



SOLUTIONS
ARCHITECTURE

FRANK A. MESSINEO ■ AIA

**EDUCATIONAL
SPECIFICATIONS
AND
USE, OCCUPANCY AND
EQUIPMENT LISTING
FOR**



**FOR
EDUCATIONAL ADEQUACY
COMPONENTS**

**AT
MARY KAY MCMILLIN EARLY
CHILDHOOD CENTER**

SOLUTIONS PROJECT #25.122

STATE PLAN No. 39-0310-035

EDUCATIONAL SPECIFICATIONS

BERKELEY HEIGHTS SCHOOL DISTRICT
—MARY KAY MCMILLIN EARLY CHILDHOOD CENTER



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BOARD APPROVAL:

The undersigned hereby certify that at a meeting of the Berkeley Heights Board of Education held on June 5th, 2025 the following Educational Specifications and Use Occupancy and Equipment Listings were approved.

SUPERINTENDENT OF SCHOOLS

6/26/25

DATE

BOARD OF EDUCATION PRESIDENT

6/26/25

DATE

SUPERINTENDENT OF SCHOOLS:

- Dr. Kim Feltre

ASSISTANT SUPERINTENDENT OF SCHOOLS:

- Dr. Crystal Marr

BUSINESS ADMINISTRATOR:

- Mr. Anthony Juskiewicz

BERGENFIELD BOARD OF EDUCATION MEMBERS:

- Board President
 - Ms. Gale Bradford
- Vice President:
 - Mrs. Dipti Khanna
- Trustee:
 - Mrs. Sai Bhargavi Akiri
- Trustee:
 - Mr. Bill Dillon
- Trustee:
 - Dr. Thomas Foregger
- Trustee:
 - Mrs. Natasha Joly
- Trustee:
 - Mrs. Pamela Stanley
- Trustee:
 - Mrs. Debborah Terrero

MEDIA CENTER

EDUCATIONAL SPECIFICATIONS FOR ROOMS 117 & 118

SPATIAL RELATIONSHIP:

The room shall have general access from an interior corridor, be handicap accessible and provide adequate aisle spacing between tables and shelving.

DESCRIPTION OF INSTRUCTIONAL ACTIVITIES:

The Library Media Center will be used for instruction in accordance with the district curriculum. The alterations will create a more flexible, technology-centric Media Center that will not only house books, but computer technology, a Media Specialist office, a computer classroom and flexible group space that can be used for instruction and collaborative meetings. Instruction will be characterized as hands-on and student-centered. The Media Specialist, acting as a facilitator must have quick and easy access to all work areas, and must have line-of-sight at all times to all areas. The facility must meet all current safety standards. Teaching methodologies will include, but not be limited to, individual and group instruction, teacher and students' presentations and group experimentation.

SPECIAL FEATURES:

The following furnishings and equipment will be provided:

- Moveable student tables and chairs for (24) students within various settings.
- Centralized Circulation desk for teacher, will provide 360 degree supervision and control. Desk will have a book drop and will be sufficient size to allow for more than one staff member to occupy. Desk will be equipped with power and data connections.
- A printing area.
- Book Stacks – Separation of fiction and non-fiction collections. This area will be outfitted with sufficient shelving for growth of collection.
 - Wall Mounted Book Shelves
 - Low Book Shelves - curved
- Presentation Space which will provide for flexible layouts including lecture and meeting modes. Stackable chairs will allow for re-arranging of space configurations as needed for the particular task.

Ancillary spaces include the following:

- A Computer room for (5) students, which will include the following:
 - Wall space for white board and tack board as required.
 - Countertop and chairs for up to 5 students.
 - Sufficient storage and cabinetry for supplies, books, and materials.
 - Secured storage area for teacher including filing cabinet, storage cabinet, etc.



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GENERAL INFORMATION:

- **COUNTY:**
 - Union County
- **DISTRICT:**
 - Berkeley Heights
- **SCHOOL:**
 - Mary Kay McMillin Early Childhood Center
- **TYPE OF SPACE:**
 - Media Center
- **FORMER USE OF SPACE:**
 - Media Center
- **ROOM AREA: (S.F.)**
 - 1,340 S.F.
- **CEILING HEIGHT**
 - 9'-0"

PHYSICAL CHARACTERISTICS:

- **NUMBER OF STUDENTS:**
 - 24
- **NUMBER OF INSTRUCTORS:**
 - 1
- **NUMBER OF SIMILAR SPACES:**
 - 0

MEDIA CENTER

EDUCATIONAL SPECIFICATIONS FOR ROOMS 117 & 118

- Electrical service and wiring to accommodate computer circuits, mounted cable TV, and related technology infrastructure, including technology link to the school-wide network.
- Design sufficient and in accord with NJAC 6A:26 Sub-Chapter 6, Planning and Construction Standards for School Facilities.



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- **FORMER USE OF SPACE:**
 - Media Center
- **ROOM AREA: (S.F.)**
 - 1,340 S.F.
- **CEILING HEIGHT**
 - 9'-0"

PHYSICAL CHARACTERISTICS:

- **NUMBER OF STUDENTS:**
 - 24
- **NUMBER OF INSTRUCTORS:**
 - 1
- **NUMBER OF SIMILAR SPACES:**
 - 0

MEDIA CENTER

EDUCATIONAL SPECIFICATIONS



SOLUTIONS
ARCHITECTURE

FRANK A. MESSINEO ■ AIA

ROOM TYPE					No. OF SIMI-LAR RMS	SQUARE FOOTAGE
MEDIA CENTER					NA	1,340
24	Students +	1	Teacher	25	Occupants	
25	Occupants	20	S. F./ Occupant =		500	Square Feet
ITEM LISTING				SQ. FT.	QUANTITY	TOTAL SQ.
Occupants				20	25	500
Square Tables				9	6	54
Curved Bookcases				6	5	30
Wall Mounted Bookcases				91	1	91
Circulation Desk				26	1	26
Instructor Chairs				2.5	1	2.5
Student Chairs				1.5	24	36
Moveable Soft Seating				2	6	12
Table				6	1	6
Soft Seating				85	1	85
Unit Ventilator				7.5	2	15
TOTAL Sq.Ft.						858
Minimum Area - Needed					858	Sq. Ft.
Actual Area - Provided					1,340	Sq. Ft.

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 - Media Center
- **FORMER USE OF SPACE:**
 - Media Center
- **ROOM AREA: (S.F.)**
 - 1,340 S.F.
- **CEILING HEIGHT**
 - 9'-0"

PHYSICAL CHARACTERISTICS:

- **NUMBER OF STUDENTS:**
 - 24
- **NUMBER OF INSTRUCTORS:**
 - 1
- **NUMBER OF SIMILAR SPACES:**
 - 0

MEDIA CENTER (OFFICE)

EDUCATIONAL SPECIFICATIONS



SOLUTIONS
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ROOM TYPE					No. OF SIMI-LAR RMS	SQUARE FOOTAGE
OFFICE					0	76
0	Students +	1	Faculty	1	Occupants	
1	Occupants	20	S. F./ Occupant =		20	Square Feet
ITEM LISTING				SQ. FT.	QUANTITY	TOTAL SQ. FT.
Occupants				20	1	20
Office Desk				20	1	20
Office Chair				2.5	1	2.5
File Cabinets				4.5	2	9
					TOTAL Sq.Ft.	51.5
Minimum Area - Needed					51.5	Sq. Ft.
Actual Area - Provided					76	Sq. Ft.

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- **DISTRICT:**
 - Berkeley Heights
- **SCHOOL:**
 - Mary Kay McMillin Early Childhood Center
- **TYPE OF SPACE:**
 - Office
- **FORMER USE OF SPACE:**
 - Office
- **ROOM AREA: (S.F.)**
 - 76 S.F.
- **CEILING HEIGHT**
 - 9'-0"

PHYSICAL CHARACTERISTICS:

- **NUMBER OF STUDENTS:**
 - 1
- **NUMBER OF INSTRUCTORS:**
 - 1
- **NUMBER OF SIMILAR SPACES:**
 - 0

MEDIA CENTER (COMPUTER ROOM)

EDUCATIONAL SPECIFICATIONS



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ROOM TYPE					No. OF SIMI-LAR RMS	SQUARE FOOTAGE
COMPUTER ROOM					0	81
2	Students	+	0	Faculty	2	Occupants
2	Occupants	20	S. F./ Occupant =		40	Square Feet
ITEM LISTING				SQ. FT.	QUANTITY	TOTAL SQ. FT.
Occupants				20	2	40
Countertop				27	1	27
Student Chairs				1.6	2	3.2
TOTAL Sq.Ft.					70.2	
Minimum Area - Needed					70.2	Sq. Ft.
Actual Area - Provided					81	Sq. Ft.

GENERAL INFORMATION:

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 - Berkeley Heights
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 - Mary Kay McMillin Early Childhood Center
- **TYPE OF SPACE:**
 - Computer Room
- **FORMER USE OF SPACE:**
 - Computer Room
- **ROOM AREA: (S.F.)**
 - 81 S.F.
- **CEILING HEIGHT**
 - 9'-0"

PHYSICAL CHARACTERISTICS:

- **NUMBER OF STUDENTS:**
 - 24
- **NUMBER OF INSTRUCTORS:**
 - 1
- **NUMBER OF SIMILAR SPACES:**
 - 0

MEDIA CENTER (STORAGE ROOM)

EDUCATIONAL SPECIFICATIONS



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ROOM TYPE					No. OF SIMI-LAR RMS	SQUARE FOOTAGE
STORAGE					0	49
0	Students +	1	Teacher	1	Occupants	
1	Occupants	20	S. F./ Occupant =		20	Square Feet
ITEM LISTING			SQ. FT.	QUANTITY	TOTAL SQ. FT.	
Occupants			20	1	20	
Storage & Shelving Racks			29	1	29	
TOTAL Sq.Ft.					49	
Minimum Area - Needed					49	Sq. Ft.
Actual Area - Provided					49	Sq. Ft.

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 - Mary Kay McMillin Early Childhood Center
- **TYPE OF SPACE:**
 - Storage Room
- **FORMER USE OF SPACE:**
 - Computer Room
- **ROOM AREA: (S.F.)**
 - 49 S.F.
- **CEILING HEIGHT**
 - 9'-0"

PHYSICAL CHARACTERISTICS:

- **NUMBER OF STUDENTS:**
 - 1
- **NUMBER OF INSTRUCTORS:**
 - 1
- **NUMBER OF SIMILAR SPACES:**
 - 0