving, dry food storage, cooler/freezer, and ware washing.
E/M/H-FS-2a	Preparation Area	Computed		Student capacity multiplied by 3.5 SF per student multiplied by 36%.
E/M/H-FS-2b	Serving Area	Computed		Student capacity multiplied by 3.5 SF per student multiplied by 34%.
E/M/H-FS-2c	Dry Food Storage	Computed		Student capacity multiplied by 3.5 SF per student multiplied by 11%.
E/M/H-FS-2d	Cooler/Freezer	Computed		Student capacity multiplied by 3.5 SF per student multiplied by 10%.
E/M/H-FS-2e	Ware Washing	Computed		Student capacity multiplied by 3.5 SF per student multiplied by 9%.
	BUILDING SERVICES			
E/M/H-CU-1	Workroom	Computed		0.5 SF per student. Minimum 125 SF.
E/M/H-MultiSt	Vertical Circulation	Computed		Vertical Circulation for Multi-Story Schools
E/M/H-BS-1	Large Group Restrooms	Computed		Equal to the sum of the program areas, excluding building services, multiplied by 3%.
E/M/H-BS-2	Custodial Closet	50		
E/M/H-BS-3	Electrical Closet	50		
E/M/H-BS-4	Telecommunications Room	64		
E/M/H-BS-5	Corridors/Circulation	Computed		Equal to the sum of the program areas, excluding building services, multiplied by 20%.
E/M/H-BS-6	Mech/Elect Space/Decks	Computed		Equal to the sum of the program areas, excluding building services, multiplied by 5.5%.
E/M/H-BS-7	Storage Area	150		
E/M/H-BS-8	Central Storage Area	150		
E/M/H-BS-9	Loading/Receiving Area	100		
E/M/H-BS-10	Main Cross-connect	150		