
Facilities Design Committee

February 2002

NYSTEA Facilities Guide

**New York State Technology
Education Association**



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Introduction

During the past three years NYSTEA (New York State Technology Education Association) has been working to develop a resource that technology educators can use to assist them in the development or updating of technology labs. The following is "a work in progress", many of the items listed in the next several pages are being updated through NYSTEA and NYSED (New York State Department of Education). Eric Suhr, from NYSED and Gregory Montague, from NYSTEA are coordinating the revisions.

The majority of the information in this guide was taken from the current Technology Facilities Guide established July 25, 1986.

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Current Guidelines

The following are SUGGESTED guidelines and are not regulations. This information should be used as a guide for planning purposes but is not enforceable.

Class Size

- 16—18 Students per class
- Maximum of 20 students per class
- Special needs students consideration 2 for 1

Lab Size

- Dependent upon courses taught
- General Technology Lab should provide 100 square feet per student
- ITEA (International Technology Education Association) recommends 125 square feet per student
- Facility should have 20% down-time for maintenance and preparation
- Storage room—250 square feet minimum
- Office space—100 square feet minimum
- Planning space—100 square feet minimum
- Ceilings—12 feet high
- A separate finishing area with ventilation hood
- A sink with eyewash station
- All OSHA regulations shall be followed

Suggested Equipment List

I. Office Area

- Desk—with locking drawer
- Desk Chair
- Extra Chair
- *Filing Cabinet*
- Reference Book Storage Area
- Bulletin Board/Cork Board
- Wardrobe/Storage Cabinet
- Fire extinguisher

II. Instructional Space

- Instructional seating for 20 students
- Desks or tables for 20 students
- Chalkboard unit with storage
- Bulletin Boards
- Overhead projector with stand
- Projector Screen
- Demonstration Bench
- Safety Glass Cabinet with sterilization unit
- Student textbook storage area
- Work benches with vises—minimum of 5
- Sink
- Eyewash Station
- Fire extinguishers (2 minimum)
- First-Aid kit
- Shop Vacuum

III. Storage Area

- Lumber Storage Rack
- Metal Storage Rack
- Storage Cabinets
- Flammables Storage Cabinet
- 18" Shelving
- Portable Tool Bench
- Fire extinguisher

