Date	15 April 2022
Project / No.	Lincoln-Eliot Elementary School / 18045
To	Alejandro Valcarce, Deputy Commissioner City of Newton
From	Tina Soo Hoo, Arrowstreet
Subject	Project Description and Program Summary

The project is a renovation of existing and new addition building for the Lincoln-Eliot Elementary School in Newton, Massachusetts. A facility designed for 396-414 students in Grades Kindergarten to 5th Grade. The school includes classrooms, gymnasium, cafeteria, media center, specialty classrooms and auditorium. The sitework includes new parking areas, driveways, walkways, entrance plaza, playground, multi-use lawn field and landscaping.

The City of Newton Public Buildings Department has set forth Building Design and Construction Sustainability Guidelines for new and major renovation projects to register and achieve the minimum certification level of the most recent version of LEED BD+C Schools (LEED-S) as the preferred benchmarking system.

During the 5-58 Site Plan Approval process, and on April 13, 2022, the Design Review Committee (DRC) reviewed proposed traffic plans for Lincoln-Eliot Elementary School at 150 Jackson Road and stated that the current proposed plans are in a position where they need to be to begin the Site Plan Review/Approval process. The DRC members were very complementary on the design and responsiveness. The DRC recognizes there are few items that will continue develop in the next design phase:

- Main ramp to the entry plaza
- Maintenance truck access and turnaround
- Landscape design at the walkway intersections and patios
- Blue Zone length and bump outs around the Blue Zone
- Area drains in the playground and bottom of ramps
- Plant selections in plant beds and rain gardens
- Fine grading to avoid curbing and small walls

The following pages is the Lincoln-Eliot Elementary School program space summary that was approved by the School Committee. Along with the approved space summary is the current building design space summary. As retrofit project, some of the room spaces may different slightly from the programmed spaces.

O:\18\18045_Lincoln_Eliot_Elementary_School\RECORD_SETS\IssuedSets\220415 Site Plan Approval - Draft\220415 LE Project Description.docx

DATE: 08/5/2021, UPDATED 4/12/2022 *DRAFT*

Lincoln-Eliot Preliminary Design Program

Lincoln-Eliot (Target Program) 396 Students

Lincoln-Eliot (SD DESIGN)

ROOM TYPE	ROOM NFA[1]	# OF RMS	area totals	Comments	ROOM NFA[1]	# OF RMS	area totals	Comments
CORE ACADEMIC SPACES		18 + 2 (SpEd)	18,000				18,738	738
(List classrooms of different sizes separately)								
Pre-Kindergarten w/ toilet								
Kindergarten w/ toilet	1,200	3	3,600		1,113 - 1,128	3	3,350	Includes toilet room in each K classroom
Kindergarten Breakout Space	125	0	0	included below	125	0	0	
General Classrooms - Grade 1-5	900	14	12,600	Size of Classroom adjusted to 900 SF per discussion at 03/05/20 Working Group	894 - 936	14	12,717	
General Classrooms - Grade 1	1,200	1	1,200	one 1,200 sf classroom - planned for future K classroom	1,127	1	1,127	Enlarged Grade 1 Classroom to prepare for future use as K classroom to accommodate sudden enrollment increase
ELL Program	300	2	600	Due to larger ELL population	298-301	2	626	
Projecrt Areas					137 - 202	5	918	1 per grade except for Kindergarten
SPECIAL EDUCATION & SUPPORT SERVICES			9,275				9,360	85
(List rooms of different sizes separately)								
Self-Contained SPED	900	2	1,800	Difference due to higher needs and Title 1 school. Potential for District wide SpEd program	444	4	1,776	Half Classrooms requested from SPED Director but in the future, the classroom can be combined to a full 900 SF classroom.
Self-Contained SPED - toilet			0				0	
Resource Room			0				0	
Substantially Separate Classroom			0				0	
Learning Centers (K-2; 3-5)	450	2	900	Currently 1 Learning Center in existing L-E	149 - 251	4	808	Based on feedback from LC teachers. They split time between pulling out and pushing in, prefer two smaller rooms to increase flexibility for testing. Typically only have smaller groups. Added adjacent staff bathroom
Breakout Rooms (small group/ individual instruction) 1/grade average. Extended Learning Areas	125	8	1,000	6 open breakout areas (1 per grade) 2 enclosed w/ glasss/vision panels	125 - 176	9	1,043	One additional for K requested in K teacher meeting
OT/PT	475	1	475		476	1	476	
Sensory Room/ additional OT/PT	450	1	450		450	1	450	
Quiet Room 1/ academic floor	100	3	300		91 - 99	3	286	
Speech + Language	150	2	300		125 - 150	2	273	
Reading Program/ Literacy Room	375	2	750	Adjusted to two smaller seminar rooms per 03/05/20 Working Group Discussion	368-375	2	756	
Inclusion Facilitators (office for 6 adults; 150SF per person)	450	2	900	Difference due to higher needs and Title 1 school	428 - 433	2	874	
Literacy Specialist Offices	200	4	800	Individual office plus small group meeting area	161 - 230	4	816	
Literacy Specialist - Shared Teaching Room	500	1	500	Shared workroom and teaching space for 6-8 students	500	1	500	
Math Coach	200	2	400	Individual office plus small group meeting area	216	2	432	
Team Specialist + IEP Conf Room (12 adults)	400	1	400	Near Main office	434	1	434	
Psychologist (Office, testing, therapy, storage)	150	1	150	Near Main office	150	1	150	
Social Worker (Office, testing, conferences)	150	1	150	Near Main office	145	1	145	
Waiting area @ Social Worker/Psych					141	1	141	
SPED/ Specialist Work Room			0					

	ROOM TYPE	Lincoln-Eliot (Target Program) 396 Students					Lincoln-Eliot (SD DESIGN)			
		ROOM NFA[1]	# OF RMS	area totals	Comments		ROOM NFA[1]	# OF RMS	area totals	Comments
38	**ART & MUSIC**			**2,650**					**2,532**	-118
39	Art Classroom - 25 seats	1,000	1	1,000	1 Art Classroom currently in existing L-E		917	1	917	
40	Art Workroom w/ Storage & kiln	150	1	150			70 - 73	2	143	Art teacher requested two rooms, one for storage and one for kiln
41	Music Classroom / Large Group - 25-50 seats	1,200	1	1,200	1 Music Classroom currently in existing L-E		1,188	1	1,188	
42	Music Practice / Ensemble (Groups 4-10 students)	150	2	300			142	2	284	
43										
44										
45	**HEALTH & PHYSICAL EDUCATION**			**6,300**					**6,292**	-8
46	Gymnasium	6,000	1	6,000			5,975	1	5,975	
47	Gym Storeroom	175	1	175			192	1	192	Staff requested more gym storage
48	Health Instructor's Office w/ Shower & Toilet	125	1	125			125	1	125	
49										
50	**MEDIA CENTER**			**2,800**					**2,796**	-4
51	Media Center / Reading Room	2,800	1	2,800			2,446	1	2,446	
52	IT Office						150	1	150	
53	Library Office						200	1	200	
54										
55	**DINING & FOOD SERVICE**			**6,460**					**5,819**	-641
56	Cafeteria / Dining	3,200	1	3,200			3,350	1	3,350	
57	Lunch Breakout						246	1	246	
58	Stage	1,000	1	1,000			0	1	0	Stage is existing, see 'Auditorium' section
59	Chair / Table / Equipment Storage	360	1	360			280	1	280	
60	Kitchen	1,400	1	1,400			622	1	699	Kitchen & associated spaces are existing
61	Servery						365	1	365	Kitchen & associated spaces are existing
62	Kitchen Storage						264	1	264	Kitchen & associated spaces are existing
63	Kitchen Lockers						87	1	87	Kitchen & associated spaces are existing
64	Kitchen Office						78	1	78	Kitchen & associated spaces are existing
65	Staff Lunch Room (1/3 of staff = 60 staff/3)	250	2	500			450	1	450	
66										
67	**MEDICAL**			**510**					**530**	20
68	Medical Suite Toilet	60	1	60			56	1	56	
69	Nurses' Office / Waiting Room	250	1	250			317	1	317	
70	Nurses' Office						80	1	80	
71	Examination Room / Resting	100	2	200			77	1	77	1 Exam, 1 Nurse Office per Nurse request
72										

Lincoln-Eliot
Preliminary Design Program

Lincoln-Eliot (Target Program)
396 Students

Lincoln-Eliot (SD DESIGN)

ROOM TYPE	ROOM NFA[1]	# OF RMS	area totals	Comments	ROOM NFA[1]	# OF RMS	area totals	Comments
ADMINISTRATION & GUIDANCE			2,675				2,500	-175
General Office / Waiting Room / Toilet	650	1	650		669	1	669	
Teachers' Mail and Time Room	Included in General Office				Included in General Office			
Duplicating Room	Included in General Office				Included in General Office			
Records Room	100	1	100		100	1	100	
Principal's Office w/ Conference Area	300	1	300		304	1	304	
Principal's Secretary / Waiting	Included in General Office				Included in General Office			
Assistant Principal's Office	125	1	125		125	1	125	
Supervisory/ Itinerant teachers/ Extended (Afterschool) Program	650	1	650	Needs to be adjacent/near to cafeteria or gym	517	1	517	
Conference Room	250	1	250		225	1	225	
Guidance Office/ Storeroom								
Teachers' Work Room	250	2	500		223 - 238	2	463	
Lactation Room	100	1	100	Difference due to needs of the population	97	1	97	
CUSTODIAL & MAINTENANCE			1,705				1,017	-688
Custodian's Office	150	1	150		143	1	143	
Custodian's Workshop	0	0	0		0	0	0	
Custodian's Storage	375	1	375		70 - 197	3	440	
Recycling Room / Trash	400	1	400		400	0	0	
Receiving and General Supply	260	1	260		312	1	312	
Storeroom	320	1	320		320	0	0	district-wide storeroom
Custodians Closets					17 - 105	2	122	See MEP/FP section
Network / Telecom Room	200	1	200		200	0	0	See MEP/FP section
ASSEMBLY (AUDITORIUM)			0				9,765	9,765
Auditorium	0	0	0	Cafetorium, see Lines 52 & 53	6,509	1	6,509	
Auditorium Lobby	0	0	0		597	1	597	
Stage	0	0	0		2,073	1	2,073	
Fan Room	0	0	0		586	1	586	
DISTRICT WIDE STORAGE			0				4,507	4,507
NPS Storage					3,962	1	3,962	
Shop Area					545	1	545	
TOILETS			0				2,757	2,757
Boys Group Toilets					143 - 178	4	607	On each floor
Gender Neutral toilets					49	2	98	2nd Floor, near media center
Girls Group Toilets					168 - 172	4	676	On each floor
Kitchen Toilets					44	1	44	existing
Mens Toilets (Auditorium)					169 - 216	2	385	for use by school & Auditorium
Staff Toilets					43 - 110	4	275	On each floor
Womens Toilets (Auditorium)					236 - 435	2	672	for use by school & Auditorium

DATE: 08/5/2021, UPDATED 4/12/2022   *DRAFT*

Lincoln-Eliot
Preliminary Design Program

	Lincoln-Eliot (Target Program) 396 Students				Lincoln-Eliot (SD DESIGN)			
ROOM TYPE	ROOM NFA[1]	# OF RMS	area totals	Comments	ROOM NFA[1]	# OF RMS	area totals	Comments
STORAGE & MEPFP			0				3,082	3,082
Mech Room					1,392	1	1,392	
Electrical Room					169 - 187	2	356	
EMR					62 - 139	2	201	
MDF					62 - 139	2	152	
IDF					57	3	336	
Mech RM					87 - 126	2	213	
Storage					12-138	3	230	
Transformer Vault					202	1	202	
CIRCULATION			0				16,496	16,496
Cafeteria Corridor					973	1	973	
Cafeteria Lobby					1,025	1	1,025	
1st FL Corridor					2,080	1	2,080	
1st FL Corridor					368	1	368	
2nd FL Corridor					2,773	1	2,773	
3rd FL Corridor					2,281	1	2,281	
Main Lobby					2,765	1	2,765	
Auditorium Lobby					917	1	917	
Stairs					Varies	5	2,362	
Vestibules					Varies	6	952	
Total Building Net Floor Area (NFA)			50,375				63,856	
Proposed Student Capacity / Enrollment			396				396	
Total Building Gross Floor Area (GFA)[2]			75,563				97,716	Updated from revit on 4/12 @ 10am
Grossing factor (GFA/NFA)			1.50				1.53	