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# SPACE ALLOCATION GUIDELINES

MAINE DEPARTMENT OF EDUCATION

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# INTRODUCTION

The **Space Allocation Guidelines**, together with the **Educational Specifications** and the **Public School Standards and Guidelines for New School Construction and Major Renovation Projects**, are key planning tools. These documents serve to guide the design of school facilities that reflect a District's educational goals.

The Maine Department of Education is committed to supporting school boards, building committees, administrators, and design professionals in collaboratively planning schools that are both educationally effective and aligned with state standards.

Because school systems vary in size, structure, and needs, exceptions to the guidelines may be necessary. The State generally funds spaces listed in the Space Allocation Guidelines and Space Allocation Workbook if they are justified by a District's program needs and staffing, however, any square footage beyond State-supported levels must be funded at local expense.

Public schools receiving state funding for new construction or renovation projects are required to adhere to these documents in their planning and design. Locally funded projects are also encouraged to use these guidelines and workbooks to help guide their projects.

# SECTION I.

## DOCUMENTATION OF EXISTING PROGRAMS AND INSTRUCTIONAL SPACES

To make responsible use of state and local construction funds, schools must provide a clear picture of their current space usage and instructional programming. This helps the Maine DOE support designs that are both educationally appropriate and fiscally sound.

Please respond to each item below in a way that clearly communicates the current state of your school. Include administrative staff in the preparation of responses.

### **For All Schools:**

- **Class Size:** Attach or explain your school board's current class size policy.
- **Enrollment:** Provide historic district enrollments (last 5 years) and enrollment projections if available. Include any unusual factors that may impact enrollments in the next five years.
- **Special Education Programming:** Describe your current programming and how space is used to support it.
- **Classroom Scheduling:** Provide a current weekly schedule for every instructional space, including portable classrooms. For each period, include:
  - Room number and size
  - Teacher(s)
  - Number of students
  - Subject(s) taught

### **For Middle and High Schools Only:**

- **Departmental vs. Interdisciplinary Program Organization:** Describe your organizational model and the educational philosophy that supports it.
- **Classroom Assignment Model:** Indicate whether your school uses a collegiate model (shared classrooms) or a single-teacher model, and explain why.
- **Athletic Programs:** Provide a list of sports teams by season and the number of student participants. Also include:
  - Number of available fields
  - Field locations

# SECTION II.

## STATE SQUARE FOOTAGE STANDARDS

The Maine Department of Education supports the following recommended square footage per student, based on school type and program needs:

SCHOOL TYPE	RECOMMENDED SF PER STUDENT
Elementary Schools	145 SF
Pre-K–8 Schools	155 SF
Middle Schools	165 SF
High Schools	185 SF

The Space Allocation Workbook helps determine DOE-supported space needs based on enrollment and grade levels. Because special education needs vary widely, these are evaluated on a case-by-case basis.

# SECTION III.

## SPACE ALLOCATION GUIDELINES

This section outlines the recommended square footage for different spaces in Elementary, Middle, and High Schools, as well as Career and Technical Education (CTE) programs.

Key Considerations:

- The State generally funds spaces listed in the Space Allocation Workbook if they are justified by a district's program needs.
- Districts may add or enlarge spaces, but any square footage beyond state-supported levels is a local expense.
- Locally funded space must be budgeted at the same per-square-foot rate as state-funded space.
- Final floor plans must match the square footage calculations in the Space Allocation Workbook.

Space types fall into two categories:

- Fixed Spaces – Standard sizes supported by Maine DOE based on grade level and enrollment.
- Variable Spaces – Negotiable based on program, enrollment, grade level, and staffing.

Spaces are defined by program, enrollment, and district staffing levels. Spaces not listed in the guidelines or those exceeding the standards may still be included, but will be the financial responsibility of the district.



PRE-K THROUGH 12: ADMINISTRATION			
PROGRAM SPACE	SQUARE FOOT ALLOTMENT		
	<i>0-500 Students</i>	<i>501-1000 Students</i>	<i>1000+ Students</i>
Reception	200 SF	300 SF	400 SF
Conference Room	200 SF	250 SF	300 SF
Storage	100 SF	200 SF	300 SF
Records	100 SF	200 SF	300 SF
Admin Work Room	200 SF	300 SF	400 SF
Faculty Work Room/Break Room (Includes Toilet Rooms)	500 SF	1,000 SF	1,500 SF
Admin Assistant	150 SF	300 SF	450 SF
Principal Office	150 SF		
AP Office	120 SF		
Wellness/Lactation Room	75 SF		
Community/Volunteer Space	150 SF		
Community Services/Pantry	150 SF		
SRO Office	120 SF		
Athletic Director Office (High School Only)	120 SF		

PRE-K THROUGH 12: CLINIC			
PROGRAM SPACE	SQUARE FOOT ALLOTMENT		
	<i>0-500 Students</i>	<i>501-1000 Students</i>	<i>1000+ Students</i>
Waiting	100 SF	150 SF	200 SF
Nurse's Office	100 SF		
Toilet/Shower	100 SF		
Exam Room / Isolation Room	100 SF	150 SF	200 SF
Cot Room	100 SF	100 SF	150 SF

PRE-K THROUGH 12: CLASSROOMS			
PROGRAM SPACE	SQUARE FOOT ALLOTMENT		
	0-500 Students	501-1000 Students	1000+ Students
Pre-K Classrooms (Includes Toilet Room)	1 Classroom for every 16 students 1,000 SF each		
Kindergarten Classrooms (Includes Toilet Room)	1 classroom for every 18 students 1,000 SF each		
Grade 1 Classrooms (Includes Toilet Room)	1 classroom for every 18 students 800 SF each		
General Classrooms (Grades 2-12)	1 classroom for every 24 students 800 SF each		
Book/Curriculum Storage Room	100 SF	200 SF	300 SF
Science Classrooms (Grades 6-8)	900 SF each		
Science Classrooms (Grades 9-12)	1,000 SF each		
Science Prep Rooms (Grades 6-12)	1 Science Prep for every 2 Science Classrooms 200 SF each		

PRE-K THROUGH 12: PROGRAM SPECIFIC CLASSROOMS (e.g. Health, World Language, Unified Arts)	
PROGRAM SPACE	SQUARE FOOT ALLOTMENT
Program-Specific Classroom	800 SF
STEAM/STEM Space (Grades Pre-K-5)	800 SF
STEAM/STEM Space (Grades 6-8)	900 SF
STEAM/STEM Space (Grades 9-12)	1,000 SF

PRE-K THROUGH 12: FINE ARTS			
PROGRAM SPACE	SQUARE FOOT ALLOTMENT		
	0-500 Students	501-1000 Students	1000+ Students
ELEMENTARY SCHOOL (GRADES PRE-K-5)			
Stage/Performance Platform	800 SF	1,000 SF	1,200 SF
Art Classroom	1,000 SF		
Art Storage/Kiln	150 SF		
Music Classroom	1,000 SF		
Music Storage	200 SF		
MIDDLE SCHOOL (GRADES 6-8)			
Stage/Performance Platform	1,000 SF	1,400 SF	1,800 SF
Art Classroom	1,100 SF		
Art Storage/Kiln	150 SF		
Band/Chorus Classroom	1,200 SF	1,400 SF	1,600 SF
Band/Chorus/Music Storage	200 SF	300 SF	400 SF
Music Classroom	800 SF		
HIGH SCHOOL (GRADES 9-12)			
Stage/Performance Platform	1,500 SF	2,000 SF	2,400 SF
Assembly/Performance Space	Seating for 1/3 of student enrollment 10 SF per seat		
Control Room	100 SF		
Drama Storage	250 SF		
Drama Dressing Room	300 SF		
Art Classroom	1,200 SF		
Art Storage/Kiln	150 SF		
Band/Chorus Classroom	1,400 SF	1,600 SF	1,800 SF
Band/Chorus/Music Storage	400 SF	500 SF	600 SF
Music Practice Room	75 SF		
Music Classroom	800 SF		

PRE-K THROUGH 12: PHYSICAL EDUCATION			
PROGRAM SPACE	SQUARE FOOT ALLOTMENT		
	0-500 Students	501-1000 Students	1000+ Students
ELEMENTARY SCHOOL (GRADES PRE-K-5)			
Gymnasium	42' x 64' with 3' sidelines		
Gymnasium Seating	Seating for 1/3 student enrollment (None for Pre-K-3 schools) SF		
PE Storage	200 SF		
PE Office	100 SF per FTE PE teacher		
PE Staff Toilet/Shower	80 SF		
Additional PE Instructional Space (demonstrate need by staffing/scheduling)	1,450 SF (includes storage)		
MIDDLE SCHOOL (GRADES 6-8)			
Gymnasium	50' x 74' with 7' sidelines		
Gymnasium Seating	Seating for 1/2 student enrollment		
PE Storage	400 SF		
Toilet/Showers/Lockers	1,000 SF (total for all locker rooms)		
PE Office	100 SF per FTE PE teacher		
PE Staff Toilet/Shower	80 SF		
Additional PE Instructional Space (demonstrate need by staffing/scheduling)	1,950 SF (includes storage)		
HIGH SCHOOL (GRADES 9-12)			
Gymnasium Seating	Seating for all students		
PE Storage	600 SF		
Additional PE Instructional Space (demonstrate need by staffing/scheduling)	2,200 SF (includes storage)		
Toilet/Showers/Lockers (total for all locker rooms)	3,600 SF	4,000 SF	4,400 SF
PE Office	100 SF per FTE PE teacher		
PE Staff Toilet/Shower (shared by 2 staff)	80 SF		
PE Fitness Room/Weight Room/ Cardio Room	1,500 SF		

PRE-K THROUGH 12: SPECIAL SERVICES			
PROGRAM SPACE	SQUARE FOOT ALLOTMENT		
	<i>0-500 Students</i>	<i>501-1000 Students</i>	<i>1000+ Students</i>
English Language Learner	Program Specific		
Special Education Classroom	Program Specific		
Resource Classroom	Program Specific		
Life Skills Classroom	Program Specific		
OT/PT	Program Specific		
Reading Recovery	150 SF		
Speech/Language	150 SF		
Testing	80 SF		
Intervention Space	250 SF		
Special Services Conference Room	150 SF	200 SF	250 SF

PRE-K THROUGH 12: GUIDANCE	
PROGRAM SPACE	SQUARE FOOT ALLOTMENT
Counselor Office	120 SF
Conference Room (Middle, Pre-K-8, and High Schools)	200 SF

PRE-K THROUGH 12: FOOD SERVICES			
PROGRAM SPACE	SQUARE FOOT ALLOTMENT		
	<i>0-500 Students</i>	<i>501-1000 Students</i>	<i>1000+ Students</i>
Cafeteria	Enrollment divided by 3, times 15 SF per student (minimum 1,500 SF)		
Kitchen	Enrollment times 4 SF per student (minimum 1,200 SF)		
Cafeteria Storage	200 SF	400 SF	600 SF

PRE-K THROUGH 12: CUSTODIAL	
PROGRAM SPACE	SQUARE FOOT ALLOTMENT
Custodial Office/Work Room	300 SF
Receiving/Building Storage	400 SF

PRE-K THROUGH 12: LIBRARY/LEARNING COMMONS	
PROGRAM SPACE	SQUARE FOOT ALLOTMENT
Library/Learning Commons (Grades Pre-K-5)	4.5 SF per Student
Library/Learning Commons (Grades 6-8)	5.0 SF per Student
Library/Learning Commons (Grades 9-12)	5.5 SF per Student

CAREER & TECHNICAL EDUCATION (CTE)					
CIP CODE	PROGRAM	INSTRUCTIONAL/ LAB SPACE SF	CLASSROOM SPACE SF	SPECIALTY AREAS* SF	TOTAL SF
<b>01 - Agriculture, Agriculture Operations, and Related Sciences</b>					
01.0000	Agriculture, General	4,020	425	355	4,800
01.0205	Agricultural Mechanics and Equipment/Machine Technology	4,020	425	355	4,800
01.0303	Aquaculture	1,960	405	1,800	4,165
01.0304	Crop Production	4,020	425	355	4,800
01.0601	Applied Horticulture/ Horticulture Operations, General	1,960	405	1,800	4,165
01.1101	Plant Sciences, General	1,960	405	1,800	4,165
<b>03 - Natural Resources and Conservation</b>					
03.0101	Natural Resources/ Conservation, General	1,960	405	1,800	4,165
03.0511	Forest Technology/ Technician	1,960	405	200	2,565
<b>09 - Communication, Journalism, and Related Programs</b>					
09.0702	Digital Communication and Media/ Multimedia	925	0	1,555	2,480
<b>10 - Communications Technologies/Technicians and Support Services</b>					
10.0303	Prepress/Desktop Publishing and Digital Imaging Design	925	0	1,555	2,480
10.0305	Graphic and Printing Equipment Operator, General Production	925	0	1,555	2,480

*\*Specialty Areas may include such spaces as: Storage Spaces, Greenhouse, Server Room, Print Room, Observation Space, Conference Room, Finishing Room, Toilets, Cooler/Freezer Space, Locker Space, etc.*

CAREER & TECHNICAL EDUCATION (CTE)					
CIP CODE	PROGRAM	INSTRUCTIONAL/ LAB SPACE SF	CLASSROOM SPACE SF	SPECIALTY AREAS* SF	TOTAL SF
<b>11 - Computer and Information Sciences and Support Services</b>					
11.0103	Information Technology	1,275	0	500	1,775
11.1003	Computer Information Systems/Information Assurance	1,275	0	500	1,775
<b>12 - Personal and Culinary Services</b>					
12.0401	Cosmetology/ Cosmetologist	1,945	0	800	2,745
12.0501	Baking and Pastry Arts/Baker/Pastry Chef	3,140	0	1,975	5,115
12.0503	Culinary Arts/Chef Training	3,140	0	1,975	5,115
12.0505	Food Preparation/ Professional Cooking/ Kitchen Assistant	3,140	0	1,975	5,115
<b>13 - Education</b>					
13.1501	Teacher Assistant/Aide	400	475	0	875
<b>15 - Engineering Technologies/Technicians</b>					
15.0001	Applied Engineering Technologies/ Technicians	1,575	0	200	1,775
15.0617	Composite Materials Technology/Technician	3,000	425	355	3,780
15.1301	Drafting and Design Technology/ Technician, General	1,505	0	100	1,605
15.1302	CAD/CADD Drafting and/or Design Technology/Technician	1,505	0	100	1,605
15.1303	Architectural Drafting and Architectural CAD/CADD	1,505	0	100	1,605
15.1701	Energy Systems Technology/Technician	1,525	405	150	2,080

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CAREER & TECHNICAL EDUCATION (CTE)					
CIP CODE	PROGRAM	INSTRUCTIONAL/ LAB SPACE SF	CLASSROOM SPACE SF	SPECIALTY AREAS* SF	TOTAL SF
<b>19 - Family And Consumer Sciences/Human Services</b>					
19.0709	Child Care Provider/ Assistant	1,715	725	710	3,150
<b>31 - Parks, Recreation, Leisure, and Fitness Studies</b>					
31.0601	Outdoor Education	400	875	1,200	2,475
<b>41 - Science Technologies/Technicians</b>					
41.0101	Biology Technician/ Biotechnology Laboratory Technician	400	875	0	1,275
<b>43 - Security and Protective Services</b>					
43.0107	Criminal Justice/ Police Science	875	0	300	1,175
43.0203	Fire Science/ Fire-fighting	1,280	465	1,555	3,300
<b>46 - Construction Trades</b>					
46.0000	Construction Trades, General	3,960	405	600	4,965
46.0101	Mason/Masonry	4,020	425	355	4,800
46.0201	Carpentry/Carpenter	3,960	405	600	4,965
46.0302	Electrician	1,525	405	150	2,080
46.0503	Plumbing Technology/ Plumber	1,400	405	265	2,070

*\*Specialty Areas may include such spaces as: Storage Spaces, Greenhouse, Server Room, Print Room, Observation Space, Conference Room, Finishing Room, Toilets, Cooler/Freezer Space, Locker Space, etc.*

CAREER & TECHNICAL EDUCATION (CTE)					
CIP CODE	PROGRAM	INSTRUCTIONAL/ LAB SPACE SF	CLASSROOM SPACE SF	SPECIALTY AREAS* SF	TOTAL SF
<b>47 - Mechanic and Repair Technologies/Technicians</b>					
47.0104	Computer Installation and Repair Technology/Technician	1,275	0	500	1,775
47.0201	Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician	1,400	405	265	2,070
47.0302	Heavy Equipment Maintenance Technology/Technician	4,020	425	355	4,800
47.0603	Autobody / Collision and Repair Technology/Technician	3,910	425	450	4,785
47.0604	Automobile/ Automotive Mechanics Technology/Technician	4,020	425	355	4,800
47.0605	Diesel Mechanics Technology/Technician	4,020	425	355	4,800
47.0606	Small Engine Mechanics and Repair Technology/Technician	2,500	405	250	3,155
47.0614	Alternative Fuel Vehicle Technology/ Technician	1,575	0	300	1,875
47.0616	Marine Maintenance/ Fitter and Ship Repair Technology/Technician	3,500	405	250	4,155
<b>48 - Precision Production</b>					
48.0501	Machine Tool Technology/Machinist	4,000	425	330	4,755
48.0508	Welding Technology/ Welder	3,775	405	360	4,540

*\*Specialty Areas may include such spaces as: Storage Spaces, Greenhouse, Server Room, Print Room, Observation Space, Conference Room, Finishing Room, Toilets, Cooler/Freezer Space, Locker Space, etc.*

CAREER & TECHNICAL EDUCATION (CTE)					
CIP CODE	PROGRAM	INSTRUCTIONAL/ LAB SPACE SF	CLASSROOM SPACE SF	SPECIALTY AREAS* SF	TOTAL SF
<b>49 - Transportation and Materials Moving</b>					
49.0202	Construction/ Heavy Equipment/ Earthmoving Equipment Operation	1,575	0	300	1,875
49.0205	Truck and Bus Driver/ Commercial Vehicle Operation	925	0	0	925
<b>50 - Visual and Performing Arts</b>					
50.0102	Digital Arts	925	0	1,555	2,480
50.0301	Dance	400	875	0	1,275
50.0402	Commercial and Advertising Art	2,275	0	650	2,925
50.0409	Graphic Design	2,275	0	900	3,175
50.0602	Cinematography and Film/Video Production	925	0	1,555	2,480
50.0913	Music	400	875	540	1,815
<b>51 - Health Professions And Related Clinical Sciences</b>					
51.0710	Medical Office Assistant/Specialist	400	475	0	875
51.0801	Medical/Clinical Assistant	400	875	0	1,275
51.0904	Emergency Medical Technology/Technician (EMT Paramedic)	560	595	295	1,450
51.0913	Athletic Training/ Trainer	1,445	875	200	2,520
51.1004	Clinical/Medical Laboratory Technician	400	875	0	1,275
51.3902	Nursing Assistant/ Aide and Patient Care Assistant/Aide	1,445	875	200	2,520

*\*Specialty Areas may include such spaces as: Storage Spaces, Greenhouse, Server Room, Print Room, Observation Space, Conference Room, Finishing Room, Toilets, Cooler/Freezer Space, Locker Space, etc.*

CAREER & TECHNICAL EDUCATION (CTE)					
CIP CODE	PROGRAM	INSTRUCTIONAL/ LAB SPACE SF	CLASSROOM SPACE SF	SPECIALTY AREAS* SF	TOTAL SF
<b>52 - Business, Management, Marketing, and Related Support Services</b>					
52.0201	Business Administration and Management, General	875	0	115	990
52.0302	Accounting Technology/Technician and Bookkeeping	875	0	0	875
52.0401	Administrative Assistant and Secretarial Science, General	875	0	0	875
52.0407	Business/Office Automation/Technology/Data Entry	875	0	0	875
52.0801	Finance, General	875	0	0	875
52.0901	Hospitality Administration/Management, General	1,200	875	0	2,075
52.1401	Marketing/Marketing Management, General	800	475	115	1,390
52.1701	Insurance	875	0	0	875
52.1803	Retailing and Retail Operations	875	0	115	990

*\*Specialty Areas may include such spaces as: Storage Spaces, Greenhouse, Server Room, Print Room, Observation Space, Conference Room, Finishing Room, Toilets, Cooler/Freezer Space, Locker Space, etc.*

CAREER & TECHNICAL EDUCATION (CTE)					
CIP CODE	PROGRAM	INSTRUCTIONAL/ LAB SPACE SF	CLASSROOM SPACE SF	SPECIALTY AREAS* SF	TOTAL SF
<b>90 - Applied Academics</b>					
90.1166	Applied Academics-Mathematics	875	0	0	875
<b>91 - Applied Academics</b>					
91.3372	Applied Academics-English	875	0	0	875
91.3374	Applied Academics-Social Sciences	875	0	0	875
<b>97 - Applied Academics</b>					
97.3088	Applied Academics-History	875	0	0	875
<b>99</b>					
99.1000	Maine CIP-Co-op	875	0	0	875
99.4000	Maine CTE Academics	875	0	0	875
99.6000	Maine CTE Exploratory	400	875	400	1,675
99.7000	Maine CIP-Diversified Occupations	3,140	0	1,975	5,115
99.8000	Maine CIP	3,140	0	360	3,500

*\*Specialty Areas may include such spaces as: Storage Spaces, Greenhouse, Server Room, Print Room, Observation Space, Conference Room, Finishing Room, Toilets, Cooler/Freezer Space, Locker Space, etc.*

# SECTION IV.

## SPACE ALLOCATION WORKBOOKS

### A. Overview and Purpose

The Maine Department of Education will provide space allocation workbooks to approved school projects to guide their planning of new school construction or major renovation projects. Locally funded projects are also encouraged to use the space allocation guidelines and workbooks to help guide their projects.

#### Instructions

- Complete the workbook(s) prior to program conferencing.
- Enter your projected enrollment and grade configuration at the top of the sheet. The workbook will automatically calculate the state-supported space allocation.
- Any additional square footage or spaces beyond what is state-supported should be entered in the “Local” column.
- Complete the Non-Assignable Areas tab of the workbook.

These workbooks help identify:

- Space limitations in the current facility.
- Justifiable space needs in the proposed facility.

Important: Maine DOE will only consider space requests for approved programs. Proposed spaces for future or unfunded programs will not be supported.

### B. Non-Assignable Areas

To create consistency across projects, Maine DOE uses a gross mark-up factor of up to 1.45 when calculating a building’s total square footage.

#### Formula

Total Square Footage = Net Program Area × Gross Mark-Up (maximum 1.45).

This mark-up accounts for non-assignable areas, which are necessary for building function but not assigned to a specific instructional use.

## Examples of Non-Assignable Areas

- Building Service Areas:
  - Custodial rooms.
  - Staff and public toilet rooms.
  - Other building maintenance spaces.
- Circulation Areas:
  - Corridors and hallways.
  - Stairwells and landings.
  - Lobbies and vestibules.
- Building Infrastructure Areas:
  - Mechanical and boiler rooms.
  - Fuel storage and geothermal energy space.
  - Internal mechanical mezzanines and rooftop penthouses.
  - Electrical, telephone, and network/data rooms.
  - Elevator shafts and machinery rooms.
  - Mechanical and plumbing chases.
  - Air handling rooms.
- Other:
  - Wall thicknesses (interior and exterior).

Note: Floor plans submitted at Concept Approval must be drawn to scale and square footage must match the total square footage in the Space Allocation Workbook. This helps verify that circulation and shared spaces fall within the allowable 1.45 gross-up factor.

## Examples of Locally Funded Spaces

The following examples fall outside state-supported guidelines and must be locally funded:

- Project Rooms.
- Team Rooms.
- Gathering Spaces.
- Auditoriums.
- Coaches' Rooms.
- Athletic Trainer Rooms.
- Athletic Officials' Rooms.
- Walking Tracks.
- Monumental/Community Stairs.
- District Offices and Support Spaces.

**Maine Department of Education**

Office of School Facilities

[www.maine.gov/doe/schools/facilities/mcscp](http://www.maine.gov/doe/schools/facilities/mcscp)

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