



The NYC DOE Instructional Footprint School program for assessment of DOE buildings

Decisions about the use of space in the New York City Department of Education (NYC DOE) buildings are made by the Facilities Portfolio Committee in consultation with the Division of School Support & Instruction leadership. An analysis of enrollment trends at the city, district, and building levels, coupled with a review of building utilization, along with on-site assessments, are the primary drivers for these decisions.

The Enrollment-Capacity-Utilization Report (The Blue Book) remains the city-wide standard for assessing capacity within NYC DOE buildings; the NYCDOE Instructional Footprint (The Footprint) is an instructional translation of the information in the Blue Book, and is meant to assist school managers and staff in efficient programming of space. Key stakeholders throughout the Department of Education including the School Construction Authority, the Division of Portfolio Planning, Office of Space Planning, the Division of School Support & Instruction and school Principals were involved in developing these parameters.

The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in NYC DOE buildings. In co-location arrangements, the parameters outlined in The Footprint should serve as a guideline for making decisions about the allocation of space, while empowering building occupants to make decisions that best meet the needs of all students in the building. The Footprint represents a baseline for space allocation and, where possible, additional space should be allocated.

New York City Department of Education Instructional Footprint (The Footprint)

School Program for Assessment of DOE Buildings

NOTES:

- 1 Does not include campus assets/shared spaces: cafeteria, auditorium, library, gymnasium, nurses office, etc.
- 2 The only positions with the expectation of private space are: Principal, Guidance counselor(s), Social Worker(s), IEP Team (Building-wide).
- 3 *The resource/SETSS room is not included in the instructional room count.*

For grades K-5, the Footprint assumes that students are stationary and for grades 6-12 it assumes that students move from class to class and that classrooms should be programmed for maximum efficiency. Special Education classrooms and pre-kindergarten classrooms should be allocated according to the number of classes the school serves (per OSEPO/DBOR).

- 5 At the elementary school level, cluster rooms are allocated as follows (Blue Book, P3):

All Schools	
Enrollment (#)	Cluster Rooms (#)
1,251 and up	5
751-1,250	4
251-750	3
151-250	2
0-150	1

- 6 Schools will be allocated full size classrooms for cluster and specialty rooms. Certain course offerings may require rooms with an area greater than 500 square feet. The Office of Space Planning will accommodate these course offerings to the extent larger rooms exist in the building.
- 7 Adequate storage will be provided for all organizations within the building
- 8 Self contained Special Education classes with student ratios of 6;1;1, 8;1;1.12;1;1 and all other self contained models will receive size appropriate space allocations varying from 240 to 499 square feet.
- 9 Designation of students with disabilities in K-5 as being served in a single classroom does not preclude a school from implementing flexible models of service deliveries. Space allocation adjustments may be made in consultation with the Office of Space Planning and the Division of Students with Disabilities and English Language Learners as appropriate based on the profile of the Special Education population.

New York City Department of Education Instructional Footprint (The Footprint)

School program for assessment of DOE buildings

<u>HIGH SCHOOL (GRADES 9-12)</u> ¹	Number of Instructional Spaces for:				SQUARE FOOTAGE: RANGE/ROOM		
	3 SECTIONS PER GRADE	4 SECTIONS PER GRADE	5 SECTIONS PER GRADE	6 SECTIONS PER GRADE			

CAPACITY GENERATING INSTRUCTIONAL ROOMS:
The expectation is that these rooms will be programmed for use throughout the day.

Typical Classrooms							
Typical Classrooms	9	12	15	18	500	-	750
Specialty Classrooms ⁶							
Specialty Room w/storage (i.e. art, music)	1	2	2	2	500	-	1,300
Science Classrooms							
Science Lab	1	1	1	2	1,000	-	1,300
Science Classroom/Demonstration	1	1	2	2	750	-	1,000
ROOM COUNT	12	16	20	24	2,750		4,350

NON-CAPACITY GENERATING INSTRUCTIONAL ROOMS:
The expectation is that these rooms will be used for pull-out services, small group instruction, etc.

Specialty Classrooms							
Resource/ Room ³	1	1	2	3	240	-	499
ROOM COUNT	1	1	2	3	240		499

NON-INSTRUCTIONAL ROOMS:
In order to allow for maximum flexibility, and understanding the restrictions posed by the building floor plan, below are guidelines for the amount of space required for administrative functions.

Student Support Services ²							
May be used for the following positions: Guidance Office, Records Room, College Office, Parent Coordinator Office, PTA/Community Partner Office, Conference Room or SETSS	Equivalent of 1 - 2 Classrooms				500	-	1,500
Administrative Services ²							
May be used for the following positions: General/Main office, Principal's office, Assistant principal's office, Attendance teacher, Dean, Program Office, Teacher workroom	Equivalent of 2 - 3 Classrooms				1,000	-	2,250
TOTAL PROGRAMMED AREA	Equivalent of 3 - 5 Classrooms				1,500	-	3,750

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School program for assessment of DOE buildings

<u>SECONDARY SCHOOL (GRADES 6-12)</u> ¹	Number of Instructional Spaces for:					SQUARE FOOTAGE: RANGE/ROOM
	2 SECTIONS PER GRADE	3 SECTIONS PER GRADE	4 SECTIONS PER GRADE	5 SECTIONS PER GRADE	6 SECTIONS PER GRADE	

CAPACITY GENERATING INSTRUCTIONAL ROOMS:

The expectation is that these rooms will be programmed for use throughout the day.

Typical Classrooms							
Typical Classrooms (6-8)	5	7	10	13	15	500	- 750
Typical Classrooms (9-12)	6	9	12	16	19	500	- 750
Specialty Classrooms ⁶							
Specialty Room w/storage (i.e. art, music)	1	2	3	3	4	500	- 1,300
Science Classrooms							
Science Lab	1	1	1	1	2	1,000	- 1,300
Science Classroom/Demonstration	1	2	2	2	2	750	- 1,000
ROOM COUNT	14	21	28	35	42	3,250	5,100

NON-CAPACITY GENERATING INSTRUCTIONAL ROOMS:

The expectation is that these rooms will be used for pull-out services, small group instruction, etc.

Specialty Classrooms							
Resource Room ³	1	1	1	2	3	240	- 499
ROOM COUNT	1	1	1	2	3	240	499

NON-INSTRUCTIONAL ROOMS:

In order to allow for maximum flexibility, and understanding the restrictions posed by the building floor plan, below are guidelines for the amount of space required for administrative functions.

Student Support Services ²							
May be used for the following positions: Guidance Office, Records Room, College Office, Parent Coordinator Office, PTA/Community Partner Office, Conference Room or SETSS	Equivalent of 1 - 2 Classrooms					500	- 1,500
Administrative Services ²							
May be used for the following positions: General/Main office, Principal's office, Assistant principal's office, Attendance teacher, Dean, Program Office, Teacher workroom	Equivalent of 1.5 - 3 Classrooms					1,000	- 2,250
TOTAL PROGRAMMED AREA	Equivalent of 3- 5 Classrooms					1,500	- 3,750

New York City Department of Education Instructional Footprint (The Footprint)

School program for assessment of DOE buildings

<u>MIDDLE SCHOOL (GRADES 6-8)</u> ¹	Number of Instructional Spaces for:					SQUARE FOOTAGE: RANGE/ROOM
	2 SECTIONS PER GRADE	3 SECTIONS PER GRADE	4 SECTIONS PER GRADE	5 SECTIONS PER GRADE	6 SECTIONS PER GRADE	

CAPACITY GENERATING INSTRUCTIONAL ROOMS:						
The expectation is that these rooms will be programmed for use throughout the day.						
Typical Classrooms						
Typical Classrooms (6-8)	5	6	9	12	14	500 - 750
Specialty Classrooms ⁶						
Specialty Room w/storage (i.e. art, music)	1	3	3	3	4	500 - 1,300
Science Classrooms						
Science Classroom/Demonstration	1	1	1	1	1	750 - 1,000
ROOM COUNT	7	10	13	16	19	1,750 - 3,050

NON-CAPACITY GENERATING INSTRUCTIONAL ROOMS:						
The expectation is that these rooms will be used for pull-out services, small group instruction, etc.						
Specialty Classrooms						
Resource Room ³	1	1	1	2	3	240 - 499
ROOM COUNT	1	1	1	2	3	240 - 499

NON-INSTRUCTIONAL ROOMS:		
In order to allow for maximum flexibility, and understanding the restrictions posed by the building floor plan, below are guidelines for the amount of space required for administrative functions.		
Student Support Services ²		
May be used for the following positions: Guidance Office, Records Room, College Office, Parent Coordinator Office, PTA/Community Partner Office, Conference Room or SETSS	Equivalent of 1 - 2 Classrooms	500 - 1,500
Administrative Services ²		
May be used for the following positions: General/Main office, Principal's office, Assistant principal's office, Attendance teacher, Dean, Program Office, Teacher workroom	Equivalent of 2 - 3 Classrooms	1,000 - 2,250
TOTAL PROGRAMMED AREA	Equivalent of 3 - 5 Classrooms	1,500 - 3,750

City Department of Education Instructional Footprint (The Footprint)

School program for assessment of DOE buildings

ELEMENTARY / MIDDLE SCHOOL (GRADES K-8) ¹	Number of Instructional Spaces for:					SQUARE FOOTAGE: RANGE/ROOM	
	2 SECTIONS PER GRADE	3 SECTIONS PER GRADE	4 SECTIONS PER GRADE	5 SECTIONS PER GRADE	6 SECTIONS PER GRADE		

CAPACITY GENERATING INSTRUCTIONAL ROOMS:
The expectation is that these rooms will be programmed for use throughout the day.

Typical Classrooms							
Typical Classrooms Kindergarten (w/toilets)	2	3	4	5	6	750	1,000
Typical Classrooms (1-3)	6	9	12	15	18	500 -	750
Typical Classrooms (4-5)	4	6	8	10	12	500 -	750
Typical Classrooms (6-8)	4	6	9	11	12	500 -	750
Specialty Classrooms ⁶							
6-8 Specialty Room w/storage (i.e. art, music)	1	2	2	3	4	500 -	1,300
Science Classrooms							
Science Classroom/Demonstration	1	1	1	1	2	750 -	1,000
ROOM COUNT	18	27	36	45	54	3,500	5,550

NON-CAPACITY GENERATING INSTRUCTIONAL ROOMS:
The expectation is that these rooms will be used for pull-out services, small group instruction, etc.

Specialty Classrooms							
K-5 Cluster Room w/storage (i.e. art, music) ⁵	3	3	3	3	4	500 -	1,300
Resource Room ³	2	2	4	5	6	240 -	499
ROOM COUNT	5	5	7	8	10	740	1,799

NON-INSTRUCTIONAL ROOMS:
In order to allow for maximum flexibility, and understanding the restrictions posed by the building floor plan, below are guidelines for the amount of space required for administrative functions.

Student Support Services ²		
May be used for the following positions: Guidance Office, Records Room, College Office, Parent Coordinator Office, PTA/Community Partner Office, Conference Room or SETSS	Equivalent of 1 - 2 Classrooms	500 - 1,500
Administrative Services ²		
May be used for the following positions: General/Main office, Principal's office, Assistant principal's office, Attendance teacher, Dean, Program Office, Teacher workroom	Equivalent of 2 - 3 Classrooms	1,000 - 2,250
ROOM/AREA COUNT	Equivalent of 3 - 5 Classrooms	1,500 - 3,750

New York City Department of Education Instructional Footprint (The Footprint)

School program for assessment of DOE buildings

ELEMENTARY SCHOOL (GRADES K-5)¹	Number of Instructional Spaces for:					SQUARE FOOTAGE: RANGE/ROOM
	2 SECTIONS PER GRADE	3 SECTIONS PER GRADE	4 SECTIONS PER GRADE	5 SECTIONS PER GRADE	6 SECTIONS PER GRADE	

CAPACITY GENERATING INSTRUCTIONAL ROOMS:						
The expectation is that these rooms will be programmed for use throughout the day.						
Typical Classrooms						
Typical Classrooms Kindergarten (w/toilets)	2	3	4	5	6	750 - 1,000
Typical Classrooms (1-3)	6	9	12	15	18	500 - 750
Typical Classrooms (4-5)	4	6	8	10	12	500 - 750
ROOM COUNT	12	18	24	30	36	1,750 - 2,500

NON-CAPACITY GENERATING INSTRUCTIONAL ROOMS:						
The expectation is that these rooms will be used for pull-out services, small group instruction, etc.						
Specialty Classrooms⁶						
Cluster Room w/storage (i.e. art, music) ⁵	3	3	3	3	4	500 - 1,300
Resource Room ³	2	2	4	5	6	240 - 499
ROOM COUNT	5	5	7	8	10	740 - 1,799

NON-INSTRUCTIONAL ROOMS:						
In order to allow for maximum flexibility, and understanding the restrictions posed by the building floor plan, below are guidelines for the amount of space required for administrative functions.						
Student Support Services²						
May be used for the following positions: Guidance Office, Records Room, College Office, Parent Coordinator Office, PTA/Community Partner Office, Conference Room or SETSS				Equivalent of 1 - 2 Classrooms		500 - 1,500
Administrative Services²						
May be used for the following positions: General/Main office, Principal's office, Assistant principal's office, Attendance teacher, Dean, Program Office, Teacher workroom				Equivalent of 1.5 - 3 Classrooms		1,000 - 2,250
TOTAL PROGRAMMED AREA				Equivalent of 2.5 - 5 Classrooms		1,500 - 3,750