



The Highland Council

Education Culture and Sport Service

PPP2

Authority Requirements

March 2006

AUTHORITY'S REQUIREMENTS

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SECTION 1: GENERAL

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A.1 School Representative Delegation Protocol

Notwithstanding the provisions of Clause 12.6.3, the Authority's Representative may from time to time by notice to the Contractor delegate any of his powers, duties or responsibilities under this Agreement (except in connection with amendments to this Agreement, changes to the Authority's Requirements, changes to the Contractor's Proposals, the Review Procedure or Extensions of Time, Change Orders and the issuing of instructions) to a School Representative.

A.2 New Project Facilities Service Availability Date, Cleanliness State

Notwithstanding the provisions of Section B.5.8, of Section 3, of these Authority's Requirements, or of any "grace" period granted to the Contractor prior to Performance Deduction being implemented, the Contractor shall ensure that the New Project Facilities are available at Service Availability Date in a state of cleanliness that is comparable with the standards of Section B.5.8 of Section 3 of these Authority's Requirements.

A.3 Building Services Documentation

Before occupation of the facilities by the Authority, the Contractor will provide duplicate copies of the following documents to the Authority's Representative, one of which will be retained on the premises of the New Project Facility:

- Operating and maintenance manuals for all building elements
- As-built and as-installed drawings, also supplied in agreed electronic format
- All other diagrams, manuals, instructions, emergency procedures, pertaining to the operation and maintenance of the building, plant and equipment
- A copy of the Health and Safety file should be available at each New Project Facility.

The Contractor will be required to provide the above information in disk format and a hard copy.

One month before the Contract ends the Contractor will update the operating and maintenance manual, as-installed drawings and relevant diagrams, manuals, instructions, emergency procedures etc to take account of any changes.

SECTION 2: FACILITIES REQUIREMENTS

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A Project Facility Requirements

A.1 Introduction

This Part A of the Schedule sets out the Facility Requirements for the construction and its management of the New Project Facilities.

A.2 New Project Facilities - Primary

A.2.1 Introduction

The under noted information is provided on an individual Primary - New Project Facility basis. Each New Project Facility - Primary is to be designed to meet the individual aspects as listed and required within the specification. This section gives information on each of the New Project Facilities - Primary on the following:

- Accommodation Requirements and Commentary
- Special Relationships
- Room Space
- Servicing
- Design Considerations
- Site Locations

A.2.2 Site Locations

Site locations for each of the New Project Facilities - Primary are all as intimated and included within the Project Agreement Schedule Part 4, Project Facilities Appendix A, Site Plans.

A.2.3 Table of New Project Facilities - Primary

Reference	New Project Facility - Primary
A.2.4	Cawdor
A.2.5	Culbokie
A.2.6	Resolis
A.2.7	Gaelic
A.2.8	Inshes
A.2.9	Kinlochleven

A.2.4 Cawdor

Introduction

The New Project Facility will be purpose-built, with a nursery. Additional accommodation for Community Use will form an integral part of the building.

Accommodation Requirements

The Accommodation Schedule provides the requirements for all accommodation in the New Project Facility. This information is based on The Highland Council experience in the areas and accommodation types required to satisfy education needs with regard to pupil numbers.

It is the responsibility of the Contractor to provide circulation, communication, plant space, toilet provision and the like sufficient to serve the accommodation listed in the Accommodation Schedule.

The Gross Internal Floor Area for each of the rooms scheduled on the Accommodation Schedule, Section D.2 is to be calculated by reference to Design Performance Standards, Section B 1.3

The accommodation requirements shall be read in conjunction with, the remaining sections of the Facilities Requirements in this Part 2 of The Authority's Requirements.

The New Project Facility shall provide for a primary pupil roll within the range 121 to 145, i.e. – provide 7 class bases, which includes the Nursery Room.

On opening, the New Project Facility will have 6 full time teachers, a Management Relief teacher, a Nursery teacher, a Nursery auxiliary, 2 Learning Support Auxiliaries, 2 classroom assistants, a part-time secretary, a part-time auxiliary and up to 10 visiting specialist teachers (on different days over the week). There will be regular visits from medical and social work professionals and a requirement to hold inter-agency and area network meetings for up to 12 participants.

The nursery area shall have access to a protected outdoor play area. Access to the site for pedestrians shall be arranged with the safety and convenience of users in mind. This shall be designed in conjunction with the need to ensure safe access for New Project Facility buses. Nursery parents will require to park and accompany their children into the building at the beginning and end of each nursery session.

Security

Appropriate consideration requires to be given in the overall design of the New Project Facility to security issues taking account of current advice and regulations. In addition, it will be necessary to take account of use of Educational Services, Community Education Services and for Community Use in designing appropriate security systems. The local crime prevention officer and road safety officer shall be consulted.

Accommodation Schedule

Refer to Section D.2 for the Accommodation Schedule requirements relating to Cawdor New Project Facility.

Accommodation Comments

If, excepting the floor areas identified in the Accommodation Schedule, there is ambiguity between the contents of the narrative and the Room Data Sheets then the contents of the Room Data Sheets shall prevail.

Resources Area - a resources area shall be located with access to all primary classrooms.

Nursery / Playgroup - The Nursery accommodation shall reflect the main classroom characteristics and in addition must have an enclosed outside play area directly accessible from the Nursery classroom. Cloakroom and toilets appropriate for nursery children shall be provided adjacent to, or off the classroom, but not there-in. A quiet room shall open on to the main nursery room. Storage both internally to the room, and externally onto the play area, is also required. Nursery pupils will attend the New Project Facility at different times from the main New Project Facility population and account shall be taken of this when planning external entrances.

Multi-Purpose Hall - the hall shall be designed as a PE space with a shape appropriate for normal games, e.g. badminton, basketball, etc. Heating shall be suitable to cover sedentary type activities e.g. New Project Facility assembly; independently controllable for the hall itself and shall be of a type that does not intrude into usable space. Fire exits shall be provided in line with the hall being used for public performances. A store for PE equipment, a stage/chair store and a community store shall either be directly accessible from the Hall or close by. Acoustics of this area shall be taken into account when designing the hall. Changing rooms, including shower areas, shall be adjacent to the hall allowing for use by Educational Services, Community Education Services and for Community Use. Separate lockable storage facilities for use by Educational Services, Community Education Services and for Community Use shall be provided.

Head Teacher's Room - the Head Teachers room shall have a waiting area adjacent to it

Office/Administration / Storage - the New Project Facility office shall be sited within the general administration area with an adjoining administration store. A waiting area for parents and visitors shall be near the Office. Security shall be borne in mind when designing this layout.

Staffroom - the staffroom shall be adjacent to the staff toilet/cloakroom facilities.

Medical and Visiting Services - a room for the use of Medical, Paramedical, Psychological Services and other individual or small group work shall be provided. It shall be situated in close proximity to the administration facilities. An adjacent sink plus toilet shall be required. The toilet shall be designed for use by disabled.

General Purpose/ Dining / Kitchen - the General Purpose/Dining Area shall used for other purposes, e.g. as an extra teaching space for visiting teaching staff and as an I.C.T. teaching area as well as accommodation for pupils taking meals and packed lunches and those attending breakfast clubs and "after school" clubs.

The wall between the dining area and the main hall shall be a lockable opening partition.

The dining hall shall be accessible from the classroom areas without going through the main hall.

The kitchen shall be located convenient for delivery of supplies.

Storage - storage facilities shall not include any facility for including switch gear, water tanks, and other ancillary equipment. An outdoor store (with a power supply) for outdoor equipment and bulk supplies will be required. A separate room shall be provided for the ICT server. Bin storage shall be located adjacent to the kitchen, with appropriate security and screening for the uplifting of refuse.

Additional Information

Television/VCR

Appropriate types of aerials and distribution mediums shall be installed to be capable of receiving and distributing high quality digital reception. The system shall be such that the signal is capable of distribution to signal points in each teaching area in the New Project Facility and also to resource areas, general purpose/dining area, and all other locations as indicated within the Room Data Sheets.

Information & Communication Technology (ICT)

All teaching areas, resource area, general purpose/dining area, offices, and main hall shall be computer cabled to provide a modern internal computer network for the New Project Facility. This network shall be designed to enable it to carry all the projected traffic as quantified by reference to the number of data points identified in the Room Data Sheets, be capable of connection to the Authority's administrative wide area network, the Authority's educational network and the Internet, via suitable bandwidth. All cabinets and cable ducting shall be designed and installed to accommodate 50% additional capacity from that quantified above. The computer network system shall be combined with the telephone system.

Telephone

A telephone system to the New Project Facility, type ISDN2E or equivalent, of a programmable switchboard type PABX, plus extensions as in the Room Data sheets is required.

Pinboarding

In all teaching areas, the dining room and circulation spaces display areas are required. In corridor areas these shall be fire-secure.

Electrical

Power outlets in the main shall be positioned at bench height. All electrical, computer, networking and telephone lines shall be such that access is convenient and alterations to the systems could be carried out. Housing of switch gear shall not impinge upon areas designed for other uses, e.g. storage uses.

Heating

All classrooms shall be capable of being heated and controlled individually by means of heat zoning.

Keys

Each classroom and store shall have a separate key with a sub-master for each area and a master key for the whole New Project Facility. Suitable secure key storage will be required.

Dental Unit Connection Facilities

Electrical, water and drainage services with appropriate connections must be provided at the location convenient for siting of dental caravan. The location of the medical room and New Project Facility car park shall be borne in mind in this context.

Community Use

Classrooms shall be located so that they may be locked off if the hall facilities or general purpose/dining room are used out with School Hours.

Power / Water / Sewerage

It is the responsibility of the Contractor to ensure appropriate power, water and sewerage connections to the building.

SPECIAL RELATIONSHIPS

Nursery Areas - of the New Project Facility will have different start and finishing times to the rest of the New Project Facility. Nursery areas shall, therefore, be located such that access and egress cause minimal disruption to the remainder of the New Project Facility. It is important that outside nursery play areas are physically segregated from other pupil areas by fencing or other means. A covered parent waiting area is required.

Administrative Office - shall be adjacent to and overlooking the New Project Facility entrance and provide security access to the interior of the New Project Facility.

The Head Teacher's office - shall be adjacent to the main entrance and to the Administration Office. The Head teacher's office shall be capable of viewing the New Project Facility entrance.

The Staffroom - shall overlook the main play area of the New Project Facility.

The GP/Dining/Kitchen Area - shall be located to the rear of the main hall such that it is capable of providing a changing area during pantomimes, etc. and have rear access to any stage area which might be set up in the hall. It shall be accessible to the classroom and toilet areas without going through the main hall. In planning/locating the kitchen, account requires to be taken of vehicles' movements and hence of pedestrian/vehicular segregation.

Toilets - adult and disabled toilets shall be located such that they are available to users of the multi-purpose hall out with School Hours.

The Classroom Areas - shall be clustered such that they can share a common resource area and be separated from the administrative/utility part of the building. **The Entrance Area** - shall form a main feature of the New Project

Facility, incorporate an appropriate Waiting Area and fireproof pinboarding for the display of pupil work. There shall be a holding area between the external door and the security door.

Car Parking - within School Hours will be used by teaching staff, itinerant teaching staff, ancillary staff, visiting parents and users of the New Project Facilities. Consideration must be given to pedestrian/vehicular segregation and to the traffic management of pupil transport (bus and parental car). Nursery parents will require to park and accompany their children into the New Project Facility at the beginning and end of each nursery session. Traffic numbers will be increased considerably on certain occasions, e.g., parents' nights and concerts and consideration must be given to the interrelationship of hard standing pupil playground surfaces to car park areas such that these could be used outwith School Hours for additional car parking.

The Multi-purpose Hall and G.P. Dining Room - must be accessible for use by the community out with School Hours and account shall be taken of this when designing zonal security into the building.

Community Use areas - shall have access separate and secure from the Education Services areas, and the 'Community Use' Areas (Community areas plus hall, GP Dining and associated facilities) shall also be able to be secured from the remainder of the New Project Facility. In addition the nursery room and associated areas shall be adjacent to the play group room in the Community Use Area.

A.2.5 Culbokie

Introduction

The New Project Facility will be purpose-built, with a nursery.

Accommodation Requirements

The Accommodation Schedule provides requirements for all accommodation in the New Project Facility. This information is based on The Highland Council experience in the areas and accommodation types required to satisfy education requirements with regard to pupil numbers.

It is the responsibility of the Contractor to provide circulation, communication, plant space, toilet provision and the like sufficient to serve the accommodation listed in the Accommodation Schedule.

The Gross Internal Floor Area for each of the rooms scheduled on the Accommodation Schedule, Section D.2, is to be calculated by reference to Design Performance Standards, Section B.1.3

The accommodation requirements shall be read in conjunction with, the remaining sections of the Facilities Requirements in this Part 2 of the Authority's Requirements.

The New Project Facility shall provide for a primary pupil roll within the range 121 to 145, i.e. – provide 7 class bases, which includes the Nursery Room

On opening, the New Project Facility will have 6 full time teachers, 2 Nursery staff, 2 classroom assistants, a Support for Learning auxiliary, 3 visiting specialist staff, 1 music instructor and a part time secretary.

The nursery area shall have access to a protected outdoor play area.

Access to the site for pedestrians shall be arranged with the safety and convenience of users in mind. This shall be designed in conjunction with the need to ensure safe access for New Project Facility buses and pick up/drop off points for private transport. Nursery parents will require to park and accompany their children into the building at the beginning and end of each nursery session.

Security

Appropriate consideration requires to be given in the overall design of the New Project Facility to security issues taking account of current advice and regulations. In addition, it will be necessary to take account of use of Educational Services, Community Education Services and for Community Use in designing appropriate security systems. The local crime prevention officer and road safety officer shall be consulted.

Accommodation Schedule

Refer to Section D.2 for the Accommodation Schedule requirements relating to Culbokie New Project Facility.

Accommodation Comments

If excepting the floor areas identified in the Accommodation Schedule there is ambiguity between the contents of the narrative and the Room Data Sheets then the contents of the Room Data Sheets shall prevail.

Resources Area - a resources area shall be located with access to all primary classrooms.

Nursery/Playgroup - the Nursery accommodation shall reflect the main classroom characteristics and in addition must have an enclosed outside play area directly accessible from the Nursery classroom. Cloakroom and toilets appropriate for nursery children shall be provided adjacent to, or off the classroom, but not there-in. A quiet room shall open on to the main nursery room. Storage both internal to the room, and externally onto the play area is also required. Nursery pupils will attend the New Project Facility at different times from the main New Project Facility population and account shall be taken of this when planning external entrances.

Multi-Purpose Hall - the hall shall be designed as a PE space with a shape appropriate for normal games, e.g. badminton, basketball, etc. Heating shall be adequate for sedentary activities e.g. New Project Facility assembly; independently controllable for the hall itself and shall be of a type that does not intrude into usable space. Fire exits shall be provided in line with the hall being used for public performances. A store for PE equipment, a stage/chair store and a community store, all lockable, shall be directly accessible from the Hall. Acoustics of this area shall be taken into account when designing the hall. Changing rooms, including shower areas, shall be adjacent to the hall allowing for use by Educational Services, Community Education Services and for Community Use. Separate lockable storage facilities for use by Educational Services, Community Education Services and for Community Use shall be provided.

Head Teacher's Room - the Head Teachers room shall have a waiting area near to it

Office/Administration/Storage - the New Project Facility office shall be sited within the general administration area with an adjoining door to the Head Teacher's room. The administration store is to be located adjacent to the New Project Facility office with access from circulation space. A waiting area for parents and visitors shall be near the Office. Security shall be borne in mind when designing this layout.

Staffroom - the staffroom shall be adjacent to the staff toilet/cloakroom facilities.

Medical and Visiting Services - a room for the use of Medical, Paramedical, Psychological Services and other individual or small group work shall be provided. It shall be situated in close proximity to the administration facilities. An adjacent sink plus toilet would be required. The toilet shall be designed for use by disabled.

General Purpose/Dining / Kitchen - the General Purpose/Dining Area shall be used for other purposes, e.g. as an extra teaching space for visiting teaching staff and as an ICT teaching area as well as accommodation for all pupils taking meals and packed lunches and those attending breakfast clubs and "after school" care.

The wall between the dining area and the main hall shall be a lockable opening partition.

The dining hall shall be accessible from the classroom areas without going through the main hall.

The kitchen shall be located to be convenient for delivery of supplies.

Storage - storage facilities shall not include any facility for including switch gear, water tanks, and other ancillary equipment. An outdoor store (with a power supply) for outdoor equipment and bulk supplies will be required. A separate room shall be provided for the I.C.T. server. Bin storage shall be located adjacent to the kitchen, with appropriate security and screening for the uplifting of refuse.

Additional Information

Television/VCR

Appropriate types of aerials and distribution mediums shall be installed to be capable of receiving and distributing high quality digital reception. The system shall be such that the signal is capable of distribution to signal points in each teaching area in the New Project Facility and also to resource areas, general purpose/dining area, and all other locations as indicated within the Room Data Sheets.

Information & Communication Technology (ICT)

All teaching areas, resource area, general purpose/dining area, offices, and main hall shall be computer cabled to provide a modern internal computer network for the New Project Facility. This network shall be designed to enable it to carry all the projected traffic as quantified by reference to the number of data points identified in the Room Data Sheets, be capable of connection to the Authority's administrative wide area network, the Authority's educational network and the Internet, via suitable bandwidth. All cabinets and cable ducting shall be designed and installed to accommodate 50% additional capacity from that quantified above. The computer network system shall be combined with the telephone system.

Telephone

A telephone system to the New Project Facility, type ISDN2E, or equivalent, of a programmable switchboard type PABX, plus extensions as in the Room Data sheets is required.

Pin boarding

In all teaching areas, the general purpose/dining room and circulation spaces display areas are required. In corridor areas these shall be fire-secure.

Electrical

Power outlets in the main shall be positioned at bench height. All electrical, computer, networking and telephone lines shall be such that access is convenient and alterations to the systems could be carried out. Housing of switch gear shall not impinge upon areas designed for other uses, e.g. storage uses.

Heating

All classrooms shall be capable of being heated and controlled individually by means of heat zoning.

Keys

Each classroom and store shall have a separate key with a sub-master for each area and a master key for the whole New Project Facility. Suitable secure key storage will be required.

Dental Unit Connection Facilities

Electrical, water and drainage services with appropriate connections must be provided at the location convenient for siting of dental caravan. The location of the medical room and New Project Facility car park shall be borne in mind in this context.

Community Use

Classrooms shall be located so that they may be locked off if the hall or GP/dining room facilities are used out with School Hours.

Power/Water/Sewerage

It is the responsibility of the Contractor to ensure appropriate power, water and sewerage connections to the building.

SPECIAL RELATIONSHIPS

Nursery Areas - of the New Project Facility will have different start and finishing times to the rest of the New Project Facility. Nursery areas shall, therefore, be located such that access and egress cause minimal disruption to the remainder of the New Project Facility. It is important that outside nursery play areas are physically segregated from other pupil areas by fencing or other means. A covered parent waiting area is required.

Administrative Office - shall be near to and overlooking the New Project Facility entrance and provide security access to the interior of the New Project Facility.

The Head Teacher's office - shall be near to the main entrance and to the Administration Office. The Head teacher's office shall be capable of viewing the New Project Facility entrance.

The Staffroom - shall overlook the main play area of the New Project Facility.

The GP/Dining/Kitchen Area - shall be located to the rear of the main hall such that it is capable of providing a changing area during pantomimes, etc. and have rear access to any stage area which might be set up in the hall. It shall be accessible to the classroom and toilet areas without going through the main hall. In planning/locating the kitchen, account requires to be taken of vehicle movements and hence of pedestrian / vehicular segregation.

Toilets - adult and disabled toilets shall be located such that they are available to users of the multi-purpose hall out with School Hours.

The Classroom Areas - shall be clustered such that they can share a common resource area and be separated from the administrative/utility part of the

building. One classroom shall be capable of viewing the New Project Facility entrance.

The Entrance Area - shall form a main feature of the New Project Facility, incorporate an appropriate Waiting Area and fireproof pin boarding for the display of pupil work. There shall be a holding area between the external door and the security door.

Car Parking - within New Project Facility hours will be used by teaching staff, itinerant specialist teaching staff, ancillary staff, visiting parents and users of the New Project Facilities. Consideration must be given to pedestrian/vehicular segregation and to the traffic management of pupil transport (bus and parental car). Nursery parents will require to park and accompany their children into the building at the beginning and end of each nursery session. Traffic numbers will be increased considerably on certain occasions, e.g., parents' nights and concerts and consideration must be given to the interrelationship of hard standing pupil playground surfaces to car park areas such that these could be used outwith School Hours for additional car parking.

The Multi-purpose Hall and G.P./Dining Room - must be accessible for use by the community out with School Hours and account shall be taken of this when designing zonal security into the building.

Community Use areas - shall have access separate and secure from the Education Services areas, and the 'Community Use' Areas (Community areas plus hall, GP Dining and associated facilities) shall also be able to be secured from the remainder of the New Project Facility. In addition the nursery room and associated areas shall be adjacent to the play group room in the Community Use Area.

A.2.6 Resolis

Introduction

The New Project Facility will be purpose built, with a nursery.

Accommodation Requirements

The Accommodation Schedule provides requirements for all accommodation in the New Project Facility. This information is based on The Highland Council experience in the areas and accommodation types required to satisfy education needs with regard to pupil numbers.

It is the responsibility of the Contractor to provide circulation, communication, plant space, toilet provision and the like sufficient to serve the accommodation listed in the Accommodation Schedule.

The Gross Internal Floor Area for each of the rooms scheduled on the Accommodation Schedule, Section D.2 is to be calculated by reference to Design Performance Standards, Section B 1.3

The accommodation requirements shall be read in conjunction with, the remaining sections of the Facilities Requirements in this Part 2 of The Authority's Requirements.

The New Project Facility shall provide for a primary pupil roll within the range 72 to 96, i.e. – provide 5 class bases, which includes the Nursery Room.

On opening, the New Project Facility will have 4 full time teachers, a Management Relief teacher, a Nursery teacher, a Nursery assistant, 2 Learning Support Auxiliaries, 2 classroom assistants, a part-time secretary, 2 kitchen staff and 4 visiting specialist teachers (the latter on different days over the week). There will be regular visits from medical and social work professionals and a requirement to hold inter-agency and area network meetings for up to 12 participants.

The nursery area shall have access to a protected outdoor play area. Access to the site for pedestrians shall be arranged with the safety and convenience of users in mind. This shall be designed in conjunction with the need to ensure safe access for New Project Facility buses. Nursery parents will require to park and accompany their children into the building at the beginning and end of each nursery session.

Security

Appropriate consideration requires to be given in the overall design of the building to security issues taking account of current advice and regulations. In addition, it will be necessary to take account of use of Educational Services, Community Education Services and for Community Use in designing appropriate security systems. The local crime prevention officer and road safety officer shall be consulted.

Accommodation Schedule

Refer to Section D.2 for the Accommodation Schedule requirements relating to Resolis New Project Facility.

Accommodation Comments

If excepting the floor areas identified in the Accommodation Schedule there is ambiguity between the contents of the narrative and the Room Data Sheets then the contents of the Room Data Sheets shall prevail.

Resources Area - a resources area shall be located with access to all primary classrooms.

Nursery/Playgroup - the Nursery accommodation shall reflect the main classroom characteristics and in addition must have an enclosed outside play area directly accessible from the Nursery classroom. Cloakroom and toilets appropriate for nursery children shall be provided adjacent to, or off the classroom, but not there-in. A quiet room shall open on to the main nursery room. Storage both internally to the room and externally onto the play area is also specified. Nursery pupils will attend the New Project Facility at different times from the main New Project Facility population and account shall be taken of this when planning external entrances.

Multi-Purpose Hall - the hall shall be designed as a PE space, a shape appropriate for normal games, e.g. badminton, basketball, etc. Heating shall be adequate for sedentary activities e.g. New Project Facility assembly; independently controllable for the hall itself and shall be of a type that does not intrude into usable space. Fire exits shall be provided in line with the hall being used for public performances. A store for PE equipment and a stage/chair store shall be directly accessible from the Hall. Acoustics of this area shall be taken into account when designing the hall. Changing rooms, including shower areas, shall be adjacent to the hall allowing for use by Educational Services, Community Education Services and for Community Use.

Head Teacher's Room - the Head Teachers room shall have a waiting area near to it.

Office/Administration/Storage - the New Project Facility office shall be sited within the general administration area with an adjoining administration store. A waiting area for parents and visitors shall be near the Office. Security shall be borne in mind when designing this layout.

Staff room - the staff room shall be adjacent to the staff toilet/cloakroom facilities.

Medical and Visiting Services - a room for the use of Medical, Paramedical, Psychological Services and other individual or small group work shall be provided. It shall be situated in close proximity to the administration facilities. An adjacent sink plus toilet shall be required. The toilet shall be designed for use by disabled persons.

General Purpose/Dining/Kitchen - the General Purpose/Dining area shall be used for other purposes e.g. as an extra teaching space for visiting teaching staff and as an I.C.T. teaching area as well as accommodation for all pupils taking meals and packed lunches and those attending breakfast clubs and "after school" care.

The wall between the dining area and the main hall shall be a lockable opening partition.

The dining hall shall be accessible from the classroom areas without going through the main hall.

The kitchen shall be located convenient for delivery of supplies.

Storage - storage facilities shall not include any facility for including switchgear, water tanks, and other ancillary equipment. An outdoor store (with a power supply) for outdoor equipment and bulk supplies will be required. A separate room shall be provided for the I.C.T. server. Bin storage shall be located adjacent to the kitchen, with appropriate security and screening for the uplifting of refuse.

Additional Information

Television/VCR

Appropriate types of aerials and distribution mediums shall be installed to be capable of receiving and distributing high quality digital reception. The system shall be such that the signal is capable of distribution to signal points in each teaching area in the New Project Facility and also to resource areas, general purpose/dining area, and all other locations as indicated within the Room Data Sheets.

Information & Communication Technology (ICT)

All teaching areas, resource area, general purpose/dining area, offices, and main hall shall be computer cabled to provide a modern internal computer network for the New Project Facility. This network shall be designed to enable it to carry all the projected traffic as quantified by reference to the number of data points identified in the Room Data Sheets, be capable of connection to the Authority's administrative wide area network, the Authority's educational network and the Internet, via suitable bandwidth. All cabinets and cable ducting shall be designed and installed to accommodate 50% additional capacity from that quantified above. The computer network system shall be combined with the telephone system.

Telephone

A telephone system to the New Project Facility, type ISDN2E or equivalent, of a programmable switchboard type PABX, plus extensions as in the Room Data sheets is required.

Pinboarding

In all teaching areas, the GP/dining room and circulation spaces display areas are required. In corridor areas these shall be fire-secure.

Electrical

Power outlets in the main shall be positioned at bench height. All electrical, computer, networking and telephone lines shall be such that access is convenient and that alterations to the systems could be carried out. Housing of switch gear shall not impinge upon areas designed for other uses, e.g. storage uses.

Heating

All classrooms shall be capable of being heated and controlled individually by means of heat zoning.

Keys

Each classroom and store shall have a separate key with a sub-master for each area and a master key for the whole New Project Facility. Suitable secure key storage will be required.

Dental Unit Connection Facilities

Electrical, water and drainage services with appropriate connections must be provided at the location convenient for siting of dental caravan. The location of the medical room and New Project Facility car park shall be borne in mind in this context.

Community Use

Classrooms shall be located so that they may be locked off if the hall facilities or general purpose/dining room are used out with School Hours.

Power/Water/Sewerage

It is the responsibility of the Contractor to ensure appropriate power, water and sewerage connections to the building.

SPECIAL RELATIONSHIPS

Nursery Areas - of the New Project Facility will have different start and finishing times to the rest of the New Project Facility. Nursery areas shall, therefore, be located such that access and egress cause minimal disruption to the remainder of the New Project Facility. It is important that outside nursery play areas are physically segregated from other pupil areas by fencing or other means. A covered parent waiting area is required.

Administrative Offices shall be adjacent to and overlooking the New Project Facility entrance and provide security access to the interior of the New Project Facility.

The Head teacher's Office - shall be near to the main entrance and to the Administration Office.

The Staff room - shall overlook the main play area of the New Project Facility.

The GP/Kitchen/Dining Area - shall be located to the rear of the main hall such that it is capable of providing a changing area during pantomimes, etc. and have rear access to any stage area which might be set up in the hall. It shall be accessible to the classroom and toilet areas without going through the main hall. In planning/locating the kitchen, account requires to be taken of vehicles' movements and hence of pedestrian/vehicular segregation.

Toilets - adult and disabled toilets shall be located such that they are available to users of the multi-purpose hall out with School Hours.

The Classroom Areas - shall be clustered such that they can share a common resource area and be separated from the administrative/utility part of the building. One classroom shall be capable of viewing the New Project Facility entrance.

The Entrance Area - shall form a main feature of the New Project Facility, incorporate an appropriate Waiting Area and fireproof pin boarding for the

display of pupil work. There shall be a holding area between the external door and the security door.

Car Parking - within New Project Facility hours will be used by teaching staff, itinerant teaching staff, ancillary staff, visiting parents and users of the New Project Facilities. Consideration must be given to pedestrian/vehicular segregation and to the traffic management of pupil transport (bus and parental car). Nursery parents will require to park and accompany their children into the building at the beginning and end of each nursery session. Traffic numbers will be increased considerably on certain occasions, e.g., parents' nights and concerts and consideration must be given to the interrelationship of hard standing pupil playground surfaces to car park areas such that these could be used out with School Hours for additional car parking.

The Multi-purpose Hall and GP Dining room - must be accessible for use by the community out with School Hours and account shall be taken of this when designing zonal security into the building.

Community Use areas - shall have access separate and secure from the Education Services areas, and the 'Community Use' Areas (Community areas plus hall, GP Dining and associated facilities) shall also be able to be secured from the remainder of the New Project Facility.

A.2.7 Gaelic

Introduction

The New Project Facility will be a purpose built, with a nursery.

Accommodation Requirements

The Accommodation Schedule provides the requirements for all accommodation in the New Project Facility. This information is based on The Highland Council experience in the areas and accommodation types required to satisfy education needs with regard to pupil numbers.

It is the responsibility of the Contractor to provide circulation, communication, plant space, toilet provision and the like sufficient to serve the accommodation listed in the Accommodation Schedule.

The Gross Internal Floor Area for each of the rooms scheduled on the Accommodation Schedule, Section D.2, is to be calculated by reference to Design Performance Standards, Section B.1.3.

The accommodation requirements shall be read in conjunction with, the remaining sections of the Facilities Requirements in this Part 2 of The Authority's Requirements.

The New Project Facility shall provide for a primary pupil roll up to 150, i.e. – provide 8 class bases, which includes the Nursery Room.

On opening, the New Project Facility will have 7 full time teachers, a Management Relief teacher, a Nursery teacher, a Nursery assistant, 2 classroom assistants, a part-time secretary, 2 kitchen staff and 4 visiting specialist teachers (the latter on different days over the week). There will be regular visits from medical and social work professionals and a requirement to hold inter-agency and area network meetings for up to 12 participants.

The nursery area shall have access to a protected outdoor play area. Access to the site for pedestrians shall be arranged with the safety and convenience of users in mind. This shall be designed in conjunction with the need to ensure safe access for New Project Facility buses. Nursery parents will require to park and accompany their children into the building at the beginning and end of each nursery session.

Security

Appropriate consideration requires to be given in the overall design of the New Project Facility to security issues taking account of current advice and regulations. In addition, it will be necessary to take account of use of Educational Services, Community Education Services and for Community Use in designing appropriate security systems. The local crime prevention officer and road safety officer shall be consulted.

Accommodation Schedule

Refer to Section D.2 for the Accommodation Schedule requirements relating to the Gaelic New Project Facility

Accommodation Comments

If excepting the floor areas identified in the Accommodation Schedule there is ambiguity between the contents of the narrative and the Room Data Sheets then the contents of the Room Data Sheets shall prevail.

Resources Area - a resources area shall be located with access to all primary classrooms

Nursery/Playgroup - the Nursery accommodation shall reflect the main classroom characteristics and in addition must have an enclosed outside play area directly accessible from the Nursery classroom. Cloakroom and toilets appropriate for nursery children shall be provided adjacent to, or off the classroom, but not there-in. A quiet room shall open on to the main nursery room. Storage both internally to the room and externally onto the play area is specified. Nursery pupils will attend the New Project Facility at different times from the main New Project Facility population and account shall be taken of this when planning external entrances.

Multi-Purpose Hall - the hall shall be designed as a joint Music/Performance/PE space with a shape appropriate for normal games, e.g. badminton, basketball, etc. Heating shall be adequate for sedentary activities e.g. New Project Facility assembly and performance; independently controllable for the hall itself and shall be of a type that does not intrude into usable space. Fire exits shall be provided in line with the hall being used for public performances. A store for PE equipment and a stage/chair store shall be directly accessible from the Hall. Mechanised Bleacher type seating will be provided. Acoustics of this area shall be given high priority when designing the hall to ensure, for example, no heating/ventilation noise intrudes and sound amplification facilities are integral. Changing rooms, including shower areas, shall be adjacent to the hall allowing for use by Educational Services, Community Education Services and for Community Use.

Head Teacher's Room - the Head Teachers room shall have a waiting area adjacent to it.

Office/Administration/Storage - the New Project Facility office shall also be sited within the general administration area with an adjoining administration store. A waiting area for parents and visitors shall be near the Office. New Project Facility security shall be borne in mind when designing this layout.

Staff room - the staff room shall be adjacent to the staff toilet/cloakroom facilities.

Medical and Visiting Services - a room for the use of Medical, Paramedical, Psychological Services and other individual or small group work shall be provided. It shall be situated in close proximity to the administration facilities. An adjacent sink plus toilet shall be required. The toilet shall be designed for use by disabled.

General Purpose/Dining/Kitchen - the General Purpose/Dining area shall be used for other purposes e.g. as an extra teaching space for visiting teaching staff and as an I.C.T. teaching area as well as accommodation for all pupils taking meals and packed lunches and those attending breakfast clubs or "after school" care.

The wall between the dining area and the main hall shall be a lockable opening partition.

The GP/Dining hall shall be accessible from the classroom areas without going through the main hall.

The kitchen shall be located to be convenient for delivery of supplies.

Community Accommodation - incorporated in the facility shall be an office for use by the Gaelic Community Development Officer, and a room set aside as a resource/meeting area for the local Gaelic community. Daytime use of the latter may include use by a parent and toddlers group requiring access to toilets. These rooms shall require to be accessible to the public and secure from the teaching areas in the New Project Facility.

Storage - storage facilities shall not include any facility for including switch gear, water tanks, and other ancillary equipment. An outdoor store (with a power supply) for outdoor equipment and bulk supplies will be required. A separate music store accessible from the foyer for storing instruments, is required. A separate room shall be provided for the I.C.T. server. Bin storage shall be located adjacent to the kitchen, with appropriate security and screening for the uplifting of refuse.

Additional Information

Television/VCR

Appropriate types of aerials and distribution mediums shall be installed to be capable of receiving and distributing high quality digital reception. The system shall be such that the signal is capable of distribution to signal points in each teaching area in the New Project Facility and also to resource areas, general purpose/dining area, and all other locations as indicated within the Room Data Sheets.

Information & Communication Technology (ICT)

All teaching areas, resource area, general purpose/dining area, offices, and main hall shall be computer cabled to provide a modern internal computer network for the New Project Facility. This network shall be designed to enable it to carry all the projected traffic as quantified by reference to the number of data points identified in the Room Data Sheets, be capable of connection to the Authority's administrative wide area network, the Authority's educational network and the Internet, via suitable bandwidth. All cabinets and cable ducting shall be designed and installed to accommodate 50% additional capacity from that quantified above. The computer network system shall be combined with the telephone system.

Telephone

A telephone system to the New Project Facility, type ISDN2E or equivalent, of a programmable switchboard type PABX, plus extensions as in the Room Data sheets is required.

Pinboarding

In all teaching areas, the dining room and circulation spaces display areas are required. In corridor areas these shall be fire-secure.

Electrical

Power outlets in the main shall be positioned at bench height. All electrical, computer, networking and telephone lines shall be such that access is convenient and alterations to the systems could be carried out. Housing of switch gear shall not impinge upon areas designed for other uses, e.g. storage uses.

Heating

All classrooms shall be capable of being heated and controlled individually by means of heat zoning.

Keys

Each classroom and store shall have a separate key with a sub-master for each area and a master key for the whole New Project Facility. Suitable secure key storage will be required.

Dental Unit Connection Facilities

Electrical, water and drainage services with appropriate connections must be provided at the location convenient for the siting of a dental caravan. The location of the medical room and New Project Facility car park shall be borne in mind in this context.

Community Use

Classrooms shall be located so that they may be locked off if the hall facilities or general purpose/dining room are used out with School Hours.

Power/Water/Sewerage

It is the responsibility of the Contractor to ensure appropriate power, water and sewerage connections to the building.

SPECIAL RELATIONSHIPS

Nursery Areas - of the New Project Facility will have different start and finishing times to the rest of the New Project Facility. Nursery areas shall, therefore, be located such that access and egress cause minimal disruption to the remainder of the New Project Facility. It is important that outside nursery play areas are physically segregated from other pupil areas by fencing or other means. A covered parent waiting area is required.

Administrative Offices - shall be adjacent to and overlooking the New Project Facility entrance and provide security access to the interior of the New Project Facility.

The Head teacher's Office - shall be adjacent to the main entrance and to the Administration Office. The Head teacher's office shall be capable of viewing the New Project Facility entrance.

The Staff room shall overlook the main play area of the New Project Facility.

The GP/Dining Area/Kitchen Area - shall be located to the rear of the main hall such that it is capable of providing a changing area during pantomimes, etc. and have rear access to any stage area which might be set up in the hall. It shall be accessible to the classroom and toilet areas without going through the

main hall. In planning/locating the kitchen, account requires to be taken of vehicle movements and hence of pedestrian/vehicular segregation.

Toilets - adult and disabled toilets shall be located such that they are available to users of the multi-purpose hall out with School Hours.

The Classroom Areas - shall be clustered such that they can share a common resource area and be separated from the administrative/utility part of the building.

The Entrance Area - shall form a main feature of the New Project Facility, incorporate an appropriate Waiting Area and fireproof pin boarding for the display of pupil work. There shall be a holding area between the external door and the security door.

Car Parking - within New Project Facility hours will be used by teaching staff, itinerant teaching staff, ancillary staff, visiting parents and users of the community facilities. Consideration must be given to pedestrian/vehicular segregation and to the traffic management of pupil transport (bus and parental car). Nursery parents will require to park and accompany their children into the building at the beginning and end of each nursery session. Traffic numbers will be increased considerably on certain occasions, e.g., parents' nights and concerts and consideration must be given to the interrelationship of hard standing pupil playground surfaces to car park areas such that these could be used out with School Hours for additional car parking.

The Multi-purpose Hall and GP/Dining room - must be accessible for use by the community out with School Hours and account shall be taken of this when designing zonal security into the building.

Community Use areas - shall have access separate and secure from the Education Services areas, and the 'Community Use' Areas (Community areas plus hall, GP Dining and associated facilities) shall also be able to be secured from the remainder of the New Project Facility. In addition the nursery room and associated areas shall be adjacent to the play group room in the Community Use Area.

A.2.8 Inshes

Introduction

The New Project Facility will be purpose built, with Nursery and Special Educational Needs provision. A joint school/public library facility will also be incorporated.

Accommodation Requirements

The Accommodation Schedule provides the requirements for all accommodation in the New Project Facility. This information is based on The Highland Council experience in the areas and accommodation types required to satisfy education needs with regard to pupil numbers.

It is the responsibility of the Contractor to provide circulation, communication, plant space, toilet provision and the like sufficient to serve the accommodation listed in the Accommodation Schedule.

The Gross Internal Floor Area for each of the rooms scheduled on the Accommodation Schedule, Section D.2, is to be calculated by reference to Design Performance Standards, Section B 1.3

The accommodation requirements shall be read in conjunction with, the remaining sections of the Facilities Requirements in this Part 2 The Authority's Requirements.

The New Project Facility shall provide for a primary pupil roll within the range 280 to 306, i.e. – provide 10 class bases, 2 Nursery Rooms, and with having the ability to convert the ICT Room and General Purpose Room contained within the Library Area to classrooms should the future need arise. In addition the New Project Facility will provide education for up to 20 pupils with significant additional support needs. Up to 15 of these pupils will have moderate/severe or complex learning difficulties and would formerly have been placed in a “Special School”. Pupils with significant autistic spectrum disorders will also be placed in the New Project Facility. The Special Educational Needs Area must be an integral part of the New Project Facility.

At design capacity, the New Project Facility will have 10 to 12 full time teachers, 4 additional teachers specifically working with S.E.N. pupils, a non-class-committed Head Teacher, 2 Nursery teachers, 2 Nursery assistants, 10 Learning Support Auxiliaries, 2 classroom assistants, a secretary, kitchen staff and 4 visiting specialist teachers (the latter on different days over the week). There will be regular visits from medical and social work professionals and a requirement to hold inter-agency and area network meetings for up to 12 participants. (Note: The opening roll of the New Project Facility will be considerably less than its design capacity).

A specific area will initially provide a General Purposes Room, an ICT/Lifelong Learning Room and a joint school/public library area. The design will facilitate the General Purposes Room and the ICT/Lifelong Learning Room being used as classrooms should the New Project Facility roll rise beyond the 10 classroom capacity.

The nursery area shall have access to a protected outdoor play area. Access to the site for pedestrians shall be arranged with the safety and convenience of

users in mind. This shall be designed in conjunction with the need to ensure safe access for New Project Facility buses. Nursery parents will require to park and accompany their children into the building at the beginning and end of each nursery session.

The Special Educational Needs Area will require access to a separate secure play area. Parking shall also be provided for parents who have to accompany their disabled children into the New Project Facility. This shall be close to the main pupil entrance and have wider than standard spaces to allow pupils to get in and out of their wheelchairs alongside their vehicles.

Security

Appropriate consideration requires to be given in the overall design of the New Project Facility to security issues taking account of current advice and regulations. In addition, it will be necessary to take account of use of Educational Services, Community Education Services and for Community Use in designing appropriate security systems. The local crime prevention officer and road safety officer shall be consulted.

Accommodation Schedule

Refer to Section D.2 for the Accommodation Schedule requirements relating to Inshes New Project Facility.

Accommodation Comments

If, excepting the floor areas identified in the Accommodation Schedule, there is ambiguity between the contents of the narrative and the Room Data Sheets then the contents of the Room Data Sheets shall prevail.

Special Educational Needs Rooms - it is essential that Special Educational Needs rooms are suitably sound proofed. Functions can involve difficult and/or confidential discussions with pupils and parents; some pupils with autistic spectrum disorders require a controlled and low level of ambient noise, and some pupils with severe and profound difficulties may vocalise loudly for extended periods.

Library, ICT and General Purpose (GP) Suite - this area will incorporate the 3 rooms listed below:

GP Room - a GP Room located with access to classrooms. This area shall be designed and located so that it may be easily converted to a classroom at a future date. It shall be accessible to the public.

ICT Room – an ICT Room shall be located with access to classrooms. This area shall be designed and located so that it may be converted to a classroom at a future date. It shall be accessible to the public and able to be secured from the rest of the New Project Facility when the public are present.

Library Area - this area shall be accessible to the public but able to be secured from the rest of the New Project Facility when the public are present.

Nursery/Playgroup - the Nursery accommodation shall reflect the main classroom characteristics and in addition must have an enclosed outside play area directly accessible from each of the two Nursery classrooms. A nursery office, cloakrooms and toilets for nursery children shall be provided adjacent

to, or off the classrooms, but not within. Storage both internally to the room and externally onto the play area is specified. Nursery pupils will attend the New Project Facility at different times from the main New Project Facility population and account shall be taken of this when planning external entrances.

Multi-Purpose Hall - the hall shall have a removable dividing partition, allowing one area to be used as a dining area while the other is used for Physical Education. Mechanised Bleacher type seating will be provided for both areas.

The hall shall be designed as a PE space with a shape appropriate for normal games, e.g. badminton, basketball, etc. Heating shall be adequate for sedentary activities e.g. New Project Facility assembly; independently controllable for the hall itself and shall be of a type that does not intrude into usable space. Fire exits shall be provided in line with the hall being used for public performances. A store for PE equipment, a stage/chair store and a community store shall be directly accessible from the Hall. Acoustics of this area shall be taken into account when designing the hall. Changing rooms, including shower areas, shall be adjacent to the hall allowing for use by Educational Services, Community Education Services and for Community Use.

Head Teacher's Room - the Head or Deputy Head Teachers Room shall have a waiting area adjacent to it.

Office/Administration/Storage - the New Project Facility office shall be sited within the general administration area with an adjoining administration store. A waiting area for parents and visitors shall be near the Office. New Project Facility security shall be borne in mind when designing this layout.

Staff room - the staff room shall be adjacent to the staff toilet/cloakroom facilities.

Medical and Visiting Services - a room for the use of Medical, Paramedical, Psychological Services and other individual or small group work shall be provided. It shall be able to be supervised from the administrative office. An adjacent sink plus toilet will be required. The toilet shall be designed for use by disabled.

Kitchen - the kitchen location is to be convenient for delivery of supplies.

Storage - storage facilities shall be adjacent to classroom areas and shall not include switch gear, water tanks, etc. An outdoor store (with a power supply) for outdoor equipment and possibly bulk supplies will be required. A separate room shall be provided for the I.C.T. server. Bin storage shall be located adjacent to the kitchen, with appropriate security and screening for the uplifting of refuse.

Additional Information

Television/VCR

Appropriate types of aerials and distribution mediums shall be installed to be capable of receiving and distributing high quality digital reception. The system shall be such that the signal is capable of distribution to signal points in each teaching area in the New Project Facility and also to resource areas, general

purpose/dining area, and all other locations as indicated within the Room Data Sheets.

Information & Communication Technology (ICT)

All teaching areas, resource area, general purpose/dining area, offices, and main hall shall be computer cabled to provide a modern internal computer network for the New Project Facility. This network shall be designed to enable it to carry all the projected traffic as quantified by reference to the number of data points identified in the Room Data Sheets, be capable of connection to the Authority's administrative wide area network, the Authority's educational network and the Internet, via suitable bandwidth. All cabinets and cable ducting shall be designed and installed to accommodate 50% additional capacity from that quantified above. The computer network system shall be combined with the telephone system.

Telephone

A telephone system to the New Project Facility, type ISDN2E or equivalent, of a programmable switchboard type PABX, plus extensions as in the Room Data sheets is required.

Pinboarding

In all teaching areas, the dining room and circulation spaces display areas are required. In corridor areas these shall be fire-secure.

Electrical

Power outlets in the main shall be positioned at bench height. All electrical, computer, networking and telephone lines shall be such that access is convenient and alterations to the systems could be carried out. Housing of switch gear shall not impinge upon areas designed for other uses, e.g. storage uses.

Heating

All classrooms shall be capable of being heated and controlled individually by means of heat zoning.

Keys

Each classroom and store shall have a separate key with a sub-master for each area and a master key for the whole New Project Facility. Suitable secure key storage will be required.

Dental Unit Connection Facilities

Electrical, water and drainage services with appropriate connections must be provided at the location convenient for the siting of a dental caravan. The location of the medical room and New Project Facility car park shall be borne in mind in this context.

Community Use

Classrooms shall be located so that they may be locked off if the hall facilities, library, or ICT room are used out with School Hours.

Power/Water/Sewerage

It is the responsibility of the Contractor to ensure appropriate power, water and sewerage connections to the building.

SPECIAL RELATIONSHIPS

Nursery Areas - of the New Project Facility will have different start and finishing times to the rest of the New Project Facility. Nursery areas shall, therefore, be located such that access and egress cause minimal disruption to the remainder of the New Project Facility. It is important that outside nursery play areas are physically segregated from other pupil areas by fencing or other means. A covered parent waiting area is required.

Administrative Offices - shall be adjacent to and overlooking the New Project Facility entrance and provide security access to the interior of the New Project Facility.

The Head teacher's Office - shall be adjacent to the main entrance and to the Administration Office.

The Depute Headteacher's Office - shall be within the administration area.

The Staff room - shall overlook the main play area of the New Project Facility.

Toilets; adult and disabled toilets shall be located such that they are available to community users out with New Project Facility hours.

The Classrooms shall have access to the Library Suite. The Classrooms shall be provided in a manner that allows separation between junior and senior pupil classes. Toilet provision shall also reflect this pupil separation.

The Special Educational Needs Area - shall be accessible from both classroom areas and close to the main pupil entrance area.

The Soft Play Room - shall be adjacent to the nursery and infant classes.

Personal Care Facilities - shall be adjacent to the Special Educational Needs Area.

The Main Entrance Area - shall form a feature of the New Project Facility and contain fireproof pin boarding for the display of pupil work. There shall be a holding area between the external door and the security door. Immediately within the security door shall be a parking area for wheelchairs and other walking aids.

Car Parking - within New Project Facility hours will be used by teaching staff, itinerant teaching staff, ancillary staff, visiting parents and users of the New Project Facilities. Consideration must be given to pedestrian/vehicular segregation and to the traffic management of pupil transport (bus and parental car). Nursery parents and parents of disabled pupils will require to park and accompany their children into the building at the beginning and end of each session. Traffic numbers will be increased considerably on certain occasions, e.g., parents' nights and concerts and consideration must be given to the interrelationship of hard standing pupil playground surfaces to car park areas such that these could be used out with School Hours for additional car parking.

The Multi-purpose Hall and Library Suite - must be accessible for use by the community out with School Hours and account shall be taken of this when designing zonal security into the building.

A.2.9 Kinlochleven

Introduction

The New Project Facility will be built as a separate but integral part of the new Kinlochleven High New Project Facility/Primary New Project Facility complex.

Accommodation Requirements

The Accommodation Schedule provides requirements for all accommodation in the New Project Facility. This information is based on The Highland Council experience in the areas and accommodation types required to satisfy education needs with regard to pupil numbers.

It is the responsibility of the Contractor to provide circulation, communication, plant space, toilet provision and the like sufficient to serve the accommodation listed in the Accommodation Schedule.

The Gross Internal Floor Area for each of the rooms scheduled on the Accommodation Schedule, Section D.2, is to be calculated by reference to Design Performance Standards, Section B.1.3

The accommodation requirements shall be read in conjunction with, the remaining sections of the Facilities Requirements in this Part 2 of The Authority's Requirements.

The New Project Facility shall provide for a pupil roll within the range 72 to 96. , i.e. – provide 5 class bases, which includes the Nursery Room.

On opening, the New Project Facility will have 3 full time teachers, a Management Relief teacher, 2 full time nursery staff, 1 Nursery Co-ordinator (1 day per week), 1 Support for Learning teacher, 2 Learning Support Auxiliaries, 1 classroom assistant, a part-time secretary and 2 visiting specialist teachers (the latter on different days over the week). There will be regular visits from medical and social work professionals and a requirement to hold inter-agency and area network meetings for up to 12 participants.

Access to the site for pedestrians shall be arranged with the safety and convenience of users in mind. This shall be designed in conjunction with the need to ensure ready and safe access for New Project Facility buses. Nursery parents will require to park and accompany their children into the building at the beginning and end of each nursery session.

Security

Appropriate consideration requires to be given in the overall design of the New Project Facility to security issues taking account of current advice and regulations. In addition, it will be necessary to take account of use of Educational Services, Community Education Services and for Community Use in designing appropriate security systems. The local crime prevention officer and road safety officer shall be consulted.

Accommodation Schedule

Refer to Section D.2 for the Accommodation Schedule requirements relating to Kinlochleven New Project Facility

Accommodation Comments

If, excepting the floor area identified in the Accommodation Schedule, there is ambiguity between the contents of the narrative/and the Room Data Sheets then the contents of the Room Data Sheets shall prevail.

Resources Area - a resources area shall be located with access to all primary classrooms.

Nursery/Playgroup - the Nursery accommodation shall reflect the main classroom characteristics and in addition must have an enclosed outside play area directly accessible from the Nursery classroom. Cloakroom and toilets appropriate for nursery children shall be provided adjacent to, or off the classroom, but not within. A quiet room shall open on to the main nursery room. Storage both internally to the room and externally onto the play area is specified. Nursery pupils will attend the New Project Facility at different times from the main New Project Facility population and account shall be taken of this when planning external entrances. This area will also be the “after school” childcare facility.

Multi-Purpose Hall - the hall shall be designed as a PE space with a shape appropriate for normal games, e.g. badminton, basketball, etc. One length-wise wall shall be free from doors or low level windows. Heating shall be adequate for sedentary activities e.g. New Project Facility assembly; independently controllable for the hall itself and shall be of a type that does not intrude into usable space.

Head Teacher’s Room - the Head Teacher’s room shall have a waiting area adjacent to it.

Office/Administration/Storage - the New Project Facility office shall be sited within the general administration area with an adjoining administration store. A waiting area for parents and visitors shall be near the Office. New Project Facility security shall be borne in mind when designing this layout.

Staffroom - the staff room shall be adjacent to the staff toilet/cloakroom facilities.

Medical and Visiting Services - a room for the use of Medical, Paramedical, Psychological Services and other individual or small group work shall be provided. It shall be situated in close proximity to the administration facilities. An adjacent sink plus toilet shall be required. The toilet shall be designed for use by disabled.

Dining /Kitchen - as the dining room and kitchen is to be used jointly by primary and secondary pupils, internal access from both primary and secondary teaching areas is essential.

The kitchen shall be located to be convenient for delivery of supplies.

Storage - storage facilities shall not include any facility for including switch gear, water tanks, and other ancillary equipment. An outdoor store (with a power supply) for outdoor equipment and bulk supplies will be required. Bin storage shall be located adjacent to the kitchen, with appropriate security and screening for the uplifting of refuse.

Additional Information

Television/VCR

Appropriate types of aerials and distribution mediums shall be installed to be capable of receiving and distributing high quality digital reception. The system shall be such that the signal is capable of distribution to signal points in each teaching area in the New Project Facility and also to resource areas, general purpose/dining area, and all other locations as indicated within the Room Data Sheets.

Information & Communication Technology (ICT)

All teaching areas, resource area, general purpose/dining area, offices, and main hall shall be computer cabled to provide a modern internal computer network for the New Project Facility. This network shall be designed to enable it to carry all the projected traffic as quantified by reference to the number of data points identified in the Room Data Sheets, be capable of connection to the Authority's administrative wide area network, the Authority's educational network and the Internet, via suitable bandwidth. All cabinets and cable ducting shall be designed and installed to accommodate 50% additional capacity from that quantified above. The computer network system shall be combined with the telephone system.

Telephone

A telephone system to the New Project Facility, type ISDN2E or equivalent, of a programmable switchboard type PABX, plus extensions as in the Room Data sheets is required.

Pinboarding

In all teaching areas, the dining room and circulation spaces display areas are required. In corridor areas these shall be fire-secure.

Electrical

Power outlets in the main shall be positioned at bench height. All electrical, computer, networking and telephone lines shall be such that access is convenient and alterations to the systems could be carried out. Housing of switch gear shall not impinge upon areas designed for other uses, e.g. storage uses.

Heating

All classrooms shall be capable of being heated and controlled individually by means of heat zoning.

Keys

Each classroom and store shall have a separate key with a sub-master for each area and a master key for the whole New Project Facility. Suitable secure key storage will be required.

Dental Unit Connection Facilities

Electrical, water and drainage services with appropriate connections must be provided at the location convenient for the siting of a dental caravan. The location of the medical room and New Project Facility car park shall be borne in mind in this context.

Community Use

Classrooms shall be located so that they may be locked off if the hall facilities or dining room are used out with School Hours.

Power/Water/Sewerage

It is the responsibility of the Contractor to ensure appropriate power, water and sewerage connections to the building.

SPECIAL RELATIONSHIPS

Nursery Areas - of the New Project Facility will have different start and finishing times to the rest of the New Project Facility. Nursery areas shall, therefore, be located such that access and egress cause minimal disruption to the remainder of the New Project Facility. It is important that outside nursery play areas are physically segregated from other pupil areas by fencing or other means. A covered parent waiting area is required.

Administrative Office - shall be adjacent to and overlooking the New Project Facility entrance and provide security access to the interior of the New Project Facility.

The Head Teacher's Office - shall be adjacent to the main entrance and to the Administration Office.

The Staff room - shall overlook the main play area of the New Project Facility.

Toilets - adult and disabled toilets shall be located such that they are available to users of the multi-purpose hall out with School Hours.

The Classroom Areas - shall be clustered such that they can share a common resource area and be separated from the administrative/utility part of the building. One classroom shall be capable of viewing the New Project Facility entrance.

The Entrance Area - shall form a main feature of the New Project Facility, incorporate an appropriate Waiting area and fireproof pinboarding for the display of pupil work. There shall be a holding area between the external door and the security door.

Car Parking - within New Project Facility hours will be used by teaching staff, itinerant teaching staff, ancillary staff, visiting parents and users of the community facilities. Consideration must be given to pedestrian/vehicular segregation and to the traffic management of pupil transport (bus and parental car). Nursery parents will require to park and accompany their children into the building at the beginning and end of each nursery session. Traffic numbers will be increased considerably on certain occasions, e.g., parents' nights and concerts and consideration must be given to the interrelationship of hard standing pupil playground surfaces to car park areas such that these could be used out with School Hours for additional car parking.

The Multi-purpose Hall - must be accessible for use by the community out with School Hours and account shall be taken of this when designing zonal security into the building.

A.3 New Project Facilities – Secondary

A.3.1 Introduction

The under noted information is provided on an individual New Project Facility - Secondary basis. Each New Project Facility - Secondary is to be designed to meet the individual aspects as listed and required within the specification. This section gives information on each of the New Project Facilities - Secondary on the following:

- Accommodation Requirements and Commentary
- Special Relationships
- Room Space
- Servicing
- Design Considerations
- Site Locations

A.3.2 Site Locations

Site locations for each of the New Project Facilities - Secondary are all as intimated and included within the Project Agreement Schedule Part 4, Project Facilities Appendix A, Site Plans.

A.3.3 Table of New Project Facilities - Secondary

Reference	New Project Facilities - Secondary
A.3.4	Dingwall Academy
A.3.5	Kinlochleven High
A.3.6	Millburn Academy
A.3.7	Portree High

A.3.4 Dingwall Academy

Introduction

The New Project Facility will replace the current Dingwall Academy. The New Project Facility will have community use – a joint public/school library and a performance venue, together with physical education facilities all as set out in the Accommodation Schedule below.

Accommodation Requirements

The Accommodation Schedule provides the requirements for all accommodation in the New Project Facility. This information is based on The Highland Council experience in the areas and accommodation types required to satisfy education needs with regard to pupil numbers.

It is the responsibility of the Contractor to provide circulation, communication, plant space, toilet provision and the like sufficient to serve the accommodation listed in the Accommodation Schedule.

The Gross Internal Floor Area for each of the rooms scheduled on the Accommodation Schedule, Section D3, is to be calculated by reference to Design Performance Standards, Section B.1.3

The accommodation requirements shall be read in conjunction with, the remaining sections of the Facilities Requirements in this Part 2 of The Authority's Requirements.

Security

Appropriate consideration requires to be given in the overall design of the New Project Facility to security issues taking account of current advice and regulations. In addition, it will be necessary to take account of use of Educational Services, Community Education Services and for Community Use in designing appropriate security systems. The local crime prevention officer and road safety officer shall be consulted.

Accommodation Schedule

Refer to Section D.3 for the Accommodation Schedule requirements relating to Dingwall Academy New Project Facility.

Accommodation Comments

If, excepting the floor areas identified in the Accommodation Schedule, there is ambiguity between the contents of the narrative and the Room Data Sheets then the contents of the Room Data Sheets shall prevail.

Organisation

The existing Dingwall Academy pupil roll in session 2003/2004 was

Year	S1	S2	S3	S4	S5	S6	Total
Roll (pupils)	200	191	218	208	154	93	1064

Staffing (Session 2003 – 2004)

Teachers	100
Auxiliary Support	16

Secretarial/Admin	5
Janitors	3
Technician	2
Librarian	6

Education Accommodation

All to be provided as the Accommodation Schedule and Room Data Sheets and incorporating any specific requirements as listed below.

Storage/Secure Storage

Particular attention must be given to specialised storage for Radioactive Isotopes, Chemicals, Administrative aspects and the like as identified within the individual Room Data Sheets.

Physical Education -The existing Leisure Complex adjoining this site is to be linked by a footpath with the New Project Facility to allow joint pupil and public use of the two facilities.

Pupil Support Facilities - Dingwall Academy New Project Facility will provide Support for Learning and Educational provision for all of secondary age pupils in day education. The numbers of pupils are likely to be

- moderate/severe autistic spectrum disorder 4 - 6
- very severe autistic spectrum disorder 2 - 4
- severe/profound complex learning difficulties 0 - 10
- Other pupils receiving significant Support for Learning 50 - 55

It is particularly important that this part of the New Project Facility is close to an area where pupil transport must be able to stop safely, close to an entrance to the Pupil Support facilities area.

Library - the library will be shared both by the general public and by the New Project Facility pupil population.

Social Areas - pupil toilets shall be available in these areas. There must be a minimum of three social areas provided and although only two are defined within the accommodation schedule, one shall be part of one of the other defined areas such as the Dining Area.

Administration – the Reception and General office shall be close to the main New Project Facility door. The Reprographics room shall be separate from the General Office. In the Server Room there shall be separately identified ICT Cabinets for access by the Authority.

The Head Teacher’s office shall be adjacent to the General office.

The **Deputes’ offices** - shall also be situated close to the General Office.

Within this administration area there shall also be a **Meeting** room with a waiting area positioned close to this room.

Ancillary - Ancillary requirements shall be provided in accordance with the Accommodation Schedule, corresponding Room Data Sheets and statutory requirements. The staff cloakroom/toilets shall be located close to the Staffroom.

Additional Observations

Television/VCR

Appropriate types of aerials and distribution mediums shall be installed to be capable of receiving and distributing high quality digital reception. The system shall be such that the signal is capable of distribution to signal points in each teaching area in the New Project Facility and also to resource areas, general purpose/dining area, and all other locations as indicated within the Room Data Sheets. In addition, satellite television is required in the areas identified in the Room Data Sheets.

Information & Communication Technology (ICT)

All teaching areas, offices, study areas, Community, Nursery, Library and Open Learning areas shall be computer cabled to provide an internal computer network for the New Project Facility. This network shall be designed to enable it to carry all the projected traffic as quantified by reference to the number of data points identified in the Room Data Sheets, be capable of connection to the Authority's administrative wide area network, the Authority's educational network and the Internet, via suitable bandwidth. All cabinets and cable ducting shall be designed and installed to accommodate 50% additional capacity from that quantified above. The computer network system shall be combined with the telephone system.

Communications – Internal and External

An internal telephone system shall be installed to allow communications between individual departments and office areas - the number of extensions required is listed in the Room Data Sheets. The system shall have 6 external lines for voice, with Direct Dial In to extension (DDI) capability.

Pinboarding

In all teaching areas, the dining room and circulation spaces display areas are required. In corridor areas these shall be fire-secure.

Electrical

Power outlets in the main shall be positioned at bench height. All electrical, computer, networking and telephone lines shall be such that access is convenient and alterations to the systems could be carried out. Housing of switch gear shall not impinge upon areas designed for other uses, e.g. storage uses.

Heating System

All classrooms shall be capable of being heated individually by means of heat zoning controls.

Keys

Each classroom and store shall have a separate key with a sub-master for each department and a master key for the whole New Project Facility. Suitable secure key storage will be required.

Display Areas - Specialist wall lighting for wall displays in the main foyer areas shall be provided as well as in other areas all as detailed within the individual Room Data Sheets.

Dental Unit Connection Facilities

Electrical, water and drainage services with appropriate connections must be provided at the location convenient for siting of dental caravan.

Power/Water/Sewerage

It is the responsibility of the Contractor to ensure appropriate power, water and sewerage connections to the building.

Special Relationships

English and Media Studies - must be situated adjacent to each other.

The Craft, Design and Technology Department - shall be situated on the ground floor for ease of delivery of materials.

The **Music Department** - shall be close to the Multi-Purpose Hall and have an appropriate degree of acoustic separation from the rest of the New Project Facility.

The **Science Department** - will comprise of Physics, Chemistry and Biology Departments and the Science Technicians Area shall be situated close to this suite of rooms.

Community Provision - the local community will wish to make considerable use of the New Project Facility facilities, particularly the Venue, Sports facilities and the Library. These facilities shall therefore be as close as feasible to the main entrance. In addition, a coffee bar type provision, created as part of the kitchen/dining facilities, will be capable of being used for out with School Hours.

The Entrance Hall - must form a main feature of the New Project Facility and shall be capable of through put of large numbers of pupils/public at any one time as well as mounting temporary or permanent displays of artistic work.

Car Parking - there will be minimal movement of staff and pupil parking throughout the School Day but access to the public library and community areas will be much more fluid. Account shall be taken of this when designing both car park areas and bus turning areas.

Design Considerations

The design shall take account of the following important factors:

The use of circulation and social space

The need for areas of community use to be separately controlled

The design of the New Project Facilities must take account of possible changes of use.

The layout of the buildings on the site must take account of possible growth – the layout must show specific areas for possible future developments at the New Project Facility.

A.3.5 Kinlochleven High

Introduction

The New Project Facility will be a purpose built, six-year, comprehensive community New Project Facility. Some facilities will be shared with the new Kinlochleven Primary New Project Facility, although both New Project Facilities have separate identities and facilities to meet their own needs.

Accommodation Requirements

The Accommodation Schedule provides the requirements for all accommodation in the New Project Facility. This information is based on The Highland Council experience in the areas and accommodation types required to satisfy education needs with regard to pupil numbers.

It is the responsibility of the Contractor to provide circulation, communication, plant space, toilet provision and the like sufficient to serve the accommodation listed in the Accommodation Schedule.

The Gross Internal Floor Area for each of the rooms scheduled on the Accommodation Schedule, Section D.3, is to be calculated by reference to Design Performance Standards, Section B.1.3

The requirements shall be read in conjunction with, the remaining sections of the Facilities Requirements in this Part 2 of The Authority's Requirements.

Security

Appropriate consideration requires to be given in the overall design of the New Project Facility to security issues taking account of current advice and regulations. In addition, it will be necessary to take account of use of Educational Services, Community Education Services and for Community Use in designing appropriate security systems. The local crime prevention officer and road safety officer shall be consulted.

Accommodation Schedule

Refer to Section D.3 for the Accommodation Schedule requirements relating to Kinlochleven High New Project Facility.

Accommodation Comments

If, excepting the floor areas identified in the Accommodation Schedule, there is ambiguity between the contents of the narrative and the Room Data Sheets then the contents of the Room Data Sheets shall prevail.

Organisation

Roll

The existing Kinlochleven High pupil roll in Session 2003/04 was:

Year	S1	S2	S3	S4	S5	S6	Total
Roll (pupils)	24	26	14	20	13	8	105

It is anticipated that the New Project Facility roll will rise to around 140 and that some adults will also attend senior New Project Facility classes.

Staffing

Teaching (FTE)	17
Auxiliary (SEN etc)	3
Secretarial/Admin	2
Technician	0.5
Librarian	2

Education Accommodation

All to be provided as the Accommodation Schedule and Room Data Sheets and incorporating any specific requirements as listed below.

Storage/Secure Storage

Particular attention must be given to specialised storage for Radioactive Isotopes, Chemicals, Administrative aspects and the like as identified within the individual Room Data Sheets.

Business Education - storage shall be shared with IT/Computer Studies/Graphic Communication.

IT/Computer Studies/Graphic Communication - this room shall be sited adjacent to the Business Education room.

Storage shall be shared with Business Education.

Technical Education - this department shall be located on the ground floor of the Building. There shall be deliveries from heavy lorries and account of this shall be taken when designing the layout of the New Project Facility and in pupil / vehicular segregation systems.

Support for Learning including Special Educational Needs (SEN)

The new Kinlochleven High and Primary New Project Facilities will provide support for learning and educational provision for all of the primary and secondary age pupils in day education.

The numbers of pupils are likely to be:

Moderate/severe autistic spectrum disorder	1
Very severe autistic spectrum disorder	1
Moderate/Severe/profound/complex learning difficulties	2-4
Other pupils receiving significant SfL	5

Pupils with significant mobility difficulties may require access to large items of equipment such as standing frames, hoists, exercise mats and wheelchairs.

Library and Resources Area - The library will be shared both by the general public and by the pupil population.

Administration Accommodation

Reception/Main Office/Reprographics area - An enquiry counter and waiting space will be required.

Meeting Room - this room must be situated in the administration area

Waiting Area - an area for parents, visitors to the New Project Facility etc. This area must be within site of the New Project Facility Office/Reception area and may be formed from circulation space.

Ancillary - ancillary requirements shall be provided in accordance with the Accommodation Schedule, corresponding Room Data Sheets and statutory requirements. The staff cloakroom/toilets shall be located close to the Staffroom.

Public Toilets - situated near the main entrance and suitable for disabled access.

Circulation - it is required that pupil social areas are able to be separately identified but may be included within this circulation space.

Additional Observations

Television/VCR

Appropriate types of aerials and distribution mediums shall be installed to be capable of receiving and distributing high quality digital reception. The system shall be such that the signal is capable of distribution to signal points in each teaching area in the New Project Facility and also to resource areas, general purpose/dining area, and all other locations as indicated within the Room Data Sheets. In addition, satellite television is required in the areas identified in the Room Data Sheets.

Information & Communication Technology (ICT)

All teaching areas, offices, study areas, Community, Nursery, Library and Open Learning areas shall be computer cabled to provide an internal computer network for the New Project Facility. This network shall be designed to enable it to carry all the projected traffic as quantified by reference to the number of data points identified in the Room Data Sheets, be capable of connection to the Authority's administrative wide area network, the Authority's educational network and the Internet, via suitable bandwidth. All cabinets and cable ducting shall be designed and installed to accommodate 50% additional capacity from that quantified above. The computer network system shall be combined with the telephone system.

Communications – Internal and External

An internal telephone system shall be installed to allow communications between individual departments and office areas - the number of extensions required is listed in the Room Data Sheets. The system shall have as a minimum 4 external lines for voice, with Direct Dial In to extension (DDI) capability.

Pinboarding

In all teaching areas, the dining room and circulation spaces display areas are required. In corridor areas these shall be fire-secure.

Electrical

Power outlets in the main shall be positioned at bench height. All electrical, computer, networking and telephone lines shall be such that access is convenient and alterations to the systems could be carried out. Housing of

switch gear shall not impinge upon areas designed for other uses, e.g. storage uses.

Heating System

All facility areas shall be capable of being heated individually by means of heat zoning controls.

Keys

Each classroom and store shall have a separate key with a sub-master for each department and a master key for the whole New Project Facility. Suitable secure key storage will be required.

Display Areas - Specialist wall lighting for wall displays in the main foyer areas shall be provided as well as in other areas all as detailed within the individual Room Data Sheets

Dental Unit Connection Facilities

Electrical, water and drainage services with appropriate connections must be provided at the location convenient for siting of dental caravan.

Power/Water/Sewerage

It is the responsibility of the Contractor to ensure appropriate power, water and sewerage connections to the building.

Special Relationships

Social Subjects - rooms shall be sited together with a common store.

Business Education/IT/Computing/Graphic Communication - shall be grouped with a common store. For security purposes these departments shall be on the first floor.

Technical - workshops will commonly receive deliveries of wood, metal, etc and account shall be taken of vehicular access and pedestrian/vehicular segregation when locating the stores and classrooms associated with technical.

Music Rooms/Music Practice Rooms - shall be located close to the assembly hall and rear access to stage provision will be required and have an appropriate degree of acoustic separation from the rest of the New Project Facility.

Primary New Project Facility - consideration shall be given to the central location of facilities shared with Kinlochleven Primary New Project Facility (Dining Hall, Special Educational Needs Support Area) and the need to separate other areas (Teaching Areas, Playground, Toilets).

The Public Library - shall be adjacent to the main New Project Facility entrance and be capable of security separation from both the teaching areas of the New Project Facility and other parts of the community area.

The Assembly Hall - will be used in conjunction with other parts of the community complex out with School Hours and with the New Project Facility during School Hours. Security zoning of the New Project Facility shall take account of these varying uses.

The Dining Area - will also be used by Kinlochleven Primary New Project Facility and may be used in conjunction with the community area and

assembly hall out with School Hours. It shall, therefore, be located close to the assembly hall and community area.

The Senior Management Team - (Head Teacher and Depute) shall be located beside the administration office for clerical support.

The New Project Facility Administration Office - shall be adjacent to the New Project Facility entrance and provide security access to the interior of the New Project Facility. A reception desk shall be provided.

The Medical Suite - shall be located adjacent to the New Project Facility administration office and occupants of the Rest Room

The Entrance Hall - shall form a main feature of the New Project Facility and be able to exhibit and mount temporary or permanent displays of artistic work.

Car Parking - there will be minimal movement of staff and pupil parking throughout the School Day but access to the public library and community areas will be much more fluid. Account shall be taken of this when designing both car park areas and bus turning areas.

A.3.6 Millburn Academy

Introduction

The New Project Facility will replace the existing Millburn Academy.

Accommodation Requirements

The Accommodation Schedule provides the requirements for all accommodation in the New Project Facility. This information is based on The Highland Council experience in the areas and accommodation types required to satisfy education needs with regard to pupil numbers.

It is the responsibility of the Contractor to provide circulation, communication, plant space, toilet provision and the like sufficient to serve the accommodation listed in the Accommodation Schedule.

The Gross Internal Floor Area for each of the rooms scheduled on the Accommodation Schedule, Section D.3, is to be calculated by reference to Design Performance Standards, Section B.1.3

The accommodation requirements shall be read in conjunction with, the remaining sections of the Facilities Requirements in this Part 2 The Authority's Requirements.

Security

Appropriate consideration requires to be given in the overall design of the New Project Facility to security issues taking account of current advice and regulations. In addition, it will be necessary to take account of use of Educational Services, Community Education Services and for Community Use in designing appropriate security systems. The local crime prevention officer and road safety officer shall be consulted.

Accommodation Schedule

Refer to Section D.3 for the Accommodation Schedule requirements relating to Millburn Academy New Project Facility.

Accommodation Comments

If, excepting the floor areas identified in the Accommodation Schedule, there is ambiguity between the contents of the narrative and the Room Data Sheets then the contents of the Room Data Sheets shall prevail.

Organisation

Roll

The existing Millburn Academy pupil roll in Session 2003/2004 was:

Year	S1	S2	S3	S4	S5	S6	Total
Roll (pupils)	200	210	205	221	141	115	1092

Staffing (Session 2003 – 2004)

Teachers	100
Auxiliary Support	14
Secretarial/Admin	5

Janitors	3
Technician	2
Librarian	1

Education Accommodation

All to be provided as the Accommodation Schedule and Room Data Sheets and incorporating any specific requirements as listed below.

The “Hub” - integrated within the immediate front entrance to the New Project Facility will be a number of areas which will be seen as the “hub” or the “heart” of the New Project Facility. This shall include reception, waiting area, New Project Facility office and administration, meeting rooms and medical facilities.

Reception Area and Entrance - the New Project Facility trophy display cabinet and achievement boards shall also be positioned within the Foyer area. Large scale display areas, e.g. for murals shall also be accommodated here. The foyer and waiting areas shall provide a New Project Facility community display space for art work.

The waiting area shall also be provided with easy access to toilet facilities including disabled toilets. The waiting area shall have seating in a public area. Guidance/SfL will be in close proximity to the “hub”. The reception area and entrance shall be accessible from the visitors’ car parking.

Accommodation – Social Space - Pupils

Social Areas - social areas shall be distributed in the New Project Facility according to the overall layout of the buildings. Social areas shall have access to toilets.

Lockers to be provided in sufficient numbers to accommodate design capacity. All pupils in the New Project Facility will have a locker. For ease of access these shall be located in or close to social areas or where corridors/circulation spaces are large enough.

Storage/Secure Storage - particular attention must be given to specialised storage for Radioactive Isotopes, Chemicals, Administrative aspects and the like as identified within the individual Room Data Sheets.

Pupil Support Facilities - Millburn Academy New Project Facility will provide Support for Learning and Educational provision for all of secondary age pupils in day education.

It is estimated that the numbers of pupils are likely to be:

Moderate/severe autistic spectrum disorder	10-12
Very severe autistic spectrum disorder	3-6
Moderate/Severe/profound/complex learning difficulties	20
Other pupils receiving significant SfL	50-55

It is particularly important that this part of the New Project Facility is close to an area where pupil transport must be able to stop safely, close to an entrance to the Pupil Support facilities area.

Guidance Support - five interview rooms for use by the ‘Support for Pupil’ team must be adjacent to this office.

Medical Inspection Suite - this suite shall be situated on the ground floor with access to the Management and Administration suite.

Sick bay/rest rooms - wide doorways are required to the sick bay to cope with stretchers or wheel chair access. A disabled toilet must be provided close by, or as an integral part of the suite.

Business Studies/IT/Computer Studies – these departments will be co-located, sharing a Staff Base. In addition, they will be linked to one of the two ICT ‘general purpose’ rooms.

Home Economics - Home Economics will have a shared space with Craft Design and Technology.

Music - the four classrooms, recording room, ten practice rooms and Staff Base shall be in close proximity to the Performance Venue and Drama/Dance Studio. Instrument storage space will be required.

Science - all the science facilities including technician area, storage areas and staff base shall be together in one area and floor.

The Science Technician’s room must be close to the science rooms.

Technical Subjects - a materials preparation room and store (with outside access for deliveries) shall be adjacent to these rooms.

The workshops, machine workshop, the preparation area and materials store shall be located on the ground floor of the New Project Facility. There will be deliveries from heavy lorries and account of this shall be taken when designing the layout of the New Project Facility and in pupil/vehicular segregation systems.

Physical Education - the location of the Physical Education facilities within the New Project Facility shall take account of access to the outside playing areas, and to access by the community. In addition, a Pavilion building currently existing on the site must be retained

General Accommodation

Library and Resources Area/Open & Distance Learning Centre - associated “catchment area primary schools” do make extensive use of the present library and consideration shall be given to this in the design of the new facility and adjacent rooms.

Performance Venue - this area shall be next Drama/Dance/Movement Studio.

Main Performance Space - a seated capacity of 400, with maximum use being made of retractable “bleacher” style raked seating. Additional “free standing” seating shall be provided for use in front of the raked seats.

A demountable stage shall be provided.

Other Educational Uses - the performance space, especially with the seats retracted, will be used as an additional drama/dance studio and rehearsal space, ensemble practice area, staff development and conference venue and examination hall.

Drama/Dance/Movement Room - as well as the flexible use of the performance space the New Project Facility shall also have a multi-purpose studio space which can be utilised for the teaching of drama, dance, media studies etc as well as use by Educational Services, Community Education Services and for Community Use as a group rehearsal and ensemble/choir practice space.

Management/Administration and Office Suite

New Project Facility/Administration Office.

Reception - the reception desk will be adjacent to the foyer/waiting area and be integrated into the main office. The main office will back directly on to the reception area and be linked by an interconnecting door.

Administration Office - will be a separate room.

Reprographic Facilities - shall be located close to the administration office.

The Head Teacher's office - shall be close to the General office.

The Deputes' offices - shall also be situated close to the General Office.

Proximity; the Head Teacher's office and the depute rooms shall be grouped in one area with access to one another. Toilet facilities shall be close by and there shall be access between the management suite and the waiting area for visitors.

Ancillary Accommodation

Staff Accommodation - the staffroom shall be in a central position and staff toilets shall be provided adjacent to the staff room.

Pupils' Toilets and Cloaks - main provision to be located near pupil social areas. Pupil lockers are to be located in or close to these areas.

Public Toilets - situated near the main entrance and suitable for disabled persons.

Kitchen and Dining Area - the area shall be open plan yet clearly defined and designated.

Janitor's Room and Store – the Janitor's room shall be located near the main entrance.

Outdoor Store - with access to outside for storage of equipment.

Vehicle Access, Deliveries and Parking - there shall be segregation of buses from pedestrian access as well as from sign-posted parking for staff and visitor vehicles. Pupils with special needs are also transported by taxi. This area shall include a covered double bay for New Project Facility mini-bus parking.

Cycle Access - lockable, cycle compounds, for staff and pupils, shall be provided for the secure storage of cycles during the day.

Additional Observations

Television/VCR

Appropriate types of aerials and distribution mediums shall be installed to be capable of receiving and distributing high quality digital reception. The

system shall be such that the signal is capable of distribution to signal points in each teaching area in the New Project Facility and also to resource areas, general purpose/dining area, and all other locations as indicated within the Room Data Sheets. In addition, satellite television is required in the areas identified in the Room Data Sheets.

Information & Communication Technology (ICT)

All teaching areas, offices, study areas, Community, Nursery, Library and Open Learning areas shall be computer cabled to provide an internal computer network for the New Project Facility. This network shall be designed to enable it to carry all the projected traffic as quantified by reference to the number of data points identified in the Room Data Sheets, be capable of connection to the Authority's administrative wide area network, the Authority's educational network and the Internet, via suitable bandwidth. All cabinets and cable ducting shall be designed and installed to accommodate 50% additional capacity from that quantified above. The computer network system shall be combined with the telephone system.

Communications – Internal and External

An internal telephone system shall be installed to allow communications between individual departments and office areas - the number of extensions required is listed in the Room Data Sheets. The system shall have 6 external lines for voice, with Direct Dial In to extension (DDI) capability.

Pinboarding

In all teaching areas, the dining room and circulation spaces display areas are required. In corridor areas these shall be fire-secure.

Electrical

Power outlets in the main shall be positioned at bench height. All electrical, computer, networking and telephone lines shall be such that access is convenient and alterations to the systems could be carried out. Housing of switch gear shall not impinge upon areas designed for other uses, e.g. storage uses.

Heating System

All classrooms shall be capable of being heated individually by means of heat zoning controls.

Keys

Each classroom and store shall have a separate key with a sub-master for each department and a master key for the whole New Project Facility. Suitable secure key storage will be required.

Display Areas - Specialist wall lighting for wall displays in the main foyer areas shall be provided as well as in other areas all as detailed within the individual Room Data Sheets.

Dental Unit Connection Facilities

Electrical, water and drainage services with appropriate connections must be provided at the location convenient for siting of dental caravan.

Power/Water/Sewerage

It is the responsibility of the Contractor to ensure appropriate power, water and sewerage connections to the building.

Special Relationships

Faculty Grouping - Subject departments will be located in “faculty” areas with some having shared staff bases and/or storage areas.

Groupings shall be:

English, Modern Languages and Gaelic

Maths and Social Subjects

Sciences

Personal and Social Education (PSE) and Religious Studies

Business Studies and Computing

Craft Design and Technology (CDT) and Home Economics

Physical Education - the location of the department shall take into account the location of the external location of sports facilities including the pavilion.

Games Hall/Gymnasium - shall be adjacent to PE changing rooms and shall be capable of isolation from the other teaching areas of the New Project Facility out with School Hours.

Sciences - the Science suite will be in a dedicated area of the New Project Facility and on one floor only.

Music - music provision will be in close proximity to the performance venue and drama/dance studio.

CDT - the machine and preparation workshops will require external access. The design area shall be associated with similar areas in Art & Design or Home Economics.

Computing and Business Studies Linked to ICT in the Curriculum - as well as these two departments being co-located they will also be linked to one of the equipped ICT “general purposes” rooms.

ICT Provision/Distribution - one ICT general purpose room shall be associated with each of Graphic Communication and Computing and Business Studies area but these shall be well separated to allow access from around the New Project Facility.

Home Economics - Home Economics will have a shared design space with CDT.

Car Parking - there is likely to be minimal movement of staff and pupil parking throughout the School Day but access to the public library and community areas will be much more fluid. Account shall be taken of this when designing both car park areas and bus turning areas.

A.3.7 Portree High

Introduction

The New Project Facility will replace the current Portree High. The New Project Facility will have community use – a joint public/school library, swimming pool and a performance venue, together with physical education facilities all as set out in the Accommodation Schedule.

Accommodation Requirements

The Accommodation Schedule provides the requirements for all accommodation in the New Project Facility. This information is based on The Highland Council experience in the areas and accommodation types required to satisfy education needs with regard to pupil numbers.

It is the responsibility of the Contractor to provide circulation, communication, plant space, toilet provision and the like sufficient to serve the accommodation listed in the Accommodation Schedule.

The Gross Internal Floor Area for each of the rooms scheduled on the Accommodation Schedule, Section D.3, is to be calculated by reference to Design Performance Standards, section B.1.3

The accommodation requirements shall be read in conjunction with, the remaining sections of the Facilities Requirements in this Part 2 of The Authority's Requirements.

Security

Appropriate consideration requires to be given in the overall design of the New Project Facility to security issues taking account of current advice and regulations. In addition, it will be necessary to take account of use of Educational Services, Community Education Services and for Community Use in designing appropriate security systems. The local crime prevention officer and road safety officer shall be consulted.

Accommodation Schedule

Refer to Section D.3 for the Accommodation Schedule requirements relating to Portree High New Project Facility.

Accommodation Comments

If, excepting the floor areas identified in the Accommodation Schedule, there is ambiguity between the contents of the narrative and the Room Data Sheets then the contents of the Room Data Sheets shall prevail.

Accommodation Comments

Organisation

Roll

The existing Portree High pupil roll in Session 2003/2004 was:

Year	S1	S2	S3	S4	S5	S6	Total
Roll (pupils)	112	142	122	132	99	67	674

Staffing

Teachers	63
Auxiliary Support	5
Secretarial/Admin	5
Janitors	2
Technician	3
Librarian	3
Swimming Pool Staff	6

Education Accommodation

All to be provided as the Accommodation Schedule and Room Data Sheets and incorporating any specific requirements as listed below.

Staff Bases

Storage facilities for departments (apart from in-class storage) shall be located near to these Staff Bases.

Storage/Secure Storage

Particular attention must be given to specialised storage for Radioactive Isotopes, Chemicals, Administrative aspects and the like as identified within the individual Room Data Sheets.

Pupil Support Facilities – Portree High New Project Facility will provide Support for Learning and Educational provision for all of secondary age pupils in day education. The numbers of pupils are likely to be

Moderate/severe autistic spectrum disorder	1
Very severe autistic spectrum disorder	2-3
Moderate/Severe/profound/complex learning difficulties	6-8
Other pupils receiving significant SfL	35

Social Areas - Pupil toilets shall be available in these areas. There must be a minimum of three social areas provided and although only two are defined within the accommodation schedule, one shall be part of one of the other defined areas such as the Dining Area. In addition, a Common Room for S6 pupils is also specified. These areas must be capable of being easily supervised.

Guidance Support - three interview rooms for use by the Support for Pupil team must be close to this office.

Medical Suite – this shall be a room to provide accommodation for visiting medical services together with two pupils’ Rest Rooms adjacent. A waiting room and toilet suitable for the disabled is required.

IT/Computer Studies - when not in use for this subject, these rooms will be used as a computer room for other departments.

Music - these rooms shall have an appropriate degree of acoustic separation from the rest of the New Project Facility. They shall be located adjacent to the performance venue to facilitate public performances. Instrument storage space will be provided.

Science - all the science facilities including technician area, storage areas and staff base shall be together in one area. The Science Technician's room must be close to the science rooms.

Technical Subjects - within the floor areas indicated, an area for design, accessible from both craft rooms shall be provided, and able to be viewed from the craft room through glass panels.

This department shall be located on the ground floor of the New Project Facility. There shall be deliveries from heavy lorries and account of this shall be taken when designing the layout of the New Project Facility and in pupil / vehicular segregation systems.

General Accommodation

Library and Resources Area / Open & Distance Learning Centre - the library will be shared both by the general public and by the New Project Facility pupil population. It will be positioned in a central location.

Administration Accommodation

Reception/Main Office/Reprographics area - a Reprographics room shall be provided adjacent to the main office.

Headteacher's Office - shall be near to the General office.

The Deputes' offices - shall also be situated close to the General Office.

Waiting Area - this area must be within sight of the New Project Facility Office/Reception area.

IT Server Room - a small, secure, air conditioned room for the main network hub and computer servers. It shall be noted that depending on the chosen infrastructure design the Contractor may have to provide smaller Data Cabinet Rooms as these cabinets will not be allowed within any client used accommodation.

Ancillary - ancillary requirements shall be provided in accordance with the Accommodation Schedule, corresponding Room Data Sheets and statutory requirements. The staff cloakroom/toilets shall be located close to the Staffroom.

Pupils' Toilets and Cloaks - main provision is to be located near pupil social areas. Pupil lockers are to be located in or close to these areas.

Public Toilets – toilets suitable for use by members of the public shall be situated near the main entrance and be suitable for use by disabled persons.

Additional Observations

Television/VCR

Appropriate types of aerials and distribution mediums shall be installed to be capable of receiving and distributing high quality digital reception. The system shall be such that the signal is capable of distribution to signal points in each teaching area in the New Project Facility and also to resource areas, general purpose/dining area, and all other locations as indicated within the Room Data Sheets. In addition, satellite television is required in the areas identified in the Room Data Sheets.

Information & Communication Technology (ICT)

All teaching areas, offices, study areas, Community, Library and Open Learning areas shall be computer cabled to provide an internal computer network for the New Project Facility. This network shall be designed to enable it to carry all the projected traffic as quantified by reference to the number of data points identified in the Room Data Sheets, be capable of connection to the Authority's administrative wide area network, the Authority's educational network and the Internet, via suitable bandwidth. All cabinets and cable ducting shall be designed and installed to accommodate 50% additional capacity from that quantified above. The computer network system shall be combined with the telephone system.

Communications – Internal and External

An internal telephone system shall be installed to allow communications between individual departments and office areas - the number of extensions required is listed in the Room Data Sheets. The system shall have 6 external lines for voice, with Direct Dial In to extension (DDI) capability.

Pinboarding

In all teaching areas, the dining room and circulation spaces display areas are required. In corridor areas these shall be fire-secure.

Electrical

Power outlets in the main shall be positioned at bench height. All electrical, computer, networking and telephone lines shall be such that access is convenient and alterations to the systems could be carried out. Housing of switch gear shall not impinge upon areas designed for other uses, e.g. storage uses.

Heating System

All classrooms shall be capable of being heated individually by means of heat zoning controls.

Keys

Each classroom and store shall have a separate key with a sub-master for each department and a master key for the whole New Project Facility. Suitable secure key storage will be required.

Display Areas

Specialist wall lighting for wall displays in the main foyer areas shall be provided as well as in other areas all as detailed within the individual Room Data Sheets.

Dental Unit Connection Facilities

Electrical, water and drainage services with appropriate connections must be provided at the location convenient for siting of dental caravan.

Power/Water/Sewerage

It is the responsibility of the Contractor to ensure appropriate power, water and sewerage connections to the building.

Special Relationships

There will be considerable use made by the public of the combined New Project Facility and public library and the sports facilities (indoor and outdoor) on the site. The New Project Facility will therefore be extensively used by the community out with School Hours.

English/Modern Languages/Gaelic - shall be grouped.

Geography/History/Modern Studies - known collectively as the Social Subjects shall be grouped.

Religious and Moral Education - shall be close to Social Subjects

Business Studies/Computing - shall be grouped, for security purposes these departments shall be on the first floor if the New Project Facility has more than one floor.

Home Economics – these rooms also receive food deliveries on a regular basis.

Music Rooms/Music Practice Rooms - shall be located close to the assembly hall and rear access to stage provision will be required during musical and drama performances. Heavy instruments will require to be taken on and off stage by means of such access.

Technology Rooms - technical workshops will receive deliveries of wood, metal, etc and account shall be taken of vehicular access and pedestrian/vehicular segregation when locating the stores and classrooms associated with technical. These rooms shall be located on the ground floor.

Games Hall/Gymnasium - requires to be adjacent to PE changing rooms and shall be capable of isolation from the other teaching areas of the New Project Facility out with School Hours. It would be anticipated that community users of this area could access through the main New Project Facility entrance and reception area to enhance the security of the building.

PE Changing Facilities - changing facilities shall be located close to the all-weather facilities in particular and outdoor facilities in general.

Swimming Pool - shall be adjacent to the PE area for management purposes.

The Library - shall be located within the community area, adjacent to the main New Project Facility entrance and be capable of security separation from both the teaching areas of the New Project Facility and other parts of the community area. It shall also be located centrally within the whole New Project Facility building.

The Life Long Learning Area - shall be located adjacent to the library.

The Assembly Hall/Performance Venue - will be used in conjunction with other parts of the community complex out with School Hours and with the New Project Facility during School Hours. Security zoning of the New Project Facility shall take account of these varying uses.

The Dining Area - shall be located close to the New Project Facility hall and community area.

The Senior Management Team - (Headteacher and Depute Headteachers) shall be located close to the administration office for clerical support.

The New Project Facility Administration Office - shall be adjacent to the New Project Facility entrance and provide security access to the interior of the New Project Facility.

Guidance Offices - shall be located close to the administration office for clerical support and also close to the Library for careers reference material.

The Medical Suite - shall be located adjacent to the New Project Facility administration office and occupants of the Rest Room shall be capable of being viewed from the administration office with appropriate devices for obscuring the view as and when necessary.

The Entrance Hall - must form a main feature of the New Project Facility and shall be able to exhibit and mount temporary or permanent displays of artistic work.

Car Parking - there is likely to be minimal movement of staff and pupil parking throughout the School Day but access to the public library and community areas will be much more fluid. Account shall be taken of this when designing both car park areas and bus turning areas.

A.4 New Project Facilities – Assisted or Special Needs

A.4.1 Introduction

The under noted information is provided on an individual New Project Facility – Assisted or Special Needs basis. Each New Project Facility – Assisted or Special Needs is to be designed to meet the individual aspects as listed and required within the specification. This section gives information on each of the New Project Facilities – Assisted or Special Needs on the following:

- Accommodation Requirements and Commentary
- Special Relationships
- Room Space
- Servicing
- Design Considerations
- Site Locations

A.4.2 Site Locations

Site locations for each of the New Project Facilities – Assisted or Special Needs are all as intimated and included within the Project Agreement Schedule Part 4, Project Facilities Appendix A, Site Plans.

A.4.3 Table of New Project Facilities – Assisted or Special Needs

Reference	New Project Facilities – Assisted or Special Needs
A.4.4	Drummond

It should be noted that, over and above Drummond, some of the New Project Facilities – Secondary have specific areas dedicated for the requirements of Assisted or Special Needs. These specific areas are detailed within the individual New Project Facility – Secondary sections and within the Accommodation Sheets, Section D, and the Room Data Sheets Section E.

A.4.4 Drummond

Introduction

This New Project Facility will replace the existing Drummond School. It will comprise a New Project Facility – Assisted School or Special Needs and associated Multi-agency Centre. Specialist medical and social services staff will hold clinics in the Multi-agency centre. It is distinct from the New Project Facility medical suite, which is specifically for the day to day medical support of pupils in the New Project Facility on a day to day basis.

This New Project Facility will serve the needs of pupils of nursery, primary and secondary ages.

The New Project Facility will serve pupils who will have a range of special educational needs, in particular those with Severe and Complex needs, multi-sensory impairment and those with learning difficulties and Autism.

The design of both the internal and external environment shall take account of the requirements for staff working with and the needs of pupils who are:

- completely dependent on staff for all their needs including mobility;
- able to propel or use power wheelchairs;
- very active but developmentally delayed and unable to appreciate danger

Internally the New Project Facility needs to:

- combine a barrier free environment with one which provides security for more active pupils.
- provide a comfortable temperature without exposing pupils to risk from very hot surfaces.
- provide space, storage and arrangement of fixtures which ensures a safe environment for staff working with pupils.
- provide a security system controlling all entrances but also operating within the building to make areas secure.
- provide a panic alarm / emergency voice communication system

Provision for safe and prompt embarkation/disembarkation of pupils on arrival and departure and transfer to New Project Facility entrance is essential – this shall include weather protection. Pupil embarkation/ disembarkation areas shall be separate from staff and visitor parking areas. It is very important that the New Project Facility design produces a warm, welcoming, yet calming atmosphere for pupils and parents/carers.

Accommodation Requirements

The Accommodation Schedule provides the requirements for all accommodation in the New Project Facility. This information is based on The Highland Council experience in the areas and accommodation types required to satisfy education needs with regard to pupil numbers.

It is the responsibility of the Contractor to provide circulation, communication, plant space, toilet provision and the like sufficient to serve the accommodation listed in the Accommodation Schedule.

The Gross Internal Floor Area for each of the rooms scheduled on the Accommodation Schedule, Section D.4 is to be calculated by reference to Design Performance Standards, Section B.1.3

The requirements shall be read in conjunction with, the remaining sections of the Facilities Requirements in this Part 2 of The Authority's Requirements.

Accommodation Schedule

Refer to Section D.4 for the Accommodation Schedule requirements relating to Drummond.

Accommodation Comments

If, excepting the floor areas identified in the Accommodation Schedule, there is ambiguity between the contents of the narrative and the Room Data Sheets then the contents of the Room Data Sheets shall prevail.

Security

A security system must be incorporated so that no unauthorised persons can gain access to the New Project Facility. In addition many pupils have no sense of danger and the security system must prevent pupils leaving the New Project Facility unauthorised. The New Project Facility must be enclosed within appropriate perimeter security fencing. Lockable pass gates for pedestrians/wheelchair users and vehicles (maintenance/ emergency, etc) shall be installed.

The advice of the local Northern Constabulary Crime Prevention officer shall be taken into account when designing pupil, staff and public security, in terms of theft, vandalism etc.

Organisation

The New Project Facility roll will be 80 pupils. Pupils will tend to spend most time in their base classroom, whilst moving on a timetabled basis to specialist areas.

Anticipated Staffing

The number of staff is likely to be approximately:

Teaching	24
Support (Auxiliary)	35
Admin/Secretarial	2
New Project Facility nurse	1 or 2
Speech & language Therapists (visiting)	2
Occupational Therapist (visiting)	1
Paediatricians (visiting basis)	2
Janitor /Caretaker	1

Public Access and Community Use

The Physical Education Areas, administration suite, dining area and Medical Suite must be easily accessible for public access and community use, while the teaching classroom areas remain secure.

Education Accommodation

All to be provided as the Accommodation Schedule and Room Data Sheets and incorporating any specific requirements as listed below.

Pupil Social Areas - the internal informal areas provided for groups of pupils for use during break times and lunch times will be formed from the dining room and general circulation area.

Two Classroom Areas - (one for severe complex needs pupils, the other for pupils with Autistic Spectrum Disorders (ASD)) together with their distinct requirements are as shown in the Accommodation Schedule.

A third area for the Flat, Home Economics, Art, Music, Business Studies and IT skills, and Library provision - will be used by pupils from both of the two classroom areas above.

Hall - the hall will be located adjacent to the dining area. This hall will also serve as the main New Project Facility assembly /production hall.

The Special Needs Action Group (SNAP) is a voluntary organisation which provides leisure and support to the young with special needs. They will be using the hall and other related accommodation to provide “after school” activities throughout the year.

Reception Area/Entrance Hallway and Waiting Area - this will be a main feature of the New Project Facility.

A space is required within the main door of the New Project Facility to ensure safe entry of pupils on arrival in the morning and exit on departure at the end of the day. It is essential to have a clear area where pupils, including wheelchair users, can safely await collection by carers. A wheelchair / walking frame parking bay is specified in this area, where pupils may transfer from one mode of transport to another. A Waiting Area for parents and members of the public shall be adjacent.

Administration Accommodation - this accommodation must be adjacent to the main New Project Facility entrance and provide security access to the New Project Facility. The telephone switchboard must be able to be operated from the reception and the New Project Facility office.

Ancillary Accommodation

Staffroom - locker and toilet accommodation must be adjacent. A quiet room off the staff room is also specified.

New Project Facility Medical Suite - the medical rooms shall be accessible for New Project Facility staff from the pupil areas. A waiting room is required for parents. Disabled toilets shall be located in the medical suite. Pupils in the rest room shall be capable of being viewed from the nurse area, with appropriate devices to allow screening if necessary.

Public toilets - these will be situated near the main entrance and be suitable for use by disabled adults.

Enclosed Outdoor Areas - a secure outdoor area is required.

The **sensory garden** and the New Project Facility gardening class garden shall be designed with the assumption that they will only be accessed by pupils under supervision.

Additional Observations

Television/VCR

Appropriate types of aerials and distribution mediums shall be installed to be capable of receiving and distributing high quality digital reception. The system shall be such that the signal is capable of distribution to signal points in each teaching area in the New Project Facility and also to resource areas, general purpose/dining area, and all other locations as indicated within the Room Data Sheets. In addition, satellite television is required in the areas identified in the Room Data Sheets.

Information & Communication Technology (ICT)

All teaching areas, offices, study areas, Community, Nursery, and Library areas shall be computer cabled to provide an internal computer network for the New Project Facility. This network shall be designed to enable it to carry all the projected traffic as quantified by reference to the number of data points identified in the Room Data Sheets, be capable of connection to the Authority's administrative wide area network, the Authority's educational network and the Internet, via suitable bandwidth. All cabinets and cable ducting shall be designed and installed to accommodate 50% additional capacity from that quantified above. The computer network system shall be combined with the telephone system.

Communications – Internal and External

An internal telephone system shall be installed to allow communications between individual departments and office areas - the number of extensions required is listed in the Room Data Sheets. The system shall have 6 external lines for voice, with Direct Dial In to extension (DDI) capability.

Pinboarding

In all teaching areas, the dining room and circulation spaces display areas are required. In corridor areas these shall be fire-secure.

Electrical

Power outlets in the main shall be positioned as required relating to the user. All electrical, computer, networking and telephone lines shall be such that access is convenient and alterations to the systems could be carried out. Housing of switch gear shall not impinge upon areas designed for other uses, e.g. storage uses.

Heating System

All classrooms shall be capable of being heated individually by means of heat zoning controls. As many of the pupils will be sedentary, it is essential that draughts are minimised in classrooms. Consideration as to the most appropriate heating will be important i.e. avoidance of protruding sharp edges.

Keys

Each classroom and store shall have a separate key with a sub-master for each department and a master key for the whole New Project Facility. Suitable secure key storage will be required.

Display Areas - Specialist wall lighting for wall displays in the main foyer areas shall be provided as well as in other areas all as detailed within the individual Room Data Sheets.

Dental Unit Connection Facilities

Electrical, water and drainage services with appropriate connections must be provided at the location convenient for siting of dental caravan.

Power/Water/Sewerage

It is the responsibility of the Contractor to ensure appropriate power, water and sewerage connections to the building.

SPECIAL RELATIONSHIPS

Entrance/reception area (see also Inter Agency below) - there shall be a single point of entry for pupils, staff and parents/visitors. There will be an automatically opening outer door. This shall lead into an enclosed area. This door will be capable of being controlled from the reception area. It will be a security door. It will also act as a fire escape, but shall be set up so that it will not allow people to leave without an electronic key (staff) or will be under the control of the receptionist to allow visitors to leave.

Off this reception area will be the **administration area** comprised of

New Project Facility office, Administration store, and Reprographics room.

Head teacher office, and Depute head teacher offices.

The Visitor's toilets - shall be accessible from the reception area, so that they do not have to enter any classroom.

Classrooms for Nursery/Early years pupils - this shall be adjacent to, and connected to (or may form part of) the classrooms for severe/complex pupils.

Classrooms for severe/complex needs pupils.

Classrooms for pupils with autism

Specialist areas – shall be as follows:

PE suite -Hall, PE Staff base, Storage Hall-chairs etc Trampoline room, changing facilities

Swimming pool - the PE Teaching base shall be close to the pool and the hall.

The Hydrotherapy Pool - shall be adjacent to the main pool.

Areas identified for **SNAP** shall be close to the Hall.

Art/Art sensory area

Music area

Post 16 Flat/Home Economics, Library and Business/IT rooms - shall be in close proximity to each other.

Medical suite

Staff area – staffroom, quiet room, toilet and shower shall be located near the two main classroom areas.

Dining room/kitchen - this shall be accessible from the main classroom areas, and also suitably placed to enable easy service access for deliveries.

Design considerations - regard must be given to disabled access throughout the site, in terms of physical access, way finding, signage of rooms, deaf friendly, visual impaired friendly, autism friendly.

Internal Corridors - corridors must be wide enough to allow two wheelchairs/walking frames/tricycles to pass safely. Fire doors in corridors shall be held open electronically. The position of handles on doors shall be such that they can be reached from a wheelchair.

Internal corridor doors must allow independent wheelchair user access.

Lighting/Light Switches - heights of switches etc. shall be taken into consideration, to promote independence. Lighting shall take account of sensory impairment.

New Project Facility period bell - shall be audible, but not startling.

For pupils with Autism

Specific Needs in each area/classroom

Low stimulus environments:

Auditory e.g. sound proofing, flooring etc

Visual e.g. colours for walls, doors to be made visually different, plain wall space.

Tactile e.g. flooring, seating, surfaces

Flexible lighting e.g. daylight, artificial light, dimmer switches, positional lighting

Windows - internally fitted roller blinds (blinds between the panes of glass)

Haven Rooms will be close to/adjacent to classrooms.

Visual Impaired Friendly Features

Colour coding of corridors and areas of the New Project Facility is required. Differently textured flooring shall also be used to assist way finding.

All doors shall be clearly numbered and signed, using both written word and symbols. The symbols used, which will be provided by the Authority, are already familiar to the children and the background colour will provide a high level of contrast. The doors must be provided with backplates or suitable means of accepting the symbols to be used.

Landmarks, routes shall be marked e.g. guiding rails shaped or textured. Doors and door surrounds shall be differentiated by colour so that visually impaired pupils can see the outline of the door. Cognisance shall be taken of the difficulties created in glazing provision.

Display areas/boards will have good contrast to the surrounding corridor. Clearly marked external pathways for entry to buildings and play areas are required.

Deaf/Hearing Impaired Friendly Features

There shall be good acoustic separation between rooms to minimise sound spilling out.

Ceilings shall have sound absorbing tiles.

Finishes and furnishings shall minimise sound reverberation.

Light (from windows or natural light bulbs) facilitates lip reading. Where systems are based on sound (bell, fire alarm etc) there shall be a visual alternative. Door surrounds and door handles shall be in clear contrast to the corridor and door colour. The same applies in toilets for sanitary ware and wall finishes.

Inter Agency Centre – The Pines

Introduction

This new Centre is a further opportunity to enhance the integration of services for children and families affected by disability in Inverness, and the Highlands.

The intended outcome of an additional Inter Agency Centre is a Highland wide network of expertise, resources, service and non-service elements for children with social and communication difficulties, which would make up an inclusive approach for some of the most difficult-to-include children.

Description

The **Inter Agency Centre** (to be called '**The Pines**') will be linked to Drummond New Project Facility, but will also be able to be locked off from it, for security purposes.

The general concept is of a Centre, which is warm and welcoming, but essentially tranquil.

It is **not** to be a large, open plan, airy and light space which features in the design of many modern buildings.

The entrance and waiting area must feel safe and manageable.

The **Pines** will have its own **Entrance and Reception Facility**. The Reception will be integral with the **Office**. This will be the focus point for all users of the Centre.

The **Waiting Area** will include a **crèche**. This needs to be enclosed or semi enclosed and not part of the thoroughfare to the rest of the Building.

There is a preference that the **Kitchen/Waiting Area/Creche**, is **not** used as part of the link between the Centre and the New Project Facility, as this could cause unnecessary confusion.

The Entrance Area will also include **visitors' toilets**.

Assessment, Consulting, Therapy and Case Conference Room

The Assessment, Consulting, Therapy, and Case Conference Area needs to be accessible to the Waiting/Reception Area.

Voluntary Sector Suite

Will use the same Reception and Waiting area. The Family Room will be for use by families, Carers Groups, Volunteers etc. closely located to the Assessment, Consulting, Therapy and Case Conference Room.

A.5 Life Cycle Maintenance

A.5.1 Requirements

The Contractor will undertake a comprehensive programme of Life Cycle Maintenance to ensure that the New Project Facilities meet the requirements of the Authority Requirements and the Service Specification throughout the Contract Period. Life Cycle Maintenance includes the following elements:

Planned maintenance: this is maintenance organised and carried out with forethought, control and the use of records to a predetermined plan, in order to retain the functional and operational qualities of the asset.

Unplanned maintenance: Reactive maintenance carried out to no predetermined plan.

Preventative maintenance: maintenance carried out at pre-determined intervals, or corresponding to prescribed criteria, and intended to reduce the probability of failure, or the performance degradation of an item.

Corrective maintenance: maintenance carried out after a failure has occurred, and intended to restore an item to a state in which it can perform its required function.

Emergency maintenance: maintenance which it is necessary to put in hand immediately to avoid failures in the operation of assets

Condition based maintenance: preventative maintenance initiated as a result of knowledge of the condition of an item from routine or continuous monitoring

Scheduled maintenance: preventative maintenance carried out to a pre-determined interval of time, number of operations, mileage, etc.

Life-cycle replacements assessed against an asset's economic life.

The Contractor will assess the Life Cycle Maintenance requirements of the New Project Facilities over the Contract Period, taking account of the following:

the programming of works to replace assets at the end of their economic life must take account of the operation of the New Project Facilities;

there must be a balance between reactive maintenance works and life-cycle replacement works so that the Project offers value for money throughout the Contract Period but minimises the disruption to the operation of New Project Facilities;

Life-cycle replacement works must meet mandatory regulations and codes of practice;

the selection of construction methods and materials should take account of the needs of the operations in New Project Facilities and the challenges of the physical environment; consideration should be given to those elements of the New Project Facilities where several life-cycle replacements will be required e.g. flooring to demonstrate where spend-to-save options should be adopted;

New Project Facility built elements and systems must have at least 5 years working life remaining at the end of the Contract Period;

Life Cycle Maintenance will not take account of the future alterations to the New Project Facilities as a result of a Change. Projects initiated as the result of a Variation will incorporate a Life Cycle Maintenance approach and be adopted into the planned maintenance and life-cycle replacement programmes for the New Project Facilities.

In carrying out all forms of maintenance on the New Project Facilities, the Contractor will take account of the curriculum and other activities over the maintenance period. Where such activities will impact on the users, the Contractor will agree with the Authority's Representative the timing of such maintenance on an annual basis where planned, or agree with the Authority's Representative commencement times where reactive maintenance is involved.

B Design Performance Standards

B.1 Regulations and Guidelines

B.1.1 General Requirements

All work undertaken by the Contractor shall comply with all relevant statutory acts and regulations (Applicable Standards).

The Contractor shall consult with relevant statutory bodies and authorities during the planning and implementation of the works and take into consideration any reasonable comments or requirements proposed.

The following list shall not be considered exhaustive and it is the responsibility of the Contractor to ensure that the accommodation complies with relevant legislation, policies and standards (Applicable Standards):

The Schools Premises (General Requirements and Standards) (Scotland) Regulations 1967

Building Bulletin 87, 90, 93 (DfEE)

Workplace (Health, Safety and Welfare) Regulations 1992

BS 5588 Fire Precautions in the design and construction of buildings

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

Construction (Design and Management) Regulations 1994 in conjunction with the latest ACOP

Construction (Health, Safety and Welfare) Regulations 1996

Environmental Protection Act 1990

BSI Standards and Codes of Practice/European Standards/Agrément Certificates

BS7671 IEE Wiring Regulations 16th edition with current amendments

The Gas Safety (Installation and Use) Regulations 1998

Control of Asbestos at Work Regulations 2002

Control of Substances Hazardous to Health (COSHH)

Electricity Control and Use of Act

Guidance

Where Guidelines are indicated, below these have no mandatory requirement in Scotland, but do provide a standard that the Contractor should take cognisance of where relevant:

Recommendations of the Cullen Report regarding security

CIBSE Energy Codes

CIBSE Lighting Codes

HVCA Standard Maintenance Manuals

Fire Safety in Schools – Published by the Scottish Executive

Case Studies, Building Our Future: Scotland's Schools Estate - Published by the Scottish Executive

The 21st Century Schools, Building Our Future: Scotland's Schools Estate - Published by the Scottish Executive

Building Our Future, Scotland's Schools Estate - Published by the Scottish Executive

Core Facts, Building Our Future: Scotland's Schools Estate - Published by the Scottish Executive

School Estate Management Plans, Building Our Future: Scotland's Schools - Published by the Scottish Executive

School Design, Building Our Future: Scotland's Schools Estate - Published by the Scottish Executive

B.1.2 Applicable Standards Exceptions

General Requirements

The following details exceptions and clarifications to the Applicable Standards listed as the General Requirements contained at Section B. 1.1: Design Performance Standards of the Facility Requirements:

The School Premises (General Requirements and Standards) (Scotland) Regulations 1967

Regulation 4 to 5	The site has been provided by the Authority and accommodation requirements are defined within the facility requirements. Therefore the approval of sites and approval of proposals for school buildings and playing fields are dealt with under the outline planning consent obtained by The Authority.
Regulation 6 (3)	The Site has been provided by the Authority. Therefore, to the extent that the area is insufficient to meet the Regulations the Authority shall source further provision elsewhere and this shall not form part of the THC:PPP 2 Project.
Regulation 7	The Site has been provided by The Authority and the accommodation requirements are defined within the Facility Requirements. Therefore, if the Site area is insufficient to meet the Regulations the Authority shall source further provision elsewhere and this shall not form part of the THC:PPP 2 Project.
Regulation 8	The Site has been provided by The Authority and the accommodation requirements are defined within the Facility Requirements. Therefore, if the Playing field area is insufficient to meet the Regulations the Authority shall require to source further provision elsewhere and this shall not form part of the THC:PPP 2 Project.

Regulations 9 to 20.	The accommodation requirements, apart from toilet, communication, circulation, plant and FM accommodation have been established by the Authority and are contained within the Facility Requirements. Any shortfall in provision, apart from toilet, communication, circulation, plant and FM accommodation will therefore be overcome by the Authority as a school management issue at each facility.
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Building Bulletin 87, 90, 93 (DfEE)

Building Bulletin 87	
BB87	The relevant Applicable Standard will be Building Bulletin 87, 2 nd Edition Version 1 (May 2003) published by the Department for Education and Skills.
Application	BB87 is not applicable in Scotland and is primarily a summarisation of the requirements of the School Premises Regulations and Part L2 of the Building Standards neither of which are applicable to Scotland. Therefore the BB87 provisions which are deemed to be applicable are those contained in the section entitled “Standards for Environmental Conditions and Energy Conservation for New School Buildings Summary Sheet”. In all other regards BB87 is to be considered advisory only.
Daylight Uniformity	<p>Daylight uniformity will be calculated based on the CIBSE Test reference Year (TRY) weather data for Edinburgh and an equinox sky (CIE overcast sky at 12:00noon on 21st September) On this basis the BB87 criteria for England and Wales for daylight uniformity of 0.3 to 0.4 cannot be achieved and the average uniformity ratio achieved will typically be 0.29 for a standard side lit classroom of 7.1m deep by 9m long with a window size of 4.5m long by 1.5m high.</p> <p>This calculation is based on a random grid in the task area contained within a 1m perimeter boundary around the outside of the room. The Light Uniformity of any rooms which are deeper than the above or which have a lesser window area will be proportionally less than 0.29.</p>
Daylight Factor	The Daylight Factor will be based on the CIBSE Test reference Year (TRY) weather data for Edinburgh and the CIE overcast sky at 12:00noon on 21 st September for daylighting analysis and as no specific value is stated within the applicable BB87 terms noted above will be in accordance with The School Premises (General Requirements and Standards) (Scotland) Regulations 1967.

Ventilation	<p>The design will provide, based upon IES <VE> Thermal Modelling, that in Academic Classrooms the maximum air temperature requirements will not exceed 24°C, with a swing of not more than +/-4°C with a peak air temperature of 28°C during normal school hours for no more than 80 hours during the summer term of the Academic year, This standard will not apply to specific areas of rooms where there are excessive process heat gains e.g. cookers in HE Classrooms or the heat bay in Technology Classrooms.</p> <p>The IES <VE> Thermal Modeling will be based on the CIBSE Test Reference Year (TRY) for Edinburgh. It does not present either the best, worst or average day but is taken as a representative typical year enabling real data to be utilised for thermal modeling. The academic year is taken as the Highland Council 2004 – 2005 School year.</p> <p>The IES <VE> Thermal Modeling for all academic teaching classrooms excluding ICT Classrooms [i.e. Business Studies, ICT, and Graphic Communications], HE, and Technology the design will be undertaken based on a maximum of 5 No. desktop PC's with TFT LCD monitors, LCD Projectors or televisions and 33 No. pupils.</p> <p>If weather conditions more onerous than the above Reference year prevail the peak air temperature may exceed 28°C during normal school hours by more than 80 hours during the summer term of the Academic Year in Academic Classrooms.</p>
Building Bulletin 90	
BB90	The relevant Applicable Standard will be Building Bulletin 90 published by the Department for Education and Employment in 1999.
Building Bulletin 93	
BB93	The relevant Applicable Standard will be Building Bulletin 93, published by the Department for Education and Skills.
Application	BB93 is not applicable in Scotland and is primarily a summarisation of the requirements of the School Premises Regulations and Part E of the Building Standards neither of which are applicable to Scotland. Therefore the BB90 provisions which are deemed to be applicable are those contained in the section entitled "Specification of Acoustic Performance". In all other

	regards BB93 is to be considered advisory only.
Airbourne Sound Insulation between Spaces	<p>It is recognised that the acoustic performance of walls containing a door will not meet the BB93 Standard. Similarly, it is acceptable that walls containing glazed screens will not meet the BB93 standards.</p> <p>It is also acceptable that walls containing demountable partitions, kitchen servery hatches, roller shutters, Portree High School Viewing Gallery or the like will not meet the BB93 standards. However, the Contractor must submit as part of the review process the Acoustic Performance of those walls that have an inability to reach the required standards due to Authority design requirements.</p>

B.1.3 Minimum Gross Internal Area Measurement

The floor area as stated within the Accommodation Schedules shall be the area as calculated by measurement between the internal faces of the boundary walls of the area in question. No deduction shall be made for fitments (floor cupboards and the like) within the area. No deduction shall be made for structural columns, service ducts and the like attaching to the walls which do not form a major intrusion into the room space. In the locations where the area stated within the Accommodation Schedule is for a composite area including auxiliary spaces (eg larders or office space within an overall kitchen area) no deduction shall be made for the footprint of any dividing partitions or the like.

B.2 Building Fabric

This section sets out the Performance Standards for each element of the building fabric of the New Project Facilities. Standards cover the following elements:

Reference	Heading
B2.1	Roof
B2.2	External Walls
B2.3	Windows
B2.4	Doors
B2.5	Finishes
B2.6	Fixtures and Fittings

B.2.1 Roof

Shall be designed and constructed to suit the particular facility location and degree of exposure. Roofs shall be pitched, but this requirement does not prohibit the use of low pitch standing seam metal roofs. Noise of rain on certain materials must be considered and a solution to dampen this noise shall be incorporated. The location of the New Project Facilities and the effect of snow on the roofs during the Winter months and the consequences associated with this must also be considered.

Roof glazing should be provided with means to control solar gain if appropriate.

Roof volumes should be expressed internally where this is consistent with the design concept.

B.2.2 External Walls

Wall finishes should be aesthetically pleasing and damage resistant.

The location and material used must suit the particular location and exposure.

Wall finishes should be detailed and chosen to minimise weather/water staining appearing on the surface of the walls or other associated elements.

B.2.3 Windows

Windows on landings, staircases or other vulnerable areas should be adequately guarded or appropriately glazed (as should all low level glazing generally).

The location, design and material used must suit the particular facility location, exposure and usage.

Where windows are openable they must be lockable and have safety catches where applicable. The windows must provide trickle ventilation in the closed position.

Must reduce solar gain.

Must reduce heat loss.

Must comply with the EU Directive (89/654/ EEC) on glazing, UK Workplace (Health, Safety and Welfare) Regulations 1992 - Regulation No. 14, 15 and 16

Large windows with low cills providing vistas to the outside are desirable.

B.2.4 Doors

The location and requirements for doors for building compartmentation to comply with the Building Standard (Scotland) Regulations 1990 6th amendment.

Entrance doors and side screens should be glazed and should be configured to form draught lobbies at main external access doorways.

All doors must meet the anticipated movements within the New Project Facility.

All doors must be designed to allow wheelchair access.

All doors/gates etc. should incorporate a level of security.

B.2.5 Finishes

General

Finishes shall be chosen with a consideration of acoustics and noise reduction. The nature of all finishes is described in the Room Data Sheets. Consideration shall be given to the provision of suitable colour schemes and textures to assist people with visual or hearing impairments. Colour schemes shall be chosen in consultation/agreement with the Authority Representative.

Internal Finishes

Floor, wall and ceiling finishes shall, together with the furniture and fittings, form part of an integrated design concept. However, the following shall be observed:

Barrier matting shall be provided at all external entrances.

External Finishes

External finishes shall provide good weathering characteristics.

B.2.6 Fixtures and Fittings

Signage

All signs shall be bilingual (English and Gaelic). Signage shall cover all types and forms of signs except where there is a regulatory need to comply with a particular style or colour, such as Fire Safety signage. There shall be an appropriate number, spread and usage of informational, directional and communication signs such as school, department, faculty or room identifiers. The number, style, design and location of all non regulatory signs shall be agreed with and approved by the Authority's Representative prior to purchase and installation.

Internal doors require identification and room number. Identification signs shall be capable of being interchangeable to allow flexibility in the use of the individual compartments.

Identification signs in the New Project Facilities – Assisted Schools or Special Needs and units shall be provided such that they meet the specialist needs of the pupils.

Time Capsule

The Contractor will allow for “building into” the structure of each New Project Facility, if requested, at a mutually agreeable location, a Time Capsule as provided by the school or community. This shall be of a medium size, not exceeding 750mm

square or deep. The Contractor will allow for taking delivery of and placing within a suitably prepared wall or floor position such sealed Time Capsule.
The Contractor will indicate within the overall programme the time limit for this option being taken by the school/community and the information required to allow for the Contractor accommodating such a request.

Fixtures, Fittings and Furniture

Fixtures, fittings and furniture shall be of a standard equivalent to that provided by a recognised supplier to Education Authorities,

No display boarding shall be located in dead-end corridors.

Sanitary Ware

Separate male / female toilets shall be provided including uni-sex disabled toilets

WC pans, urinals and lavatory/wash hand basins shall be adult height except where otherwise stated in the Room Data Sheets.

All fittings and services must be damage resistant.

Female toilet cubicles are to be provided with sanitary disposal units as stated within the Room Data Sheets.

B.3 Civil & Structural Engineering

This section sets out the Performance Standards for civil, structural and geotechnical works.

The section provides standards on the following:

Reference	Heading
B.3.1	Structural Works
B.3.2	Infrastructure
B.3.3	Ground Conditions

B.3.1 Structural Works

The Contractor shall be responsible for the design, erection and maintenance of any temporary works in connection with the works and any demolition.

Structures shall be designed in such a way as to allow reasonable flexibility of room layouts in the future to suit changing educational needs. They shall also be designed in such a manner as to allow for future expansion or contraction of required space due to alterations in the usage of the New Project Facilities.

In addition the impact of the location of projections such as structural columns and piers into the usable space in each compartment shall be minimised.

B.3.2 Infrastructure

The Contractor shall be responsible for verifying the condition and suitability of storm water and foul drainage systems within each site and for installation and/or reinstatement of all drainage required for the works all to the satisfaction of the relevant authority(ies).

The Contractor shall be responsible for obtaining Roads Construction Consent for any public roads and footpaths necessary for the construction of the Works and for arranging adoption in terms of Section 16 of the Roads (Scotland) Act 1984.

B.3.3 Ground Conditions

It is the responsibility of the Contractor to determine if there is any requirement for further detailed studies to allow detailed foundation and drainage proposals to be finalised.

Foundation solutions should take account of ground conditions, both superficial and mineral and should also take account of restrictions placed on noise and vibration when operating adjacent to existing premises.

The Contractor must allow for all temporary works to ensure stability of excavations and for all pumping to keep excavations free of water.

B.4 Building Services

This section sets out the Performance Standards for mechanical and electrical services. The subsections indicate the standards that apply to the following building service categories:

Reference	Heading	Sub-heading
B.4.1	Building Services	General Service Distribution Utility Services Supply Local and Utility Authorities Duplication of Mechanical Plant Regulations and Standards for Building Services Installations
B.4.2	Building Environmental Requirements	Sustainable Aims Energy Conservation and Management Energy Targets Acoustic Provision Solar Gain
B.4.3	Mechanical Services Installations	General Heating Heating Control Fuel and Heating Plant Space Heating Ventilation – General Requirements Mechanical Ventilation Water Installations – General Requirements Cold Water Installations Domestic Hot Water Installations Drainage Installations
B.4.4	Special Installations	Lifts
B.4.5	Fire Fighting Appliances and Equipment	
B.4.6	Electrical Installations	Mains Distribution Cables Lightning Protection Lighting Emergency Lighting External Lighting Power Circuits Fire Alarm Installation Clock Installation Period Bell Security Installation EMC Electro Magnetic Compatibility

B.4.7	Information Technology Infrastructure	Requirements Power and Data Circuits Containment
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B.4.1 Building Services

General

In addition, to complying with the applicable standards, the design of the heating, ventilation and lighting shall as far as reasonably practicable, provide for the careful selection and positioning of components to achieve physical as well as operational integration with the architectural and structural design.

Service Distribution

The full services system (e.g. pipe runs, wiring etc) shall, where reasonably practicable, be hidden from view and shall be tamper resistant by unauthorised personnel. Access for maintenance/replacement purposes shall be permanent, as far as reasonably practicable, and available only for those duly authorised.

Utility Services Supply

The Contractor shall have the option of accessing the Authority's contracts for the provision of utility services e.g. gas, oil, water and electricity. The Contractor shall undertake all necessary diversions, reinstatements and the like.

Local & Utility Authorities

The Contractor shall liaise with the appropriate Local and Utility Authorities and shall comply with their requirements in terms of workmanship and safety. All necessary statutory approvals shall be sought and compliance observed.

Duplication of Mechanical Plant

Where the function of central plant is to maintain required space temperatures to rooms suitable standby provision shall be provided.

Regulations and Standards for Building Services Installations

It is the Contractor's responsibility to ensure that all installations comply with all relevant standards and regulations in the design of building services for the New Project Facilities. The contractor is reminded that the standards and regulations detailed in this document represent the minimum acceptable standards and are subject to specific environmental requirements as detailed in the Room Data sheets.

B.4.2 Building Environmental Requirements

Sustainable Aims

The Authority's general policy is to endeavour to provide accommodation which is sustainable and environmentally friendly from the global, local, external and internal aspects which also minimises the impact on the local community. The Contractor shall take into consideration the following minimum aims when designing the New Project Facilities :-

- the effect on ozone depletion
- the effect on global warming
- air pollution

water pollution and use
non-renewable resource depletion
radon contamination
the risk of Legionnaire's disease and spread of Legionella
sources of ionising and electromagnetic radiation
the opportunity for re-cycling
Enable maintenance regimes to be used to maintain optimum performance

Energy Conservation and Management

The Authority's general policy is that the buildings will be designed and constructed to minimise energy consumption. Particular care shall be exercised to ensure that energy conservation and management is addressed. To achieve this consideration shall be given to the following:

Daylighting

Ventilation

Solar gain

Fabric Conduction loss in Winter

Infiltration loss in Winter

floor, wall and roof insulation values

Energy Targets

Energy target levels must be produced for each of the New Project Facilities by the Contractor and it must be demonstrated that the design incorporates all practical means of minimising energy usage throughout the contract period. It is, however accepted that target figures produced by the Contractor may be limited in accuracy by the stage to which the design has been taken.

The target figures for each New Project Facility should be calculated in accordance with Building Bulletin 87/BREEAM. The Contractor shall demonstrate where possible the means by which energy reductions can be achieved within their proposals and a timetable for achievement of any such reductions. Assessment of energy use produced by recognised simulation methods will be acceptable.

The basis of calculations carried out to produce the target figures, and any assumptions should be stated, e.g.

Degree day for area

Number of weeks in use per annum

Hours of use per day

Number of pupils assumed

The Contractor will be required to consider the installation of a building energy management system throughout the facilities. Calculations shall take cognisance of the weather conditions experienced in the Highlands and shall not be generic UK averages or norms.

Acoustic Provision

The internal noise levels shall be in accordance with the requirements of BB93 as detailed in this Part including the plant and equipment provided under this agreement.

The stated internal noise levels shall be met at all times by the plant and equipment provided under this agreement and the design of the structure, plant and equipment shall reflect this requirement.

Solar Gain

Where significant areas of external glazing are exposed to direct sun, or significant reflection, the Contractor shall provide peak temperature analysis in accordance with recognised prediction techniques. The thermal analysis will be based on the CIBSE Test reference Year (TRY) weather data for Edinburgh and the CIE overcast sky at 12:00noon on 21st September for daylighting analysis.

B.4.3 Mechanical Services Installations

General

The Contractor shall design a heating and, where required, ventilation system that provides an environment throughout the facilities in support of the environmental conditions dictated by the Room Data Sheets and any other specific targets identified in this Part.

Heating

The heating system shall be designed, to achieve, the internal dry resultant temperatures in accordance with the Building Bulletin 87 and, in cases where an intermittent heating system is utilised the Contractor will be required to provide optimum start and frost protection facilities within the system. The Contractor will be required to match the zones to occupancy areas and these zones will require to have variable temperature controls. The community use of buildings will necessitate careful consideration of zoning.

Internal Minimum Temperature requirements are defined in Building Bulletin 87 The External Design Dry-Bulb temperature, to achieve the internal temperature requirements, shall be assessed by the Contractor using the CIBSE Guide, relevant weather data and site altitude. Building thermal inertia and heating system overload capacity shall also be taken into account. In any event the external design temperature shall be minus 4 degrees Centigrade.

Low surface temperatures of heat emitters and associated pipework is required in Nursery, Infant and Assisted Schools or Special Needs classes.

The heating system shall be designed to take into consideration natural infiltration as defined by CIBSE Guides.

Ceiling mounted radiant panels are generally not acceptable in academic classrooms or offices.

Excessive vertical temperature gradients should be avoided during the heating season and temperatures 2m above floor level shall not exceed a 3°C differential in rooms up to 3m high from floor level for radiators and from floor level plus 100mm for underfloor heating systems. Multi-purpose spaces should have heating

equipment capable of being controlled to deliver the required temperature to suit the level of activity being undertaken.

Heating Controls

All heat must be locally controllable within a supervised academic classroom or office. Individual thermostatic control shall be provided to each academic classroom or office. The temperature adjuster shall be such that only authorised personnel can alter the setting out with a preset range. The sensing element shall be fitted in a position where it will detect the relevant temperature within the area and not be influenced by other heat emitting surfaces, whilst achieving maximum protection from accidental damage. All other transiently occupied and unsupervised spaces, including Corridors, Social Spaces, Changing Rooms, Toilets, Sports Halls, Gymnasium and the Multi Purpose Hall must be centrally controllable. Stores do not require individual thermostatic control.

All heating media must be capable of being isolated for maintenance purposes. Space heating controls shall be as far as possible automatic. Adjustable components (thermostats) shall be tamper resistant.

The control system shall provide for automatic frost protection.

Isolation, in accordance with good practice, will be required so that the heating media in each room or space can be isolated for repair, replacement or maintenance purposes.

Efficiency of boiler plant shall be considered in the selection and manufacturers test efficiency figures shall be stated. The boiler control system shall be such that the heat produced matches the required load.

Fuel and Heating Plant

Consideration shall be given to long term running cost in the selection plant, equipment and the type of heating fuel that the design plant and equipment uses. The Authority's policy requires that this be assessed over a period of not less than 20 years. A report supporting the fuel selected shall be submitted. This report should contain the anticipated annual energy consumption, selected external design temperature and the heat loss at design conditions. The running hours should be those normal for a school, bearing in mind the proposed community utilisation of the New Project Facilities.

Efficiency of boiler plant shall be considered in the selection and manufacturers test efficiency figures shall be stated. Boiler burners shall be selected to align with environmental and energy conservation aims.

The boiler control system shall be such that the heat produced matches the required load.

Dual pumps (duty and standby) with an automatic changeover facility shall be considered for the mechanical system zones.

Space Heating

LPHW systems shall be designed to provide for efficient operation with adequate capacity both from central plant and emitters to provide boost for start up.

Zoning shall allow for function, hours of use, orientation and outwith School Day activities.

Ventilation Installation - General Requirements

Wherever possible natural ventilation shall be utilised.

Areas where mechanical ventilation may be required are kitchens, laboratories or other areas which have high heat gains or high risk of condensation.

All areas in the New Project Facilities shall be ventilated at a rate of not less than that required by the Building Standards (Scotland) Regulations as appropriate to the function of the space.

Mechanical Ventilation

Mechanical ventilation will require to be provided for all the areas indicated on the Room Data Sheets and where required due to the design, locations, sizes, usage and orientation of individual rooms. The Contractor is required to place as much reliance as possible on natural ventilation.

Where kitchens or workshops require mechanical ventilation the air change rates shall be dictated by the HVCA and CIBSE codes and the necessary make-up air shall be provided.

Where mechanical ventilation is required for teaching/medical/office accommodation, toilets, changing rooms etc. the minimum air change rate shall be in accordance with the CIBSE Guide and Building Bulletin 87 as appropriate to the space.

Water Installations - General Requirements

Consideration shall be given to minimising water use and disposal

Hot and cold water supplies, storage, installation and disinfection shall comply with the requirements of Scottish Water Byelaws and BS6700 and installed and commissioned in accordance with the provisions of the Health and Safety Commission Code of Practice for the Prevention and Control of Legionellosis.

Mains water shall be supplied direct to kitchens, staff rooms, vending machines, first aid room, drinking fountains, nursery and primary New Project Facility classrooms, and where drinking water is required.

Thermostatic Mixing Valves shall be required for all hot water outlets which may be used or accessed by pupils, the disabled and other vulnerable groups at risk.

Domestic hot water may be provided either from local or central plant. Care must be taken to avoid the danger of legionella contamination.

Urinal flushing systems shall incorporate some form of load detecting economy device. For both hot and cold water taps percussion time-delayed units shall be considered where appropriate.

Cold Water Installations

The water tanks will require to provide potable water and they also require to be suitably located to allow for cleaning of the water tanks, without any interruption to the services.

All cold water supplies shall be potable.

Domestic Hot Water Installations

Domestic hot water for use in toilet facilities will require to be temperature controlled within legislative tolerances.

Where domestic hot water is supplied without local thermostatic control then all taps shall be appropriately labelled.

Drainage Installations

Drainage systems shall be designed in accordance with Applicable Standards appropriate codes of practice.

All drainage systems shall operate under gravity. If any pumped systems need to be introduced these shall be identified by the Contractor to the Authority Representative as part of the design process.

B.4.4 Special Installations

Lifts

Lifts shall be provided where required and in locations appropriate to the needs of the users and the design layouts as provided by the Contractor. Lifts shall be suitable for disabled use.

The lift capacity shall be appropriate for the disabled population requiring vertical transportation.

B.4.5 Fire Fighting Appliances and Equipment

Fire fighting appliances and equipment shall be provided as appropriate to comply with Applicable Standards but ensuring that the guidance and advice from the local Fire Brigade fire officers is sought and acted upon.

B.4.6 Electrical Installations

All work shall be to the Applicable Standards.

The Contractor shall design an electrical system and install the system to comply with the following:

Mains Distribution

Consideration shall be given to the quality of electricity supply by means of UPS systems or other techniques.

Main switchboards, sectional switchboards and distribution boards shall be appropriate in terms of all electrical and mechanical criteria applying themselves in service. They shall readily lend themselves to maintenance activities. The switchgear shall provide flexibility for future adaptation/extension and reasonable increases in connecting cabling, electrical loads and the like throughout the Contract Period.

Switchboards and distribution boards will require to be in specially provided cupboards with due cognisance taken for safe working, maintenance operations, health and safety, and minimisation of disruption in respect of access.

All equipment will require to be provided with durable labels, clearly marked with details of the equipment's function and designation.

Power factor conditioning shall require to be consistent with best practice energy conservation aims throughout the Contract Period.

Cables

Low smoke and fume insulation shall be provided to insulate cables.

Lightning Protection

Suitable lightning protection system in accordance with applicable standard codes shall be incorporated into the design.

Lighting

The ambience of the New Project Facilities can be greatly enhanced by creative lighting. The objective, therefore, is to provide lighting schemes which enhance the environment, with the emphasis on natural lighting.

Illumination levels shall be in accordance with Building Bulletin 90 and CIBSE Guides and in accordance with the Room Data Sheets.

To conserve energy the use of energy efficient lamps shall be considered in the design of the lighting for the facilities.

The Contractor shall give consideration to the method of controlling and managing the switching of the luminaires within their design and they shall consider adopting an appropriate energy management control system or systems with time switches, dimmable controls and presence sensing devices.

The use of incandescent lamps is unacceptable unless a suitable case can be made by the Contractor.

The lighting levels shall accord with those published by a recognised Authority such as CIBSE and BRE. The Contractor shall be required to identify the lighting levels and the luminaire details including lamp sources for all areas and rooms represented by Room Data Sheets. Similar details shall be provided for car parks, sports facilities, walkways and roads.

Emergency Lighting

Emergency lighting shall be in compliance with the Applicable Standards. The Contractor shall give consideration to centralisation of testing and monitoring.

The Contractor shall demonstrate that the selected category of emergency lighting and its duration on mains supply outage conditions are consistent with best practice objectives.

External Lighting

The Contractor shall be responsible for designing, installing and operating an external lighting/security lighting system which provides an adequate and safe level of lighting to the following areas:

- Car Parks,
- Roads, private and adopted where appropriate,
- All weather sports pitches (including floodlighting)
- Camera Surveillance, and
- Other areas as listed within the Room Data Sheets.

External lighting shall be provided to suit walkways, entrances and particular building features.

Automatic photo-electric controls and time switches shall be used wherever practicable.

Manual over-ride facilities shall be provided.

Light pollution shall be minimised in all instances.

Power Circuits

The use of structured containment systems for power, data and telecommunications shall be considered.

Separate power outlets for general use, ICT use and for cleaning use are to be provided as listed in the Room Data Sheets. The Contractor shall provide residual current device protection to final circuits to eliminate, limit or minimise the risk of an electrical shock to either pupils or staff.

The Contractor shall be required to minimise interference to the computers, by ensuring that all heating and ventilation circuits are derived from separate distribution boards.

Fire Alarms

The Contractor shall provide a suitable fire alarm and detection installation to accord with BS5839 Part 1 (2002) Cat L3, providing maximum flexibility for maintenance activities, future extension and recording facilities. Automatic detection shall be provided throughout. Automatic dialling to a 24 hour manned station shall be provided on receipt of fire alarm warning conditions.

The Contractor shall demonstrate that his selected system cabling passes the recognised current standard test criteria of fire, water and mechanical shock (CWZ) when applied to the same length of test cable consecutively.

The fire alarm system shall be designed so as to be flexible so that it may be extended should the need arise.

The design shall take into account all requirements necessary to obtain a fire certificate and all drawings necessary detailing the installation shall be provided to the appropriate authority.

The Fire Alarm should not be able to be confused with the sound of the New Project Facility "Period Bells."

Clock Installation

The clock installation shall provide clocks in all teaching and administrative areas as listed within the Room Data Sheets. All local clocks shall be slaves to a master clock which provides the correct time.

Period Bell

The Contractor shall provide a period bell to suit the scheduled requirements for the New Project Facilities.

It is necessary for a system of bells to denote the start of the daily New Project Facility session and to identify the end of the various periods. This will be

dependent on the specific New Project Facility timetable and therefore the system offered should be flexible enough to deal with changes to the timetable.

The bell should be capable of being heard throughout the New Project Facility buildings, environment, corridors, outside playing fields etc. although particular care and attention must be paid to providing suitable alternatives to a bell within specific need areas such as the New Project Facilities - Assisted Schools or Special Needs accommodation.

An electronic period bell programme with day and week programmes and memory battery backup shall service a bell system throughout the scheme. The outputs shall be capable of being programmed with continuous, pulsed time adjustable modes or manual override.

Security Installation

The Contractor shall be responsible for the installation of an appropriate intruder alarmed security system, that includes a door access system and a fixed position panic alarm system for all New Project Facility staff, (teaching and non-teaching) that can be operated individually in any part of the New Project Facility building and incorporates automatic dialling from the head teachers room, to a 24 hour manned station and a suitable CCTV system.

These systems must be designed to meet appropriate regulations in respect of a New Project Facility environment.

Where the Contractor wishes to utilise the New Project Facility premises out of hours this shall be reflected in the type of security system offered.

Activation of the intruder alarm system shall also automatically send a message to the 24 hour manned station.

B.4.7 Information and Communication Technology Infrastructure:

Requirements

A network designed for the New Project Facilities to carry all voice/data/television to the quantity of outlets and associated cabling defined in the Room data Sheets and to have space within the infrastructure for 50% spare capacity. This network must be capable of connection to the Authority's administrative wide area network, the Authority's educational network and the Internet via suitable bandwidth. Television signals, including satellite transmission shall also use this network.

Power outlets, containment and data telecom cabling shall be provided in support of the requirements of the ICT specification developed by the Authority's ICT provider.

Each outlet, whether voice or data, will terminate in a RJ45 connector. Each RJ45 connector will be wired to a hub with 4 pair category 5E cable. Facilities shall be provided on all hubs to patch out all outlets. In addition, enough physical space and power points must be allowed for in the central hub (in New Project Facilities - Secondary - in the IT Server Room) to allow the Authority's ICT provider to install sufficient routers and modems, or other equipment as specified in future discussions as described above. A high speed fibre optic backbone, complete with associated operating equipment shall connect hubs to the central hub.

The system will be fully operational. Server room dimensions and layouts will be as previously agreed with the Authority and as detailed in the Room Data Sheets.

The data network will be cabled and tested by the Contractor. Equipment will be provided by the Contractor. All active equipment is by the Authority.

It is a requirement that suitable voice and data communication points are available in plant rooms or other areas where facilities for local commissioning, monitoring and testing etc. shall be required as per the Room Data Sheets

Power and Data Circuits Containment

Services shall be routed and segregated within separate compartments.

A cable management or other system may be incorporated to permit flexibility.

B.5 Assessment Requirements (BREEAM/SEAM/QIDS)

Standards for New Project Facilities

The Standard for New Project Facilities shall be assessed in a manner consistent with that of the BREEAM (Building Research Establishment Environmental Assessment Methodology) Schools 2005 Certification methodology. The minimum standard that must be achieved is a rating of GOOD for each of the New Project Facilities. The Contractor shall carry out a full assessment by an accredited assessor for each of the New Project Facilities and submit the assessment to the Authority as evidence that the required rating has been achieved. It is expected that the assessments shall be undertaken in a manner that demonstrates how those elements that are out with the immediate control of the Contractor have been assessed, nevertheless the required rating shall be achieved in each of the New Project Facilities.

The Contractor shall also undertake a review of each of the New Project Facilities against the requirements of SEAM (Schools Environmental Assessment Methodology) to demonstrate that the design of each of the New Project Facilities covers each of the SEAM criteria to such an extent that the scoring of the assessments for each New Project Facility is no lower than Class A. The Contractor shall carry out a full assessment by an accredited assessor for each of the New Project Facilities and submit the assessment to the Authority as evidence that the required rating has been achieved. It is expected that the assessments shall be undertaken in a manner that demonstrates how those elements that are out with the immediate control of the Contractor have been assessed, nevertheless the required rating shall be achieved in each of the New Project Facilities.

The Contractor shall also undertake, through the design process, a QIDS (Quality Indicators in the Design of Schools) checklist evaluation to further define and evaluate quality issues in school buildings.

All the performance issues covered in the below listed eight headings must be evaluated and the associated spider diagrams and possible scores presented for each of the New Project Facilities. The performance issues to cover:

- Uses and spaces
- Character and form
- Access
- Internal environment
- External environment
- Social integration, sustainability and ecology
- Engineered systems and performance
- Construction

C Development Constraints

C.1 Introduction

This section covers the constraints and other compliance matters the Contractor must consider when developing their designs. The section covers the following types of constraint:

Reference	Heading	Description
C.2	Minimising Disruption	Issues surrounding the need to minimise disruption to the operation of the existing schools during building works e.g. decanting and transfer of pupils, teachers and equipment
C.3	Management of Demolition/Construction Works	General management of the demolition/construction works e.g. programming, construction methodology, communications, relationships with neighbouring properties, conditions of use of the sites, health and safety etc
C.4	Curricular Equipment	Issues relating to the management and constructional input regarding equipment purchased or transferred by the Authority

C.2 Minimising Disruption

The Contractor is required to comply with environmental legislation. The Authority acknowledges that some disturbance and disruption will be inevitable during the construction period and that noise will be created as would be normal from a construction site and that some noise will extend across normal school hours. To help manage this it is proposed that:

- A) all environmental issues are dealt with through the Authority's/Contractors Representatives,
- B) that it forms part of the Liaison Committee's role to deal with, on a consistent basis, such environmental issues and interface and
- C) in accord with Clause 11 of the Project Agreement, the following measures will be adopted:

C.2.1 Phasing Requirements

Disruption to the delivery of the existing school curriculum shall be kept to a minimum. The following points shall be adhered to:

Where existing school sites are being used, current or equivalent pupil drop off/pick up points and car parking provision for the use of existing school users must be maintained. during the construction of the Works or if neither possible to the extent practicable.

Maximise use of out of School Hours/holidays for noisy tasks and disruptive activities.

During School Hours, including after school activities, segregation of site personnel from school staff, pupils and public is essential, up to relevant Service Availability Date.

At Dingwall, Millburn and Portree New Project Facilities and at Drummond New Project Facility, the Contractor shall liaise with the individual Schools Representative regarding the Contractors solution for the minimising, to a mutually acceptable level, of any sensory disruption likely to adversely affect pupils during all school and national examination periods. The Authority Representative, taking due regard of the Schools Representatives wishes, shall agree with the Contractor the construction works systems and methods to be employed during examination periods. The Contractor shall submit such systems and methods for the Authority Representative's approval in accordance with the Project Agreement Review Procedure (Schedule Part 9).

The Contractor shall submit, for the approval of the Authority Representative in accordance with the Review Procedure (Schedule Part 9), a plan that provides methods for dealing with the management of disruption.

C.2.2 Transfer from Existing Accommodation

Six months prior to the Service Availability Date the Authority Representative shall advise the Contractor regarding the anticipated type and quantity of staff and pupils property which will require to be pre-boxed by the existing school to being transferred to the New Project Facilities. Four calendar weeks after receipt of this information the Contractor will produce for approval by The Authority Representative, a programme and methodology to illustrate the

sequence and timing of the moving of the pre-packed boxes to the identified location in the New Project Facility. Four Calendar weeks prior to the Service Availability Date or four calendar weeks after the approval of the programme and methodology whichever is the later, the Contractor shall provide the necessary boxes to allow the Authority to pack the property advised. Upon the later of the Service Availability Date or four calendar weeks after the supply of boxes the Contractor will commence the transfer of the boxes in accordance with the methodology in the sequence and timing detailed on the programme. The Authority will return the empty boxes to the Contractor in accordance with the programme. But in any case no later than two weeks after the final transfer to the New Project Facility.

C.3 Management of Demolition/Construction Works

The Authority expects that curriculum continuity and minimising disruption to existing schools and New Project Facilities will depend on the effective management of the overall programme of construction.

C.3.1 Programming

The Authority's defined requirements in relation to the programming of completed facilities are as agreed and contained within the Project Agreement. (Clause 11)

C.3.2 Site and Project Meetings

The Contractor shall undertake such site and project meetings as are detailed within the Project Agreement. (Clause 13 and Schedule 17)

C.3.3 Progress Meetings and Reports

The Contractor shall undertake such project meetings and reports as are detailed within the Project Agreement. (Clause 13 and Schedule 17)

C.3.4 Schedule of Dilapidations

Before commencement of construction or demolition at each New Project Facility which may affect properties adjacent to the Sites a schedule of dilapidations (including fabric and building services) and a condition survey shall be prepared by the Contractor and submitted for agreement by the owners of adjacent properties.

This shall include a digital photographic record on DVD of the adjacent properties.

C.3.5 Adjoining Properties, Roads, Paths, Boundaries

The Contractor shall prepare and submit for agreement under the Review Procedure (Schedule Part 9) prior to commencement of each New Project Facility a schedule of conditions of roads, hard standings, paths, pavings and boundaries adjacent to the Site together with any features on Site which remain in position during execution of the Works. The Contractor will be responsible for the rectification of any damage caused by the Contractor to adjacent properties, public and private roads, utilities, paths and pavings, and for keeping all surfaces clear of mud and debris and the rectification of any damage caused to existing live services (drainage, water, gas, electricity, telephone, computer and other power services over the Site) while constructing the Works.

If any damage to existing services results from the execution of the Works, the Contractor shall immediately:

Notify the relevant utility company/authority and the Authority Representative.

Make arrangements for the work to be made good to the satisfaction of the relevant utility company and notify the Authority Representative, that the remedial works have been completed.

The Contractor shall provide adequate notice to the Authority Representative of proposed utility works by way of a method statement to be submitted at the latest two weeks prior to the intended commencement of the relevant works.

C.3.6 Route Signs

The Contractor shall provide adequate route signs to be erected in positions to display the accepted route by persons or vehicles requiring access to and about the Site.

C.3.7 Use of the Site

Site Nameboard

The Contractor shall provide a name and logo board for the duration of the construction of the Works subject to the prior agreement of the Authority's Representative as to the design and position, but of sufficient size to display the Project name and description, External Funding Bodies; the Authority, the Contractor's and the Building Contractors names and to enable the erection of Professional nameboards for all the consultants involved.

Fire Access

The Contractor shall ascertain the required access routes to and from the Site for the Fire Brigade and those routes that are to be kept open and maintained throughout the Works construction period including nights and weekends.

Work affecting existing fire hydrants and associated mains is to be kept to a minimum, notified in advance to the Authority's Representative and the Fire Brigade.

Working Hours

Working hours will be restricted to 0800 to 1800 Monday to Friday or as amended by the site specific planning conditions. No work shall be executed outside these times without the written approval of the Authority's Representative. Where the Contractor intends to work outside of the normal working hours a minimum of 2 working days notice is required for consideration by the Authority's Representative.

Should access to the Site not be independent of any of the existing school (where adjacent to the Contractor occupied Site) or New Project Facility access for vehicular deliveries to site shall be restricted to hours out with the following parameters.

30 minutes +/- existing school(where adjacent to the Contractor occupied Site) or New Project Facility opening time

15 minutes +/- break times – morning and afternoon

15 minutes +/- lunch break

30 minutes +/- existing school(where adjacent to the Contractor occupied Site) or New Project Facility closing time

Trees, Hedges, Shrubs and Lawns

The Contractor shall adequately protect and preserve all trees, hedges, shrubs and lawns on the site, except those which are to be removed and shall replace or treat any species or areas damaged or removed not in accordance with the Authority Requirements.

Surplus spoil, materials etc must not be stored within the branch spread of retained trees, neither shall the topsoil be disturbed or excavated.

Traffic Arrangements

Temporary and permanent access to and from the Site, internal highway arrangements and movement and parking of traffic within the site boundary shall be agreed with the relevant authorities prior to commencing work on site. The Contractor shall provide all temporary roads, footpaths and walkways as necessary during the construction/demolition period and maintain such temporary parking as necessary at all times.

Temporary Buildings for the Use of the Authority and its Professional Advisers

For the duration of the construction of each New Project Facility the Contractor shall provide and maintain a temporary office at each Site for use by the Authority Representative, having a floor area of not less than 10m². Each office shall contain a table and four chairs, a lockable filing cabinet and a plan chest suitable for storing A0 size drawings. Toilet facilities are to be made available. There shall be a dedicated telephone line and access to a fax machine. The offices shall be cleaned on a regular basis.

The Contractor shall allow for all costs of providing and maintaining the offices including the payment of rates or any other charges which may be levied. The telephone, including call charges shall be made available for the use of persons acting on behalf of the Authority.

Protective clothing

The Contractor shall provide and maintain the following protective clothing and headwear as required by the Health and Safety Executive for the sole use of persons acting on behalf of the Authority. (Sizes to be agreed at Site commencement)

New Project Facility	Safety Wellingtons	Safety Jacket	Hi Vis vest	Hard Hat
Millburn, Portree, Dingwall	12 pairs per New Project Facility	12 per New Project Facility	12 per New Project Facility	12 per New Project Facility
Drummond, Kinlochleven	10 pairs per New Project Facility	10 per New Project Facility	10 per New Project Facility	10 per New Project Facility
Remainder	8 pairs per New Project Facility	8 per New Project Facility	8 per New Project Facility	8 per New Project Facility

C.3.8 Health and Safety

General Requirements

The Contractor shall be responsible for complying with Health and Safety Requirements. The Contractors Health and Safety Plan in accordance with the requirements of the CDM regulations shall be made available for the inspection by the Authority Representative.

Dust control

The Contractor shall provide and remove on completion such screens, dust sheets, etc. as it considers necessary to minimise the nuisance caused by the creation and distribution of dust.

Precautions

Bonfires on the site shall not be permitted.

Precautions shall be taken to avoid infestation of the Works by rats, mice and other vermin.

When drains are being laid, precautions shall be taken to avoid the entry of rodents, including providing temporary stoppers to pipe ends and setting manhole covers in position as the work proceeds. Pipes and cables passing through the foundation walls shall be built in.

Fire Precautions

The Contractor shall take all reasonable precautions to prevent the outbreak and spread of fire and shall provide and maintain suitable and adequate fire fighting equipment at points adjacent to the Works and unfixed materials and shall observe strict fire prevention measures throughout the Works.

Potential hazards shall be discussed and fire precautions shall be agreed with an appropriate fire officer from the Fire Brigade prior to commencement of work.

The Contractor shall allow facilities for any visits the Fire Officer may make, to inspect the site and buildings in order to ensure that fire precautions are adequate. The Contractor shall comply with any reasonable request made by the Fire Officer in this connection.

No smoking shall be allowed in New Project Facilities or other operational areas. The Contractor must, in liaison with the Authority, produce a new Fire Evacuation Plan for the users of any existing educational facility still operational on or adjacent to the Contractor occupied site during the Contractor's construction period. The Contractor shall prior to commencement of the Works liaise with the Authority Representative to determine existing Fire Evacuation Plans and to review or produce a new plan, where the Works affect the existing arrangements.

C.3.9 Demolitions

No demolition shall proceed prior to the Authority handing over the existing, or part of the existing site to the Contractor in accordance with the Schedule Part 4, Section B – New Project Facilities, Handback of School for Demolition, to the Project Agreement.

Any surplus and non-required furniture or equipment left by the Authority within the existing facilities after decanting shall be deemed to form part of the demolitions and will be disposed of by the Contractor as part of the demolitions.

No demolition shall proceed prior to the Contractor evidencing by means of a report to the Authority's Representative that all asbestos has been satisfactorily identified and safely removed.

The Contractor shall submit to the Authority for comment in accordance with the Review Procedure (Schedule Part 9) a "Demolition Management Plan" highlighting the issues, programme, risks and hazards including asbestos to be dealt with during the demolition phase.

Where the Contractor's programme evidences the need for partial or limited demolition (huts, outbuildings, fencing etc.) prior to the existing facilities being decanted the Contractor shall agree the sequence and timing of the works with the Authority Representative in conjunction with the Schools Representative and will prepare a programme for the approval of the Authority in accordance with the Review Procedure (Schedule Part 9)

It should be noted that there are existing buildings that are to be retained at Drummond School, out with the area of the Contractor's site, that receive some of their M&E services from existing Drummond School buildings that are to be demolished. The re-instatement of these services to the buildings that are to be retained are out with the scope of the Contractor's work.

C.3.10 Vehicle Parking

Contractors parking will be restricted to the site areas within the possession of the Contractor.

The Contractor shall ensure that all its car parking areas and main access routes are surfaced with stone and maintained to provide a clean surface.

The Contractor's attention is also drawn to the restricted access in and around some of the existing sites for delivery vehicles, the Contractor should make prior arrangements with the Authority's Representative when any large vehicles are making deliveries to the sites in order that they gain the necessary access to the storage areas.

C.3.11 Security of the Site

Notices

The Contractor shall post all such notices as are required by regulations to warn persons of the works in progress and to indicate areas where entry is prohibited. Adequate temporary fencing and hoardings shall be erected and maintained as necessary to prevent unauthorised persons from gaining access to the Works.

Site Security

The Contractor shall ensure that the Works do not impact on the current lighting levels in and around the Site and the Contractor is responsible for providing any temporary lighting provisions and temporary power supply requirements to maintain the existing lighting levels. This shall be maintained to a level such that existing lighting and security levels around existing buildings are not compromised by the construction of the Works.

C.4 Curricular Equipment to be Installed and Commissioned prior to Service Availability Date (CDT Equipment)

C.4.1 Introduction

The Authority shall procure and supply the CDT Equipment.

C.4.2 Authority Obligations

The Authority obligations are as listed in Schedule 22 to the Project Agreement, however notwithstanding the Schedule 22 obligations:

- The Authority shall ensure that the supply contract let with the preferred supplier shall ensure that the supplier is under a contractual obligation to meet The Contractor's site Health and Safety rules, regulations and procedures.
- The Authority shall also ensure that the supply contract let with the preferred supplier ensures that where the supplied item of CDT equipment is not working due to a manufacturing or supplier fault that the liability for the replacement or repair of the supplied item lies with the supplier and not The Contractor.

C.4.3 Contractor Obligations

The Contractor shall:

- design and construct the Works to accommodate the CDT Equipment
- arrange with the Authority supplier appropriate deliver dates to site to suit the Construction Programme, take delivery of, store if required, jointly with the Authority supplier install and commission this Curricular Equipment.
- liaise with the Authority supplier regarding on site requirements, programme times etc and to allow the Authority supplier the use of on site Contractor facilities such as power, toilets, canteen, telephone etc.
- ensure that the Authority supplier is inducted into the Contractors site safety regime and that the Authority's supplier's workforce are properly and sufficiently supervised while they are operating on the Contractor's site.
- be responsible for the storage and safe keeping of all equipment provided by the Authority supplier and shall, at its own expense, make good any damage or loss that may occur to such articles and equipment from any cause while on the Contractor's site
- be responsible for jointly securing and commissioning equipment in their final position and supplying and connecting any required services all as agreed directly between the Contractor and Authority supplier.

On delivery to the sites and before unloading the equipment the Contractor shall check the equipment to ensure that there has been no obvious breakage or damage. If the Contractor believes that there is damage to this equipment he shall immediately notify the carrier and the Authority's Representative, as well as the Authority's supplier.

In the event of articles and equipment being supplied to the Contractor's site by the Authority's supplier which shall be found to be surplus to requirements then the Contractor shall notify the Authority's Representative as well as the Authority's

supplier who shall make arrangements for their disposal. The Contractor shall be responsible for the safe keeping of any surplus equipment until it is uplifted by the Authority's supplier.

D Accommodation Sheets

D.1 Introduction

The following sheets detail the accommodation requirements to be provided in each project facility. They list:

- Design capacity of pupil numbers expected to be achieved (The Contractor should relate the design to the greatest pupil roll where stated as being a range of pupil numbers)
- Subject headings showing areas to be provided within the facility
- Individual room types to be provided
- Number of each room type to be provided
- Minimum areas for each room to be provided
- Total area to be provided for each set of rooms
- Room data Sheet reference for each room

The Accommodation sheets also show the outdoor facilities that must be provided for including minimum areas that must be achieved against each usage area. The total of these minimum external areas shall not equate to the total external site area, excluding the building footprint, and all external site areas must be adequately and sufficiently designed and constructed to ensure that no external area is untreated or unfinished.

D.2 New Project Facilities - Primary

CAWDOR PRIMARY SCHOOL

121 to 145 primary pupils plus nursery	Council Requirements			
Accommodation	SPACES	MIN. AREA (m2)	TOTAL (m2)	R D S
Classroom Accommodation				
Classrooms	1	63	63	P C 63 N
Classrooms	5	55	275	P C 55 N
Resource/Library Area	1	90	90	P H 90 Re
Pupil Support room	1	15	15	P C 15 PS
Storage (Off Resource Areas)	1	11.5	11.5	P S 11 Re
Storage (Off Resource Areas)	1	8.5	8.5	P S 8 Re P C 55
Pupil Support Base / Resource room	1	55	55	PSB/RA
Nursery/Playgroup incl. quiet room	1	86	86	P C 86 Nu
Nursery cloaks & toilets	1	30	30	P A 30 To/Nu
Nursery Store	1	11	11	P S 11 Nu
Multi-purpose Hall	1	180	180	P H 180 MP
PE Store	1	15	15	P S 15 PE
Chair Store	1	13.5	13.5	P S 13 Ch
General Store	1	10	10	P S 10 Re
Ancillary Accommodation				
Head Teacher's Office	1	15	15	P O 15 HT
General Office / Reprographics	1	27	27	P O 20 Gen
Admin. Storage	Included above			P S 7 Ad
Waiting Area	1	6	6	P H 6 Wa
Staffroom	1	35	35	P O 35 St
Staff toilet/cloaks	1	10	10	P A 10 To/St
Medical/Visiting Services	1	14.9	14.9	P O 14 Med
Kitchen	1	50	50	P A 50 Kit
GP/ Dining Area	1	70	70	P H 70 Din
Janitorial/Cleaners' Store				
Disabled toilet and shower	1	7.75	7.75	P A 8 A/T/S
Shower rooms & Showers	2	14	28	P A 14 Sh
Pupils Cloakroom/Toilets			65	P A 65 To/Pu
PE Store (outside access)	1	18.5	18.5	P S 18 PE/O
Outdoor Maintenance Store				
Server Room	1	5	5	P A 5 Ser
Circulation Space				PH XX Cir

Outdoor Facilities	Spaces	Area (m2)	TOTAL (m2)	R D S
1 Protected outdoor soft/hard surface play area for nursery and playgroup	1	279	279	P S XX Out
2 External Store/Playhouse, timber chalet type.	2	14.4	28.8	
3 Hard play area - lined (also suitable for car parking in evenings)	1	1811	1811	
4 Grassed sports/play area	1	4209	4209	
5 Area suitable for school garden			400	

6 Access for school transport and other service vehicles			
7 Car park 42 Cars including 2 for disabled and 10 for community			
8 Secure cycle compound for 58 bicycles			
9 Screened waste bin area			
10 Informal play and social areas	Various		777

Cawdor Community Centre

Accommodation	S	(m2)	Total	RDS
Hall (extra included in Core Spec above)				-
Community Storage (off Hall)	1	20	20	P S 20 Ch
Playgroup Room	1	57	57	P C 57 PI
Storage internal	1	6	6	P S 6 Nu P A 23
Toilets (playgroup incl. disabled toilet / shower)	1	23	23	To/Nu
Community Room	1	49	49	P O 49 Com
Storage (off community room)	1	16	16	P S 16 Ch
Meeting room	1	30	30	P O 30 Me
Store (off meeting room)	1	5	5	P S 5 Ad
Kitchen	1	11.7	11.7	P A 12 Kit
Disabled Toilet / shower	2	6	6	P A 6 D/T/S
Circulation Space				PH XX Cir

Culbokie Primary

121 to 145 primary pupils plus nursery	Council Requirements			
Accommodation	SPACES	MIN. AREA (m2)	TOTAL (m2)	R D S
Classroom Accommodation				
Classrooms	2	63	126	P C 63 N
Classrooms	4	55	220	P C 55 N
Resource/Library Area	1	134.8	134.8	P H 134 Re
Pupil Support room	1	10.8	10.8	P C 11 PS
Storage (Off Resource Areas)	1	18.8	18.8	P S 18 Re
Nursery/Playgroup incl. quiet room	1	70.9	70.9	P C 70 Nu
Nursery cloaks & toilets	1	23	23	P A 23 To/Nu
Nursery Store	1	7.4	7.4	P S 7 Nu
Multi-purpose Hall	1	180	180	P H 180 MP
PE Store	1	15	15	P S 15 PE
Chair Store	1	14.6	14.6	P S 14 Ch
Ancillary Accommodation				
Head Teacher's Office	1	15	15	P O 15 HT
General Office / Reprographics	1	20	20	P O 20 Gen
Waiting Area (may be part of Circulation Space)	1	8	8	P H 8 Wa
Admin. Storage	1	7	7	P S 7 Ad
Staff room	1	35	35	P O 35 St
Staff toilet/cloaks	1	10	10	P A 10 To/St
Medical/Visiting Services	1	12	12	P O 12 Med
Kitchen	1	50	50	P A 50 Kit
GP/ Dining Area	1	65	65	P H 65 Din
Janitorial/Cleaners' Store				
Disabled toilet and shower	1	7.75	7.75	P A 8 A/T/S
Shower rooms/Changing	1	12.6	12.6	P A 12 Sh
Shower rooms/Changing	1	11.8	11.8	P A 11 Sh
Pupils Cloakroom/Toilets			70.5	P A 70 To/Pu
PE Store (outside access)	1	15	15	P S 15 PE/0
Outdoor Maintenance Store				
Server Room	1	4.6	4.6	P A 4 Ser
Circulation Space				P H XX Cir

Outdoor Facilities

	Spaces	Area (m2)	TOTAL (m2)	R D S <u>P S XX Out</u>
1 Protected outdoor soft/hard surface play area for nursery	1	186	186	
2 External Store/Playhouse, timber chalet type.	1	14.4	14.4	
3 Hard play area - lined (also suitable for car parking in evenings)	1	1232	1232	
4 Grassed sports/play area	1	3723	3723	
5 Area suitable for school garden			400	
6 Access for school transport and other service vehicles				
7 Car park for 25 Cars including 2 for disabled				
8 Secure covered cycle compound for 10				

cycles
 8 Screened waste bin area
 9 Informal Play and Social areas

Various		1033	
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Community Additions

Accommodation	S	AREA (m2)	Total (m2)	RDS
Community Storage (off Hall)	1	15	15	P S 15 Ch
Community Room	1	45	45	P O 45 Com
Toilet	1	3.3	3.3	P A 3 To/Dis
Community Storage (off GP/Dining Room)	1	15	15	P S 15 Ch

Resolis Primary

72 to 96 primary pupils plus nursery	Council Requirements			
Accommodation	SPACES	MIN. AREA		R D S
		(m2)	TOTAL (m2)	
Classroom Accommodation				
Classrooms	1	63	63	P C 63 N
Classrooms	3	55	165	P C 55 N
Resource/Library Area	1	77	77	P H 77 Re
Pupil Support room	1	10.8	10.8	P C 11 PS
Storage (suitably dispersed)	1	11	11	P S 11 Re
Staff Base / Store	1	15	15	P O 15 St/St
Nursery/Playgroup incl. quiet room	1	67.6	67.6	P C 67 Nu
Nursery cloaks and toilets	1	22.5	22.5	P A 22 To/Nu
Nursery Store	1	7.2	7.2	P S 7 Nu
Multi-purpose Hall	1	140	140	P H 140 MP
PE Store	1	12.5	12.5	P S 12 PE
Chair Store	1	10	10	P S 10 Ch
Ancillary Accommodation				
Head Teacher's Office	1	19	19	P O 19 HT
General Office / Reprographics	1	20.5	20.5	P O 15 Gen
Admin. Storage		Included above		P S 5 Ad
Waiting Area	1	8	8	P H 8 Wa
Staffroom	1	27	27	P O 27 St
Staff toilet/cloaks	1	10	10	P A 10 To/St
Medical/Visiting Services	1	12	12	P O 12 Med
Kitchen	1	50	50	P A 50 Kit
GP/ Dining Area	1	60	60	P H 60 Din
Janitorial/Cleaners' Store				
Disabled toilet and shower assisted	1	7.75	7.75	P A 8 A/T/S
Shower rooms	2	7	14	P A 7 Sh
Pupils Cloakroom/Toilets			59	P A 59 To/Pu
PE Store (outside access)	1	12.5	12.5	P S 12 PE/O
Outdoor Maintenance Store				
Server Room	1	4.6	4.6	P A 4 Ser
Circulation Space				P H XX Cir

Outdoor Facilities

	Spaces	Area (m2)	Total (m2)	R D S
	-	-		P S XX Out
1 Protected outdoor soft/hard surface play area for nursery	1	186	186	
2 External Store/Playhouse, timber chalet type.	1	14.4	14.4	
3 Hard play area - lined (also suitable for car parking in evenings)	1	1386	1386	
4 Grassed sports/play area, full sized football pitch	1	5250	5250	
5 Area suitable for school garden			400	
6 Access for school transport and other service vehicles				

- 7 Car park for 20 cars including 2 disabled
- 8 Secure covered cycle compound for 24 bicycles
- 9 Screened waste bin area
- 10 Informal Play and Social areas

Various		500	
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**INVERNESS GAELIC PRIMARY
SCHOOL**

Up to 150 primary pupils plus nursery	Council Requirements			
Accommodation	SPACES	MIN. AREA (m2)	TOTAL (m2)	RDS
Classroom Accommodation				
Classrooms	7	55	385	P C 55 N
Resource/Library Area	1	135	135	P H 134 Re
Music Store (off Foyer)	1	10	10	P S 10 Mu
Resource Room (off Foyer)	1	40	40	P H 40 Re/A
Pupil Support rooms	2	15	30	P C 15 PS
Storage (Off Resource Area)	1	16	16	P S 16 Re
	1	10	10	P S 10 Re
Nursery/Playgroup incl. quiet room	1	89.6	89.6	P C 89 Nu
Nursery cloaks & toilets	1	26.5	26.5	P A 26 To/Nu
Nursery store	1	7.4	7.4	P S 7 Nu
Multi-purpose Hall	1	160	160	P H 160 MP
Recording Studio (off Hall)	1	7.5	7.5	P O 7 RS
PE Store	1	30	30	P S 15 PE
PE Store outside access	In above			P S 15 PE/O
Chair Store	1	10	10	P S 10 Ch
Ancillary Accommodation				
Head Teacher's Office	1	15	15	P O 15 HT
General Office / Reprographics	1	28	28	P O 20 Gen
Admin. Storage	In office			P S 7 Ad
Waiting Area	1	8	8	P H 8 Wa
Office (External Agencies)	1	15	15	P O 15 Com
Staffroom	1	35	35	P O 35 St
Staffroom/toilet/cloaks	1	10	10	P A 10 To/St
Medical/Visiting Services	1	16	16	P O 16 Med
Kitchen	1	55	55	P A 55 Kit
GP / Dining Area	1	70	70	P H 70 Din
Janitorial /Cleaners' stores				
Disabled Toilet and Shower assisted	1	7.75	7.75	P A 8 A/T/S
Shower Rooms	2	13	26	P A 13 Sh
Pupils Cloakroom/Toilets			83	P A 83 To/Pu
Outdoor Maintenance Store				
Server Room	1	4.6	4.6	P A 4 Ser
Circulation Space				P H XX Cir

Outdoor Facilities

	Spaces	Area (m2)	Total (m2)	R D S P S XX Out
1 Protected outdoor soft/hard surface play area for nursery	1	279	279	
2 External Store/Playhouse, timber chalet type.	1	14.4	14.4	
3 Hard play area - lined (also suitable for car parking in evenings)	1	2250	2250	
4 Grassed sports/play area with flagpole	1	4702	4702	

5 Area suitable for school garden			400	
6 Access for school transport and other service vehicles				
7 Car park for 45 Cars including 2 disabled				
Secure cycle compound for 32 bicycles				
9 Screened waste bin area				
10 Informal Play and Social areas	Various		576	

INSHES PRIMARY SCHOOL, INVERNESS

280 to 306 primary pupils plus nursery	Council Requirements			
Accommodation	SPACES	MIN. AREA (m2)	TOTAL (m2)	RDS
Classroom Accommodation				
Classrooms	10	63	630	P C 63 N
General Purpose (GP)	1	63	63	P C 63 GP
ICT Room	1	63	63	P C 63 ICT
Library	1	120	120	P H 120 Re
Stores/Librarian Office	In Library			
Pupil Support room	2	15	30	P C 15 PS
Storage	1	24.5	24.5	P S 24 Re
Storage	1	13.5	13.5	P S 13 Re
Nursery/Playgroup	2	72	144	P C 72 Nu
Nursery Kitchen	1	7.7	7.7	P A 7 Kit
Nursery Office	1	10	10	P O 10 Nu
Nursery cloaks & toilets	1	44	44	P A 44 To/Nu
Nursery store	1	18.3	18.3	P S 18 Nu
Multi-purpose Hall	1	266	266	P H 266 MP
PE Store	1	15	15	P S 15 PE
Chair Store	1	20	20	P S 20 Ch
Ancillary Accommodation				
Head Teacher's Office	1	20	20	P O 20 HT
Depute Head Teacher's Office	1	15	15	P O 15 HT
General Office / Reprographics	1	33	33	P O 25 Gen
Admin. Storage	In office			P S 8 Ad
Waiting Area	In circulation			
Staffroom	1	50	50	P H 8 Wa P O 50 St
Staffroom - toilet/cloaks	1	20	20	P A 20 To/St
Medical/Visiting Services	1	20	20	P O 20 Med
Kitchen	1	120	120	P A 120 Kit
Dining Area (included in hall)				
Janitorial & Cleaner stores				
Disabled Toilet & Shower	1	6	6	P A 6 DTS
Shower Rooms	2	19.5	39	P A 19 Sh
Pupils Cloakroom/Toilets			116	P A 116 To/Pu
PE Store outside access	1	20	20	P S 20 PE/O
Outside Maintenance Store				
Server Room	1	4.6	4.6	P A 4 Ser
Circulation Space				P H XX Cir
INSHES PRIMARY SCHOOL SEN				
Accommodation Special educational Needs Facility				
Classrooms	2	50	100	A C 50 CSA

Classroom - Severe ASDs	1	30	30	A C 30 LSR
LS/Therapy Room	1	15	15	A C 15 TR
Multi-sensory/Snoezellen room	1	12	12	A C 12 MS
Storage	1	15	15	A S 15 GS
Large items storage	1	20	20	A S 20 La
Soft Play	1	20	20	A C 20 Sft
Disabled Toilet and Shower	1	7.75	7.75	A A 8 T/Sh
Disabled Toilet and Shower	2	6	12	A A 6 T/Sh
Toilet with disabled access	1	3.3	3.3	A A 3 To/Dis
Hygiene Sluice and Laundry	1	12	12	A A 12 La
Toilet	1	2	2	P A 2 To

Outdoor Facilities

- 1 Protected outdoor soft/hard surface play area for nursery and playroom
- 2 External Store/playhouse, timber chalet type.
- 3 Hard play area - lined (also suitable for car parking in evenings)
- 4 Grassed sports/play area.
- 5 Area suitable for school garden
- 6 Access for school transport and other service vehicles
- 7 Car park for 50 Cars including 4 disabled
- 8 Secure cycle compound for 18 bicycles
- 9 Screened waste bin area
- 10 Outdoor SEN play and garden area
- 10 Social areas

	Spaces	Area (m2)	Total (m2)	R D S P S XX Out
		558	558	
	2	14.4	28.8	
	1	2824	2824	
	1	4598	4598	
			228	
	1	100	100	
	Various		949	

Community Additions

Accommodation	Spaces	Area	Total	RDS
Playroom (Childcare) including soft play area for toddlers.	1	44	44	P C 44 PI
Meeting Room	1	25	25	P O 25 Me
Community Storage (off Hall)	1	20	20	P S 20 Ch

Kinlochleven Primary

97 to 106 primary pupils plus nursery	Council Requirements			
Accommodation	SPACES	MIN. AREA (m2)	TOTAL (m2)	R D S
Classroom Accommodation				
Classrooms	3	55	165	P C 55 N
Classrooms	2	52	104	P C 52 N
Resource/Library Area	1	70	70	P H 70 Re/c
Nursery/Playgroup incl. quiet room	1	67.4	67.4	P C 67 Nu
Nursery cloaks and toilets	1	26.5	26.5	P A 26 To/Nu
Nursery Store	1	7.4	7.4	P S 7 Nu
Storage (Off Resource Area)	1	24.75	24.75	P S 24 Re
Multi-purpose Hall	1	140	140	P H 140 MP
PE Store	1	27.8	27.8	P S 15 PE
PE Store (outside access)	In above			P S 15 PE/O
Chair Store	1	10	10	P S 10 Ch
Ancillary Accommodation				
Head Teacher's Office	1	15	15	P O 15 HT
General Office / Reprographics	1	25	25	P O 20 Gen
Admin. Storage	In office			A C 60 N
Waiting Area	1	4	in circulation	P H 8 Wa
Staffroom	1	25	25	P O 25 St
Staff toilet/cloaks	1	10	10	P A 10 To/St
Medical/Visiting Services	1	12	12	P O 12 Med
Janitorial/Cleaners' Store				
Disabled toilet and shower	1	6	6	P A 6 D/T/S
Shower rooms	2	10.85	21.7	P A 10 Sh
Pupils Cloakroom/Toilets			51.95	P A 51 To/Pu
Server Room (sub hub)	1	2.3	2.3	P A 5 Ser
Circulation Space				P H XX Cir

Outdoor Facilities

	Spaces	Area (m2)	Total (m2)	A A 10 P/La
1 Protected outdoor soft/hard surface play area for nursery	1	186	186	P S XX Out
2 External Store/Playhouse, timber chalet type	1	14.4	14.4	
3 Hard play area - lined (also suitable for car parking in evenings)	1	1328	1328	
4 Grassed sports/play area	1	684	684	
5 Area suitable for school garden			400	
6 Access for school transport and other service vehicles				
7 Car parking for 20 Cars. Included within the 60 for whole campus including 3 disabled				
8 Secure cycle compound for 12 bicycles				
9 Screened waste bin area				
10 Informal Play and Social areas			538	

D.3 New Project Facilities - Secondary

DINGWALL ACADEMY

Design capacity 1000 pupils		Council Requirements			
SUBJECT	ROOMS	SPACES	Min. Area	Total	RDS
ENGLISH Media Studies Drama (rear Stage)	Classrooms	7	63	441	S C 63 N
	Classroom	1	63	63	S C 63 N
	Classroom	1	80	80	S H 80 D
	Drama Store	1	12	12	S S 12 Dra
	Staff Base	1	30	30	S O 30 SB
	Storage	1	40	40	S S 40 Res
	Tutorial room	1	45	45	S C 45 Tut
MATHEMATICS	Classrooms	8	63	504	S C 63 N
	Tutorial room	1	50	50	S C 45 Tut
	Staff Base	1	20	20	S O 20 SB
	Storage	1	10	10	S S 10 Res
	Storage	1	24	24	S S 20 Res
	Storage	1	16	16	S S 16 Res
LANGUAGES	Classrooms	6	63	378	S C 63 La
	Tutorial rooms	3	25	75	S C 25 Tut
	Staff Base	1	30	30	S O 30 SB
	Storage	1	16	16	S S 16 Res
	Storage	1	17	17	S S 17 Res
SOCIAL SUBJECTS	Classrooms	4	63	252	S C 63 N
	Geography rooms	3	65	195	S C 65 Ge
	Tutorial room	1	40	40	S C 40 Tut
	Staff Base	1	30	30	S O 30 SB
	Storage	2	24	48	S S 24 Res
RELIGIOUS STUDIES	Classrooms	2	63	126	S C 63 N
	Storage	1	14	14	S S 14 Res
PSE	Classrooms	1	63	63	S C 63 N
	Storage	1	7	7	S S 7 Res
PUPIL SUPPORT					
SfL / SEN Facilities	Room (ASD)	1	30	30	A C 30 LSR
	Room (AUT)	1	30	30	A C 30 AUT
	Time Out Room	1	9	9	A O 9 Qu
	Quiet Room	1	15	15	A O 15 Qu
	Multi Purpose Room	1	63	63	A C 63 CSA
	Behaviour support	1	63	63	A C 63 BSU
	Hearing Impaired	1	30	30	A C 30 LSR
	Tutorial Rooms	1	15	15	A C 15 Tut
	Tutorial Rooms	2	16.5	16.5	A C 15 Tut
	Tutorial Rooms	1	12	12	A C 12 Tut
	Tutorial Rooms	1	9	9	A C 9 Tut
	Staff Base	1	63	63	A O 63 SB
	Departmental Store	1	20	20	A S 20 GS

	Departmental Store	1	17	17	AS 17 GS
	Changing/Shower/Utility Room	1	12	12	A A 12 La
	Disabled Toilets	1	5	5	A A 5 T/Pu
	Assisted Toilet and Shower	1	8.5	8.5	A A 8 T/Sh
Guidance etc	Offices	2	25	50	S O 25 Gu
	Storage	1	14	14	S S 14 Res
	Interview Room	1	12	12	S O 12 Int
	Interview Room	2	5	10	S O 5 Int
	Interview Room	1	4	4	S O 4 Int
ART & DESIGN	Classrooms	4	70	280	S C 70 AD
	Ceramics Room (incl Kiln)	1	85	85	S C 85 ADC
	Dark room	1	10	10	S C 10 AD
	Staff Base	1	25	25	S O 25 SB
	Storage	5	10	50	S S 10 AD
	Art Portfolio	1	40	40	SC 40 AD
BUSINESS & COMPUTER EDUCATION	Classrooms	6	65	390	S C 65 ICT
	Tutorial Room	1	30	30	S C 30 Tut
	Staff Base	1	30	30	S O 30 SB
	Storage	2	25	50	S S 25 IT
HOME ECONOMICS	H E Food Prep	3	85	255	S C 85 HE
	H E Fabric	1	63	63	S C 63 HE
	Staff base	1	25	25	S O 25 SB
	Food Storage & Prep	1	28	28	S S 28 HE
	Fabric etc Storage	1	7.5	7.5	S S 7 Fab
	Resources Store	1	7	7	S S 7 Res
	Laundry	1	17.5	17.5	S C 17 HE
MUSIC	Classroom	1	75	75	S C 75 Mu
	Classrooms	2	65	130	S C 65 Mu
	Practice room with recording facility	1	13	13	S C 13 Mu
	Practice rooms	3	10	30	S C 10 Mu
	Practice room	1	17	17	SC 17 Mu
	Practice rooms	4	5	20	S C 5 Mu
	Staff base	1	20	20	S O 20 SB
	Instrument storage	1	30	30	S S 30 Mu
SCIENCE	Laboratories - Biology	3	75	225	S C 75 Bi
	Laboratories - Chemistry	4	75	300	S C 75 Ch
	Laboratories - Physics	3	75	225	S C 75 Ph
	Small laboratory	2	20	40	S C 20 Sc
	A/V / Science techs/work room	1	30	30	S O 30 AV
	Equipment etc Storage	1	80	80	S S 80 Sc/e
	Staff Base	1	32.4	32.4	S O 30 SB
	Greenhouse	1	15	15	S C 15 Gr
TECHNOLOGY					

Craft & Design	Craft workshops - Wood	2	100	200	S C 100 CDw
	Craft workshops - Metal	1	103.5	103.5	S C 103 CDm
	Heat Bay	1	15	15	S C 15 CD
	Staff base	1	25	25	S O 25 SB
	Preparation Area / Storage	1	75	75	S C 75 CD
	Pupil storage	1	8.5	8.5	S S 8 Res
	Storage	2	15	30	S S 15 Res
	Tool storage	1	20	20	S S 20 Res
	Graphic Communication (GC) Classroom	1	80	80	S C 80 GC
	GC / Tech Studies Classroom	1	78.5	78.5	S C 78 GCT
	GC / Tech Studies Classroom	1	75	75	SC 75 GCT
	GC / Tech Studies Storage	1	30	30	S S 30 Tec
PHYSICAL EDUCATION	Games Hall	1	551	551	S H 551 GH
	Gymnasium	1	201	201	S H 201 Gym
	Fitness room	1	40	40	S H 40 Fit
	Classroom	1	63	63	S C 63 N
	P.E. storage	1	50	50	S S 50 PE
	P.E. storage	1	30	30	SS 30 PE
	P.E. storage	1	10	10	SS 10 PE
	PE outdoor storage	2	30	60	S S 30 Out
	Changing rooms & showers	3	54	162	S A 54 Ch
		1	32	32	S A 32 Ch
		1	42	42	S A 42 Ch
	P.E. staff base	1	30	30	S O 30 SB
	P.E. staff changing	3	7	21	S A 7 Ch
	Disabled shower	2	7.75	15.5	S A XX ATS
	LIBRARY	Library with ICT facilities	1	714	714
Open & distance learning		1	60	60	S C 60 ODL
MULTI-PURPOSE HALL	Venue	1	346	346	S H 346 MP
	Projection Room	1	12	12	S A 12 Pro
	Storage	1	38	38	S S 38 MP
DINING AREA	Dining Area	1	250	250	S H 250 Din
	Kitchen (including stores)	1	150	150	S A 150 K/Di
	Snack Bar	1	12	12	S A 12 Sna
ADMINISTRATION	General office	1	85	85	S O 55 Gen
	Reception				S O 5 Rec
	Reprographics				S O 25

					Rep
	Storage	1	15	15	S S 15 Ad
	IT Technician	1	10	10	S O 10 Tec
	Server Room	1	7	7	S A 7 Ser
	Head teacher incl. toilet	1	25	25	S O 25 He
	Deputes	5	15	75	S O 15 Dep
	Community Learning Office	1	15	15	S O 15 Ad
	Meeting room	1	30	30	S O 30 Me
	Waiting room/area	2	5	10	S H 5 Wa
	Admin. Staff kitchen	1	5	5	S A 5 Kit
	Toilets (1m:1f)	2	6	12	S A 6 To/Ad
	Disabled Toilet	1	5	5	S A 4 To/Dis
ANCILLARY	Janitors/Cleaners				
	Storage	1	38	38	S S 38 Gen
	Storage	1	60	60	S S 60 Gen
	Staffroom	1	150	150	S O 138 St
	Tea bar		incl above		S A 12 Kit
	Staff cloakroom/toilets	1	50	50	S A 50 To/St
	Pupils toilets	To suit		To suit	S A XX To/p S A XX DTS S A XX ATS
	Lockers/Cloakrooms	to suit		to suit	S A XX Loc
SOCIAL AREAS		Various		300	S H XX Soc
OUTSIDE SERVICES	Medical inspection suite incl. toilet	1	50	50	S O 50 Med
CIRCULATION SPACE					S H XX Cir
	TOTALS				

Outside Facilities

1. Synthetic grass playing field – min 106 x 66 incl. run out
2. Grass pitches and athletics track
3. Secure covered cycle compounds for 66 bicycles
4. Secure covered compound for school minibus.
5. Car park for 243 cars including 14 disabled

Spaces	Area (m2)	TOTAL (m2)	R D S
1	6996	6996	- S E XX Out
1	14097	14097	

- 6. Bus picking up/setting down area, 12 buses
- 7. Informal play and social areas
- 8. Screened waste bin storage area
- 9. SEN, Outdoor play and garden area
- 10. External courtyards

Various			2408	
1	100		100	
1	566			
1	666		1232	

Community Additions

Crèche	1	35	35	S C 35 Cr
Boatshed / wash up	1	65	65	S S 65 Bo

KINLOCHLEVEN HIGH SCHOOL					
Design capacity 120 pupils		Council Requirements			
Subject	Rooms	Spaces	Min. Area	Totals	RDS
ENGLISH	Classroom	1	63	63	S C 63 N
	Classroom	1	55	55	S C 55 N
	Storage	1	18	18	S S 18 Res
MODERN LANGUAGES incl Gaelic	Classroom	1	55	55	S C 55 La
	Storage	1	6	6	S S 6 Res
MATHEMATICS	Classroom	1	55	55	S C 55 N
	Classroom	1	63	63	S C 63 N
	Storage	1	12	12	S S 12 Res
SOCIAL SUBJECTS	Classroom	1	55	55	S C 55 N
	Geography room	1	57	57	S C 57 Ge
	Storage	2	6	12	S S 6 Res
PUPIL SUPPORT	Classrooms	2	30	60	A C 30 LSR
SfL and SEN	Classrooms	2	12	24	A C 12 LSR
	Storage	1	11.5	11.5	A S 12 GS
	Profound/Multiple PS resource base	1	30	30	A O 30 SB
	Large items storage PMLD	1	22.5	22.5	A S 22 La
	PMLD personal care facilities	1	12	12	A A 12 La
	Disabled toilet/shower	1	7.75	7.75	A A 8 T/Sh
GUIDANCE	Office	1	15	15	S O 15 Gu
	Interview room	1	10	10	S O 10 Int
ART & DESIGN	Classroom incl ceramics	1	85	85	S C 85 ADC
	Kiln (in above)				
	Storage	1	18	18	S S 18 AD
BUSINESS STUDIES/IT	Classroom	1	80	80	S C 80 ICT
	Storage (shared with Graphics Com)	1	20	20	S S 20 IT
HOME ECONOMICS	Large sized classroom (theory / practical)	1	85	85	S C 85 HE/FP
	Food Store	1	5	5	S S 5 HE
	Laundry Store	1	6	6	S S 6 Fab

MUSIC	Classroom	1	75	75	S C 75 Mu
	Practice room with recording facilities	1	15	15	S C 15 Mu
	Practice room	1	9	9	S C 9 Mu
	Instrument storage	1	15	15	S S 15 Mu
SCIENCE	Chemistry Lab	1	65	65	S C 65 Ch
	Physics Lab	1	65	65	S C 65 Ph
	Small lab	1	30.5	30.5	S C 30 Sc
	A/V / Science techs/work room	1	15	15	S O 15 AV
	Equipment etc Storage	1	25	25	S S 25 Sc/e
	Greenhouse	1	12	12	S C 12 Gr
CRAFT & DESIGN	Workshop	1	100	100	S C 100 CDw
	Heat bay	1	20	20	S C 20 CD
	Prep + Storage				
	Preparation Area and store	1	70	70	SC45CD SS25Res
	Computer work area	1	10.8	10.8	SC 10 GC
	Technician clean room	1	8.82	8.82	SO 8 Tec
GRAPH COMM/IT	Classroom shared with IT	1	80	80	S C 80 GCT
	Storage (Shared with Bus. Studies)				
PHYSICAL EDUCATION	Games hall (Existing Com. Hall)				
	Keep fit room	1	25	25	S H 25 Fit
	P.E. storage	1	35	35	S S 35 PE
	Outdoor storage	1	60	60	S S 60 Out
	Changing rooms & showers	2	30	60	S A 30 Ch
	P.E. staff base	1	10	10	S O 10 SB
	P.E. Staff Changing	2	5	10	S A 5 Ch
	Disabled changing	1	6	6	S A XX DTS
LIBRARY	Library with IT facilities	1	122	122	S H 122 Lib
HALL / VENUE	Multi-Purpose Hall	1	200	200	S H 200 MP
	Projector Room	1	10	10	S A 10 Pro
	Storage	1	30	30	S S 30 MP
DINING AREA	Dining area (shared with PS)	1	85	85	S H 85 Din
	Kitchen	1	78.5	78.5	S A 78

	(including stores)(shared)				K/Kit
ADMINISTRATION	General office	1	40	40	S O 35 Gen
	Reception		incl in above		S O 5 Rec
	Reprographics	1	10	10	S O 10 Rep
	Storage	1	8	8	S S 8 Ad
	IT Server Room	1	7	7	S A 7 Ser
	Head teacher	1	20	20	S O 20 He
	Depute	1	15	15	S O 15 Dep
	Community Learning Office	1	15	15	S O 15 Ad
	Waiting area	1	5	5	S H 5 Wa
	Meeting/interview room	1	20	20	S O 20 Me
	Toilets Admin [m,f.]	2	8	16	S A 8 To/Ad
	Disabled Toilet	1	4	4	S A 4 To/Dis
ANCILLARY	FM Storage/Cleaners				
	Storage	1	8	8	S S 8 Gen
	Staffroom	1	58	58	S O 50 St
	Tea room		above		S A 8 Kit
	Staff toilets	2	8	16	S A 16 To/St
	Pupils toilets/cloakrooms	To suit			S A XX To/Pu
					S A XX DTS
					S A XX ATS
	Lockers	To suit			S A XX Loc
SOCIAL AREAS	Social Area	Various		121	S H XX Soc
	Sixth Year Common Room	1	20	20	SO 20 Pu
CIRCULATION SPACE					S H XX Cir
OUTSIDE SERVICES	Medical inspection suite	1	20	20	S O 20 Med
		Spaces	Area (m2)	TOTAL (m2)	R D S
Outside Facilities					S E XX Out
1. Synthetic grass playing field – min 106 x 66 incl run out		1	6996	6996	
2. Secure cycle compound for 20 bicycles					
3. Secure covered compound for school minibus					

4. Car park for 40 cars. Included within the 60 for whole campus	1	40spaces	40spaces
5. Bus picking up/setting down area			
6. Screened waste bin storage area			
7. SEN, outdoor play and garden area	1	100	100
8. Hard surface play area	1	1190	1190

MILLBURN ACADEMY

Design capacity 1100 pupils		Council Requirements				
SUBJECT	ROOMS	Spaces	Min. Area	Totals	RDS	
ENGLISH Drama (at rear of stage)	Classrooms	6	63	378	S C 63 N	
	Drama studio	1	80	80	S H 80 D	
	Tutorial room	1	45	45	S C 45 Tut	
	Staff Base	1	32	32	S O 32 SB	
	Storage	1	28	28	S S 25 Res	
			1	16.5	16.5	S S 16 Res
			1	22	22	S S 22 Res
Shared Eng/Lang.	Drama store (at venue)	1	12	12	S S 12 Dra	
	Classroom	1	63	63	S C 63 N	
MODERN LANGUAGES incl Gaelic	Classrooms	6	63	378	S C 63 La	
	Tutorial room	1	32	32	S C 32 Tut	
	Staff Base	1	24	24	S O 24 SB	
	Storage Resources	1	35	35	S S 35 Res	
MATHEMATICS	Classrooms	6	63	378	S C 63 N	
	Connected Classroom	2	31.5	63	S C 31.5 J	
	Tutorial room	1	45	45	S C 45 Tut	
	Staff Base	1	28	28	S O 30 SB	
	Storage	1	16	16	S S 16 Res	
			1	14	14	S S 14 Res
Shared Math/SS	Classroom	1	63	63	S C 63 N	
SOCIAL SUBJECTS	Classrooms	4	63	252	S C 63 N	
	Geography rooms	2	63	126	S C 63 Ge	
	Tutorial room	1	32	32	S C 30 Tut	
	Staff Base incl RSt	1	30	30	S O 30 SB	
	Store	1	17.5	17.5	S S 17 Res	
	Store	1	17	17	S S 17 Res	
	Store	1	9.5	9.5	S S 9 Res	
RELIGIOUS STUDIES	Classrooms	2	63	126	S C 63 N	
	Storage	1	19.5	19.5	S S 19 Res	
PSE	Staff base	1	28	28	S O 28 SB	
PSE	Classroom	1	63	63	S C 63 N	
PSE	Connected Classrooms	2	63	126	S C 63 J	
	Storage	1	14	14	S S 14 Res	
PUPIL SUPPORT SfL / SEN	Classrooms	1	40	40	A C 40 CSA	
FACILITIES	Multi-purpose room	1	50	50	A C 50 CSA	
	Staff base	1	60	60	A O 60 SB	
	Classroom SLD	2	50	100	A C 50 CSA	
	Pupil Support Group Room	1	20	20	A C 20 LSR	
	Pupil Support Room	1	30	30	A C 30 LSR	
			1	30	30	LSR
		Classroom - Severe	1	40	40	AC 40 CSA

	ASDs				
	Therapy Room	2	15	30	A C 15 TR
	Multi-sensory/Snoezellen room	1	9	9	A C 9 MS
	Storage, Profound/Multiple LD resource base	2	10	20	A S 10 GS
	Large items storage for PMLD base	1	60	60	A C 60 CSA
	Soft Play	1	20	20	A S 20 GS
	Life Skills base	1	30	30	A C 30 Sft
	Medical/Rest Room	1	25	25	A C 25 Sa
	PMLD Hygiene/Sluice/Laundry	1	7.85	7.85	A O 7 Rest
	PMLD Mobility / WC	1	12	12	A A 12 La
	PMLD Mobility / WC / Shower	1	5	5	A A 5 T/Pu
	Staff Base	1	8	8	A A 8 T/Sh
Guidance	Interview room	1	50	50	S O 50 Gu
	Interview room	3	15	45	S O 15 Int
	Interview room	2	10	20	S O 10 Int
ART & DESIGN	Classrooms	2	70	140	S C 70 AD
	Classrooms	2	70	140	S C 70 ADC
	Kiln room	1	12	12	S C 12 AD
	Dark room	1	10	10	S C 10 AD
	Staff Base	1	20	20	S O 20 SB
	Storage	4	10	40	S S 10 AD
	Art Studio	1	20	20	S C 20 AD
	ART ICT	1	40	40	SC 40 AD
TECHNOLOGY	Shared CDT & HE	1	40	40	S C 40 CDT
Technological Studies	Tech studies/ ICT room	1	80	80	S C 80 ICT
	Tech storage	1	10	10	S S 10 Tec
Craft & Design	Craft workshops	1	84	84	S C 84 CD
	Craft workshops(Metal)	1	110	110	S C 110 CDm
	Craft workshops(Wood)	1	122	122	S C 122 CDw
	Heat bay	1	20	20	S C 20 CD
	CDT Staff base	1	24	24	S O 25 SB
	Preparation Area	1	45	45	S C 45 CD
	Wood/model storage	1	30	30	S S 30 Res
	Tool store	1	15	15	S S 15 Res
	Store [curricular]	1	15	15	S S 15 Res
	Store	1	5	5	S S 5 Res
Graph Communication	Classroom	2	80	160	S C 80 GC
	Storage	2	10	20	S S 10 GC
BUSINESS STUDIES	ICT rooms	3	65	195	S C 65 ICT
	ICT room	1	79.5	79.5	S C 79 ICT

I.T. / COMPUTING	Classroom	1	62.5	62.5	S C 62 N
	Staff Base (combined with IT)	1	24	24	S O 24 SB
	Storage	1	35	35	S S 35 IT
	ICT room	1	79.5	79.5	S C 79 ICT
	IT Tech workroom/Video edit	1	15	15	S O 15 AV
HOME ECONOMICS	Classrooms	3	88	264	S C 88 HE/FP
	Staff base	1	14	14	S O 14 SB
	Refrigerator/freezer store	1	13	13	S S 13 HE
	Fabric Store	1	7.31	7.31	S S 7 Fab
	Laundry	1	9	9	S C 9 HE
	Resources store	1	15	15	S S 15 Res
MUSIC	Classroom	4	65	260	S C 65 Mu
	Practice room with recording facilities	1	18	18	S C 18 Mu
	Staff base	1	16	16	S O 16 SB
	Practice room/storage	2	11	22	S C 11 Mu
	Practice room/storage	5	5	25	S C 5 Mu
	practice room/storage	3	4	12	S C 4 Mu
SCIENCE	laboratories - Biology	3	75	225	S C 75 Bi
	laboratories - Chemistry	4	75	300	S C 75 Ch
	laboratories - Physics	3	75	225	S C 75 Ph
	small lab	1	40	40	S C 40 Sc
	AV Technician	1	37	37	S O 37 AV
	Chemistry Store	1	15	15	S S 15 Sc/Ch
	Techs. work room/Storage	1	48.5	48.5	S S 48 Sc/e
	Physics store	1	17	17	S S 17 Sc
	Staff Base	1	48	48	S O 48 SB
	Greenhouse	1	12	12	S C 12 Gr
	PHYSICAL EDUCATION	Games Hall	1	646	646
Gymnasium		1	266	266	S H 266 Gym
Gymnasium/Dance studio		1	200	200	S H 200 G/D
Fitness room		1	60	60	S H 60 Fit
P.E. storage		3	30	90	S S 30 PE
outdoor PE storage		1	60	60	S S 60 Out
Changing rooms & showers		8	30	240	S A 30 Ch
P.E. staff base		1	20	20	S O 20 SB
P.E Staff changing disabled changing		3	7	21	S A 7 Ch S A XX
		2	6	12	DTS
P.E. Classroom		1	63	63	S C 63 N
SCHOOL LIBRARY		Library with IT facilities	1	224	224

	Open & distance learning	1	40	40	Lib S C 40 ODL
MULTI-PURPOSE HALL	Hall	1	346	346	S H 346 MP
	Projection Room	1	12	12	S A 12 Pro
	storage	1	50	50	S S 50 MP
DINING AREA	Dining area	1	250	250	S H 250 Din
	Kitchen (including stores etc)	1	150	150	S A 150 K/Mi
	Vending area	1	12	12	S H 12 Va
ADMINISTRATION	reception	1	5	5	S O 5 Rec
	General office	1	35	35	S O 35 Gen
	administration office	1	20	20	S O 20 Ad
	reprographics room	1	20	20	S O 20 Rep
	storage	1	15	15	S S 15 Ad
	IT Server Room	1	6	6	S A 6 Ser
	head teacher	1	20	20	S O 20 He
	deputes	4	15	60	S O 15 Dep
	meeting room	2	22.5	45	S O 22.5 Me
	waiting area	2	5	10	S H 5 Wa
	Admin. Staff Kitchen	1	5	5	S A 5 Kit
	Admin -toilets	1	25	25	S A 11 To/Ad
	Disabled -toilet	In above			S A 4 To/Dis
ANCILLARY	Janitors & Cleaners				
	Storage	1	5	5	S S 5 Res
	Storage	1	28	28	S S 28 MP
	Storage	1	21	21	S S 20 MP
	Staffroom	1	143	143	S O 131 St
	Tea bar	In above			S A 12 Kit
	Staff toilets / lockers			53.5	S A 50 To/St
	Pupils toilets	To suit		To suit	S A XX To/p S A XX DTS S A XX ATS
	Cloakrooms/lockers	To suit		To suit	S A XX Loc
	Pupil Social Areas	Various		300	S H XX Soc
OUTSIDE SERVICES	Medical inspection suite incl. toilet	1	50	50	S O 50 Med

CIRCULATION SPACE					S H XX Cir
	TOTALS				

Outside Facilities

1. Synthetic grass playing field – min 106 x 66 incl run out
2. Grass pitches and athletic track, with flagpole
3. Secure covered cycle compounds for 220 bicycles
4. Secure covered compound for school minibus.
5. Car park for min 180 cars including 8 disabled
6. Bus picking up/setting down area
7. Informal playa and social areas
8. Screened waste bin storage area
9. For SEN, outdoor play and garden area (100m2) with weatherproof,
10. Hard surface play areas

Spaces	Area m2	Total m2	R D S
1 @ 106x66	6996	6996	S E XX Out
	17350	17350	
Various	601	601	
1	100	100	
1	684	684	
1	1102	1102	

Community Additions					
	Venue - Storage	1	10	10	S S 10 MP
	Art Dept - Storage	1	10	10	S S 10 AD
	Storage for gallery Boards	1	20	20	S S 20 MP

PORTREE HIGH SCHOOL

Design capacity 700 pupils		Council Requirements			
SUBJECT	ROOMS	Spaces	Min. Area	Total	RDS
ENGLISH	Classrooms	5	63	315	S C 63 N
	Tutorial Room	1	45	45	S C 45 Tut
	Staff Base	1	17	17	S O 15 SB
	Bookstore (off Staff Base above)	1	10	10	S S 10 Res
	Storage	5	7	35	S S 7 Res
	Storage	1	5	5	S S 5 Res
	MODERN LANGUAGES	Classrooms	3	63	189
Tutorial room		1	16	16	S C 16 Tut
Staff base and Store		1	20	20	S O 20 SB
GAELIC	Classrooms	5	63	315	S C 63 La
	Staff Base	1	15	15	S O 15 SB
	Storage incl Gaelic Medium	1	45	45	S S 45 Res
MATHEMATICS	Classrooms	5	63	315	S C 63 N
	Tutorial room	1	45	45	S C 45 Tut
	Staff Base	1	20	20	S O 20 SB
	Storage	1	16	16	S S 16 Res
SOCIAL SUBJECTS	Staff Base	1	30	30	S O 30 SB
	Classroom (half)	1	30	30	S C 30 Tut
Geography	Classrooms	2	63	126	S C 63 Ge
	Storage	1	14	14	S S 14 Res
Modern Studies	Classrooms	2	63	126	S C 63 N
	Storage	1	14	14	S S 14 Res
History	Classrooms	2	63	126	S C 63 N
	Storage	1	14	14	S S 14 Res.
History / RME Shared	Classroom	1	63	63	S C 63 N
RME	Classrooms	1	63	63	S C 63 N
	Storage	1	14	14	S S 14 Res
PUPIL SUPPORT					
Guidance	General Office and Storage	1	30	30	S O 30 Gen
	Interview Rooms	3	9	27	S O 9 Int
	Stores	1	13.5	13.5	S S 13 Res
Support for Learning /	Pupil Support Room	1	30	30	A C 30 LSR
	Pupil Support Room				A C 20 LSR
Special Educational Needs		1	20	20	A C 20 Sft LSR
	Soft Play	1	20	20	A C 15 LSR
	Pupil Support Room	2	15	30	LSR

	Therapy Room	1	15	15	A C 15 TR
	Teaching storage, lockable	1	10	10	A S 12 GS
	Profound/Multiple LD base	1	40	40	A C 40 CSA
	Large items storage for PMLD base	1	23	23	A S 23 La
	PMLD Single Mobility Toilet	1	5	5	A A 5 T/Pu
	PMLD Mobility Toilet +Shower	1	7.75	7.75	A A 8 T/Sh
	PMLD Hygiene/Sluice/ Laundry	1	12	12	A A 12 La
	Staff Base	1	25	25	A O 25 SB
Medical Area incl toilet	Medical room	1	40	40	S O 40 Med
	Rest / Observation		in above		
ART & DESIGN	Classrooms	2	72.5	145	S C 72.5 AD
	Ceramic room with kiln	1	85	85	S C 85 ADC
	Staff Base	1	15	15	S O 15 SB
	Storage (off each room)	3	12	36	S S 12 AD
BUSINESS STUDIES	Classrooms	2	65	130	S C 65 ICT
	Joint Staff Base as an Office/Store	1	30	30	S O 30 SB
	Store	1	11	11	S S 11 Gen
I.T. / COMPUTING	Classrooms	2	65	130	S C 65 ICT
	Joint Staff Base above Store	1	10	10	S S 10 Gen
HOME ECONOMICS	Classroom - kitchen	1	85	85	S C 85 HE/FP
	Classroom - kitchen plus fabric area	1	110	110	S C 110 HE/FP/F
	Food Store	1	12	12	S S 12 HE
	Fabric Store	1	4	4	S S 4 Fab
	Laundry	1	4	4	S C 4 HE
	Resources	1	8	8	S S 8 Res
MUSIC	Classrooms	2	78	156	S C 78 Mu
	1 practice room with rec. facilities	1	18	18	S C 18 Mu
	Practice rooms	2	9	18	S C 9 Mu
	Instrument storage	1	15	15	S S 15 Mu
SCIENCE	laboratories - Biology	2	75	150	S C 75 Bi
	laboratories - Chemistry	3	75	225	S C 75 Ch
	laboratories - Physics	3	75	225	S C 75 Ph
	A/V / Science techs/work room	1	23	23	S O 23 AV

	Equipment etc Storage (Ph, Ch, Bi)	3	13	39	S S 13 Sc	
	Equipment etc Storage (Science)	1	20	20	S S 20 Sc/e	
		1	3	3	S S 3 Sc	
	Staff Base	1	20	20	S O 20 SB	
	Greenhouse	1	12	12	S C 12 Gr	
CRAFT & DESIGN	Workshops				S C 100 CDw	
	Workshops	1	100	100	S C 100 CDm	
	Heat Bay (share above)	1	20	20	S C 20 CD	
	Staff base	1	17	17	S O 17 SB	
	Preparation Area	1	50	50	S C 50 CD	
	Storage	1	30	30	S S 30 Res	
	Storage for pupil material	1	15	15	S S 15 Res	
	Classroom	1	80	80	S C 80 GC	
	Storage	1	10	10	S S 10 GC	
	TECH STUDIES/Graph Comm	Classroom	1	80	80	S C 80 GCT
	Storage	1	10	10	S S 10 Tec	
PHYSICAL EDUCATION	Games Hall				S H 627 GH	
	Gymnasia	1	627	627	S H 247 Gym	
	Viewing gallery/PE classroom	1	247	247	S H 55 Vg	
	Fitness room	1	55	55	S H 60 Fit	
	Classroom store	1	60	60	S S 6 Res	
	Bouldering/Lead Wall (5.0m High)	1	6	6	S H 20 BW	
	P.E. storage	1	20	20	S S 75 PE	
	Community Storage(off Games Hall)	1	75	75	S S 9 Gen	
	External Storage PE	1	9	9	S S 30 Out	
	Outdoor storage	1	30	30	S S 40 Out	
	Changing rooms & showers	Various		178	S A 26 Ch S A 28 Ch S A 32 Ch S O 12 SB	
	P.E.Staff Base	1	13.5	13.5	S O 10 SB	
	Community PE Staff Base	1	10	10	S A 5 Ch S A XX	
	Staff Toilet/Changing (m:f)	3	5	15	DTS	
	Disabled changing	1	10	10	S H 800 SP	
	Swimming Pool and Ancillary Areas	1	800	800	S H 13 Vg	
	Pool viewing gallery	1	13	13		
	LIBRARY	Library with IT facilities	1	600	600	S H 600 Lib
	LIFE LONG LEARNING	Reception / workroom	1	30	30	S O 30 Gen

	Seminar/Video Conference	1	35	35	S C 35 Tut
	IT Suite	1	35	35	S C 35 IT
	Disabled toilet and Circulation	1	3.3	3.3	S A 4 To/Dis
	Crèche	1	29.5	29.5	S C 29 Cr
MULTI-PURPOSE HALL	Hall	1	338	338	S H 338 MP
	Projection Room	1	12	12	S A 12 Pro
	Storage	1	37.5	37.5	S S 38 MP
DINING AREA	Dining	1	222	222	S H 222 Din
	Kitchen (including stores)	1	150	150	S A 150 K/Po
	Snack Bar	1	12	12	S A 12 Sna
ADMINISTRATION	Office	1	81	81	S O 53 Gen
	Reception Area	In office			S O 5 Rec
	Reprographics room	In office			S O 18 Rep
	Admin. Staff Kitchen	In office			S A 5 Kit
	Storage	1	11	11	S S 13 Ad
	IT Server Room	1	6	6	S A 7 Ser
	Head teacher	1	20	20	S O 20 He
	Deputes	3	15	45	S O 15 Dep
	Community Learning Office	1	15	15	S O 15 Ad
	Meeting room	1	30	30	S O 30 Me
	Waiting area	1	10	10	S H 10 Wa
	Toilets Admin/ Public			25	S A 11 To/Ad
	Disabled Toilet	1	4.5	4.5	S A 4 To/Dis
ANCILLARY	Janitors & Cleaners Storage	1	20	20	S S 20 Gen
	Staffroom	1	130	130	S O 115 St
	Tea bar	In staffroom			S A 10 Kit
	Staff cloakroom/toilets	1	30	30	S A 30 To/St
	Pupils toilets (including disabled)	To suit		To suit	S A XX To/p
	Lockers	To suit		To suit	S A XX DTS
	Senior Common Room	1	80	80	S A XX ATS
	Social Areas	Various			S O 80 Pu S H XX Soc
CIRCULATION SPACE					S H XX Cir

	TOTALS				

Outside Facilities

1. Synthetic grass playing field
2. Grass pitch (existing upgraded)
3. Multi Court Area, size 36x19 m
4. Secure covered cycle compounds for 80 bicycles
5. Secure covered compound for school minibus.
6. Car park for 162 including 10 disabled
7. Bus picking up/setting down area (11 buses)
8. Informal play and social areas
9. Screened waste bin storage area
10. SEN, Outdoor play and garden area.
- 11 Hard surface play areas

Spaces	Area (m2)	TOTAL (m2)	R D S S E XX Out
1	6825	6825	
1	4165	4165	
1	684	684	
Various	846	846	
1	100	100	
	2105	2105	

D.4 New Project Facilities – Assisted Schools or Special Needs

DRUMMOND ACCOMMODATION SCHEDULE

Design capacity 80 pupils - 3 to 16+ years old	Council Requirements			
	Spaces	Min. Area (m2)	Total Area (m2)	RDS
School Functions				
Complex Severe Needs Area				
Nursery/Early Years classrooms	1	60	60	A C 60 N
Nursery/Early Years Toileting, Changing, Showering	1	20	20	A A 20 PeCh
Storage - Internal / External	1	20	20	A S 20 Nu
Classrooms	6	55	330	A C 55 CSA
Large items storage (parking for wheelchairs; walking frames etc)	1	30	30	A S 30 La
Stores	2	25	50	A S 25 GS
Group room	1	25	25	A C 25 Gr
Multi-sensory/Snoezellen	1	15	15	A C 15 MS
Soft play	1	30	30	A C 30 Sft
Toilets / Personal Care / Hygiene Room	2	24	48	A A 24 T/Pu
Outdoor store	1	20	20	A S 20 Ou
Laundry	1	10	10	A A 10 La
Autism Area				
Nursery/Early Years classrooms	1	60	60	A C 60 N
Nursery/Early Years Toileting, Changing, Showering	1	20	20	A A 20 Pe/Ch
Storage - Internal / External	1	20	20	A S 20 Nu
Classrooms	6	55	330	A C 55 CSA
Individual/haven rooms	5	7.4	37	A C 7 Hr
	2	7.2	14.4	A C 7 Hr
	1	7	7	A C 7 Hr
	1	8	8	A C 7 Hr
Large items storage (parking for wheelchairs; walking frames etc)	1	30	30	A S 30 La
Stores	2	25	50	A S 25 GS
Group room	1	25	25	A C 25 Gr
Multi-sensory/Snoezellen room	1	15	15	A C 15 MS
Soft play room	1	30	30	A C 30 Sft
Personal Care / Hygiene Room	1	10	10	A A 10 P/La
Toilets: male / female /	2	10	20	A A 10 To
Toilets Disabled	2	4	8	A A 4 To/Dis
Laundry including storage	1	10	10	A A 10 La
Specialist Area				
Post 16 Flat - Kitchen / Dining / Living	1	50	50	A C 95 Sa
Post 16 Flat - Bedroom	1	30	30	In above
Post 16 Flat - Toilet / Shower	1	15	15	In above
Home Economics (adjacent to Flat)	1	75	75	A C 75 HE
Home Economics store	1	9	9	A S 9 HE
Art Room and Art sensory Room	1	60	60	A C 70 Art
Art store	1	9	9	A S 9 Art
Music	1	50	50	A C 50 M
Music Therapy Room	1	10	10	A C 10 M

Music store	1	9	9	A S 9 Mu
Business Skills/IT	1	60	60	A C 60 It
IT Store	1	10	10	A S 10 It
Library with IT Area	1	60	60	A H 60 Lib
Hall (with partition 110/70)	1	180	180	A H 180 Mp
Changing Rooms	2	20	40	A A 20 PeCh
PE Base (adjacent to Hall)	1	12	12	A A 12 PeB
Storage (off Hall)	1	60	60	A S 40 Ch
Storage (off Hall) hall chairs, staging etc	1	15	15	A S 15 Ch
Trampoline room	1	16	16	A C 16 Tra
New Swimming Pool	1	237	237	A H 453 SP
Hydro Therapy	1	49	49	in above
Changing (assisted)	6	5.7	34.2	in above
Changing (Severe disabled)	2	8	16	in above
Staff Base	1	9	9	in above
Staff Changing	2	7	14	in above
First Aid	1	5	5	in above
Shower Area	1	6	6	in above
Locker/grooming/drinking water	1	56	56	in above
area				
Store	1	15	15	in above
Circulation Area				A H XX Cir
Administration etc				
General Office (3 workstations)	1	25	25	A O 25 Gen
Reprographics Room	1	15	15	A O 15 Rep
Office store	1	10	10	A S 10 Ad
Head Teacher's Office	1	20	20	A O 20 He
Depute Head Teachers' Office	2	15	30	A O 15 Dep
Promoted Staff bases	2	15	30	A O 15 SB
Meeting room	1	30	30	A O 30 Me
Technician / IT Technician Room	1	15	15	A O 15 It
IT Server room	1	7	7	A A 7 Ser
Staffroom including kitchen/tea bar area	1	50	50	A O 50 SR
Staff Quiet Room	1	10	10	A O 10 Qu
Staff toilets and showers - Male	1	10	10	A A 10 To/Sh
Staff toilets and showers - Female	1	20	20	A A 20 To/Sh
Toilet - Disabled	1	4	4	A A 4 To/Dis
Staff toilets m: f: incl. disabled in teaching areas	2	12	24	A A 12 To
Visitors Toilets ; disabled	2	6	12	A A 6 To/Dis
Wheelchair etc parking, Entrance / Hall area	1	30	30	A H 30 WB
Dining for 60 pupils/30 staff	1	140	140	A H 140 Din
Kitchen	1	60	60	A A 60 Kit
School Medical Suite				
Room for school-based nurses	1	15	15	A O 15 Nur
General Store room (off above)	1	12.5	12.5	A S 12 GS
Rest room divided into 4 bays	1	20	20	A O 20 Rest
Medical room	1	20	20	A O 20 MI
Therapists' Administration Room	1	20	20	A O 20 SB
Interview/therapy/assessment room	1	16	16	A O 16 Int
Multidisciplinary Assessment/Observation Room	1	10	10	A O 10 Ob
Physiotherapy/OT Treatment room	1	36	36	A O 36 OT
Physiotherapy /OT Equipment Store	1	18	18	A S 18 OT

Parent's room/Waiting Room	1	20	20	A O 20 Par
Toilets with disabled access	2	6	12	A A 6 To/Dis
Janitor cleaner areas				
Outdoor Store	1	20	20	A S 20 Ou

Special Needs Action Group (SNAP) Accommodation	Spaces	Room Size (m2)	Gross Area (m2)	RDS
Activity Room	1	25	25	A C 25 Sps
Kitchen and Eating Area	1	10	10	A A 10 Kit
Office	1	10	10	A O 10 SB
Storage	1	20	20	A S 10 Sps
Inter Agency Centre - The Pines				
Administration Office	1	20	20	A O 20 Gen
Administration Store	1	15	15	A S 15 Ad
Waiting Area with catering facilities and child play area [crèche]				
Reception	1	20	20	A O 20 Rec
Waiting Area				
Waiting area	1	25	25	A H 25 Wa
Creche	1	25	25	A C 25 Cr
Kitchen	1	7.2	7.2	A A 7 Kit
Disabled toilet	1	7.6	7.6	A A 6 To/Dis
Visitor Toilets	2	10	20	A A 10 To
Visitor Toilet - Disabled	2	3	6	A A 3 To/Dis
Library, Resource and Preparation Room	1	30	30	A H 30 Lib
Conference and Training Room [adjoined with folding door-30+50]	1	80	80	A O 80 Con
Common Assessment Room	1	40	40	A O 40 Ass
Observation Room for above	1	10	10	A O 10 Ob
Small Consulting Rooms	3	10	30	A O 10 Ass
Case Conference Room	1	25	25	A O 25 Con
Interview / Therapy Rooms	2	10	20	A O 10 Th
Manager's Office	1	10	10	A O 10 SB
Community Paediatrician [2 workstations]	1	15	15	A O 15 SB
Education and Clinical Psychologists [2 workstations]	1	15	15	A O 15 SB
Social Work [2 workstations]	1	15	15	A O 15 SB
Autism Outreach Education Team [3 workstations]	1	20	20	A O 20 SB
Therapist's Office [3 workstations]	1	20	20	A O 20 SB
Offices [spare for future use]	3	10	30	A O 10 SB
Equipment Storage Room	1	15	15	A S 15 Res
Quiet Staff Room with Kitchen	1	20.7	20.7	A O 20 Sr
Staff Toilet	2	3	6	A A 6 To
Voluntary Sector Suite				
Waiting Area	1	10	10	A H 10 Wa
Offices	2	10	20	A O 10 SB
Family Room	1	20	20	A O 20 Par
Library	1	10	10	A S 10 Lib

Toy Library	1	20	20	A S 20 Toy
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Outside Facilities

	Spaces	Area (m2)	Total (m2)	R D S
1 Protected outdoor soft/hard surface play area for nursery	2		194	A Externs
2 Hard surfaced play area			2557	
3 Covered outdoor pupil meeting area				
4 Cycle / wheelchair Track				
5 Secure cycle compound for 28 cycles				
6 Access and drop off/pick up for school transport and service vehicles				
7 Secure parking compound for three school minibuses				A Compound
8 Car park for min 103 cars including 8 for disabled				
9 Screened waste bins area				
10 Flagpole				
11 Informal play and social area			4070	

E Room Data Sheets

E.1 Introduction

The Room Data Sheets provide the requirements to be provided within the project facilities in each defined room or area.

There is an index at the beginning of each Section showing the Room Data Sheet codes, room types and what facility they occur in.

The individual Room Data Sheets give a general description as well as special requirements, finishes, fixtures, M&E provisions, additional requirements and furniture required to be provided within each room or area described.

E.2 Power Outlets Schedule