Facility Capacity Needs Analysis Subcommittee
ACPS & City of Alexandria

Joint City Council/ACPS Subcommittee
(4 members)

LREFP Work Group
Explores the major issues that will impact public school facilities over the long term and guides staff in the development of a draft Long-Range Educational Facilities Plan for consideration by the School Board and City Council.

Sub Committees
- Enrollment Forecasts / Demographics
  Establishing sustainable short and long-term enrollment forecast program
- Facility Capacity Needs Analysis
  Understanding current conditions and needs of the existing facilities
- Educational Specifications / School of the Future
  Planning for our future and matching of facilities to our students and our vision.

Joint Long-Range Educational Facilities Plan
To improve facilities planning, accommodate the growing student population, and enhance educational programs and services.
Calculating School Capacity

- The number of students that can be reasonably accommodated by a school, building and site
  - 3 variables:
    - Physical: building size, # of teaching stations
    - Operational: utilization rate, staffing, space management
    - Programmatic: class-size caps, educational program

- Capacity numbers are not fixed. Can increase number of classrooms, change or move programs, etc. that will result in a new capacity figure for a particular building. Must be updated annually to stay current.
Scope of Work – Hughes Group Architects

Phase I
- Inventory spaces of building’s interiors
- Classify space & appropriateness
- Document general space quality
- Provide electronic floor plans of each school
- Attend meetings with stakeholders

Phase II
- Describe property ownership and boundaries
- Document usable acreage of open space & recreational features
- Document general size & condition of playgrounds
- Document natural resource areas
- Describe adequacy of site utilities to accommodate new construction
- Provide electronic site plans
- Attend meetings with stakeholders
Goals and Objectives

- Establish an inventory of school facility floor plans with supporting quantitative data for analysis
- Analyze existing educational space as relative to ability to meet current educational standards
- Evaluate appropriateness and viability as an educational environment
- Compare against benchmark standards (Virginia Dept. of Education (VDOE) guidelines)
- Provide data and baseline analysis to allow for informed decision making as to where to focus ACPS resources most effectively
- Empower ACPS and its Facilities department with a building information model as a tool for managing future changes and analysis
- Analyze existing auxiliary educational spaces as relative to current facility standards for education and community use
- Assess community use of educational facilities in terms of appropriateness and viability as an educational environment as compared to benchmarks
Phase I– Building Interior Inventory

Community Use of Educational Facilities

- Three Major Users
  - Campagna Center– after school programs
  - Recreation, Parks & Cultural Activities– after school programs, youth & adult sports, summer camps
  - PTAs– after school clubs, tutoring programs

- Each group has space needs and standards

- Continue to investigate the needs and include in space considerations
Baseline provided by Architect will inform the subcommittee’s next tasks:
- Review existing capacity analysis methodology
- Make recommendations for modifications to the methodology for both elementary and secondary
- Develop a capacity and utilization assessment for each school site

Completed three elementary schools
Phase I – Proposed Process

Analysis

Building Interior

TC Williams High School Minnie Howard Campus
Phase I– Proposed Process

**Process:** Building Assessment & Analysis

1. Evaluate Existing Records
   - completeness
   - confirmation
   - check sources

2. Develop Base CAD
   Floor Plan Drawings

3. Meetings
   - Principal
   - Staff
   - Maintenance
Phase I – Proposed Process

Process: Building Assessment

1. English Classroom
2. Science Classroom
Phase I—Proposed Process
Phase I– Proposed Process
Live Demonstration