

# **PROTOTYPE SCHOOL DESIGN CLEARINGHOUSE**

**Forms and Instructions for Design Submission**

**North Carolina  
Department of Public Instruction**

**Division of School Support**

**School Planning Section**

**Voice (919) 715-1990**

**Fax (919) 715-1063**

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# General Submission Information

Instructions - Do Not Submit

Each prototype submission consists of four parts: a four page "General Project Data" form; a site plan conforming to the instructions provided herein and saved in AutoCAD R12 format; a floor plan(s) conforming to the instructions provided herein and saved in AutoCAD R12 format; and an exterior digital (or scanned) photograph or rendering. If available, we also suggest that a copy of the CAD drawings be converted to JPEG or GIF format showing line weights as if plotted. Drawing templates with preset layers and other defaults are available from School Planning in AutoCAD R12, Microstation and DataCAD formats.

The North Carolina Department of Public Instruction intends to publish the submissions in electronic and paper mediums. It is therefore essential that the drawings and photographs not be restricted against publication or incidental printing for further study by the end viewer. It is the submitter's responsibility to clear all drawings and photographs for release by the North Carolina Department of Public Instruction, which will assume no responsibility for copyrights or photographic fees. Credit will be given to the photographer, when requested in writing.

## Drawing Set-Up and Format

### PLOT SCALES AND TEXT SIZES:

- |   |                                      |                                   |                        |
|---|--------------------------------------|-----------------------------------|------------------------|
| - | Elementary & Middle Floor Plans:     | Use 1"=60' Scale for 8.5/11 plot  | Text 67.5"/101"/135"   |
|   |                                      | Use 1"=50' Scale for 11/17 plot   | Text 56.25"/84"/112.5" |
| - | Elementary & Middle Site Plans:      | Use 1"=200' Scale for 8.5/11 plot | Text 171"/256"/342"    |
|   |                                      | Use 1"=100' Scale for 11/17 plot  | Text 85.5"/128"/171"   |
| - | High & very large other Floor Plans  | Use 1"=100' Scale for 8.5/11 plot | Text 85.5"/128"/171"   |
|   |                                      | Use 1"=60' Scale for 11/17 plot   | Text 67.5"/101"/135"   |
| - | High and very large other Site Plans | Use 1"=300' Scale for 8.5/11 plot | Text 256"/384"/513"    |
|   |                                      | Use 1"=200' Scale for 11/17 plot  | Text 171"/256"/342"    |

-Use match line w/small "Key" plan if entire building or site will not fit on above scale/plot sizes.

-All text to be of three sizes: Large for firm name, titles; Medium for room names, etc.; Small for notes, address, etc.

-All fonts and font substitution tables to be set to "RomanS" as found in AutoCAD 12, and DataCAD, or IGES 1002 as found in Microstation (Including Firm Name/Address). Set translation tables to RomanS when converting to AutoCAD R12 format.

-Set colors and line weights as follows:

-hatching & light pen work to be color #8, Grey set to .13mm/#000/.005" (extra fine)

-All line work and wall colors to be color #7, white/black-set pen weight to .25mm/#00/.010" (fine)

-heavy pen weight & titles to be color #5, Dark Blue .35mm/#0/.014" (Medium)

- Set Linetype Scale to 200.

## Photograph or Rendering Format

If available, provide one (1) representative, exterior view photograph or rendering in digital JPEG format (\*.jpg) of 640/480 to 800/600 pixels resolution with a maximum of 256 colors.

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## Information on Site Plan

- Graphic scale
- Roof plan w/slope arrows & floor line dotted (if different from roof line).
- Property and major easement lines
- Parking/drives/adjacent roads
- Sidewalks/covered walks
- Major topo (2' contours-depending upon steepness) if it helps to describe site
- Show sq ft/bldg, bldg nos (if multiple buildings)
- North arrow
- Play fields, paved play courts and elementary play equipment area
- Woods line, major specimen trees (if any)
- Acreage/acreage developed
- Creeks and waterways
- Wells and on-site sewage disposal systems
- Title with designer name & logo, overall square footage & number of students capacity
- Match line if plot won't fit on paper using specified scale with small scale key plan

## Information on Floor Plan

- Graphic scale
- Building number (If more than one building on campus)
- ID each major space, net sq ft (use key if too small). See abbreviations.
- Doors, openings (omit doors/swings if too small), single thin line windows.
- Built-in casework, media furn, cafeteria/auditorium seating (give #).
- Covered areas-use dashed lines.
- Title with Designer name & logo, o'all square footage & # of students
- Hatch circulation areas with ANSI 137. Set hatch scale to 0.30.
- North arrow
- Small scale key plan if not complete campus
- Match line if plot won't fit on paper using specified scale

## Sample Copyright/Ownership Statement for Use on Plans

The following wording is suggested for use on the plans in accordance with GS 115C-521(e) for protection of the architect's original design when published. This wording may have legal implications; consultation with an attorney may be advisable.

"The original architect or engineer of record as identified herein shall retain ownership of this prototype design. Any use, other than incidental printing of this design for further study, is prohibited."

# Drawing Reference Information

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## STANDARD ABBREVIATIONS FOR USE ON FLOOR PLANS:

Note: Use "medium" size font for Abbreviation with net sq ft in note size font below

### General

DN	Cafeteria/Dining
KT	Kitchen
M	Mechanical (sq. ft. not necessary)
J	Janitorial (only if space is large enough) (sq. ft. not necessary)
T	Group Toilet (or just show fixtures)
ADM	Administration Suite (sq. ft. not necessary)
GUI	Guidance Suite (if separate from Administration)
RES or R	Small Group Exceptional Children Resource Room
EXC	Self-Contained Exceptional Children Classroom (TMH, EMH, AUT, etc.)
COM	Computer Lab
MED	Media Center
ART	Art Classroom
MUS	General Purpose Music Room
DD	Dance/Drama Room
AUD	Auditorium
TWK	Teachers Work Room/Office (sq. ft. not necessary)
LGE	Teachers Lounge (sq. ft. Not necessary)
O	Office (asst. princ., resource officer, etc.) Only when remote from Admin. (sq ft not necessary)

### Elementary Schools

PK	Pre-Kindergarten
K	Kindergarten
1	First Grade
2	Second Grade
3	Third Grade
4	Fourth Grade
5	Fifth Grade
4/5	(example) Classroom for use by either grade
MUS	Music
MP	Multi-Purpose/Play
PRJ	Multi-Purpose Science or Project Room

# Drawing Reference Information

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## Middle Schools

6	Sixth Grade Language Arts, Social Studies or Math Classroom
6SC	Sixth Grade Science Room
7	Seventh Grade Language Arts, Social Studies or Math Classroom
7SC	Seventh Grade Science Room
8	Eighth Grade Language Arts, Social Studies or Math Classroom
8SC	Eighth Grade Science Room
BND	Band Room
CHR	Chorus Room
MUS	Multi-Purpose Music Room
GYM	Gymnasium
WDV	Workforce Development (Pre-Vocational)
HL	Health Classroom

## High Schools

CR	Multi-Purpose Classroom
SC	Science Classroom/Lab
WDV	Workforce Development (Shop, Home Ec., Tech. Ed., Etc.)
BND	Band Room
CHR	Chorus Room
MUS	Multi-Purpose Music Room
GYM	Gymnasium
HL	Health Classroom
AUX	Auxillary Gym
WT	Weight Room
WR	Wrestling Room
LL	Foreign Language Lab
FHSE	Field House (sq ft not necessary)

# Drawing Reference Information

Instructions - Do Not Submit

## AutoCAD Floor Plan Layers

Description	Layer Name/#	Linetype	AutoCAD Colors	M'Station Colors	DataCAD Colors	Line/Pen Wt.	Comments
Walls	A-FL-WL / 9	Continuous	#7 White/Black	#0 White/Black	White	.25mm(Fine)	
Windows, Glazing	A-FL-GL / 10	Continuous	#8 Grey	#9 Grey	Dark Grey	.13mm(Ex. Fine)	
Doors	A-FL-DR / 18	Continuous	#7 White/Black	#0 White/Black	White	.25mm(Fine)	
Stairs	A-FL-STR / 30	Continuous	#8 Grey	#9 Grey	Dark Grey	.13mm(Ex. Fine)	
Hatch	A-FL-HTH / 15	Continuous	#8 Grey	#9 Grey	Dark Grey	.13mm(Ex. Fine)	
Plbg. Fixtures	A-FL-FIX / 25	Continuous	#8 Grey	#9 Grey	Dark Grey	.13mm(Ex. Fine)	
Casework, Furniture	A-FL-FUR / 28	Continuous	#8 Grey	#9 Grey	Dark Grey	.13mm(Ex. Fine)	
Text for 8.5/11 Plot (All Caps)	A-TXT-11 / 40	Continuous	#7 White/Black(Small) #5 Dark Blue(Med/Large)	#0 White/Black (Small) #1 Blue(Med/Large)	White (Small) Lt. Blue (Med/Large)	.25mm(Fine) .35mm(Medium)	
Text for 11/17 Plot (All Caps)	A-TXT-17 / 41	Continuous	#7 White/Black(Small) #5 Dark Blue(Med/Large)	#0 White/Black(Small) #1 Blue(Med/Large)	White (Small) Lt. Blue (Med/Large)	.25mm(Fine) .35mm(Medium)	
8.5/11 Sheet	S-8511 / 50	Continuous	#8 Grey	#9 Grey	Dark Grey	.13mm(Ex. Fine)	Do Not Print - Use to set plot extents
11/17 Sheet	S-1117 / 51	Continuous	#8 Grey	#9 Grey	Dark Grey	.13mm(Ex.Fine)	Do Not Print - Use to set plot extents

# Drawing Reference Information

Instructions - Do Not Submit

## AutoCAD Site Plan Layers

Description	Layer Name / #	Linetype	AutoCAD Colors	M'Station Colors	DataCAD Colors	Line/Pen Wt.	Comments
Building/Roof Plan	A-ROOF / 1	Continuous	#7 White/Black	#0 White/Black	White	.25mm(Fine)	
Drives, Parking, Paved Play, Sidewalks	C-PAVE / 2	Continuous	#8 Grey	#9 Grey	Dark Grey	.13mm(Ex. Fine)	
Property, Easement Lines	C-PROP / 3	Phantom	#5 Dark Blue	#1 Blue	Light Blue	.35mm(Medium)	
Tree Lines, Planting	C-TREE / 4	Continuous	#8 Grey	#9 Grey	Dark Grey	.13mm(Ex. Fine)	
Creeks, Ponds, Rivers	C-WATR / 5	Continuous	#8 Grey	#9 Grey	Dark Grey	.13mm(Ex. Fine)	
Playfields	C-PLAY / 6	Continuous	#8 Grey	#9 Grey	Dark Grey	.13mm(Ex. Fine)	
Topo Lines	C-TOPO / 7	Hidden	#8 Grey	#9 Grey	Dark Grey	.13mm(Ex. Fine)	
Text for 8.5/11 Plot (All Caps)	A-TXT-11 / 40	Continuous	#7 White/Black(Small) #5 Dark Blue(Med/Large)	#0 White/Black(Small) #1 Blue (Med/Large)	White(Small) Lt Blue(Med/Large)	.25mm(Fine) .35mm(Medium)	
Text for 11/17 Plot (All Caps)	A-TXT-17 / 41	Continuous	#7 White/Black(Small) #5 Dark Blue(Med/Large)	#0 White/Black(Small) #1 Blue (Med/Large)	White(Small) Lt Blue(Med/Large)	.25mm(Fine) .35mm(Medium)	
8.5/11 Sheet	S-8511 / 50	Continuous	#8 Grey	#9 Grey	Dark Grey	.13mm(Ex. Fine)	Do Not Print - Use to set plot extents
11/17 Sheet	S-1117 / 51	Continuous	#8 Grey	#9 Grey	Dark Grey	.13mm(Ex. Fine)	Do Not Print - Use to set plot extents

# Drawing Reference Information

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## ELEMENTARY SCHOOL CAPACITY WORKSHEET

School Name:		School No:		
		<b>Number of Teaching Stations</b>	<b>Capacity per Teaching Station</b>	<b>K-5 Optimal Capacity</b>
<b>Capacity-Generating Spaces:</b>				
Kindergarten - Third grade classrooms:			X 23 =	
Fourth - Eighth grade classrooms:			X 26 =	
Self-contained exceptional children clrms:			X 10 =	
<b>Non-Capacity Spaces:</b>				
Pre-K classrooms:			X 0 =	0
Art classrooms:			X 0 =	0
Music classrooms:			X 0 =	0
Resource (Pull-Out Programs) classrooms:	(Not a T.S.)		X 0 =	0
PE/Dance/Drama/Multi-purpose rooms:			X 0 =	0
Science/Project/Computer rooms:			X 0 =	0
<b>TOTAL</b>				

## MIDDLE SCHOOL CAPACITY WORKSHEET

School Name:		School No.:		
		<b>Number of Teaching Stations</b>	<b>Capacity per Teaching Station</b>	<b>6-8 Optimal Capacity</b>
<b>Capacity-Generating Spaces:</b>				
Sixth - Eighth grade classrooms:			X 26 =	
(Language Arts, Social Studies, Math or Science Only)				
Self-contained Exceptional Children clrms:			X 10 =	
<b>Non-Capacity Spaces:</b>				
Art classrooms:			X 0 =	0
Band/Music classrooms:			X 0 =	0
Resource (Pull-Out Programs) classrooms:	(Not a T.S.)		X 0 =	0
PE/Gym/Health/Multi-purpose rooms:			X 0 =	0
Pre-vocational classrooms/labs:			X 0 =	0
Dance/Drama Classrooms			X 0 =	0
Computer/Project rooms:			X 0 =	0
<b>TOTAL</b>				

# Drawing Reference Information

Instructions - Do Not Submit

## HIGH SCHOOL CAPACITY WORKSHEET

<b>School Name:</b>	<b>School No:</b>
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	Number of Teaching Stations	Capacity per Teaching Station	Optimal Capacity
<b>Capacity-Generating Spaces:</b>			
<b>Academic classrooms:</b> <input style="width: 100%;" type="text"/> <small>(Eng., For.Lang., Soc. Studies., Math, Science)</small>	<input style="width: 100%;" type="text"/>	X 20 =	<input style="width: 100%;" type="text"/>
<b>Arts Education classrooms:</b> <input style="width: 100%;" type="text"/> <small>(Visual Arts, Band, Chorus, Dance, Drama)</small>	<input style="width: 100%;" type="text"/>	X 20 =	<input style="width: 100%;" type="text"/>
<b>Business/Office Education Classrooms:</b> <input style="width: 100%;" type="text"/> <small>(Typing/Keybd, Computer App., Business, etc.)</small>	<input style="width: 100%;" type="text"/>	X 20 =	<input style="width: 100%;" type="text"/>
<b>Main Gym</b> <input style="width: 100%;" type="text"/> <small>(count as 2 teaching stations)</small>	<input style="width: 100%;" type="text"/>	2 X 25	<input style="width: 100%;" type="text"/>
<b>Auxillary Gym</b> <input style="width: 100%;" type="text"/> <small>(count as 1 teaching station)</small>	<input style="width: 100%;" type="text"/>	X 25	<input style="width: 100%;" type="text"/>
<b>Service/Marketing classrooms/labs:</b> <input style="width: 100%;" type="text"/> <small>(Consumer/Health Occup., Home Econ., Marketing)</small>	<input style="width: 100%;" type="text"/>	X 15	<input style="width: 100%;" type="text"/>
<b>Vocational Education Labs:</b> <input style="width: 100%;" type="text"/> <small>(Do not count associated classrooms)</small>	<input style="width: 100%;" type="text"/>	X 15	<input style="width: 100%;" type="text"/>
<b>Self-contained exceptional children clrms:</b> <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	X 10 =	<input style="width: 100%;" type="text"/>
<b>Non-Capacity Spaces:</b>			
Resource (Pull-Out Programs) classrooms:	(Not a T.S.)	X 0 =	0
In-School Susp., Extra-Curric. rooms:	(Not a T.S.)	X 0 =	0
Weight, Wrestling rooms	(Not a T.S.)	X 0 =	0
Classroom used with a Vocational Lab:	(Not a T.S.)	X 0 =	0
<b>TOTAL</b>	<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>