



AUBURN VILLAGE SCHOOL
AUBURN, NEW HAMPSHIRE



SPACE AND PROGRAMMING NEEDS ASSESSMENT FINAL REPORT



MAY 17, 2013

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Architects • Engineers • Building Scientists

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Executive Summary

Executive Summary

The Auburn Village School (AVS) serves as the K-8 school for the Town of Auburn, New Hampshire. Effective July 1, 2012, all entering high school students are assigned to Pinkerton Academy in neighboring Derry, New Hampshire. As of March 2013, the student population is 590 and there are 100 staff members.

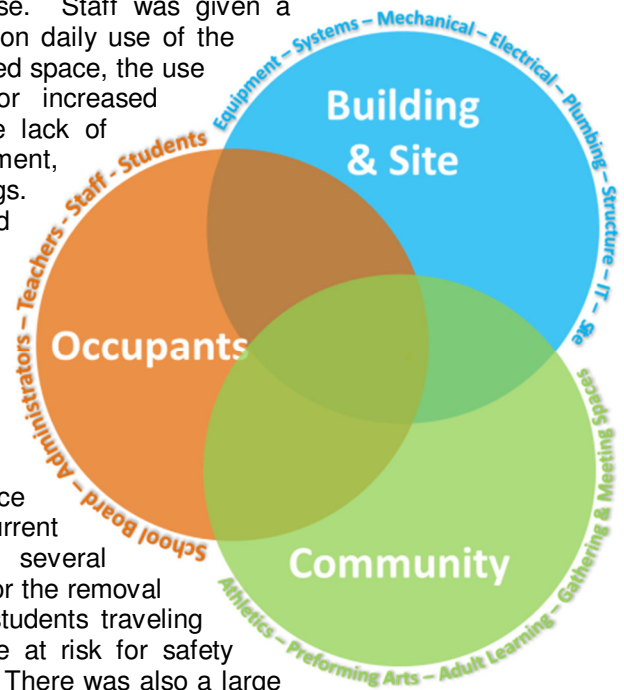
This report details the space and programming existing conditions, requirements, and projected needs. As part of the AVS Facilities Assessment, Turner Group staff completed a thorough examination of teaching and support spaces, core facilities, and enrollment projections. The goal of this report is a concise presentation of the school's physical space based on capacity and educational standards.

- Based on the New Hampshire Department of Education's (NH DOE) Utilization Rate, the most significant issue facing AVS is capacity; currently the school is at 136% of capacity (not including the portable classrooms. In recent years portable classrooms have been used to help alleviate the space constraints at AVS. These temporary classrooms have provided space for general classrooms. However, the portable classrooms have not addressed support spaces such as meeting rooms, staff spaces, appropriately sized unified art spaces, storage, and restrooms.
- Analysis of future student enrollment expectations suggests that the overall student population at the Auburn Village School will decrease slightly over the next ten years. The current enrollment is 590 students and the projected ten year (2021) enrollment will be 531. This is a decrease of 59 students (10% reduction) in the overall enrollment over the next ten years. Using the ten year projected enrollment, in the year 2021 the school will be at 122% of capacity. (See Section C)
- The decrease in student enrollment will have a slight effect on overall number of classrooms but may result in a balance for some of the class sizes. Currently several elementary classes exceed the AVS guidelines for maximum class size. Any surplus space that results from decreased enrollment can be reallocated for unified art and support services which are currently lacking space.
- The NH DOE guidelines are 900 sf. The current classrooms sizes range from 825 sf to 1,005 sf. Most of the elementary classrooms at AVS are larger than the NH state minimum of 900 sf. However, the majority of the middle school classrooms at AVS are smaller than the 900 sf NH state minimum. (See Section D)
- The ideal building layout of the Auburn Village School, based on the grade levels (K-8) served, is two classroom wings off of a central core area. The center core would ideally house shared and support spaces. One wing would house the elementary school classrooms divided into learning pods by grade. The other wing would be a middle school area with each of the grades separated into learning teams by standard subjects. Currently AVS is constrained by its layout. Although there is a general separation by grade levels, the common travel path through the building makes it difficult to create defined space based on age and grade.
- At AVS unified arts and specialized classrooms are located at one end of the facility, ideally these would be centrally positioned in the core of the building in order to be shared by elementary and middle school students. Music, Art, Band, and Computer Lab are found on different floors and different areas of the building adding to travel time and limiting the sharing of resources. In addition to the unified arts classes above, a middle school typically has Technical Education, World Language, and Family and Consumer



Science of which AVS has all but Family and Consumer Science, which was eliminated in 2012; with additional space this program could be reintroduced to the school.

- Additional core spaces that are used by the full student population are the cafeteria, media center/library, and gymnasium. The gymnasium is used by the school and community groups on a regular basis. The gymnasium also has a stage that is used for meetings, assemblies, and performances. The permitted maximum occupancy of the gymnasium (450 occupants) is less than the current population of the school (590 pupils), thus the entire school could not gather for an all school event or assembly. The media center/library is below the minimum size required by State of NH. The cafeteria size should be increased to hold a greater number of students and reduce the number of lunch periods to three. (See Section H)
- The spaces utilized for Support Service (Administration, Health Offices, PT, OT, etc.) is both overcrowded and undersized. The services offered at the AVS are comparable to other communities; however the amount of space needed is inadequate for the level and frequency of services offered. Some services share space while others utilize a scheduling system. These systems can work for some programs however many have specialized materials and equipment that need to be accessed on a regular basis and should be easily accessible. The building lacks meeting space and restroom facilities for both students and staff. Additionally, restrooms do not meet ADA guidelines and are not accessible to all students.
- As part of the information gathering, occupants and the community were interviewed to gather more information on the building use. Staff was given a questionnaire and interviewed to gain input on daily use of the building. The trends were a lack of specialized space, the use of portable classrooms, and a desire for increased technology. Most staff commented on the lack of meeting space for professional development, parent/teacher meetings, and student meetings. In addition, lack of storage space and restrooms was a major concern. As stated earlier, the addition of portables relieved the classroom overcrowding however, the core areas are over taxed while the increased number of spaces, like restrooms and meeting rooms, have not been increased in proportion to the overall school population.
- The community was invited to a forum to voice their perspective and opinion on the current school. The group in attendance raised several important points. There was major support for the removal of the portables. Many of the people felt students traveling from the portables to the main building are at risk for safety issues and losing valuable instructional time. There was also a large percentage of the group that wanted to see increased community space in the library/media center, gymnasium, and cafeteria. The public forum was a very successful way to engage the public and better understand their needs.



In conclusion, the main issue with the Auburn Village School is capacity. Portables have been added as a temporary solution for the current student enrollment. These spaces relieve the space needs for classrooms. However, the portables do not address support service, unified arts classes, and core spaces.

Section A: Key School Contacts

Section A: Key School Contacts

Auburn School Board

Alan Villeneuve, Chair
Chris Trickett, Vice Chair
Brian D'Amelio, Clerk
Anita Gildea, Member
Keith Leclair, Member

School Administrative Unit #15

Dr. Charles P. Littlefield, Ed.D, Superintendent
Marge Polak, Assistant Superintendent
Karen Lessard, Business Administrator

Auburn Village School

Sean Pine, Principal
Michel O'Rourke, Assistant Principal
Anne McSweeney, Director of Student Services
Peter Barbuto, Facilities Director

School Master Planning Committee

Alan Villeneuve, School Board
Karen Lessard, Business Administrator
Sean Pine, Principal
Michel O'Rourke, Assistant Principal
Peter Barbuto, Facilities Director
Anne McSweeney, Director of Student Services
Michael Lessard, Technology Director
Lori Gelinas, Teacher / Staff Representative
Kathleen Porter, Community Representative



Section B: Building Description

Section B: Building Description

The Auburn Village School consists of approximately 67,500 square feet of main building and approximately 5,500 square feet of portable classrooms. The main building is comprised of the original 1940's building and a series of additions completed in the early 1960's, 1965 and 1970, with the most recent addition completed around 1988. There is also an attached stick-built section on the north side of the main building that was constructed in 1995 and three stand-alone portables varying in age from 2002 to 2004, and the latest arrival in 2012.

The original school, located at the center of the complex, consists of a one-story brick structure with a floor area of approximately 5,300 square feet. It houses the main entry, the main administrative offices, nurse's offices, special education and guidance offices, and the old electrical/boiler room. It is constructed of brick and CMU block walls with a wood-framed roof.

In the late 50's/early 60's a one-story wing was added on the north side with a floor area of about 5,900 square feet. This first addition was constructed of concrete masonry (CMU) walls with a brick veneer. The roof is framed with steel bar joists. The wing consists primarily of four classroom spaces.

In the mid-1960's, a large, single-story wing was added on the south side of the central core. It consisted of classroom space as well as a gymnasium, with a stage, locker rooms and a new boiler room. The 1965 addition, constructed of CMU walls with brick veneer and a steel framed roof, covers 18,000 square feet. A partial second floor was added over this wing in the early 1970's and included just over 8,000 square feet of additional classroom space.

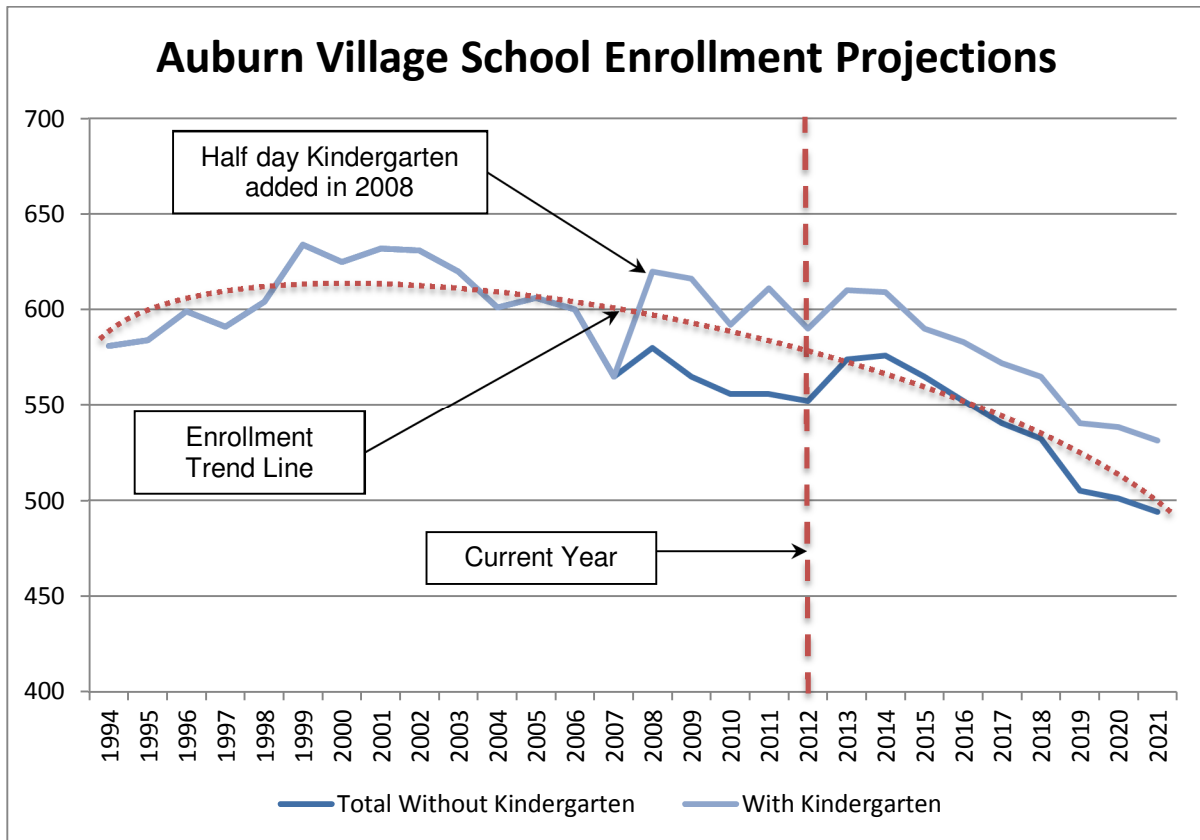
The largest addition to the school was completed in 1988. It is a two-story, CMU, brick and steel-framed addition, and includes almost 26,500 square feet of classrooms, a new music room, art rooms, cafeteria, and kitchen space. The 1988 addition has a main entry from the rear parking lot. It is used for community activities outside of normal school hours as it provides direct access to the gymnasium and cafeteria.

In 1995, a wood-framed, stick-built section of three classrooms (commonly referred to as the modular) was constructed at the north side of the 1960's addition. It is constructed over a crawlspace and was finished with vinyl siding on the outside. The three-room addition added approximately 3,500 square feet of classroom space.

Three, two classroom, stand-alone buildings are connected by a covered walkway that starts at the north side of the main building. The portables were purchased in 2002 and 2004, and in 2012 a new leased unit was installed. The two older units are beginning to show wear on the ceiling, walls, and flooring. These types of buildings are designed for temporary use and therefore are generally not very energy efficient. Having the portables poses safety and security issues when students have to travel outside to these spaces. The three portables, each holding two classrooms, provide additional square footage of about 1,850 square feet per unit.

Section C: Enrollment Projects

Section C: Enrollment Projections



Tracking the number of enrolled students over the last 18 years and comparing that to the New Hampshire School Board Association's enrollment projection, it is projected that there will be a slight decrease in enrollment over the next 10 years.

	2011 Actual Enrollment Numbers	2012 Actual Enrollment Numbers (Current Year)	2016 5 years Projected Enrollment Numbers	2021 10 Year Projected Enrollment Numbers
Kindergarten	55	38	31	37
1st Grade	59	63	42	60
2nd Grade	69	61	62	65
3rd Grade	70	71	68	63
4th Grade	68	71	72	58
5th Grade	64	69	88	58
6th Grade	71	66	71	50
7th Grade	75	71	74	67
8th Grade	80	80	75	73
Total:	611	590	583	531

Section D: School Facility Capacity

Section D: School Facility Capacity

Capacity Level

The New Hampshire Department of Education has developed Utilization Rates that are comparable to actual enrollment to the educational capacity of the school. Utilization rate means the extent to which school buildings are used by comparing actual student enrollment to the educational capacity of the school. Recommended utilization rates are 90% for middle schools, and 95% for elementary schools. In buildings with multiple grade level groups, the higher grade level group governs the utilization rate. Therefore Auburn's utilization rate is 90%.

Currently Auburn Village School is at 136% of total capacity not including portables.

Current School Capacity

	sf / Pupil	Utilization Rate	Enrollment	Adjusted Enrolment (Pupils / Utilization Rate)	Ideal Square Footage (sf / pupil x Adj. Enrollment)	Current Square Footage not including Portables	Capacity not including Portables	Current Square Footage including Portables	Capacity including Portables
Elementary	120	95%							
Middle School *	140	90%	590	655.6	91,778	67,500	136%	73,000	126%
High School	N/A	N/A							
* Per regulations use higher grade level									

Some of the space deficiency is gained through the use of temporary classrooms or portable classrooms. Currently Auburn Village School has three portable classrooms at 1,850 square feet each for a total of 5,550 additional square feet in portable classrooms.

Projected 10 Year School Capacity

	sf / Pupil	Utilization Rate	Projected Enrollment	Adjusted Enrolment (Pupils / Utilization Rate)	Ideal Square Footage (sf / pupil x Adj. Enrollment)	Current Square Footage not including Portables	Capacity not including Portables	Current Square Footage including Portables	Capacity including Portables
Elementary	120	95%							
Middle School *	140	90%	531	590	82,600	67,500	122%	73,000	113%
High School	N/A	N/A							
* Per regulations use higher grade level									

Section E: Classroom Area

Section E: Classroom Area

Target Classroom Size (Number of Students)

	AVS Class Size (Students)	AVS Average Class Size (Students)	AVS Guidelines (Max # of students)	Ideal Per Research (Max # of students)	NH State Guidelines (Max # of students)	NH State Average (Students)
Kindergarten	8-15	12.7	20	18	18	N/A
1 st Grade	19-22	21.0	20	18	25	17.8
2 nd Grade	20-21	20.3	20	18	25	17.8
3 rd Grade	23-25	23.7	20	18	30	19.3
4 th Grade	16-20	17.8	25	20	30	19.3
5 th Grade	16-17	23.0	25	20	30	19.8
6 th Grade	22	22.0	25	25	30	19.8
7 th Grade	22-25	23.7	25	25	30	19.8
8 th Grade	19-21	20.0	25	25	30	19.8

Overall Square Footage of Classrooms

	Current Total Classroom Square Footage	Current Number of Sections	Current Student Enrollment	Utilization Factor	Adjusted Student Number	AVS Guideline on Max # of Students	Ideal Number of Classrooms			Minimum Classroom Size	Total Space Needed Per Grade	Difference From Current Space to Needed Space
1 st Grade	2,770	3	63	0.95	66.3	20	3.32	/	4	900	3,600	-830
2 nd Grade	910	3	61	0.95	64.2	20	3.21	/	4	900	3,600	-2,690
3 rd Grade	950	3	71	0.95	74.7	20	3.74	/	4	900	3,600	-2,650
4 th Grade	1,900	4	71	0.95	74.7	25	2.99	/	3	900	2,700	-800
5 th Grade	2,740	3	69	0.95	72.6	25	2.91	/	3	900	2,700	40
6 th Grade	2,510	3	66	0.90	73.3	25	2.93	/	3	900	2,700	-190
7 th Grade	3,740	3	71	0.90	78.9	25	3.16	/	4	900	3,600	140
8 th Grade	4,540	4	80	0.90	88.9	25	3.56	/	4	900	3,600	940
Total Deficiency:												-6,040

1. Kindergarten not included above due to multiple sessions. (AM, PM)
2. Portable Classrooms are not figured into the number above. The portables currently house (2) 2nd Grade, (2) 3rd Grade, and (2) 4th Grade Classrooms.
3. Middle School classroom numbers could increase due to number of subjects (Currently there are (3) 6th Grade, (3) 7th Grade, and (4) 8th Grade Classrooms.)

Breakdown per Classroom

	Room Number	sf of Room	Number of Students	Utilization Factor	Adjusted Number	Required sf / Pupil	Calculated Required Square Footages	NH State Minimum	Difference Actual sf & Required sf
1 st Grade	100	940	22	0.95	23.2	36	833.7	900	40
1 st Grade	102	890	22	0.95	23.2	36	833.7	900	-10
1 st Grade	104	940	19	0.95	20.0	36	720.0	900	40
2 nd Grade	101	910	20	0.95	21.1	36	757.9	900	10
2 nd Grade	Portable 2	900	20	0.95	21.1	36	757.9	900	N/A
2 nd Grade	Portable 2	900	20	0.95	21.1	36	757.9	900	N/A
3 rd Grade	153	950	23	0.95	24.2	36	871.6	900	50
3 rd Grade	Portable 1	900	23	0.95	24.2	36	871.6	900	N/A
3 rd Grade	Portable 1	900	25	0.95	26.3	36	947.4	948	N/A
4 th Grade	151	950	20	0.95	21.1	36	757.9	900	50
4 th Grade	152	950	18	0.95	18.9	36	682.1	900	50
4 th Grade	Portable 3	900	17	0.95	17.9	36	644.2	900	N/A
4 th Grade	Portable 3	900	16	0.95	16.8	36	606.3	900	N/A
5 th Grade	111	875	16	0.95	16.8	36	606.3	900	-25
5 th Grade	115	860	17	0.95	17.9	36	644.2	900	-40
5 th Grade	122	1,005	17	0.95	17.9	36	644.2	900	105
6 th Grade	117	840	22	0.95	23.2	36	833.7	900	-60
6 th Grade	210	840	22	0.90	24.4	36	880.0	900	-60
6 th Grade	211	830	22	0.90	24.4	36	880.0	900	-70
7 th Grade	204	860	23	0.90	25.6	36	920.0	900	-40
7 th Grade	206	860	24	0.90	26.7	36	960.0	900	-40
7 th Grade	208	860	24	0.90	26.7	36	960.0	900	-40
8 th Grade	202	865	20	0.90	22.2	36	800.0	900	-35
8 th Grade	203	1,185	20	0.90	22.2	60	1,333.3	1,200	-15
8 th Grade	205	825	20	0.90	22.2	36	800.0	900	-75
8 th Grade	207	835	20	0.90	22.2	36	800.0	900	-65

Square footage of Current Rooms Summary

Average 1st – 3rd Classroom Size: 926 sf

Average 4th & 5th Classroom Size: 928 sf

Average 6th – 8th Classroom Size: 830 sf

Current classroom sizes vary from 825 sf to 1,005 sf. Most classrooms in the 1960 era area, modular classroom area, and portables are over 900 sf. Classroom in the 1988 wing are approximately 850 sf. The current New Hampshire Department of Education requirements for classroom sizes are 900 sf for “General Purpose Classrooms” in an Elementary and Middle School. A shared science lab and classroom are required to be a minimum of 1,200 sf or 60 sf per pupil. The current science lab / classroom are 1,185 sf.

Section F: Building Layout

Section F: Building Layout

The ideal layout of the school building is to have all similar grade level classrooms in close proximity to one another. In upper grade level classes, (middle school) students travel between classrooms to get instruction from specialized subject based teachers. In lower grade level classes, students will most likely not travel between classrooms. However, teachers and staff share materials and resource and should be near each other to promote continued sharing of ideas and resources. Many of the current elementary classrooms are split between the portable classrooms (outside the building) and inside classrooms. This conduction makes it difficult to share material and resources. It is also difficult to collaborate with other sections of the same grade.

Research shows that schools that house multiple grade groups (elementary and middle school), the middle school classrooms and the elementary classrooms are ideally separated in different wings / areas. The social dynamic of a middle school is vastly different than a lower elementary social dynamic. The Auburn Village School is currently set up with different areas for Middle School and Elementary Classrooms.

Ideally the elementary and middle school classrooms are in close proximity to shared unified arts classrooms and core facilities. These classroom groups are both preferably located as “wings” off a central core. Currently, the majority of the shared unified arts classrooms and the gym and cafeteria are located at the far ends of the school.

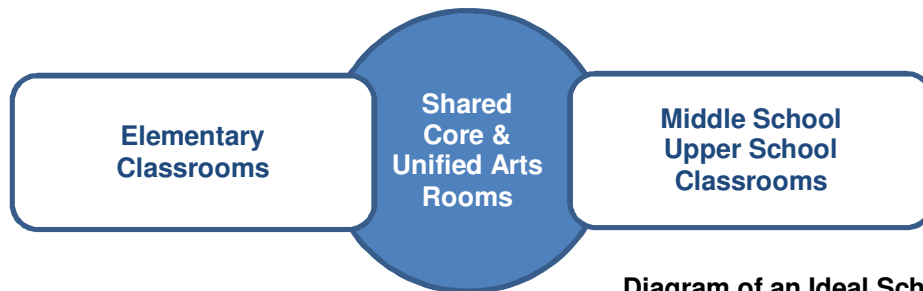


Diagram of an Ideal School Layout

Currently the Auburn Village School divides the General Classrooms into four groups.

- Kindergarten
- Primary Elementary | Grades 1 – 2
- Secondary Elementary | Grades 3 – 5
- Upper School (Middle School) | Grades 6 – 8

Section G: Unified Arts and Specialized Classroom

Section G: **Unified Arts & Specialized Classroom**

Unified Arts Area

	Location in the Building	Room Number	Current Size (Square Footage)	Minimum Classroom Size (NH State Standard)	Difference From Current Space to Required Space
Art	2 nd Floor	213	1,065	1,200	-135
Band	1 st Floor	121	1,295	1,200	95
Computer Lab	2 nd Floor	201	620	750	-130
Music	2 nd Floor	223	1,240	1,000	240
Technical Education	1 st Floor	128	975	1,500	-525
World Language	1 st Floor	126	710	900	-190
Total Deficiency:					-645

Note: The above spaces do not include square footage for closets and storage spaces. Art, Band, and Technical Education all have storage closets off the main classroom. World Language has a closet but the space is currently being used by other programs in the building. The Computer Lab does not have a closet however; there is a nearby IT office that houses some of the computers and IT equipment.

Currently the Auburn Village School offers the following programs:

- ALPS (Advanced Learning Program)
- Art
- Band
- Computer Education
- French (World Languages)
- Music
- Physical Education (PE)
- Technical Education (Tech Ed)

The above list of specialized classrooms is in accordance with the standard offering in the State of New Hampshire. The only additional space that could be added to the middle school program would be if there was a reintroduction of the Family & Consumer Science (FACS) program.

Location of Spaces

Ideally most shared unified arts classrooms are in the center / core of building. This provides easy access for all students to use these spaces.

Section H: Core Area Spaces

Section H: Core Area Spaces

Core Space Area

	Location in the Building	Current Size (Square Footage)	Minimum Classroom Size (NH State Standard)	Difference From Current Space to Required Space
Cafeteria	1 st Floor	2,045	3,285	-1,240
Gymnasium (PE)	1 st Floor	4,695	3,800	895
Media Center	1 st Floor	1,740	2,360	-620

Cafeteria & Kitchen

The current cafeteria has a space of 2,580 sf with 2,045 sf usable space. Based on National Fire Protection Association Life Safety Code (NFPA 101, 7.3.1.2), when the space is configured into a standard area for seated occupants with tables and chairs this allows for 15 sf per pupil which in Auburn's case would equate to 139 pupils. (Note: The current Fire Permit allows up to 208 pupils using the tables and benches.)

Currently there are five lunch periods with 105 – 125 students each. Based on the State of New Hampshire recommendations the optimal number of lunches for a school of this size is three. It is suggested that students eat as close to midday as possible. Fewer lunch periods could be accomplished with staggered lunch serving and eating schedules or multiple serving lines which would require additional space.

The current school population of 590 pupils at .90 utilization factor is equivalent to 656 pupils. 656 pupils divided over the ideal three lunch periods, equals 219 pupils per lunch period. 219 pupils multiplied by a standard lunch room seating square footage is equivalent to 3,285 square feet. Thus to meet the ideal three lunch periods, 3,285 sf is required for the current school population.

Gymnasium

Gymnasium as Physical Education Space

With a maximum Elementary / "Lower School" classroom group size of 25 students for 4 and 5, and a required square footage of 110 square feet per pupil, the space requirement would be 2,200 sf. At the middle school / "Upper School" the requirement is maximum class size of 25 students at 125 square feet per pupil, requires 3,125 sf. The NH State minimum for a Physical Education Space is 3,800 sf. The current gym appropriately is sized at roughly 4,695 sf. The current gym meets the space requirements for physical education for one class using the gym at a time.

Gymnasium as Assembly Space

The current gymnasium capacity is inadequate for a full assembly of the AVS population based on current and future enrollment figures. Although the space meets the NH State standard, the Auburn Fire Chief has posted a fire department permit with the following occupancy restrictions: Gym – with Tables = 300 Occupants. Gym with Chairs = 450 Occupants. Both of these numbers are less than the current school student population of 590 plus the added teachers and staff.

The gym is utilized continually during the school day for assemblies, classes, performances, and athletics. In addition the community utilizes the space for afterschool programs, town athletics, and community programs.

Library / Media Center

LIBRARY - MEDIA CENTER

The library-media center should be centrally located and easily accessible from all instructional areas of the school, preferably on the ground floor. Consideration should be given to the proximity to noisy areas such as the cafeteria, gym, music or student gathering areas. A location that allows for future expansion is desirable. In the event this facility will be used for community access when school is not in session, provisions should be made for public entry from exterior areas and parking lots, as well as easy access to washrooms within the secured area.

Flexibility in design is essential to accommodate future curriculum and technological changes. The design should simplify supervision while recognizing efficient flow of traffic, to minimize disturbances. Control of exits is particularly important; the minimum number of exits required for safety and smooth traffic flow is recommended.

*Library/Media Center = 40 sf / pupil for 10% of design capacity or minimum 1,800 sf
Excerpt from 2006 Manual for Planning and Construction of School Buildings*

The current Library / Media Center are 1,790 sf. With the current enrollment at Auburn Village School at 590 pupils; 10% is 59 pupils. When multiplied by the 40 sf per pupil the recommended library/media center area would be 2,360 sf.

Location of Core Spaces

Ideally the Gymnasium, Cafeteria, and Media Center / Library are located centrally in the building to provide ease of access for all grades. In addition, these core spaces should be adjacent to the parking lot and an entry to allow night activities. Having a way to separate the classroom area / wings from the core space will provide extra security and functionality.

Section I: Support Services

Section I: Support Services

Student Services

Currently the Auburn Village School offers the following services:

- Guidance (ES & MS)
- Psychologist
- Title I
- Resource Room (ES & MS)
- Nurse (Health Suite)
- S/LA (Speech and Language)
- Physical Therapy (PT)
- Occupational Therapy (OT)
- Reading Services (ES & MS)

The above list of student services matches the State of New Hampshire's suggested offerings. However, some of the services are in spaces that are shared or inadequate in size.

The following is a list of design guidelines developed by the New Hampshire Department of Education and a comparison to Auburn Village School's current space. The current spaces have been evaluated by The H.L. Turner Group based on onsite inspection. The lowest rating is 1, representing inadequate and poor conditions. The highest rating is 4, representing excellent condition that meets the NH State Guidelines.

ADMINISTRATION		
Centrally located	4 Excellent	
Easily Accessible to the public	3 Good	
General appearance should impress the visitor that it is the school headquarters (However, not overly elaborate)	1 Poor	
Private sound-proof Principal's Office	2 Fair	
Private sound-proof Assistant Principal's Office	2 Fair	
Private sound-proof conference room for meeting with teachers, students, parents, or other groups	1 Poor	Shared
Adequate space for the clerical personnel and equipment	2 Fair	
Adequate filing and storage facilities.	2 Fair	
An intercommunication system within the school.	3 Good	
Durable, comfortable, attractive furniture.	1 Poor	
Good lighting for all areas.	2 Fair	
Controlled heat and ventilation for year-round operation. Air conditioning should be considered.	2 Fair	Some areas have A/C.
Provisions for safeguarding funds, records, etc.	3 Good	
Ample electrical outlets for office equipment.	1 Poor	
Adequate office space for Facilities and Maintenance Director	2 Fair	
Adequate office space for Food Service Director	2 Fair	
Adequate office space for other administrative staff	2 Fair	

GUIDANCE

Centrally located (Ideally near the library/media center)	N/A	Councilors are located near grade levels serviced
One counselor's office for every 500 pupils for elementary schools (1 Required)	④ Excellent	
One counselor's office for every 300 pupils for middle school (1 Required)	④ Excellent	
Each counselor's office should be at least 100 square feet in size	③ Good	
One waiting room containing a receptionist-secretary area, work tables, shelving for books and bulletins, and filing cabinets	N/A	Councilors are located near grade levels serviced
One conference room large enough to seat twelve people comfortably.	① Poor	Shared
Storage space for testing materials, etc.	② Fair	

SCHOOL HEALTH FACILITIES

Located near the guidance office and/or the administrative office (close to the main entrance of the school)	② Fair	
Easily accessible to students, parents, and school staff	② Fair	
Minimum of 625 square feet of space is recommended for a school of 750-1000 students; schools with lower enrollment can modify the arrangements of the health suite according to school and community needs	① Poor	
Reception and waiting area (may be combined with guidance and/or administration)	① Poor	
Office and record storage for the school nurse (clerical staff, telephone, intercom system are recommended in addition to regular office materials)	① Poor	
Resource library with materials for health instruction ("health alcove" in school library including audio-visual materials)	① Poor	
Comfortable washrooms for temporary care of students and/or staff	① Poor	
Conference room for consultation and health counseling	① Poor	Shared
Examination room and equipment for hearing and visual screening, and dental health inspection	② Fair	
Space for scientific, health education displays	① Poor	Limited space
Storage for first aid supplies, etc.	① Poor	Limited space
Rest area equipped with cots	① Poor	Limited space

CONFERENCE/MEETING ROOMS

Several meeting rooms conveniently spread around the building	❶ Poor	Limited
Conference room with seating for at least ten people	❷ Fair	Limited
Rooms should be available for small staff meetings or for private meetings with students and parents	❶ Poor	Limited

WASHROOMS / RESTROOMS

Smaller washrooms around the building - no more than five flushing fixtures per washroom	❸ Good	
Washrooms without doors are recommended	❸ Good	
Touchless fixtures where possible (sensor lavs, auto flush toilets, occupancy sensor lighting, auto hand dryers)	❷ Fair	
Floor, ceiling, and wall finishes should be moisture resistant (Ceramic tile and epoxy paints ideal)	❷ Fair	
Lay in ceiling tiles should not be used as they can be removed by students for storage of contraband or other misdeeds	❶ Poor	
In new school buildings, every washroom must be ADA compliant. In existing buildings there must be at least one ADA compliant washroom in the building. Preferably, there is at least one on each floor.	❶ Poor	
Washrooms should be located on main travel routes within the building and in places where supervision is easily provided.	❸ Good	

Section J: Building User Survey

Section J: Building User Survey

The H.L. Turner Group Inc. (TTG), with the approval of the Auburn School Board, distributed a survey to teachers and staff in March of 2013. The purpose of the survey is to better understand the needs and issues with the current facility through the eyes of the daily users. The survey had two parts. Part one was a rating system of current items / area in the school with a comment space. Part two was 12 questions about the facility and use. Fifty-five teachers, staff, and administrators participated in this survey. The results and feedback from this survey are below.

Part 1a – Priority and Comments

Below are the twenty-eight items that we asked the building users to prioritize. Below each of the categories are short comments by the teachers and staff. (These comments are directly from the survey and words are verbatim.)

Exterior Building Image

- Modular classrooms exterior
- Portables make building ugly front entrance needs work
- Totally different style
- Portables
- Older portable classrooms have a "run-down" appearance
- Fresh paint/new letters above school
- Portables
- Outdated look
- Like the brick facade / but most of building is mis-matched
- Remove portable park
- Portables are difficult to manage
- The front has a nice garden, the back could use some flowers to make it more attractive.
- Portable should be power washed

Finding Your Way Around

- More signs
- Confusing for new people
- Sign showing nurse office
- Signs
- Class grades should be grouped together
- More signs labeling area's school
- Signs
- Angled corridors tough
- New people to the building find it difficult
- More signs for visitors
- More signs for visitors

Interior Building Image

- Carpet needs replacement
- Carpeting needs replacement
- Especially in primary wing
- Not inviting
- Turn green to red
- Paint colors, floors + carpets
- New carpets very old + gross

- Good other than modulars/portables
- Cleaner/happier/warmer looking
- Very old
- 3 to 4 communal sinks/bathroom need replacement
- Depends on area
- But depends on the area

Security

- Cameras to and from portable
- Portable class rooms back lobby
- Portables
- Classrooms walkways
- Replace windows in fishbowl class rooms
- Portables access to building
- We need cameras, bulletproof glass + blinds for windows
- Young children coming from portable classrooms is a huge safety/security concern
- Update security equipment
- Need more security in front office
- Portable classrooms are a weakness
- Portables
- If someone wants in, they're coming in no matter what. Classrooms adjoining; if someone gets in one, they can get in all. Not 1 contained building
- No portables - unsafe for kids to be outside.
- 7 year olds walking outside with adult supervision
- 2nd graders shouldn't be out in a portable
- 6 classrooms in portables
- More surveillance cameras are needed. Electronic locks on classroom doors and a security station by cafeteria and gymnasium.
- 6 classrooms in portables

Air Quality

- Inconsistent from room to room
- HVAC dated
- Interior "trapped" rooms
- continue testing
- Some rooms are stuffy
- Continue testing
- Some rooms

Temperature

- Classroom goes from hot to cold
- Inconsistent from room to room
- Old windows effect temp
- Uneven throughout the building
- Cold portables
- Not even throughout floors
- Uneven throughout building
- Varies upstairs too hot
- Inconsistent
- My classroom temperature is inconsistent
- Room 203 is constantly cold
- Generally ok
- Always to cold

- Fresh air system makes rooms very cold in winter
- Cold on my side of the building
- study effects of computers on consistent room temp
- Some areas are too cold/some too hot
- Hot/cold always Often too cold in winter
- Very warm in fall and spring
- Too hot in warmer months
- Some rooms are cold while others are hot

Natural Light

- In classroom 4th grade
- Interior rooms lack natural light
- Upstairs interior class rooms have none
- Interior class rooms
- My inside classroom is dark when we lose power
- Interior rooms need it
- Depends where you are!
- 1 - rooms with windows/3 - rooms without
- Some rooms don't have natural light

Acoustics

- Music room too noisy over kindergarten room
- Gym/auditorium
- Very noisy
- Not even throughout floors
- Music room
- Around music upstairs
- Cafeteria
- 3 to 4 Rdg support room - next to music room
- Dedicated area for video recording
- Cafeteria
- Portables are noisy
- Open hallways from 1st to 2nd floor (and café) do not contain noise
- Varies
- Can hear band in kindergarten
- Depending on location in building
- Everyone should be able to hear in the room

Color Scheme

- None that I can see
- Peeling paint
- Green to red
- Need more child-friendly colors
- Somewhat outdated
- Fresh paint
- My walls are pink and blue and have not been painted in many, many years
- Can we update?
- Some spaces needs to be repainted
- Some areas need updating

Small School Atmosphere

- Need more space!/No portables
- Community space needed

- Like it
- A strength!
- Feels very crowded for small school!
- One of the wonderful qualities we have
- Middle School needed to make this building K-5 and eliminate portable classrooms

Socialization / Interaction

- Different for elem. / middle
- Small teacher room
- Elementary separate middle school
- We need time made for interaction
- Too much socialization from parents
- Grade levels need to spread out
- Middle school noise
- Need another gathering spot for lrg. Group of students
- Teacher's room! Limited areas to promote this
- It would be wonderful for there to be a space for whole school socialization
- No common area for students
- (2) 2nd grade teachers outside/(1) inside
- My classroom is in an area where interaction is very difficult (others may not be as bad)
- Gym is no longer able to hold entire school assemblies.
- Don't understand question

Technology

- Many pc's are becoming dated
- It is good
- Unreliable
- Not enough staff to assist w/ problems
- Update computers on carts
- Everything is outdated and unreliable
- There is no good space to use computers for the whole class
- Too many options for kids
- All rooms need to be upgraded
- What we have doesn't work!
- Inequity
- I would love a technology workstation
- Mike has done the best with what he has
- Equipment, regardless of age, does not work properly
- The building is dated and does not support the technology needs
- Not consistent
- I would use more if it were convenient
- More classroom computer
- computer not enough
- Difficult to transport to portables

Storage Space

- No adequate storage space
- Storage in classrooms
- Elementary stuff in my French closet
- Very limited
- More book shelves portable closets in rooms
- Need more cabinets/shelves
- Need more

- I have access to only one small broken cabinet
- Lacking
- In classrooms
- Where is it?
- I have none in my room/school has to use stage
- I have barely any storage in my space!
- The stage
- Never enough storage space
- Each team/teacher should have closet
- Items from stage have no place to be stored properly

Sink and Clean-up Areas

- Needs new sinks in halls/ classrooms
- Messy
- Very limited
- Could use more Sinks need to be located inside bathrooms especially for young children
- Keep options we have
- Need more
- Would love hot water
- More in classrooms
- Sinks in bathroom would be nice Not handicap accessible
- Only one bathroom for 42 students
- Very old!
- Could use more

Small Group Areas

- Need space for middle school
- Not enough space
- Could use more square footage to accommodate all students
- Middle school especially
- Need more
- Need more space
- Space is an issue
- No space for this in my area
- There are often not enough spaces available for meetings and for use with students who need an area to work or calm down
- Not enough room to sit on floor
- Very few areas for a small informal group to meet
- Reading spec. needs larger space
- Reading specialist needs larger and brighter area

Conference Areas

- Not enough not quite
- Same as meeting space
- Have one, need another
- Need more
- Need more space
- Need more rooms
- Space is an issue
- If moved, this year it has improved
- There are often not enough spaces available for meetings and for use with students who need an area to work or calm down

Assembly Areas

- Only in gym
- Poor exit design in gym
- Same as gym
- The only assembly area currently is the gym
- Need more
- Need more space
- Need another gathering spot for lrg. Group of students
- PE needs to be cancelled
- (Gym) need bigger space for both school wide assembly
- The gym does not fit all students at once
- There are often not enough spaces available for meetings and for use with students who need an area to work or calm down
- Would love a space that 1 grade level could fit in at once

Meeting Space

- Limited space for after school activities creates conflict
- Not enough
- Limited
- Conference room this year is huge improvement
- Need more
- Need more space
- Need more
- Ok needs to be more professional space
- Space is an issue
- Faculty meetings held in classrooms
- Meetings are held in classrooms.
- There are often not enough spaces available for meetings and for use with students who need an area to work or calm down
- Lack of space for meetings
- Too dark & cramped

Media Center

- Air conditioning
- Very tight on space
- Too small
- Need two
- Program space
- Air conditioning Need up to date books
- Many outdated materials
- Not sure
- Not enough books, way too crowded
- Need more space
- Not accessible enough to middle school
- Too small
- Crowded, limited space for group work
- Larger would be better
- Ours is overcrowded
- Could be larger
- Needs more space for more than 2 classes

Gymnasium Space

- Very tight on space
- Stage lighting and storage
- Mats are old and cracked. Poor exit, so many things on walls that a child could run in to.
- Not regulation size
- Not sure
- Need more room
- Only area for assemblies
- Too small for Elementary/Middle School to join together
- Whole school should be able to fit, needs pull-out bleachers

Cafeteria

- Noisy bright
- Larger space
- Kids never have enough time to eat
- Need more room
- Too noisy not enough room for all the lunches
- Cramped!
- Needs to be bigger and safer and more quiet!!
- Safer
- Could be used to display

Bathrooms

- Teacher's lounge horrendous need to partitions/flooring
- Too few staff restrooms sinks need removal
- Wheel chair
- Small out of date no privacy
- Need second handicap bathroom
- Need staff bathrooms
- Code issues
- New toilets sinks
- Upstairs bathrooms are horrible More staff bathrooms
- Smells like urine
- Some always smell horrible
- Two adult bathrooms is not sufficient for the amount of staff
- Bathrooms upstairs constantly smells
- Adult/visitor bathrooms needed
- Often there are no bathrooms available for teachers
- Another staff bathroom
- Each of adult female
- Need more
- Horrible + no staff bath on 2nd floor
- Wiggly toilets
- Staff bathrooms Sinks in bathroom
- Handicap bathrooms needed
- Replacement plumbing (sinks) need more!
- Dedicated staff bathroom
- Not enough
- Staff bathrooms are gross
- Portables - 1 bathroom for 50 people
- Not enough staff bathrooms
- More staff bathrooms
- Need attention - more needed

- More staff bathrooms needed!
- Need attention/poor locations/more needed.
- They need fans

Accessibility

- No automatic entry
- Art room needs more accessibility
- Limited HC
- Difficult/impossible for students w/ ambulatory issues to access portables
- Need more area
- One elevator which breaks often
- No handicap bathroom upstairs, only 1 downstairs which children have to come through OT room to access
- The stage - handicapped students are not always comfortable riding the lift. It's in front of the stage and embarrassing for students in wheelchairs.
- Bathrooms not accessible

Furniture and Equipment

- Many desk chairs cabinets damaged
- Cabinetry
- Old broken down furniture
- Matching chairs and desks
- Book shelves closets
- Tables
- Matching classroom chairs
- Desks are old and too small
- Update
- Many student desks/chairs
- Need updating
- Update!
- More suited to 21st century teaching
- Student desks not ergonomic
- Varies throughout the building
- My furniture is ancient
- Would love a new desk
- Some teacher's desks need replacement

Staff Work and Break Areas

- Too small
- Cluttered to busy
- Better if separate from copy area
- Very limited
- Too small + copy room combined is difficult to copy when staff is eating lunch
- Larger area or 1 upstairs and 1 downstairs
- The copier and laminator should be separate from staff eating area
- Upstairs, second space needed
- We need a separate eating + working space
- Update
- Separate
- Bathroom is horrible near office Something need on 2nd floor
- Teachers room Small, cramped, hot
- Separate work/lounge
- Crowded! Barely a work area!

- Crowded
- Not much room for working
- Break areas
- Work/copy room should be separate from eating area
- Crowded, no storage, no workspace
- No window - work room and eating area are shared
- This room is used for (staff) lunch, photocopying, mailroom, etc., etc.
- No area to work/should be separate from lunch area
- Bigger room would be better

Playground

- Athletic fields need help
- Maybe handicap equipment
- Additions
- Don't use it
- No fence by wooded areas/new equipment
- Playing field needs to be reseeded
- We need to be secure from the parking lot
- More swings needed
- Inadequate in winter
- Great equipment, need fence, need blacktop with play stuff for winter
- Great playground!
- Need more swings, fence needed
- Need more swings
- Needs fence

Parking

- Need more visitor parking
- Inadequate
- Not enough
- Inefficient parking
- Cars are always illegally parked in front
- Need more
- Not sufficient room when events take place
- More needed
- Never enough spots in the AM Need more
- Not enough room out front for staff
- Limited staff parking out front
- Snow in front
- Not all the spaces are plowed in the winter
- Difficult at times
- If grades 6 to 8 went to a middle school, parking for K-5 would be fine.
- More parking spaces
- Should always be one way
- More parking needed
- Need to get rid of "reserved" spaces and create "Visitor" Spaces
- Staff can park and walk

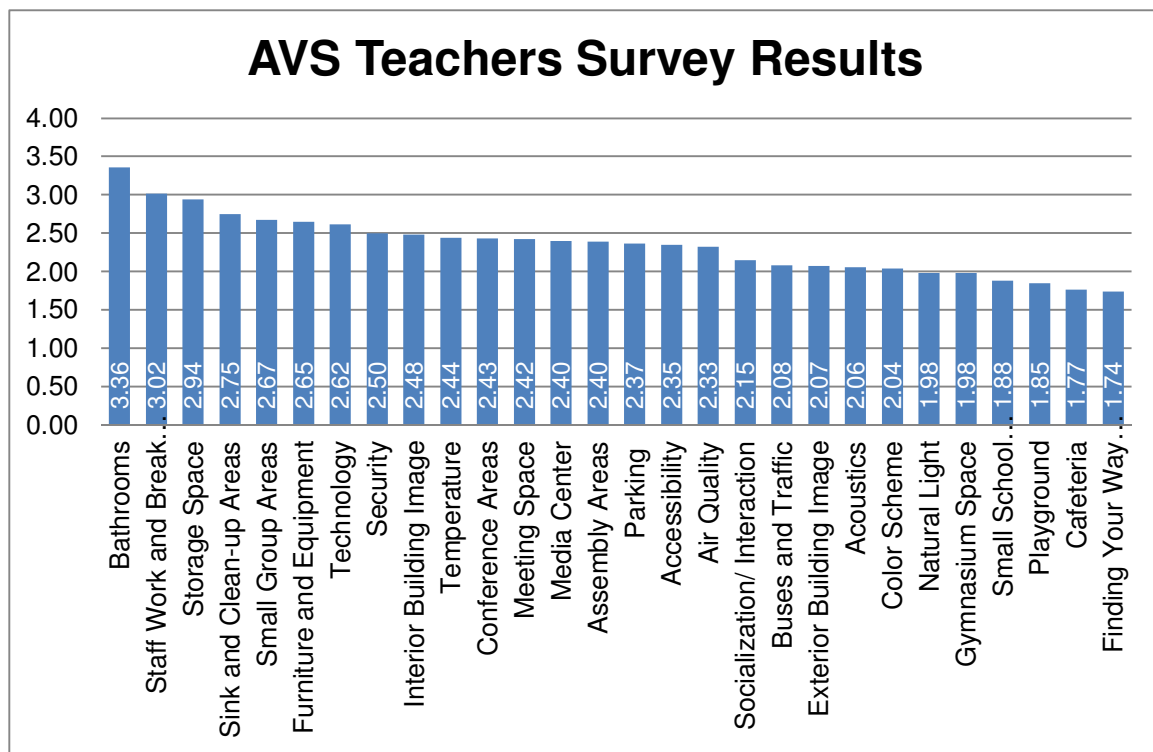
Buses and Traffic

- Needs safer drop off spot currently in front
- Back parking lot busses
- Drop off and pick up needs help
- Parents drop off and pick up area is congested and unsafe

- Ok
- Entering + exiting same way
- Teachers often get stuck behind buses at end of day
- Stuck behind buses and parent pick up
- With the current parking for K-8 and busses its difficult getting in and out of parking lot.
- Should be one way all the time
- Eaton Road needs to be a one way
- Is Eaton Road a one way or not?

Part 1b – Rating Each Priority

From the categories above, building users were asked to rate the areas and characteristics important to the Auburn Village School users. The rating is from 1, least important to 4, most important. (1 = No Improvement Needed, 2 = Minor Improvement Needed, 3 = Major Improvement Needed, 4 = Replacement Needed)



Top Ten Most Critical Items from the Teachers and Staff Survey were:

1. Bathrooms
2. Staff Work & Break Room (Professional Development Space)
3. Storage Space
4. Sink and Clean-up Areas
5. Small Group Areas
6. Furniture & Equipment
7. Technology
8. Security
9. Interior Building Image
10. Temperature

Part 2 – Questions for Staff

This was divided into two groups: classroom staff (questions 1-7) and all staff (questions 8-12). Below are the questions asked and a summary of the feedback received from the staff.

1. What grade/grades do you currently teach?
All of the grades are represented in this response. Also, a large percentage of specialist instructors responded.
2. How many students do you usually work with at one time?
The number of students ranges from one student to twenty-five students. Average class was in the twenties and many small groups that were under ten students.
3. Is the space that you work in currently adequate? If no, then please describe your ideal space.
Most people answered this question based on size of space. About half said the size of space was adequate. However, more storage space is needed. In addition, many staff made notes that in past years the size of space was not adequate for the size of class, the other half stated the size of the space was currently not adequate. Most of the inadequate spaces were small group or shared specialist spaces. In addition, many of the answers referred to temperature issues. None of the answers referred to a space being too large.
4. What is your general teaching style, i.e. independent, interactive, etc.? Any special activities that you would like to have accommodated?
This ranges from many small group or independent learning spaces and spaces large enough for interactive groups. Most teachers are using an interactive learning style.
5. How do you generally arrange the furniture in your environment, i.e., semi-circle, small group, perimeter box, rows, etc.?
The majority of the furniture is arranged in some form of a group allowing students to work together on projects. However, some individual classrooms are setup in traditional rows. Many staff liked the flexibility to change from rows to groups.
6. What items do you use to supplement your teaching in the classroom, i.e. projectors, “Smartboard”, laboratory equipment, sinks, reference library, etc.?
The majority of the staff uses technology such as projectors, Ladybug, Smartboards, TV/DVD, iPads, Mimeo, and laptops. Sinks are requested in most classrooms. Reference library areas were also suggested by several staff.
7. How do you access technology? Mobile lab, go to lab, tablets, workstations in classroom, etc.? How often do you use computer technology?
Most staff either uses technology daily or wishes they could use it more often. There are several notes about mobile labs not working or no access to the computers.
8. Is your teaching/work space located near other people/ activities that you need to interact with? If not, what would you like to be closer too?
Most of the “Lower School” classrooms are not together due to some classrooms being in portables. This is not ideal for staff. The “Upper School” is adequately located in proximity to each other. Also, several staff made notes of that student services were too far away.
9. What kind of storage space is used/ needed, i.e. files, closet, cabinets, shelves, etc.? To accommodate what? How much? Lockable?
Most staff requested more storage space with lockable file cabinets and storage shelves. The current storage was referred to as “old”, “damaged”, and “inadequate”.

10. What are your concerns with the school, i.e. too hot/too cold, building condition, technology, etc.?

Most staff referred to the building as “needing a facelift”, “run down”, “poor image” “cold in winter”, and “too hot in spring and fall”. More technology was also requested by many staff.

11. Do you have any suggestions for how to improve the learning environment?

These answers ranged from “Knocking the building down and starting over” to adjusting locker sizes. Some other highlights include bringing back FACS, Air conditioning, getting rid of the portables, more technology, and making the building accessible to all students.

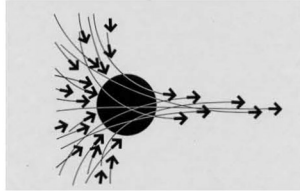
12. Other: What did we forget to ask?

- Teachers room and work room separate
- More bathrooms for staff
- Private meeting space
- More staff office spaces
- Private nursing / pumping area for mothers
- Team work rooms / professional development
- Inefficiency of packing up early everyday so students for portables can go to the main building to be dismissed
- Playground is not fenced in
- Hard top exterior play space is next to parking area
- Potables are too far from everything else
- Portables do not have water fountains
- Some parts of the building are not adequate for learning
- Plumbing problems in the bathroom
- Outdoor classroom spaces
- “AVS has a wonderful community of students, parents, and staff.”



THE H.L. TURNER GROUP Inc.

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Auburn Village School
Building User Survey
Needs / Facilities Assessment

Dear Auburn Village School Staff:

The H.L. Turner Group of Concord, NH was recently selected by the Auburn School Board to conduct a facilities analysis. A major part of this process is the gathering of information regarding existing conditions from the school's staff. Please use the numerical scoring below to rate your priorities of the 'big picture' issues defined on the following page. Please feel free to submit comments and identify additional priorities as well.

The intent of this document is to provide valuable input to The Turner Group, helping to prioritize design issues in your current school. This is your opportunity to influence the quality of the learning environment and to help prepare the facility for the next century!

Rate Each Priority

- 1 = No Improvement Needed
- 2 = Minor Improvement Needed
- 3 = Major Improvement Needed
- 4 = Replacement Needed



The Turner Group will distill the data gathered and compile summaries of their analysis. There will be an opportunity to view and discuss the results.

Please return completed questionnaire to the main office or electronically before 3:00 pm Friday March 22, 2013.

Thank you.

ARCHITECTS • ENGINEERS • BUILDING SCIENTISTS

March 2013



☐ **Administrator** ☐ **Teacher** ☐ **Staff** ☐ **Other:** _____

Please check ✓ box(s) that apply to you.

Rate: 1 = No Improvement Needed; 2 = Minor Improvement Needed; 3 = Major Improvement Needed; 4 = Replacement Needed

Issue	Priority	Comments
• Exterior Building Image		
• Finding Your Way Around		
• Interior Building Image		
• Security		
• Air Quality		
• Temperature		
• Natural Light		
• Acoustics		
• Color Scheme		
• Small School Atmosphere		
• Socialization/ Interaction		
• Technology		
• Storage Space		
• Sink and Clean-up Areas		
• Small Group Areas		
• Conference Areas		
• Assembly Areas		
• Meeting Space		
• Media Center		
• Gymnasium Space		
• Cafeteria		
• Bathrooms		
• Accessibility		
• Furniture and Equipment		
• Staff Work and Break Areas		
• Playground		
• Parking		
• Buses and Traffic		

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Classroom Staff

1. What grade/grades do you currently teach?
2. How many students do you usually work with at one time?
3. Is the space that you work in currently adequate? If no, then please describe your ideal space.
4. What is your general teaching style, i.e. independent, interactive, etc.? Any special activities that you would like to have accommodated?
5. How do you generally arrange the furniture in your environment, i.e., semi-circle, small group, perimeter box, rows, etc.?
6. What items do you use to supplement your teaching in the classroom, i.e. projectors, "Smartboard", laboratory equipment, sinks, reference library, etc.?
7. How do you access technology? Mobile lab, go to lab, tablets, workstations in classroom, etc.? How often do you use computer technology?

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All Staff

8. Is your teaching/work space located near other people/ activities that you need to interact with? If not, what would you like to be closer too?
9. What kind of storage space is used/ needed, i.e. files, closet, cabinets, shelves, etc.? To accommodate what? How much? Lockable?
10. What are your concerns with the school, i.e. too hot/too cold, building condition, technology, etc.?
11. Do you have any suggestions for how to improve the learning environment?
12. Other: What did we forget to ask?

Thanks for your participation.

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Section K: Staff Interviews

Section K: Staff Interviews

On Monday April 15th 2013, staff from The H.L. Turner Group Inc. (TTG) spent several hours at the Auburn Village School talking with the building users. TTG arrived in the morning and stayed until 4:00 pm. During that time, TTG met with fourteen different building users. The meetings were individual or groups of two people. The users ranged from administration and classroom teachers, to maintenance people and specialists. The group was a good cross section of the Auburn Village School staff. Below are some of the notes from the meetings.

Nurse

- Lack of privacy within the nurse's area (Health Office)
- Currently a door to next door that everything can be heard
- Need space for private phone calls – Nurse's office separate from sick bay (currently leaves the office to make private calls)
- Currently Non-ADA Sink and Restroom – ADA restroom needed
- Shower needed in nurse's suite
- Currently 1 sick bay spot – 3 would be ideal
- Secure space for records and storage
- More space for extra clothes needed
- More lockable medication storage space needed (Currently insufficient)
- Issues with bathroom floor in nurses area
- Location in the building of Health Suite is okay
- Heat is hard to control (Radiator is mounted too high on wall)
- Lighting in different areas would be ideal (students with headaches) – One light switch controls all the lighting
- Overall building: unwelcoming and lacking staff restrooms
- Like sinks in hallways because staff can check if students washed their hands
- Main door does not have a ADA auto open button
- Most of the glass in the entry is normal glass – not safety glass

Student Services

- The building is not ADA accessible – needs to be
- Guidance comes in one day a week (Tuesday) and displaces student services
- Conference room / meeting space is needed.
- Ideally 2 separate rooms
- 6-8 Sped / Student Service (could be up to 12)
- Ideally two areas in the building one near MS and one near ES
- Training or testing space would be helpful
- 3 resource rooms / areas – need small group and reading space
- OT/PT space combined is Okay
- Ideally a staff office that they can make phone calls and private conversations
- Storage space is needed
- Space for student with behavioral issues
- Portable classrooms are a safety issue
- Outside play area is not fenced in
- Ideally a bigger elevator
- Staff bathrooms are lacking - more and better facilities needed

5th Grade

Kids perspective (Teacher asked students for their input)

- Worried about ants and bees in the building
- More signage – More school spirit
- Bigger chairs and desks
- More bathrooms
- The bathrooms in the locker room are scary
- A space in the building they could sign out for group projects (multi-purpose room)
- More smart boards
- Not enough buses
- More food stations

- More projectors and LCD displays
- Second floor admin space
- Kitchen space or life skills space
- Lacking teacher's restrooms
- Location and condition of teacher's work room is not ideal
- Teachers are in the same room eating lunch and making copies
- Ideally there would be an extra room like band with tier setup for use by classes

Occupational Therapy

- Only HC bathroom in the building – students need to go through OT to get to it and it disrupts any instruction that may be occurring
- Ideally 2 swings 1. Therapy Treatment 2. Students who need a break
- Need additional space for treatment
- ALL students no matter their physical disabilities should feel independent and all of the building should be accessible
- Currently there is no ADA restroom on the second floor
- Accessing the stage is from a lift that is on the front of the stage - Embarrassing for students that need to use it
- Lacking auto-opener at main entry into the school
- Playground not accessible to all

4th Grade (Modular classroom) (currently four 4th grade rooms)

- The portables have lots of natural light – good thing
- Modular (stick-built) classrooms are lacking natural light
- Issues with safety and security traveling to portables
- Safety of playground space – walking trail and bike trail pass through the campus near playground
- Most of the modular spaces smell - dead animal in the past
- Several floor cracks and wall cracks
- Hot / cold cycles – the temperature is never correct
- Staff bathrooms are needed
- Staff break room and work room are small and loud
- Staff break room is shared with parent volunteers
- Need more space for private meetings and conferences

3rd Grade Portable Classroom (currently three 3rd grade rooms)

- Portable classroom and quiet and detached – good thing
- Portable classroom do not have students walking by and distracting the classroom students – good thing
- Portable classroom have A/C – good thing

- Some 3rd grades are in the building and some are in portables – this is hard to work together
- Lacking storage space – counter with cabinets and sink would be ideal
- 23 students in a portable and it gets very crowded
- Current hook / jacket space is too tight
- Need more cubbies space (space for snow gear)
- Ideally a team closet that is shared all the grades supplies
- Possible a team work room (similar to Hooksett Memorial)
- Students need to put on jackets in winter to go to main school from portables
- Students going between buildings are not safe. My classroom is the only one that can see students make it to the school door – others cannot see.
- Staff restrooms are “disgusting” and not enough
- Long waits
- Ideally a center core with classrooms off it
- Space to display art work
- The current building should be scrapped and start fresh
- Portable classrooms will not get ADA students or “Runners” – cannot have balanced classrooms
- Student space and team space needed
- Hallways are dark and uninviting – an example of a bright and inviting space is North Elementary School in Londonderry
- Very noisy halls when walking classes together.
- Several exposed pipes throughout the building
- Storage is needed
- Small group space is needed
- Team space for reference materials, storage closet, copier – “The Closet”
- Nurse’s area needs lots of work

Technical Education Lab

- Lacking ventilation – interior space no exterior windows
- 21 computers plus students give off lots of heat
- In the past there was a spray booth that could be used for quick ventilation and a dust collection system
- Now most projects are small however, sometimes there are glues (i.e. for rockets) that give off fumes
- There is currently a portable dust collection system
- Small wood working project 2-3 times a year – teacher cuts all materials
- Additional space for storage would be ideal
- More project space would be ideal
- This space is used as second computer lab after 11:30
- Some of the computer programs are photography / Photoshop / simple Cadd program in the past
- All 6th graders take tech education; 7th and 8th have an elective
- Currently all items are hand painted not spray paint
- In cafeteria there is lots of noise – need sound panel (previously removed)
- Movable smart board would be ideal for the tech classroom
- Currently 7 robotic kits – could use more

Special Education (Lower grades)

- Safety and security issues going to and from portables
- Playground and basketball court adjacent to parking area security issue
- Noise from upstairs will travel downstairs
- Sanitary issues with the lack of plumbing fixtures and sinks

- Dislike hallway sinks
- Ideal Sped would be located near grades that require services
- MS and ES Sped areas
- Parent meeting space

2nd Grade (In Building)

- No fence to keep students in playground
- Water area and bushes near the playground that could be an issue
- People, dogs, and snowmobiles all pass through the playground
- Lacking number of toilets for teachers and staff
- It would be nice to have different tile at wall to define areas
- Staff privacy when having private conversations
- Unsafe approach and access to the building from portables
- More supply closets
- Cafeteria furniture that fits the students – ideally round tables and chairs
- Cafeteria is very noisy and feels very small – ideally some soft background music
- Gym needs more run off space
- Would like 21st Century Learning Space – small group learning and space for board learning – 2 areas or movable furniture
- Parking poorly paved and marked – people drive both ways on a one way
- More microwave ovens needed
- Break room is also work room - No space to relax for a few minutes during breaks
- Not enough electrical – limited space to set up listening stations

2nd Grade (Portables)

- Accessibility of kids between the building and portables
- Like being isolated and no kids passing by the classroom doors
- Need to dismiss the kids early from the portables – takes away from learning time
- Start of day is delayed with going to portables
- Going to lunch and specials takes away learning time (putting on and off jackets and boots)
- Playground is very noisy and distracting to kids in portables
- 1 restroom shared between 2 classes and with teachers
- Team is split up between portables and main building – not ideal for team work

Reading (K-4)

- Larger space / more space ideal
- Division needed between assistant and specialist
- Computer area for reading programs
- Book area
- Group space and board space for learning
- Portables are not ideal to travel to and from and waste instruction time
- The cafeteria is typically very noisy

IT Department

- Typically IT server room is at the service entrance of the building and not on second floor
- A/C keeps the space at 68 degrees – any lower and moisture starts developing
- Several spots of wire through block walls – some are fire rated that need to be patched
- Some of the older wire in not plenum rated – newer is rated
- Currently no fiber between switches
- Cable trays and IDF rooms would be ideal
- Lacking power outlets in the building, particularly at ceiling for projectors
- Lockers are too small – lacking space to walk by if kids are using both sides

- Ideally the school should have some fun space and some character
- Current building is dark and depressing – needs bright colors
- Sound and tech in gym is portable and not ideal
- Lobby packed in the morning lots of kids in a small space waiting to enter school
- Media center very dark and unwelcoming (like other spaces in the building)
- Acoustics in cafeteria and bad
- The outside of the building is not very pleasing
- Loading dock for deliveries would be ideal and would save money not to have a special lift gate for deliveries.
- The portables are daisy chained – in the first one goes down they all go down – also lacks quality and speed
- 18 Wi Fi locations (fair)
- 6 Computers on Wheels stations
- 3 computer labs
- 400 PC's in the school
- 15-16 interactive display boards

Administration

- School is lacking any extra space – “crammed in like sardines”
- MS all together on one floor / area
- Ideally all unified arts would be together in the core
- Reading next to art / music
- Portables need to go, air quality is a real issue
- Air quality and temperature issues in the building
- Hope to have a 21st Learning Environment
- Not enough power outlets
- Wi Fi works okay in most places in the building
- Lots of natural light in classrooms is ideal (no interior classrooms)
- More staff restrooms, current staff bathrooms are severely lacking
- Gym and cafeteria use is undersized, high demand, and should be separate spaces
- Locker rooms are inadequate
- Cafeteria is very loud and too small
- Round tables – not one size fits all
- Sinks in hallways are not ideal
- Kindergarten is currently an ½ day program with 36 kids (2 morning and 1 afternoon) no lunch
- Everything is too institutional “white” / beige – need some color
- Very uninviting entry – “The Cave”
- Unfriendly talking through a round hole in glass at main entry
- More space in the entry / waiting space for kids
- Stage is okay size but competes with athletics
- Fire code for gym only allows a small number of people.
- More conference rooms in the building – small conference room near administration so staff can talk with parents
- Sped office and Main admin. near each other would be ideal
- Work room separate from break room
- More parent meeting space needed
- The building is very “tired”
- Sometimes OT is in hallway – need more space
- New person – curriculum coordinator is added next year but there is no space
- Athletic fields are needed – not regulation – no irrigation – over taxed – students travel across town to use field space
- Improved playgrounds

- Ideally MS classrooms would be clustered or in pods

Computer Labs

- 8th grade uses this space daily, 6th – 7th regularly and 1st – 5th sometimes
- Lots of wires to teaching station
- Space has maxed out the power for this area, not enough outlets
- Very old overhead projector
- Some spaces have whiteboard while others have smart boards in the building
- 25 workstations in the little computer lab
- A/C in the room
- Too warm or too cold no balance – all on or off no adjustment
- Some windows don't open and rattle
- The current plan calls for the carpet to be removed and replaced with VCT
- Only one dedicated group computer space – need more
- Team or group working space would be ideal
- Insects come in hallway windows
- I-macs are located near art for Claymation project / video news
- Computer lab near media center would be ideal
- Bathrooms and sinks for kids needed
- Several plumbing issues
- More staff bathrooms needed
- Kids form portable need coats and takes time away from learning
- Lots of tech issue putting out fire with older technology
- Desk “one size fits all” is not true
- Keyboard trays that are ergonomic would be ideal
- The small computer room off the art room is not conducive for more than four students
- The school has “BYOD” Bring Your Own Device policy

Meeting with the staff was a good way to better understand the challenges and opportunities of the existing school. As you can see above, there are many common items that were stressed by the staff. Restrooms, technology, storage space, meeting space, portables, accessibility, security, and core space are some of the highlights.

Section L: Community Input

Section L: Community Input

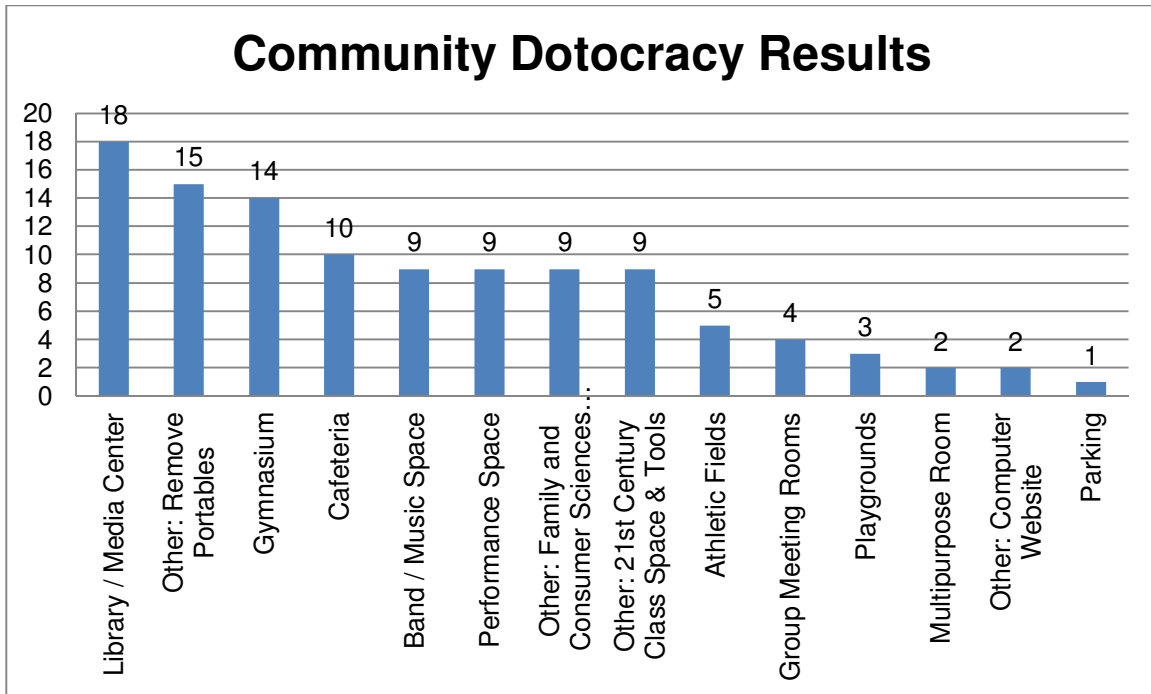
On Thursday, April 18, 2013, The Auburn School Board and staff from The H.L. Turner Group Inc. (TTG) held a community forum to gather input from the public on their needs and desires for the building. The purpose of this meeting was to gather information and listen to the public rather than presenting any early findings. Twenty-three people were in attendance. Ten of those people had children currently in the Auburn Village School. The meeting started with Chairman Alan Villeneuve introducing The Turner Group and explaining the purpose of the meeting. A short presentation was given by TTG and then the floor was opened up to the public for comments. Some of the comments were:

- Highlighted building users: Lions Club, Drivers Ed, Boy Scouts, Adult Basketball, Dances, After School Programs...
- "Building should be made welcoming and friendly"
- Right now you're "Entering through a cave!"
- Buses and Parking... "I'm taking my life in my hands!"
- Separate secure space between voting and school. So that school doesn't need to close when it's voting day.
- "Athletics and Arts are fighting for space" due to the stage in the gym
- Portables:
 - "Big Problem with kids moving between building" (Kidnapping)
 - "They only have a shelf life and it's just about up / some have past."
 - Kids have to put on and off coats to go back and forth to main school
- Air Quality... "The Air Smells!"
- Safer School / Separate Community space - "Possibly a separate community building."
- "More space for more programs" at the Middle School
- "The current facility is good. But I don't have kids in the school."
- OT space for special needs students
- Athletic field over used
- Playground space for little ones while siblings are playing on the fields.

Some of the people in attendance were confused by this process of gathering information prior to presenting the feasibility report. It was stated that "we are starting at the wrong end of the process; (TTG) should be telling them up front what can they do with the building or what is the building capable of in terms of upgrades and expansion, then we can tell you what we want."

The School Board Chair mentioned that the discussion started 15 years ago when they first talked about a new school. They quickly realized they couldn't afford a new building. Now we are at the stage that we need to look at what can we do with the building.

After the comment session, a voting priority exercise took place. This process is called "Dotocracy". In this exercise attendees were given six red dots and were able to place them on six of the twelve posters in the room. Eleven posters were of spaces in the building and a twelfth poster was labeled "Other". The "Other" poster was for write-in votes. Voters could place multiple dots on posters if they liked. The exercise was to determine the group's priorities. Below are the results.

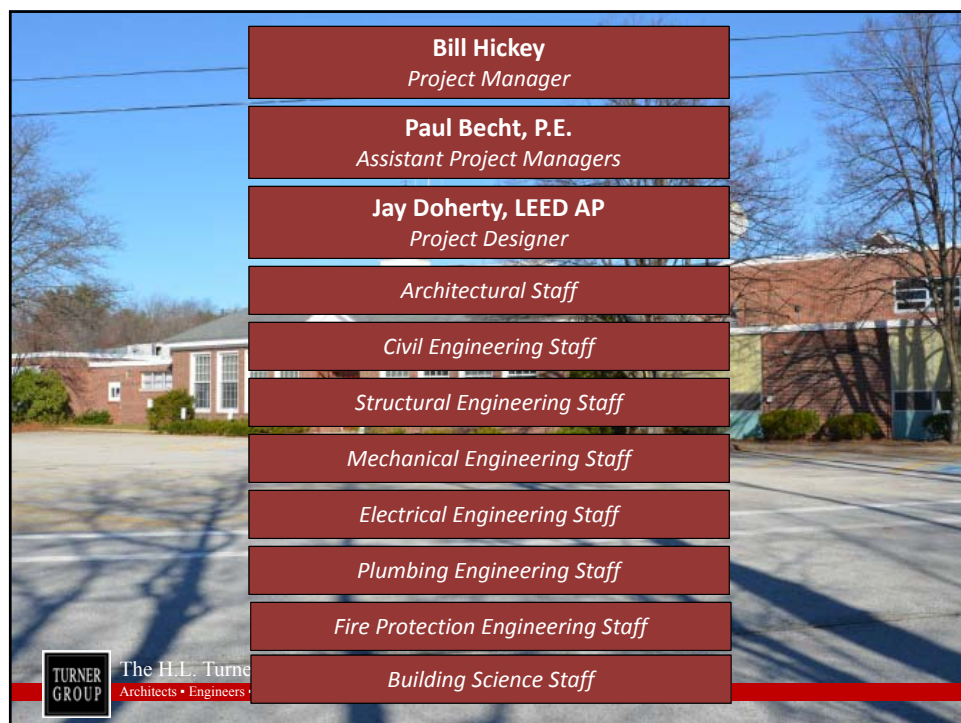


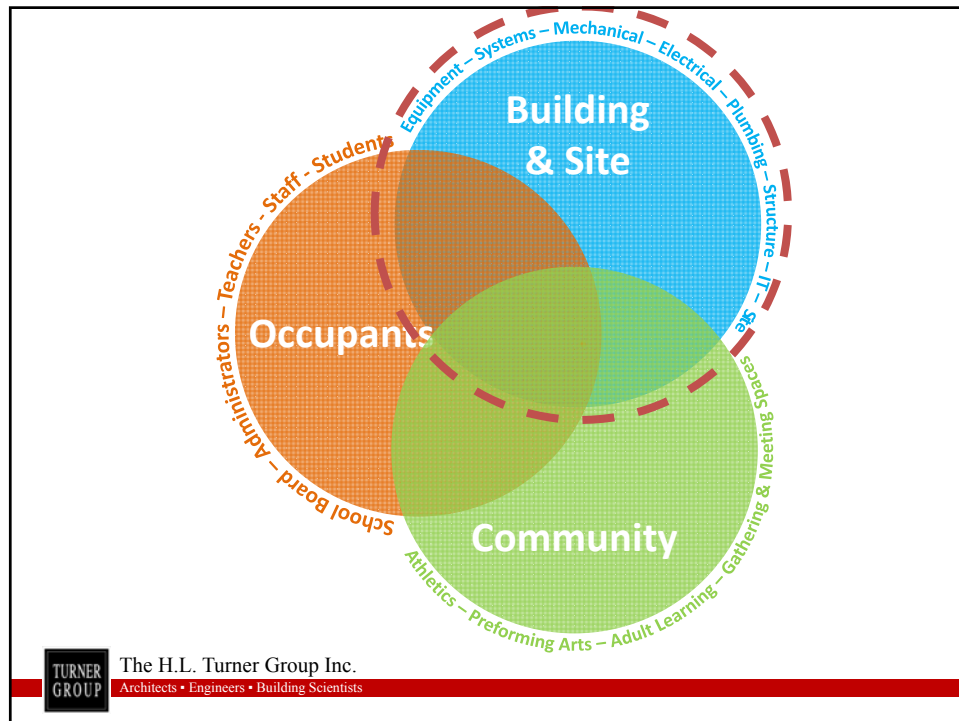
The top three spaces the community voted for were. 1. Library / Media Center, 2. Write-in vote: Remove the portables, and 3. Gymnasium. In addition, people wrote in comments that did not have voting dots next to them. These comments were:

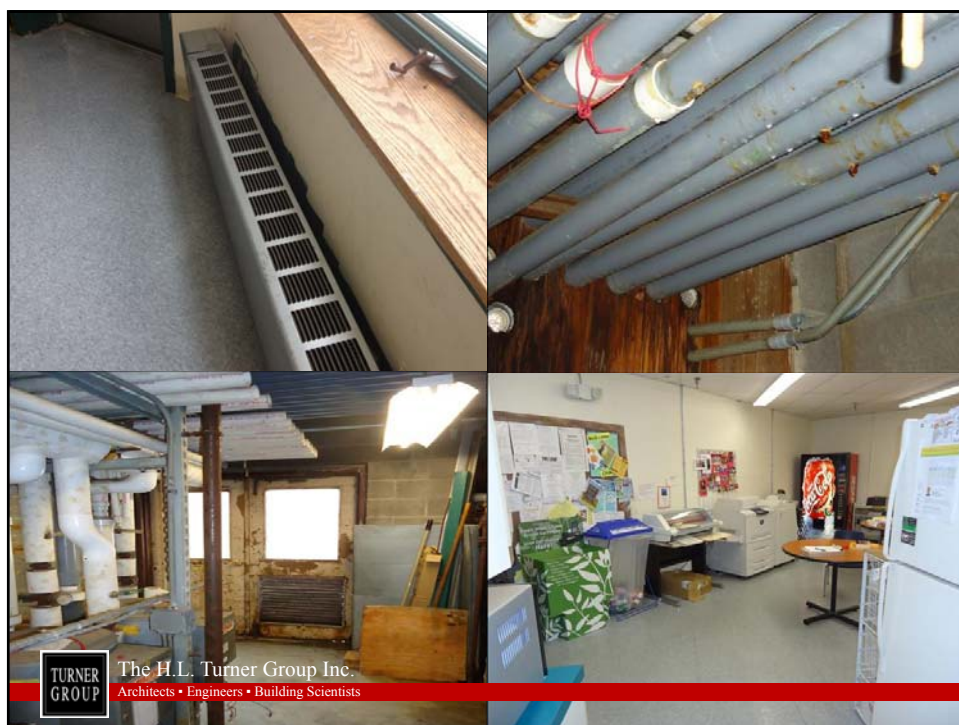
- Air Quality
- Bathrooms with Sinks and Paper Towels / Hand Dryers
- Classroom Sizes with Teacher's Space
- Keep ES Together & Separate from MS
- More Safety Features to Protect Kids
- OT / PT / SPED rooms for Kids
- Sunlight in classrooms

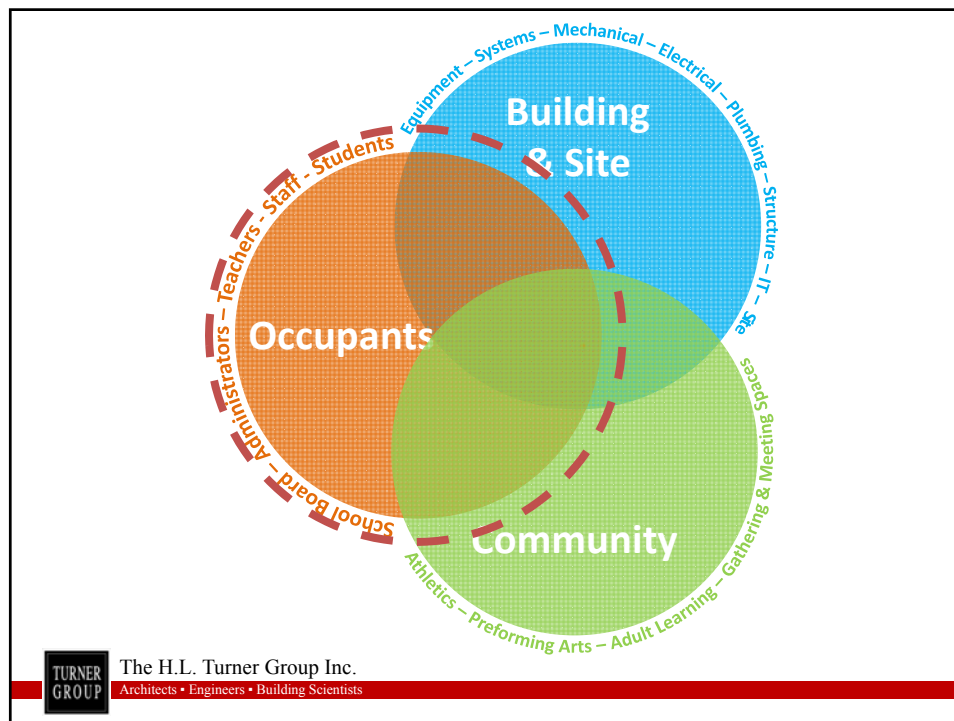
(See attached presentation)

Section M: Presentation









☐ Administrator ☐ Teacher ☐ Staff ☐ Other:

Please check which of the following apply to you:

Issue **Priority** **Comments**

• Exterior Building Image		
• Finding Your Way Around		
• Interior Building Image		
• Security		
• Air Quality		
• Temperature		
• Natural Light		
• Acoustics		
• Color Scheme		
• Small School Atmosphere		
• Socialization/Interaction		
• Technology		
• Storage Space		
• Tint and Clean-up Areas		
• Small Group Areas		
• Conference Areas		
• Assembly Areas		
• Meeting Space		
• Media Center		
• Communication Space		
• Cafeteria		
• Bathrooms		
• Accessibility		
• Furniture and Equipment		
• Staff Work and Break Areas		
• Playground		
• Parking		
• Buses and Traffic		

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Classroom Staff

- What grade/grades do you currently teach?
- How many students do you usually work with at one time?
- Is the space that you work in currently adequate? If no, then please describe your ideal space.
- What is your general teaching style, i.e. independent, interactive, etc.? Any special activities that you would like to have accommodated?
- How do you generally arrange the furniture in your environment, i.e., semi-circle, small group, perimeter box, rows, etc.?
- What items do you use to augment your teaching in the classroom, i.e. projectors, "smartboard", laboratory equipment, audio, reference library, etc.?
- How do you access technology? Mobile lab, go to lab, tablets, workstations in classroom, etc.? How often do you use computer technology?

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All Staff

to need to interact

elves, etc.? To

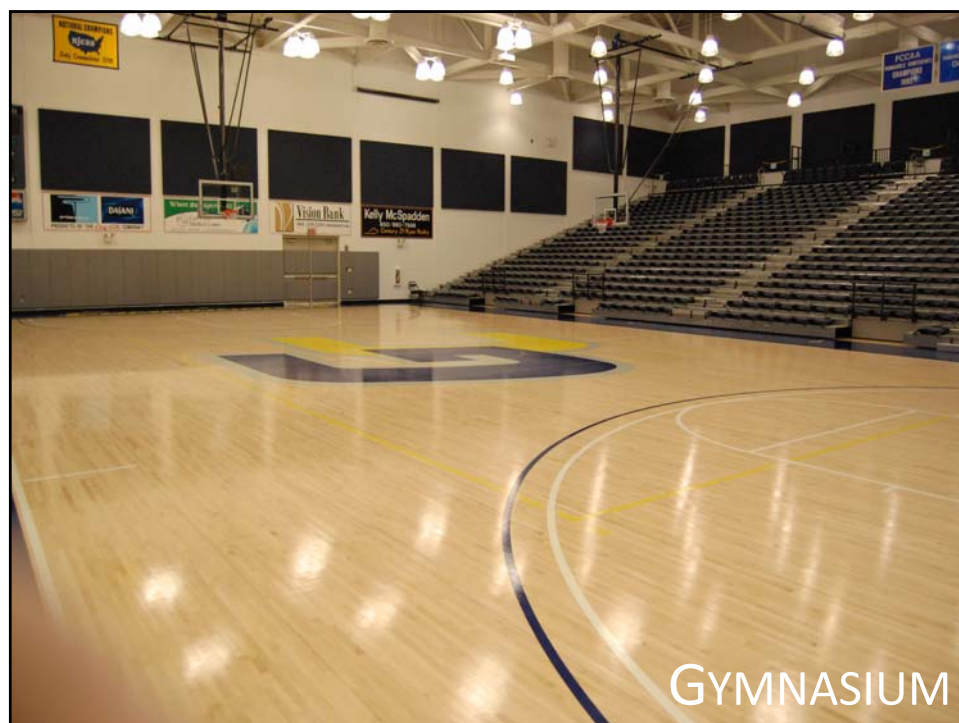
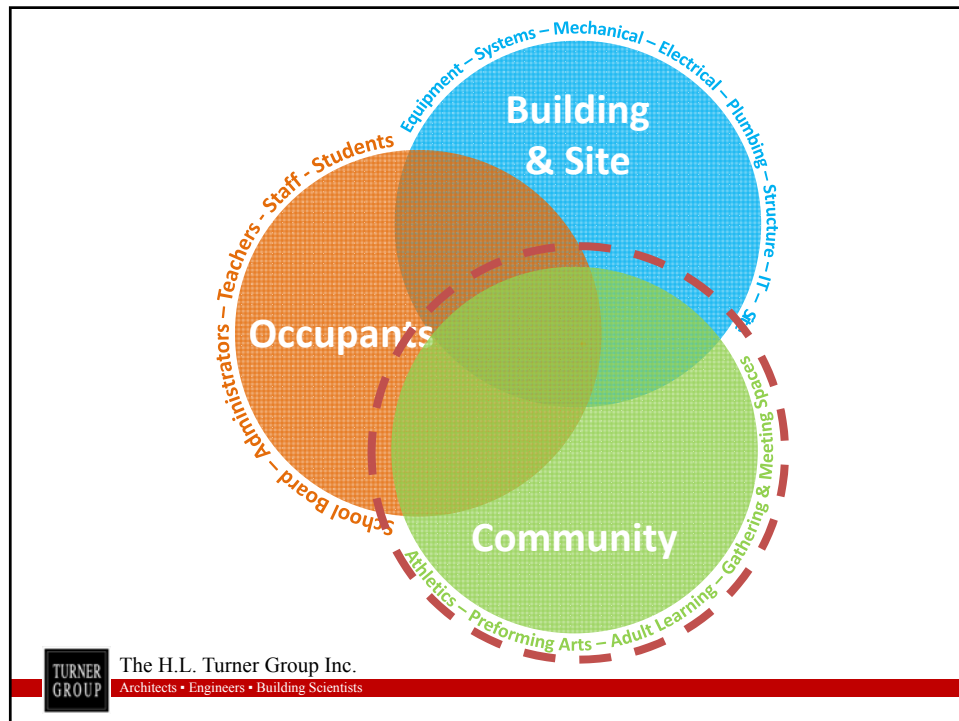
editions,

need?

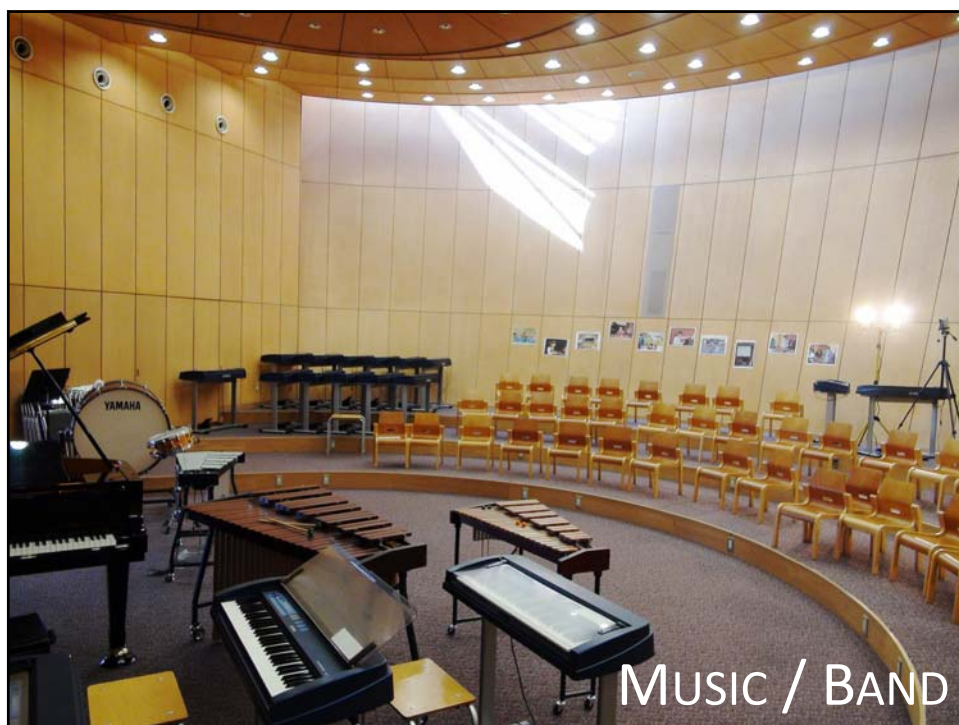
your participation.

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LIBRARY / MEDIA CENTER



DROP-OFF & PICK-UP LOOPS





?

PLEASE WRITE YOUR THOUGHT

OTHER

LIBRARY
MEDIA CENTER
GYMNASIUM
MULTIPURPOSE SPACE
GROUP MEETING SPACE
OTHER
PARKING
PERFORMANCE SPACE
CAFETERIA
ATHLETIC FIELDS
MUSIC BAND
DROP-OFF & PICK-UP LOOPS

?

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Section N: References

Section N: Reference / Resource Materials

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- [2] New Hampshire Department of Education
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- [7] The Collaborative for High Performance Schools (CHPS)
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- [8] Sustainability Building Industry Council
Resource & Strategy Guide: High Performance School Buildings

- [9] National Food Service Management Institute / University of Mississippi
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- [10] Heschong Mahone Group / California Board For Energy Efficiency
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- [11] School Design and Planning Laboratory / The University of Georgia
Essential Aspects of Designing a School

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