

# Space and Equipment: Room Specifications

## Room Specification Suggestions

A church needs to provide the best possible space for small-group Bible study. Here are some suggestions related to determining space needs.

- Analyze all available space. Determine the total square footage of space available that could be used by Sunday School classes and departments.
- Determine the square footage needed by all the Sunday School departments and classes in all age groups.
- Based on community changes and age-group shifts, determine whether more space is needed or whether reallocation of space is an option.
- Determine whether multiple use of space is a possibility.
- Determine whether any additional space is available for church use (either by the purchase or lease of portable buildings or other nearby buildings).
- Evaluate whether a new building is a priority.
- Follow church policies in acquiring any new building space.

<b>Meeting Space Specifications Chart</b>				
<b>Age Group</b>	<b>Space/Person</b>	<b>Maximum Enrollment</b>	<b>Room Size</b>	<b>Leader: Learner Ratio</b>
<b>Preschool</b>				
Babies	35 sq. ft.	12	420 sq. ft.	1:2
Ones–Twos	35 sq. ft.	12	420 sq. ft.	1:3
Threes–Pre-K	35 sq. ft.	16	560 sq. ft.	1:4
Kindergarten	35 sq. ft.	20	700 sq. ft.	1:5
<b>Children</b>				
Grades 1-6	20-25 sq. ft.	24	480-600 sq. ft.	1:6
<b>Youth</b>				
Gr. 7-12 (class)	10-15 sq. ft.	12	120-144 sq. ft.	1:12
Gr. 7-12 (dept.)	8-10 sq. ft.	65	520-650 sq. ft.	1:12
<b>Young Adults 18-24 yrs.</b>				
Department	10 sq. ft.			
Class	12 sq. ft.	25	300 sq. ft.	1:4
<b>Dual Use</b>	15-18 sq. ft.	25	375-450 sq. ft.	1:4
<b>Adult 25 yrs.-up</b>				
Department	10 sq. ft.			
Class	12 sq. ft.	25	300 sq. ft.	1:4

Dual Use	15-18 sq. ft.	25	375-450 sq. ft.	1:4
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Note:

It is difficult to sustain attendance beyond 80 percent of the room's capacity in classrooms where members attend by choice. For example, 10 babies may be placed in an area with a capacity of 10, but adults generally will not attend a class that is regularly more than 80 percent filled.

## Space and Equipment: Preschool Equipment-Part 1

### Recommended Preschool Equipment

Symbols: x - recommended; o - optional; all - specialized equipment purchased in limited quantity for use by all ages.

	<b>B</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>K</b>	<b>All</b>	<b>B-2</b>	<b>3-K</b>	<b>B-5</b>
<b>General</b>										
Rest mats or towels	x	x	o					x		o
Cribs (hospital 27"x42")	x	o						x		x
Adult rocking chair (2)	x							x		x
Solid surface floor mat (42" x 42")	x									
Wall cabinet (50" above floor)	x	x	x	x	x	x		x	x	x
Trash receptacles with lid	x	x	x	x	x	x		x	x	x
Diaper bag cubbies or hooks	x	x	x							
Vinyl changing pad		x	x							
Open shelf/closed back for toys (26"x36"x12")		o						o		o
Child safety gate										o
Water source for disinfecting	x	x	x					x		x
Slow cookers	x							x		x
Folding screen for nursing area	x							x		x
Rocking boat with enclosed steps		o								
Small counter top refrigerator	o									
<b>Homeliving/Dramatic Play</b>										
Horizontal unbreakable mirror 24" x 48" attached to wall	x	x						o		

Vertical unbreakable mirror 24" x 48" attached to wall			X	X	X	X			O	O
Wooden doll bed (16" x 28" x 8")		O	X	X	X	X		X	X	X
Child size rocker		O	X	X	X	X			X	X
Table (24"x36"x22")				X	X					
Table (24"x36"x24")				X	X				X	X
2-4 chairs (10")				X						
2-4 chairs (12"-14")			X	X	X				X	X
Wooden sink			X	X	X	X			X	X
Wooden stove			X	X	X	X			X	X
Chest of drawers						O				
Child size ironing board and iron*							O			
<b>Music</b>										
Cassette tape/CD player	X	X	X	X	X	X		O	O	O
Autoharp*							X			
Rhythm instruments							X			
<b>Blocks</b>										
Cardboard or vinyl blocks		X	X					X		
Wooden unit blocks (various shapes/sizes)										
1. 29-70				X					X	X
2. 100-150					X	X				
Open shelf/closed back (26"x36"x12")			O	X	X	X			X	X

Maximum number of two tables per room in 2-4 year old rooms.

\*One option for art easels would be to have one easel per every three rooms.

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## Space and Equipment: Preschool Equipment-Part 2

Recommended Preschool Equipment

Symbols: x - recommended; o - optional; all - specialized equipment purchased in limited quantity for use by all ages.

	B	1	2	3	4	K	All	B-2	3-K	B-5
<b>Art</b>										
Table (30"x48"x22")			x	x					x	x
Table (30"x48"x24")					x	x				
<b>Equipment</b>										
2-4 chairs (10")			x	x						
2-4 chairs (12"-14")					x	x			o	o
Art Easel/ adjustable legs *			x	x	x	x			o	o
Drying rack			x	x	x	x			x	x
Water source at child's height for clean up			x	x	x	x			x	x
Art shelf (36"x46"x16")						x				
<b>Nature/Science</b>										
Open shelf with closed back (26"x30"x12")				x	x	x			o	o
Water/table (1 per church)							o			
Table (24"x36"x24")					o					
2-4 chairs (12"-14")					o					
<b>Manipulatives/Puzzles</b>										
Puzzle rack				o	o	o			o	o
Table (24"x36"x24")						o				
2-4 chairs (12"-14")						o				

Maximum number of two tables per room in 2-4 year old rooms.

\*One option for art easels would be to have one easel per every three rooms.