



SOLUTIONS
ARCHITECTURE

FRANK A. MESSINEO ■ AIA

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

FOR



FOR

**EDUCATIONAL ADEQUACY
COMPONENTS**

AT

WILLIAM WOODRUFF SCHOOL

SOLUTIONS PROJECT #25.122

STATE PLAN No. 39-0310-050

EDUCATIONAL SPECIFICATIONS

BERKELEY HEIGHTS SCHOOL DISTRICT
—WILLIAM WOODRUFF SCHOOL



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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



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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, support STEM learning 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 (54) 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.
- Reading Area which provides a defined space to include comfortable chairs for quiet research and reading.
- 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- 60x36x12, 60x48x12, 72x36x12, 72x48x12
 - 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.
- Collaboration Area features a collaboration table and whiteboard wall which will be used for research and activities outlined within the district's curriculums.
- Pull-down projection screen to accommodate projection of slides, transparencies, data, film and video presentations located in proximity of instructional space.
- Smartboard
- Interactive board/Lego wall

GENERAL INFORMATION:

- **COUNTY:**
 - Union County
- **DISTRICT:**
 - Berkeley Heights
- **SCHOOL:**
 - William Woodruff School
- **TYPE OF SPACE:**
 - Media Center
- **FORMER USE OF SPACE:**
 - Media Center
- **ROOM AREA: (S.F.)**
 - 1,359 S.F.
- **CEILING HEIGHT**
 - 9'-0"

PHYSICAL CHARACTERISTICS:

- **NUMBER OF STUDENTS:**
 - 47
- **NUMBER OF INSTRUCTORS:**
 - 1
- **NUMBER OF SIMILAR SPACES:**
 - 0

MEDIA CENTER

EDUCATIONAL SPECIFICATIONS

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



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MEDIA CENTER

EDUCATIONAL SPECIFICATIONS



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ROOM TYPE					No. OF SI M L A R RMS	SQUARE FOOTAGE
MEDI A CENTER					NA	1, 359
47	St u d e n t s	1	Teacher	48	Occupant s	
48	Occupant s	20	S. F. / Occupant	960		Squar e Feet
I T E M L I S T I N G				SQ. FT.	QUANTI TY	TOTAL SQ. FT.
Occupant s				20	48	960
Col l a b o r a t i o n T a b l e				19	1	19
Fl e x i b l e R e c t a n g u l a r T a b l e s				7. 5	6	45
Round T a b l e s				7	2	14
Curved Bookcases				6	9	54
Wal l M b u n t e d B o o k c a s e s				74	1	74
C i r c u l a t i o n D e s k				21	1	21
I n s t r u c t o r C h a i r s				2. 5	1	2. 5
S t u d e n t C h a i r s				1. 6	26	41. 6
M b v e a b l e S o f t S e a t i n g				2	6	12
P r i n t e r / c o p i e r				6. 25	1	6. 25
S o f t s e a t i n g				54	1	54
Benches				6. 5	2	13
TOTAL Sq. Ft .					1, 316	
M n i m u m A r e a - N e e d e d					1, 316	Sq. Ft .
A c t u a l A r e a - P r o v i d e d					1, 359	Sq. Ft .

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