PROGRAMMING AND PLANNING MEETING #9
December 8, 2017

PROJECT
Dover Area High School
CRA Project No. 3068

In Attendance: __________________________ Representing: __________________________

See Attached Sign-In Sheet

On the above date, a programming and planning meeting was held at the Dover Area School District Administrative Offices to review the interior room layouts for the Dover Area High School project. Pertinent issues and items of discussion are as follows.

AGRICULTURAL SCIENCES

1. Ag Science Classroom
   a. Provide more mobile storage.
   b. Provide (2) sinks.
   c. Sinks & countertops to be stainless steel.
   d. Provide sterilization hood for tissue cultures, no gas or water is required.

2. Greenhouse
   a. Provide a timed irrigations system, heat, emergency power, motorized venting, humidification system, LED lighting, multiple outlets for aquaponics, and four hose bibs.
   b. Provide exterior door from Greenhouse to CTE yard area.
   c. Shift to classroom closer to CTE shops.
   d. In head house provide sales window, stainless steel sink with worktable, floral cooler, storage cabinets, and chemical storage cabinets.
   e. Size of head house should be increased.
   f. Plan for vegetative roof on head house.

3. Site lighting in CTC yard to be on a separate control system from the rest of the site lighting.

4. Ag Science Lab
   a. Lab with similar fit out to science lab with 6 lab stations. Post meeting walkthrough: It was noted by DASD that the number of lab stations can be 4. The lab will be moved to the other side of the corridor and increased into the CTE Classroom. Sinks shall be around the perimeter.
   b. Provide acid and flammable storage cabinets.
   c. Countertops to be stainless steel.
   d. Provide the following at the demo station: eyewash with body spray, dishwasher, gas, emergency shutoff at demo unit for power, gas, and water, and camera tied into projector. Gas to turn on with key switch.
   e. Provide full size refrigerator with ice maker.
   f. Incorporate area for storage of animal cages on floor (3’ X 3’ X 6’)
   g. Provide short throw projector with fixed marker board in lieu of portable marker board.
   h. Provide goggle cabinet and pegs to hang aprons.
   i. Provide a range if possible.
   j. Provide dishwasher & wall mounted drying racks.
1. Outdoor yard
   a. Provide fenced in paved area with lockable gate. Gate to have card access with electric lock and capability to monitor when it is open.
   b. Provide three exterior hose bibs (one at each shop).
   c. Room to store compressor and welding gas bottles.

2. Ag Mechanics Shop
   a. 16'-0" wide x 14'-0" high overhead door to exterior and 10'-0" wide x 10'-0" high overhead door to Metal Shop
   b. 220 chord reel by overhead door for exterior welding use.
   c. Large hand wash sink
   d. Metal top work tables with storage underneath.
   e. Oil changes will occur in lab, so floor drains will need oil interceptors.
   f. Windows from classroom to Shop.
   g. Area for woodworking.
      i. Benchtop planer (mobile), table saw, bandsaw (mobile), radial arm saw (mobile), track saw, and disc/belt sander.
   h. Area for metal on opposite side as wood.
      i. Provide one 6' x 3' welding booth (with grates for plasma cutting), for the following: two MIG welders, one arc welder, and one TIG welder, and 1 small 120v welder.
      ii. Storage for 2 size 'N' Oxygen bottles and 2 Acetylene bottles (size TBD). MEC to investigate how these will be manifold.
      iii. Portable welding curtain which shall be purchased through the FFE budget.
   i. 8'-0" x 8'-0" spray booth.
   j. Currently have an engine lift w/stand.
   k. Overhead chain hoist (existing to be relocated - 2 ton capacity) to travel from overhead door to mezzanine. Provide removable rail at mezzanine.
   l. Overhead cord reals and overhead air compressor lines at work tables and open shop area. Cord reals to have multiple outlets (4-8). DASD to locate on plans.
   m. Engine storage- enclosed walls with one end fenced gate.
   n. Fifty 2'-0" w x 2'-0" d x 2'-0" h student lockers (padlocks provided by DASD).

3. Classrooms
   a. Sized for 25 students (tables & chairs).
   b. 5 Computers along one wall with one data drop each.
   c. Printer with data drop.
   d. Windows from classroom to Shop.
   e. Provide counter under windows with lockable base cabinets.

4. Metal Shop
   a. 10'-0" x 10'-0" overhead door to exterior.
   b. Large hand wash sink.
   c. Tool cabinet storage.
   d. Metal top work tables with storage underneath.
   e. Overhead cord reals for power & compressed air at work tables. Cord reals to have multiple outlets (4-8). DASD to locate on plans.
   f. 4'-0" x 4'-0" Precision layout table (granite top).
   g. Windows from classroom to Shop. Provide counter under windows with lockable base cabinets.
   h. Countertop with base cabinet & tall storage along corridor wall.
   i. Sheet metal and metal bar stock storage on shop floor (additional storage on mezzanine).
   j. Fifty 1'-6" w x 1'-6" d x 1'-6" h student lockers (padlocks provided by DASD).
k. CNC plasma cutter: direct vent, compressed air, data drop.
l. Foundry and Forge: gas connection, wood block flooring, may need to be in separate room.
m. 4 mills in radial pattern
n. 4 lathes
o. Sand blaster
p. 8-10 4' x 4' direct vented welding booths: 3 MIG, 2 TIG, 4 Stick. All booths shall be multifunctional, 220 power to all booths. Worksurface in booths shall all be grates.

5. Finishing room
   a. 3 flammable storage cabinets.
   b. Open shelving for storage.
   c. Separate spray area or booth within room.
   d. Compressed air.

6. Wood Manufacturing Shop
   a. Large hand wash sink.
   b. Tool cabinet storage.
   c. Wood top work tables with storage underneath. Tables to have vices & dogs. (1) work table shall be ADA compliant.
   d. Overhead cord reals and overhead air compressor lines at work tables and open shop area. Cord reals to have multiple outlets (4-8).
   e. Separate project storage area.
   f. Mezzanine stairs to be 3'-0" wide minimum.
   g. Majority of Equipment to be bolted to floor and powered with floor pedestals.
   h. Provide floor sweep dust collection points. DASD to locate on plans.
   i. Compressed air at production sander.
   j. 8'-0" w x 8'-0" h overhead door to CNC.
   k. Power/data for wall mounted digital sign.
   l. Provide air filtration units within shop.

7. Once the changes have been incorporated, CRA will send a Revit file to DASD for laying out equipment.
8. DASD to provide detailed list of equipment for all CTC spaces.
9. CRA to provide a deduct alternate for the specialty shop casework and DASD will price through state contract.
10. CRA to provide deduct alternate for all specialty shop casework. DASD to obtain State Contract pricing on these items.

**CAD / CNC**

1. Drafting (CAD) Classroom
   a. Mirror room layout presented.
   b. Delete 6'W marker board for additional storage.
   c. Provide overhead projector with projection screen in lieu of portable projector.
   d. 8'-0" wide double doors to CNC Lab.
   e. All computers are desktops. Provide space for 2 monitors on each desk. No drafting tables needed. Desks to be high top tables.
   f. Floor boxes for power & data.
   g. Provide additional storage & counter space.
   h. Space for six network 3-D printers. Data drop each (USB).
   i. Floor plotter with data drop.
   j. Tall storage cabinet for GIS equipment storage.

2. CNC Lab
   a. Acoustics of CNC needs addressed with Classrooms directly above.
   b. Power/data for wall mounted digital sign.
c. Compressed air to all equipment.
d. Some equipment 220v power.
e. Waterjet cutting in the future, provide provisions for water. DASD to provide locations.
f. Add a door from CNC in to the CAD lab.

GRAPHICS
1. Provide lockable storage for cameras, video cameras, tripods, and lights.
2. Need a photography studio area.
3. TV studio should be ideally located directly adjacent to Graphics. CRA to investigate moving Graphics to second floor and switching business.
4. Provide 8'-0" wide double doors for one entry.
5. Classroom to be in middle of space with clean production area to one side and dirty production area to the other. TBD if classroom is open or has walls with ample windows. If the classroom is enclosed, provide mesh roller shades at the windows in to the lab space.
6. Student stations shall be a computer area with a desktop, (2) monitors & an adjacent worksurface. There shall be (20) stations.
7. Centrally located sales/presentation critique area with storage off to the side.
8. Flexgraph washout sink is similar to a utility sink.
9. Include a tabletop mat cutter.
10. Dual roller shades to include blackout shades for presentations.
11. Hydro-drip requires a floor drain & a hood for ventilation.
12. Dimmable lighting with yellow safety lighting to be provided in the one corner of the dirty production area where the screen exposure unit is located.
13. Provide tack board are for critiques.
15. Entire lab needs increased ventilation
16. Compressor needed. Should be located in a separate area of the building where noise is not an issue.
17. Standing height worktables with storage underneath, preferred to be on casters.
18. Ceiling can be exposed with acoustical tile ‘cloud’ ceiling over teaching space.
19. Floors to be non-slip material.
20. Requested student storage for backpacks, books etc…CRA to provide options.
21. Area for student project storage.
22. Pressure washer shall be utilized at cleanout sink.
23. TV Studio
   a. Two walls painted green.
   b. Portable green screen.
   c. Photography backdrop & screens, possibly motorized.
   d. If this is located beside the Graphics lab there shall be a window between the two spaces.
   e. Overhead pipe grid for lighting and power cords.
   f. Provide separate VLAN.
24. The classroom elevator should be oversized for large deliveries to the second floor.
25. Offset printing press is heavy, loud piece of equipment. Address structural and acoustical separation/isolation needs. Press is approximately 1000 lbs.

COMPUTER SCIENCE
1. IDF
   a. Existing racks will be re-used. Delete shelving currently shown.
   b. Racks to be located in center of room (one 7'-0" rack and three half sized racks).
   c. Plan for additional future racks (double capacity).
d. Provide glass to IDF from classroom.
e. Locate electrical panel board within room.
f. Power and low voltage cabling to come from overhead.
g. Provide fiber from IDF to main MDF.
h. Provide work counter and lockable tall storage.
i. Provide static dissipative tile flooring.
j. Provide static dissipative tile flooring for MDF.
k. Wet pipe sprinkler is acceptable in IDFs and MDFs

2. Classroom
   a. Provide U-shaped cable tray around room and into IDF. Cable tray to be run below ceiling.
   b. Provide perimeter ‘Lanwork’ desktops computer workstations with (4) monitors per station. Stations located in the middle of the room can be back to back.
   c. Classroom to be sized for 30 students (2 students per each workstation).
   d. Each workstation should have writing surface for both students.
   e. Provide wiremold power strip for workstations. (12) outlets per workstation.
   f. Provide grounding bar along perimeter for workstations.
   g. Provide mobile worktable.
   h. Provide a built-in teacher’s station.

3. Help Desk
   a. Will act as office for DASD IT staff member, add one desk for staff with shelving behind.
   b. 1 to 2 students will operate help desk with IT staff.
   c. Provide transaction window with counter for students to sit.

BUSINESS
1. School Store
   a. Provide the following: slat wall on perimeter walls, permanent counter for sales, space for 2 round apparel display units, and space for school supply storage.
   b. Storage room to have shelving.
   c. School store name – “The Red Zone” (has logo).

2. Student Run Bank
   a. Provide separate network for bank VPN.
   b. 2 teller stations.
   c. Separate storage room with potential for future ATM.
   d. Current teller stations were provided by bank. New teller stations to be part of construction project for future flexibility with other banking institutions.

3. Business Classroom
   a. Organize CR-Lab-CR-Lab

4. Business Lab
   a. Desktop computers with one monitor and adjacent writing surface with bookstand.
   b. Provide floor boxes with power & data.
   c. No sink needed.
   d. Provide 2 printers in each lab.
   e. Provide separate lighting controls for from teaching wall lighting.
   f. Teaching wall to be on short side of room.
   g. Teacher station to have desktop computer. Computer to be connected to mobile marker board (further discussion needs to occur on how this is accomplished).

ADMINISTRATION
1. Breakroom: provide refrigerator with ice maker, and microwave.
2. Workroom
a. Provide 140 mailboxes. Mailboxes to be accessed from main corridor and have key locked doors.
   b. Provide floor space for copier and laminator on a cart.
   c. Provide counter space for die-cut station (no wall cabinets above).
   d. Provide deep counter space for paper cutter.
3. Administrative Assistant to have built-in workstation.
4. Provide wall mounted TV display in all conference rooms with Power, A/V, and Data inputs at wall and in center of table (floor box).
5. Three toilets to be male, female, and uni-sex.
6. All office and conference room doors to be solid doors with sidelight.

**STUDENT SERVICES**
1. Provide worktable in testing storage.
2. Provide tack board and marker board in each Counselor’s Office.
3. Increase size of Academic Coordinator Office.
4. Career Resource
   a. Provide workstation
   b. Provide additional seating. Seating to be stackable chairs for larger group presentations.
   c. Provide wall mounted TV display with presenter inputs.
5. Add side door from student services corridor to one small conference room.

**NURSE**
1. Provide 2 toilets, 4 enclosed cot rooms (2 large, 2 regular), separate treatment and exam rooms, and separate changing room.
2. *Post meeting note:* It was decided that the existing layout provided is appropriate and adequate.
3. Provide outlets for cot areas.
4. Provide space in office for second nurse.
5. Add automatic door opener to the entrance door ADA assist button on each side of door.
6. Provide 20’ long clear area for vision testing.
7. Provide full sized refrigerator with ice maker in storage room.
8. Provide intercom button between office and exam rooms.

**SOCIAL STUDIES - PSYCHOLOGY**
1. This classroom incorporates animals. Floor space is needed for rabbit cages.
2. Provide a sink.
3. Provide work counter and storage space for experiments.

**ILC**
1. Provide space for 2 OPAC stations, 2 printers, 1 copier.
2. Plan for 8000 volumes.
3. Student Project Rooms
   a. Replace divider wall with operable partition with marker board surface both sides.
4. Student café to be located adjacent to food court.
5. Provide locking storage at circulation desk.
6. Provide ample power and charging stations throughout.
7. Provide open shelving in workroom above the countertop.
8. Design Lab
a. Provide mobile tables along perimeter in lieu of casework and a combination of open shelving storage units and closed lockable storage units. Tables to be accessed from all four sides.
b. Provide a sink, ample power, 4 overhead cord reals with power & data, and four perimeter data drops.
c. Provide glass wall between Lab and ILC.

9. Recording Studio
   a. 10’ x 12’ space.
   b. No special A/V needs.
   c. Provide data drop.

Respectfully submitted,
CRABTREE, ROHRBAUGH & ASSOCIATES

Scott Cousin
Project Manager

cc: Core Group
### DOVER AREA HIGH SCHOOL

#### PROGRAMMING & PLANNING GROUP MEETING

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Andrew Nolt, Insert Engineering - Electrical Engineer

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#### Ag General

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#### Ag Mech, Metal, & Wood

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#### Drafting & CNC

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### Graphics

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<td>Flammable Cabinet</td>
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<td>Plotter</td>
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<td>Laminator</td>
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<td>Large Vacuum Former</td>
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<td>Drawing Cabinet</td>
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<td>Light Table</td>
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<td>Conveyor Dryer</td>
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<td>Spot Gun Station</td>
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<td>Hydro dip tank</td>
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<td>Rinse tank</td>
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<td>Work tables</td>
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<td>Wash out sink (screen printing)</td>
<td>3</td>
<td>30' X 7'</td>
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<td>Screen drying cabinet</td>
<td>1</td>
<td>41' w X 39' d X 76'</td>
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<td>Screen storage cabinet</td>
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<td></td>
<td>3' X 8'</td>
</tr>
<tr>
<td>Screen printing exposure unit</td>
<td>4</td>
<td>30' X 5'</td>
</tr>
<tr>
<td>Flexography exposure unit</td>
<td></td>
<td>30' X 5'</td>
</tr>
<tr>
<td>Washout sink</td>
<td></td>
<td>24' X 24'</td>
</tr>
<tr>
<td>Anatol automatic press</td>
<td></td>
<td>8'3&quot; Dia.</td>
</tr>
<tr>
<td>Anatol flash unit</td>
<td></td>
<td>22' X 24&quot;</td>
</tr>
<tr>
<td>6 color atlas press</td>
<td></td>
<td>8' 6&quot; dia.</td>
</tr>
<tr>
<td>Free standing flash dryer</td>
<td></td>
<td>18' X 24&quot;</td>
</tr>
<tr>
<td>Heat press</td>
<td></td>
<td>18' X 24&quot;</td>
</tr>
<tr>
<td>Numbering machine</td>
<td></td>
<td>8' X 10&quot;</td>
</tr>
<tr>
<td>Saddle stapler</td>
<td></td>
<td>12' X 18' wide</td>
</tr>
<tr>
<td>Masking station</td>
<td></td>
<td>3' X 5'</td>
</tr>
<tr>
<td>Equipment</td>
<td>Dimensions</td>
<td>Voltage</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>----------------</td>
<td>---------</td>
</tr>
<tr>
<td>Airbrush station</td>
<td>3' X 3' deep</td>
<td></td>
</tr>
<tr>
<td>Padding press</td>
<td>30&quot; X 36&quot;</td>
<td>110v</td>
</tr>
<tr>
<td>Booklet machine</td>
<td>30&quot; by 8'</td>
<td>3 X 110v</td>
</tr>
<tr>
<td>Offset press</td>
<td>5' X 8'</td>
<td>220v</td>
</tr>
<tr>
<td>Offset tool storage</td>
<td>2' X 3'</td>
<td></td>
</tr>
<tr>
<td>Offset clean-up area</td>
<td>30&quot; X 5'</td>
<td></td>
</tr>
<tr>
<td>Paper shear</td>
<td>3' X 5' Deep</td>
<td>110v</td>
</tr>
<tr>
<td>Paper Jigger</td>
<td>12&quot; X 18&quot; deep</td>
<td>110v</td>
</tr>
<tr>
<td>hole punch for plates</td>
<td>14&quot; X 6&quot; deep</td>
<td></td>
</tr>
<tr>
<td>Comb Binder</td>
<td>24&quot; X 18&quot; deep</td>
<td></td>
</tr>
<tr>
<td>Screen Stretching table</td>
<td>5' X 6'</td>
<td></td>
</tr>
<tr>
<td>Lighting</td>
<td>needs sink near by</td>
<td></td>
</tr>
<tr>
<td>Lighting</td>
<td>needs compressed air and moisture separator</td>
<td></td>
</tr>
<tr>
<td>Lighting</td>
<td>needs outlet for a fan</td>
<td></td>
</tr>
<tr>
<td>Storage area for paper and supplies</td>
<td>tool cabinet needs to be beside offset press</td>
<td></td>
</tr>
<tr>
<td>Storage area for cameras and accessories</td>
<td>exhaust hood for ventilation of solvents</td>
<td></td>
</tr>
<tr>
<td>Storage area for student bookbags etc.</td>
<td>need a solid workign surface near offset press</td>
<td></td>
</tr>
<tr>
<td>Air compressor</td>
<td>36&quot; X 42&quot;</td>
<td>220v</td>
</tr>
<tr>
<td>Vinyl Transfer station</td>
<td>3' X 4'</td>
<td></td>
</tr>
<tr>
<td>Preferred in a separate room/runs auto press, airbrush spray booth etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flat work space with cutting matt near vinyl cutter</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Business Department Wants:

Classroom:
- Overhead lighting on three different switches to control: front, middle, and rear of the room
- Movable/collaboration desk (large desktop) with adjustable desktop height
- Chairs not on wheels, but with good back support
- Interactive whiteboard
- Storage - cabinets for student bookbag storage/books, bookcase & filing cabinets for teacher
- Conference table in marketing classroom?
- Whiteboard to write on

Labs:
- Chairs not on wheels
- Color printer
- Desks that are large enough for computer and workspace
- Interactive whiteboard
- Durable book stands
- Whiteboard to write on

School Store:
- Track strips to hang items from
- Tables & cabinets for display/storage of product
- Shelving in storage closet
- Counter for check out, register, desk supplies
- *Is it possible for my spring Merchandising class to design the layout/furniture needs?
DOVER HIGH, NEW BUILDING RECOMMENDATIONS FOR THE SCHOOL
NURSE SUITE FROM MRS. C. WAGAMAN, C.S.N.
DECEMBER 8, 2017

Priority: Wall-mounted metal medication cabinet with keyed and/or electronic entry.

Priority: Automatic door with push pad on wall for entrance into the waiting area….for students on crutches, in wheelchairs, and for nurse when using a wheelchair for student transport.

Priority: 4 individual cot rooms with doors, not screened -in areas. 2 cot rooms should be large enough for a larger, high bed with area for a wheelchair/patient lift and 2 people to move around comfortably. Ample electric outlets in cot rooms, especially at base of cots. Closed wall shelving (cabinet) in all cot rooms. Easy access for wheelchairs into all cot rooms (that is, refrigerator, etc. is not located in close proximity across from cot room door).

Priority: Coat closet in Nurses desk area. Additional closet in Nurse Suite for storage of supplies, larger medical equipment.

Priority: Separate treatment room, not part of another area. Adequate space in treatment room for an exam table/cot.

Priority: One or two separate room for conferences/screenings/special health procedures (diabetes, asthma). Two rooms would be ideal.

Priority: Two bathrooms for well/sick use. One bathroom needs to have adequate space for a wheelchair, lift device, and 2 adults. Handicapped sink in both bathrooms. No shower.

Priority: Larger than average doorways throughout for wheelchairs & medical equipment.

Priority: Nurse Suite is located at an easily accessible area within the building; that is, stairs are not located to gain entrance to the suite; also not located close to loud areas (such as band/auditorium) that can interfere with comfort of ill students and hearing testing.

Priority: Adequate space in office for 2 Nurse desks, at least one desk (should be in an area that can be “closed off” for privacy with phone calls and student records. Nurses desk area should have clear visibility/easy access to all areas of the suite, including waiting room. Office needs to have adequate room for large locked file cabinet, copier, fax, and printer. Area outside suite for an administrative assistant...for triage.

Priority: Adequate space in waiting area in front of the seats for students to sit with their legs extended/elevated and enough room for others to walk by.
**Priority:** Intercom wall buttons or some type of emergency call buttons in all rooms, not located low on wall as in current suite as buttons get bumped accidentally by nurse and students.

All cabinets/drawers within suite should have solid doors (not glass); all should have locks on.

For State-Mandated Physical Examinations: 2 changing stalls located off an exam room, or an adjoining door from other rooms to the exam room.

No sink in the area where nurses desk/copiers/etc. is. Single sink levers throughout, prefer deep sinks.

None or few windows; if windows, high windows near ceiling are preferable.

No built in benches in waiting room.

For Health Screenings: Clear 20 ft. path for vision screenings, windows should not be in back of eye chart location. Small soundproof room/booth for hearing testing with glass window.

For State-Mandated Physical Examinations: 2 changing stalls located off an exam room, or an adjoining door from other rooms to the exam room.

Adequate space in room for a full-size refrigerator; not located in waiting room.

Many electrical outlets throughout suite, and also several computer/phone drops at desk/device locations. Nurse uses medical equipment that needs charging, students use medical devices that need electric (heating pads, nebulizers, etc.).

All materials in Nurse Suite should be easy to clean; rooms designed to prevent infections transmission as much as possible; allow space in all rooms for covered waste cans, etc. Lots of storage cabinets.