



ARCHITECTURE  
INTERIOR DESIGN  
HISTORIC RESTORATION  
EDUCATIONAL PLANNING

# **Eshleman Elementary Support Staff Survey Results**

prepared for

the

## **Penn Manor School District**



by

**Gilbert Architects  
Lancaster, Pennsylvania**

**October, 1998**

626 N. CHARLOTTE ST.  
LANCASTER, PA 17603  
717 • 291 • 1077  
FAX 717 • 392 • 3923

# Custodian

1. What building and site improvements would you recommend to create stronger student-centered environments in the Eshleman Elementary School?
  - Gymnasium with accompanying coach's office, locker rooms and equipment storage spaces
  - Art room with appropriate storage space
  - Music room with attached practice rooms for music lessons
  - Upgraded kitchen with convection ovens, steamer, walk-in freezers, garbage disposal, larger grease trap, improved plumbing (larger diameter drain pipes), office, and bathroom.
  
2. What building improvements at the Eshleman Elementary School would specifically help you complete your assigned responsibilities?
  - Student restroom facilities should have stalls made with block and tile that stretch from floor to ceiling. Doors should be anchored on with one-way screws. Floor drains should be *recessed into the floor* so that water will flow into them and not away from them. Sinks should have drain covers that do not allow foreign items to be stuffed into them. Sinks do not need drain stoppers to fill the basin with water. Toilet paper in large commercial rolls housed in waterproof dispensers are best.
  - I can not stress enough the need to have the appropriate storage spaces. We need a storage room for teacher's supplies such as paper, books, etc. We need a storage room for custodial supplies.
  - Custodial closets should have the same kind of slop sinks that we have now, or use stainless steel model that is on the floor level. The stainless steel models are nice because a wringer can be hung on the lip for mop maintenance. The new slop sinks are plastic and small. Water usually ends up splashing out over the edge and makes the floor wet. The floor in the custodial closet should be concrete without linoleum tile. There should be a floor drain in this room.
  
3. Schools provide many services (e.g., health, guidance, etc.) for students in addition to delivering a strong academic program. How does the allocation of space in the school building affect the delivery of these services?
  - Space in a school building should be streamlined to meet the needs of all programs. Everything should have its space. Competition for space results in clutter which, in the long run, creates chaos and hinders the learning process. With the rise in computer technology, we must prepare a space to teach computer science. Classrooms are not equipped to accommodate an increase in computers. They do not have enough electrical outlets or space for equipment. Since we will have a greater electrical load we should have more breaker boxes installed to handle it. Renovations should always consider the future and prepare for it.
  
4. What modifications should be included in the design of a school building to accommodate visitors to the school during the instructional day and to encourage community use of the school after the regular school hours?
  - A modification in design of this building would obviously include a new gymnasium, office, locker rooms with showers, and appropriate storage facilities for equipment. Why else would a visitor want to use this building after hours if it isn't for sports? If this building is intended for use after hours, then I would suggest having gates in the hallways to secure the building from people roaming the hallways. Security is important.

5. What are the positive features of the Eshleman Elementary Schools most frequently mentioned by students and parents?
  - The location in Millersville. It is close enough to the community for many of the children to walk to school. There is a lot of land here, 23 acres. Lots of room for expansion.
6. What are the more frequently mentioned features of the Eshleman Elementary School that need to be redesigned or upgraded to improve the learning environment in each school?
  - A larger parking lot
  - More air conditioned spaces
  - New boilers and improved heating systems
  - New bicycle racks
7. Other information you might wish to share:
  - Classrooms should be designed to be space efficient. This means that they should have floor to ceiling shelving for the entire width of the room. Children should have personal cubicles to hang their coats. The floor should not be cluttered with things — this is why shelving is important. Also, I have noticed in Hambright and at Central Manor that their shelving, cabinetry, and counter tops have laminated surfaces that are peeling off. Whatever glue was used should be improved if this would be the design for this building. If new windows are to be installed, I would suggest that they are under warranty in case of problems like at Central Manor.

I think renovation is wonderful and most necessary for this school. I also know that renovation can be a disaster if it is not done right. I hope that all work is under a five-year warranty and that the contractors who install will also be contracted to repair that which does not work or deteriorates within the five year period. Our maintenance department has many headaches trying to fix problems that should not have happened in the first place.

## Food Service

1. What building and site improvements would you recommend to create stronger student-centered environments in the Eshleman Elementary School?
  - Modernized library
  - Modernized health suite
  - Modernized work centers
  - Separate gym and lunch room
  
2. What building improvements at the Eshleman Elementary School would specifically help you complete your assigned responsibilities?
  - A larger and modern kitchen and dish room
  - The addition of a gymnasium
  - An up-to-date kitchen
    - with good ventilation
    - no glass on front of building to draw the sun and heat (only windows that open are needed)
    - screens on back door
    - much needed stove and convection ovens
    - walk-in freezer
    - walk-in refrigerator
    - larger dry storage area
    - larger dish room
    - washer and dryer (clothes)
  
3. Schools provide many services (e.g., health, guidance, etc.) for students in addition to delivering a strong academic program. How does the allocation of space in the school building affect the delivery of these services?
  - Too much space is not necessary. Adequate space is fundamental.
  - More classrooms are needed for those students in closets, storage rooms, etc.
  - We need to keep the Eshleman School and staff the nice, friendly, one big family atmosphere that it has always been.
  
4. What modifications should be included in the design of a school building to accommodate visitors to the school during the instructional day and to encourage community use of the school after the regular school hours?
  - A larger all-purpose room.
  - More study space for parents volunteering with students.
  - A larger entry and a room for visitors to wait.
  - A separate room for small meetings and gatherings, other than the cafeteria.
  
5. What are the positive features of Eshleman Elementary School most frequently mentioned by students and parents?
  - Its staff
  
6. What are the more frequently mentioned features of the Eshleman Elementary School that need to be redesigned or upgraded to improve the learning environment in each school?
  - I think there should be a gym separate from the cafeteria.
  - The support rooms such as reading tutor and guidance counselor should have their own individual rooms.

- Also, the art and music teachers should have their own rooms.

7. Other information you might wish to share:

- When designing the kitchen:
  - Put serving line a short distance from ovens.
  - Walk-in freezer
  - Plenty of work space
  - Air conditioning
  - It should be convenient and save a lot of steps and time.

## Playground Aide

1. What building and site improvements would you recommend to create stronger student-centered environments in the Eshleman Elementary School?
  - Separate cafeteria, gym and auditorium — not necessarily huge, but separate. Basketball rope climbing could be incorporated into the gym program. Plays, music programs, assemblies would be more enjoyable.
  - Air conditioning would improve everyone's learning atmosphere.
  - Teachers/Parent Aides should have a better conference area than the storage closet/room.
  - The area used for the copier, paper cutter, teachers' aides, parent volunteers should be much larger with more supplies and a sit-down desk area for working.
2. What building improvements at the Eshleman Elementary School would specifically help you complete your assigned responsibilities?
  - Additional playground equipment (e.g., another swing set, sliding board, long jump pit, volleyball/badminton).
  - Improved building aide work area
3. Schools provide many services (e.g., health, guidance, etc.) for students in addition to delivering a strong academic program. How does the allocation of space in the school building affect the delivery of these services?
  - Any area used to provide an important service to the students should be large enough and organized so that you don't feel as if you're in a closet or shoved into a corner somewhere. It makes whatever service you're providing seem unimportant to the school as a whole.
4. What modifications should be included in the design of a school building to accommodate visitors to the school during the instructional day and to encourage community use of the school after the regular school hours?
  - Same as question #1. In addition, the secretary's office should be larger to accommodate visitors and allow for easier access to mailboxes, PTO box and principal's office, as well as a small seating area for waiting visitors.
5. What are the positive features of the Eshleman Elementary Schools most frequently mentioned by students and parents?
  - Parent participation welcomed
  - The small town atmosphere
  - Teachers, Principal and other personnel are well liked.
6. What are the more frequently mentioned features of the Eshleman Elementary School that need to be redesigned or upgraded to improve the learning environment in each school?
  - Using the supply room to have children read or conference on any subject seems ridiculous. There should be another area or room for this purpose.
  - Air conditioning.
7. Other information you might wish to share:
  - Bathrooms could be made more attractive; paint, new ceiling tiles, and locking doors in boys' bathrooms for privacy.

## Secretary to the Principal

1. What building and site improvements would you recommend to create stronger student-centered environments in the Eshleman Elementary School?
  - Build a gym!
  - Add a large parking lot.
  - Plant trees and shrubs to enhance the property.
  
2. What building improvements at the Eshleman Elementary School would specifically help you complete your assigned responsibilities?
  - Increase size of the office to include:
    - increased counter space
    - increased filing capabilities — would be nice to be built in
    - safe electrical configurations
    - enlarged work area
    - provide mailbox for each employee (40+)
    - Improve lighting — brighter lighting is needed, especially over the work area. Desk lamps should not be necessary.
    - Add one or two more phone lines, preferably with phones in each room of the building so that outside calls can be made from each room.
  
3. Schools provide many services (e.g., health, guidance, etc.) for students in addition to delivering a strong academic program. How does the allocation of space in the school building affect the delivery of these services?
  - More space is needed for all special services beyond the regular classroom:
    - separate classrooms for art and music
    - space is needed for individual and small group instruction for instrumental music lessons, small classroom space for the gifted program, small rooms for speech, guidance and ESL.
    - at least two conference rooms, in addition to those listed in #1 and #2, are needed for meetings — small groups of students, various committees, parent conferences, MDE's, CTM's student teacher conferences with MU personnel, etc.
    - expanded health services area
      - three or four private areas with "beds" for sick students to rest or to wait for parent to arrive
      - separate area for nurse's desks, files, medicine cabinet, etc.
    - better ventilation and circulation of fresh air in rooms without windows
    - "sound proof" principal's office so that confidential conversations can be conducted appropriately.
  
4. What modifications should be included in the design of a school building to accommodate visitors to the school during the instructional day and to encourage community use of the school after the regular school hours?
  - Generally, upgrade lighting and painting schemes.
  - Add a gym with suitable storage for phys. ed. classes as well as community groups' storage. The gym, if not the school in general should be community friendly, and a source of pride.
  - Enlarge lobby area.
  - Improve landscaping with trees and plants.
  - Study traffic flow of parents and buses and design safe traffic flow for all.

5. What are the positive features of the Eshleman Elementary Schools most frequently mentioned by students and parents?
  - The people who work here
  - The teacher work center
  
6. What are the more frequently mentioned features of the Eshleman Elementary School that need to be redesigned or upgraded to improve the learning environment in each school?
  - Keep the large size classrooms.
  - Keep the teacher work center adjacent to, but not in, the office area.
  - Improve the lighting throughout the building.
  - Install ceiling fans in each room to help circulation of air. Central air conditioning would be nice. Fans which can be redirected during the heating season will cut heating costs.
  - Install screens on windows and some doors (cafeteria) to control bee and fly population.
  - Upgrade the kitchen area:
    - install convection ovens, walk-in refrigerator and freezer
    - improve lighting
    - add counter tops for work areas
    - improve ventilation
    - add sprinkler system
  
7. Other information you might wish to share:
  - Thanks for inviting everyone concerned to offer input!

