NYC Department of Education

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 Integrated Service Center leadership, an analysis of enrollment trends – at the city, district, and building level – a review of building utilization and usage, and on-site assessments.

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 be more intuitive and useful to school managers and staff. Key stakeholders throughout the Department of Education including the School Construction Authority, the Office of Portfolio Development, the Division of Teaching and Learning, 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 minimum space allocation and, where possible, additional space should be utilized.

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

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NOTES:

1. Does not include campus assets/shared spaces: cafeteria, auditorium, library, gymnasium, etc.

2. The only positions with the expectation of private space are: Principal, Guidance counselor(s), Social Worker(s), SBST Team (Building-wide). Determination of administrative space for **charter public schools** must consider the back office support structures that charter schools are required to have in place to support operations.

3. The SCA does not count science labs as capacity generating rooms in the Enrollment-Capacity-Utilization Report (aka Blue Book) calculations

4. The resource room is not included in the instructional room count

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

6. 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

The Footprint assumes a non-Title 1 school with a class size of 20 in grades K-3 and 28 in grades 4-5 for purposes of the room count.

7. At the elementary school level, federal and State funds are allocated to schools for pupil remediation. The number of students requiring remediation by school has been calculated by assuming a Citywide average of 35% of the students reading below the State Reference Point as measured by the State reading test and multiplying that percentage by the enrollment of the organization. One room is then assigned to funded programs for every 250 students requiring mediation (Blue Book, P3):

Funded Cluster	
GE Enrollment (#)	Cluster Rooms (#)
1,072	2
358-1,071	1
0-357	0

8. For schools serving grades K-8, the number of cluster/Title 1 rooms they are entitled to is derived by adding together what the K-5 population is entitled to (see notes 6 & 7) and what the 6-8 population is entitled to.

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HIGH SCHOOL (GRADES 9-12)[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[5]							
Typical Classrooms	9	12	15	18	600	-	750
Specialty Classrooms							
Specialty Room w/storage (i.e. art, music)	1	2	2	2	1,000	-	1,300
Science Classrooms[3]							
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**	**3,350**		**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[4]	1	1	2	3	300	-	375
ROOM COUNT	**1**	**1**	**2**	**3**	**300**		**375**
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	Equivalent of 1 - 2 Classrooms				750	-	1,400
Storage							
May be used for the following: Books, general supply, computer/AV storeroom	Equivalent of 1.5 Classrooms				1,000	-	1,250
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				1,125	-	2,100
TOTAL PROGRAMMED AREA	**Equivalent of 4 - 6.5 Classrooms**				**2,875**	**-**	**4,750**

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SECONDARY SCHOOL (GRADES 6-12)[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[5]								
Typical Classrooms (6-8)	5	7	10	13	15	600	-	750
Typical Classrooms (9-12)	6	9	12	16	19	600	-	750
Specialty Classrooms								
Specialty Room w/storage (i.e. art, music)	1	2	2	2	3	1,000	-	1,300
Science Classrooms[3]								
Science Lab	1	1	2	2	2	1,000	-	1,300
Science Classroom/Demonstration	1	2	2	2	3	750	-	1,000
ROOM COUNT	**14**	**21**	**28**	**35**	**42**	**3,950**		**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[4]	1	1	1	2	3	300	-	375
ROOM COUNT	**1**	**1**	**1**	**2**	**3**	**300**		**375**
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	Equivalent of 1 - 2 Classrooms					750	-	1,400
Storage								
May be used for the following: Books, general supply, computer/AV storeroom	Equivalent of 1.5 - 1.75 Classrooms					1,000	-	1,300
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					1,125	-	2,200
TOTAL PROGRAMMED AREA	**Equivalent of 4 - 6.5 Classrooms**					**2,875**	**-**	**4,900**

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MIDDLE SCHOOL (GRADES 6-8)[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[5]								
Typical Classrooms (6-8)	4	6	9	11	12	600	-	750
Specialty Classrooms								
Cluster Room w/storage (i.e. art, music)	1	2	2	3	4	1,000	-	1,300
Science Classrooms[3]								
Science Lab	1	1	1	1	2	1,000	-	1,300
ROOM COUNT	**6**	**9**	**12**	**15**	**18**	**2,600**		**3,350**
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[4]	1	1	1	2	3	300	-	375
ROOM COUNT	**1**	**1**	**1**	**2**	**3**	**300**		**375**
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	Equivalent of 1 - 2 Classrooms					750	-	1,400
Storage								
May be used for the following: Books, general supply, computer/AV storeroom	Equivalent of 1.5 Classrooms					1,000	-	1,250
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					1,125	-	2,100
TOTAL PROGRAMMED AREA	**Equivalent of 4 - 6.5 Classrooms**					**2,875**	-	**4,750**

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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[5]							
Typical Classrooms Kindergarten (w/toilets)	2	3	4	5	6	750	1,000
Typical Classrooms (1-3)	6	9	12	15	18	600 - 750	
Typical Classrooms (4-5)	4	6	8	10	12	600 - 750	
Typical Classrooms (6-8)	4	6	9	11	12	600 - 750	
Specialty Classrooms[8]							
6-8 Cluster Room w/storage (i.e. art, music)	1	2	2	3	4	1,000 - 1,300	
Science Classrooms[3]							
Science Lab	1	1	1	1	2	1,000 - 1,300	
ROOM COUNT	**18**	**27**	**36**	**45**	**54**	**4,550**	**5,850**
NON-CAPACITY GENERATING INSTRUCTIONAL ROOMS:							
The expectation is that these rooms will be used for pull-out services, small group instruction, etc.							
Specialty Classrooms[8]							
K-5 Cluster Room w/storage (i.e. art, music)[6]	3	3	3	3	4	1,000 - 1,300	
Resource Room[4]	2	2	4	5	6	300 - 375	
ROOM COUNT	**5**	**5**	**7**	**8**	**10**	**1,300**	**1,675**
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	Equivalent of 1 - 2 Classrooms					750 - 1,400	
Storage							
May be used for the following: Books, general supply, computer/AV storeroom	Equivalent of 1.5 Classrooms					1,000 - 1,250	
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					1,125 - 2,100	
ROOM/AREA COUNT	**Equivalent of 4 - 6.5 Classrooms**					**2,875 - 4,750**	

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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[5]							
Typical Classrooms Kindergarten (w/toilets)	2	3	4	5	6	750	1,000
Typical Classrooms (1-3)	6	9	12	15	18	600 -	750
Typical Classrooms (4-5)	4	6	8	10	12	600 -	750
ROOM COUNT	**12**	**18**	**24**	**30**	**36**	**1,950**	**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 Classrooms[8]							
Cluster Room w/storage (i.e. art, music)[6]	3	3	3	3	4	1,000 -	1,300
Resource Room[4]	2	2	4	5	6	300 -	375
ROOM COUNT	**5**	**5**	**7**	**8**	**10**	**1,300**	**1,675**
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	Equivalent of 1 - 2 Classrooms					750 -	1,400
Storage							
May be used for the following: Books, general supply, computer/AV storeroom	Equivalent of 1.5 Classrooms					1,000 -	1,250
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					1,125 -	2,100
TOTAL PROGRAMMED AREA	**Equivalent of 4 - 6.5 Classrooms**					**2,875 -**	**4,750**