



**SOLUTIONS**  
ARCHITECTURE

FRANK A. MESSINEO • AIA

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

**FOR**



**FOR**

**EDUCATIONAL ADEQUACY  
COMPONENTS**

**AT**

**THOMAS P. HUGHES SCHOOL**

**SOLUTIONS PROJECT #25.122**

**STATE PLAN No. 39-0310-020**

# EDUCATIONAL SPECIFICATIONS

BERKELEY HEIGHTS SCHOOL DISTRICT  
—THOMAS P. HUGHES 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

### 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 PHYSICAL ACTIVITIES:

The 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, reading areas, maker space 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, chairs and soft seating for (54) students within various settings.
- Centralized Circulation desk and chair for teacher, will provide proper supervision and control of entire space. Desk will have a book drop and will be sufficient size to allow for proper work environment. Desk will be equipped with power and data connections.
- A printing area.
- Reading Areas which provide 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 and 36x36x12
  - Low Book Shelves - curved
- Collaboration area which will provide for flexible layouts including lecture and meeting modes. Stackable chairs and moveable desk units will allow for re-arranging of space configurations as needed for the particular task.
- Tech/Computers Area features a collaboration table which will be used for research and activities outlined within the district's curriculums.
- Instructional/Maker Space Area with moveable tables and stackable chairs to allow space reconfiguration as needed for particular task. The area will also feature a Lego wall and modular white board easel with storage.



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### GENERAL INFORMATION:

- **COUNTY:**
  - Union County
- **DISTRICT:**
  - Berkeley Heights
- **SCHOOL:**
  - Thomas P. Hughes School
- **TYPE OF SPACE:**
  - Media Center
- **FORMER USE OF SPACE:**
  - Library / Media Center & Classroom
- **ROOM AREA: (S.F.)**
  - 1,825 S.F.
- **CEILING HEIGHT**
  - 10'-0"

### PHYSICAL CHARACTERISTICS:

- **NUMBER OF STUDENTS:**
  - 54
- **NUMBER OF INSTRUCTORS:**
  - 1
- **NUMBER OF SIMILAR SPACES:**
  - 0

- Pull-down projection screen to accommodate projection of slides, transparencies, data, film and video presentations located in proximity of instructional space.
- All spaces will include:
  - Electrical service and wiring to accommodate computer circuits, 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

## USE, OCCUPANCY AND EQUIPMENT LISTING



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ROOM TYPE					No. OF SI M L A R R M S	SQUARE FOOTAGE
<b>MEDIA CENTER</b>					<b>0</b>	1,825
54	Student s	1	Teacher	55	Occupant s	
55	Occupant s	20	S. F. /	Occupant	1100	Squar e Feet
I T E M L I S T I N G					SQ. FT.	QUANTI TY
					TOTAL SQ. FT.	
Occupant s					20	55
Student Chair s					3	54
Student Desk					15	6
Collaboration table					3.6	24
Teachers Chair					3	1
Circulation Desk					18	1
Multiple Soft Seating					2	6
Student Table s					7.5	6
Curved Bookshel ves					7	10
Low Bookshel ves					3	18
Modul ar White Board					4	6
Pri nters					14	1
UV Ventil ator					15	2
TOTAL Sq. Ft.						1708.4
Minimum Area - Needed					1708.4	Sq. Ft.
Actual Area - Provided					1825	Sq. Ft.

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