

# Projects Delivery Unit

## PDF Drawings and Net Capacity Definitions

January 2021

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## PDF Drawings

### View

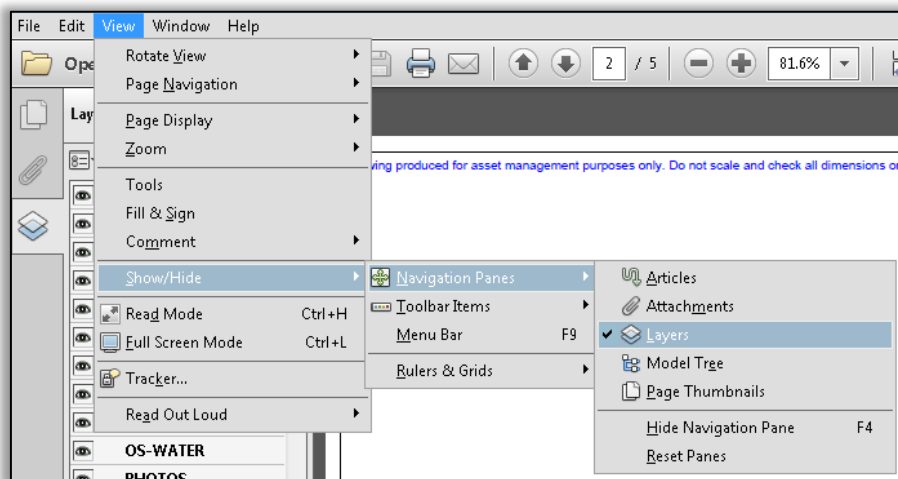
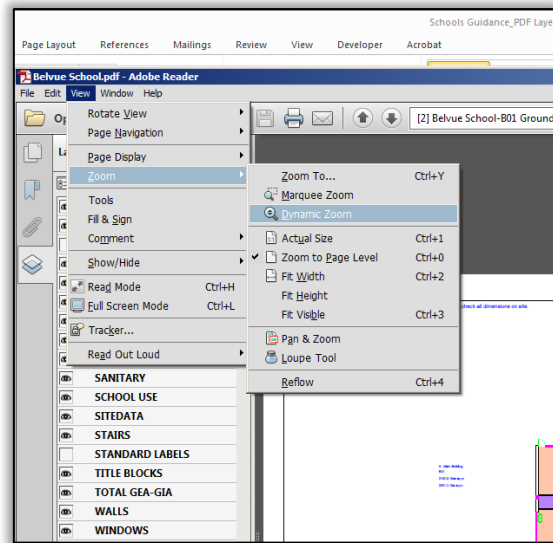
The easiest way to view these drawings is by using the 'dynamic zoom' option. Select View/Zoom/Dynamic Zoom. Then the mouse wheel can be used to navigate the document.

### Layers

The school drawings contain multiple layers that can be shown or hidden depending on the user's requirements.

These layers can be used in all recent versions of Adobe Acrobat Reader and the latest version can be downloaded from the [Adobe website](http://www.adobe.com) free of charge for Windows and for Mac OS X.

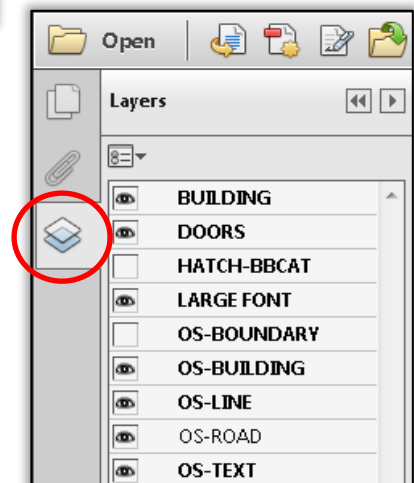
Layers that appear in the PDF are based on the layers created in the original application, in this case the drawing software. Use the layers pane to examine layers and show or hide the associated content.



If the layers pane is not shown with Adobe Acrobat Reader open, from the menu bar choose View > Show/Hide > Navigation Panes > Layers.

The layer pane can be selected using the circled symbol. The eye icon indicates a displayed layer. A hidden layer is indicated by an empty box.

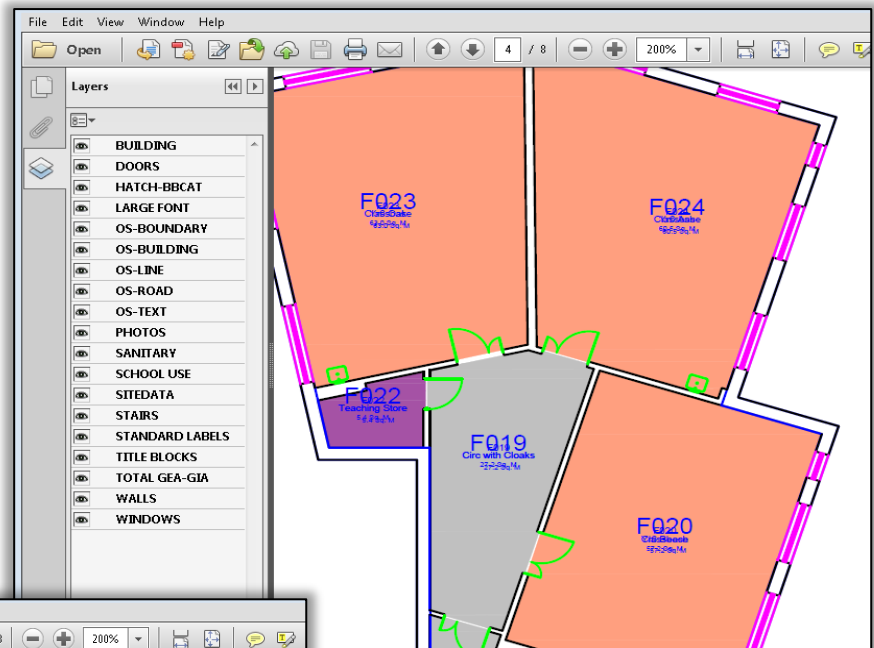
To hide a layer, click the eye icon. To show a hidden layer, click the empty box.



When the drawing is first opened all of the layers are visible.

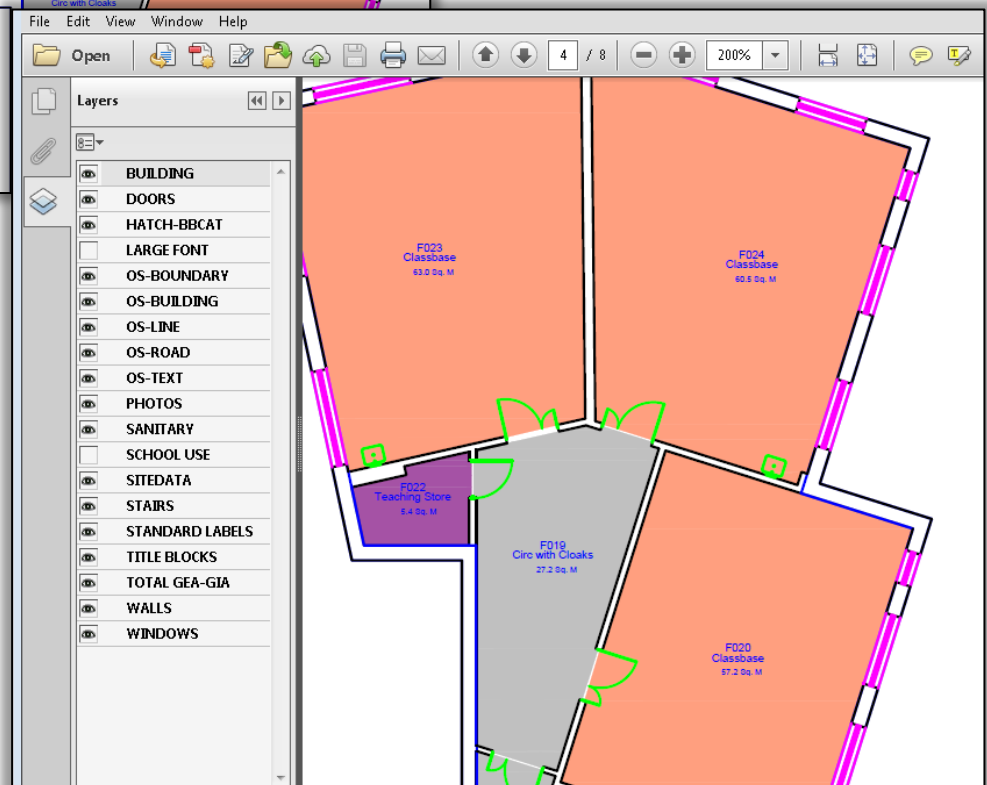
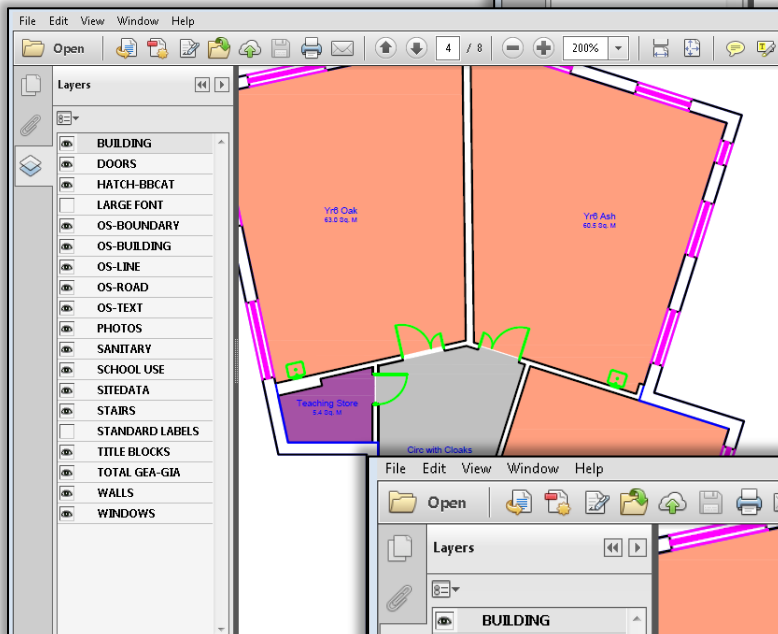
It will look similar to this (when zoomed in).

The layers overlap, making it difficult to read clearly. This is the only way it can be exported from the original drawing file.



You can easily turn off any of the layers you don't want to see. In the image to the left 'Standard Labels' and 'Large Font' are turned off.

In the image below 'School Use' is off and 'Standard Labels' are visible instead.

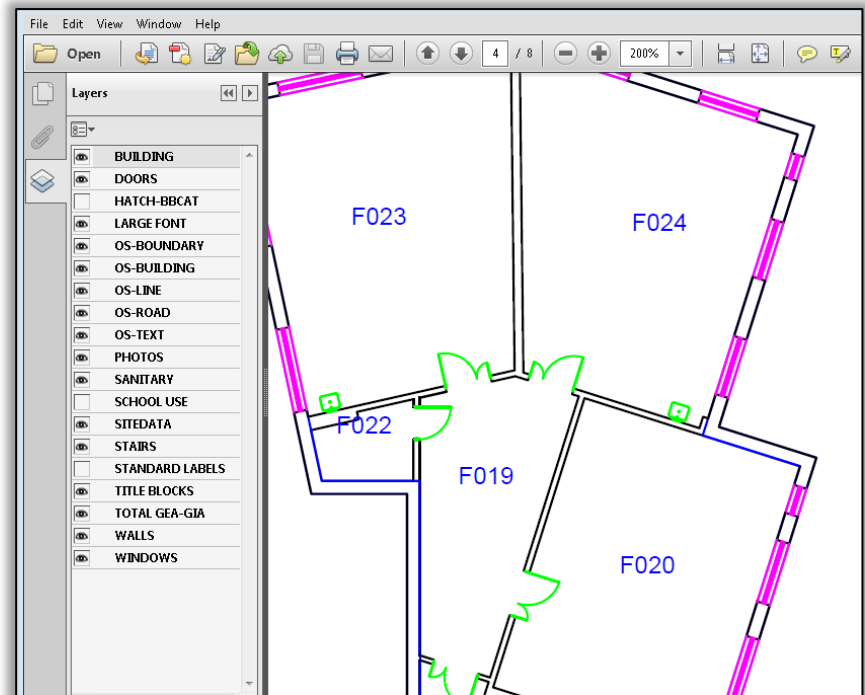


By toggling the layers, it will make the room names clear and can be printed in whichever state is required.

In this example 'Hatch-BBCAT', 'School Use' and "Standard Labels" layers are deselected, leaving the 'Large Font' layer selected.

The 'Hatch-BBCAT' layer contains the background colours.

The other layers should stay on for most purposes.



### Future Changes to Layout

Any future changes to the layout of schools should be sent to [bassm@ealing.gov.uk](mailto:bassm@ealing.gov.uk) or [northl@ealing.gov.uk](mailto:northl@ealing.gov.uk). This is the only way of notifying changes to layout.

## Appendix A: Primary and Secondary School Definitions

Definitions for these together with step 4 status definitions and net and non-net explanations for primary schools and high schools are provided below. The full DfE guidance can be downloaded at <http://dera.ioe.ac.uk/10975/1/DfES-NetCapacity.pdf>.

## Primary school definitions

### DEFINITIONS & FORMULAE TO USE IN NET AREA SCHEDULE:

#### STEP 1: reference, name and area (m<sup>2</sup>) of all spaces in net area of all buildings

Include **all** usable spaces, both teaching and non-teaching, in the total net area; that is all spaces **except**:

- \* residential or farm buildings in use as such, or intended for next use;
- \* buildings condemned by the Authority as structurally unsafe;
- \* buildings under the control of service or external bodies (such as telephone or electricity services, the Police or Health Service);
- \* open-sided covered areas and any other area not intended to be secure and provide reasonable weather resistance;
- \* areas with headroom of less than 1.5m, unless beneath an open mezzanine level;
- \* additional area provided by open mezzanine levels in spaces of 3m or less in height;
- \* toilets, washrooms and showers, including any associated lobbies, (including changing areas where these adjoin showers);
- \* plant rooms, including lift rooms, boiler rooms, tank rooms, fuel stores, ducts or electrical intake cupboards;
- \* internal walls, including structural walls, non-structural partition walls, columns, piers, chimney breasts and other projections;
- \* school kitchen facilities for preparing school meals, including kitchen staff facilities and stores (except servery areas used for storage);
- \* circulation space for essential access. 'Shared circulation' through mixed use areas (see guidance) can be measured or estimated as the

most appropriate of **15%**, **50%** or **85%** of the area of which it is a part.

**If in doubt refer to Net Capacity guidance for a more detailed definition.**

#### STEP 2: definitions and formulae for types of space

Identify each space as one of the following types, by entering '1' in the appropriate column.

#### GENERAL

Any area which is not a specialist space, as described below (including classbases, associated shared practical areas and any wet, practical or ICT area within classrooms or shared teaching areas).

## **SPECIALIST**

All halls (including any stage area), dedicated dining rooms, drama, dance, music spaces, indoor swimming pools; enclosed spaces equipped with specialist fixtures to provide dedicated ICT rooms, food rooms, ceramics rooms, libraries; middle school practical areas for science, art, food and design and technology.

Round up the following formulae to the nearest whole number to calculate the number of workplaces for each type of space:

- **(area/1.5)-3** if less than 6m<sup>2</sup>, the area may be estimated and will only be allocated one resource workplace
- if under 75m<sup>2</sup> **(area/2.5)-4**
- if 75m<sup>2</sup> or more **(area/12.5)+20**
- if less than 12m<sup>2</sup>, note as 1 workplace

## **STEP 3: definition of workplaces**

**BASIC WORKPLACES** are those between 15 and 30 or, in larger spaces, the highest multiple of 30 (e.g. 60, 90, etc.), unless marked 'U'.

**RESOURCE WORKPLACES** are those in spaces with less than 15 workplaces, or the remaining workplaces in spaces with more than 30.

## **STEP 4: definitions for the 'status' of each space**

Use the appropriate code letter to note if any space is excluded from the capacity by being one of the following. The net area of these spaces should be measured and they should be listed in the Net Area Schedule (with areas entered in the 'net area' column). However, they will **not** count towards the net capacity of the school.

- W** CHAPEL OR OTHER PLACE OF WORSHIP, only one may be excluded, unless the school is on a 'split site', as defined by the LEA, when up to one may be identified for each site, where appropriate. Other ancillary spaces should not be marked but will usually be too small to affect the net capacity.
- P** A PARENTS/COMMUNITY ROOM, only one may be excluded for each school.
- E** LEA DESIGNATED EARLY YEARS AND CHILDCARE PROVISION, as noted under School Details on page 1.
- R** LEA DESIGNATED SPECIALLY RESOURCED FACILITIES, as noted under School Details on page 1.
- A** LEA DESIGNATED ADULT LEARNING AND SKILLS FACILITIES, as noted under School Details on page 1.

### **Or if any spaces is included as one of the following:**

- C** SPACES USED BY THE SCHOOL AS CLASSBASES, including any associated part of shared teaching area, if appropriate (see guidance).
- U** UNUSABLE AS BASIC WORKPLACES. Spaces unusable as potential teaching spaces:
- \* Spaces with no or very little light, ventilation or heating, or inadequate access or means of escape (such as basements, garages, storage containers, sheds or loft space used only for storage, or servery areas also used for storage).

- \* Spaces or areas less than 3.5m wide (not including any shared circulation area)
- \* Indoor swimming pools.
- \* Dedicated cloakrooms and changing rooms (without showers) that have fixed benches and/or hooks.
- \* Usable area in spaces which are predominantly for circulation, such as malls or other large corridors, or atria.

When a space is marked 'U', all workplaces should be entered in the 'resource workplaces' column.

## Secondary school definitions

### DEFINITIONS & FORMULAE TO USE IN NET AREA SCHEDULE:

#### STEP 1: reference, name and area (m<sup>2</sup>) of all spaces in net area of all buildings

Include all usable spaces, both teaching and non-teaching, in the total net area; that is all spaces except:

- \* residential or farm buildings in use as such, or intended for next use;
- \* buildings condemned by the Authority as structurally unsafe;
  - \* buildings under the control of service or external bodies (such as telephone or electricity services, the Police or Health Service);
- \* open-sided covered areas and any other area not intended to be secure and provide reasonable weather resistance;
- \* areas with headroom of less than 1.5m, unless beneath an open mezzanine level;
- \* additional area provided by open mezzanine levels in spaces of 3m or less in height;
- \* toilets, washrooms and showers, including any associated lobbies, (including changing areas where these adjoin showers);
- \* plant rooms, including lift rooms, boiler rooms, tank rooms, fuel stores, ducts or electrical intake cupboards;
- \* internal walls, including structural walls, non-structural partition walls, columns, piers, chimney breasts and other projections;
- \* school kitchen facilities for preparing school meals, including kitchen staff facilities and stores (except servery areas used for storage);
- \* circulation space for essential access. 'Shared circulation' through mixed use areas (see guidance) can be measured or estimated as the most appropriate of 15%, 50% or 85% of the area of which it is a part. If in doubt refer to Net Capacity guidance for more detailed definitions.

#### STEP 2: definitions and formulae for types of space

Identify each space as one of the following types, by entering '1' in the appropriate column:

##### GENERAL

Any area not covered by descriptions below (including GNVQ/business rooms).

##### LIGHT PRACTICAL

Spaces equipped with specialist fixtures to provide: ICT rooms, libraries, science laboratories, science prep., wet or Dry textiles, art, graphics, pneumatics, electronics, control technology, darkrooms, kiln rooms, recording studios.

### **HEAVY PRACTICAL**

Spaces designed or equipped with specialist fixtures to provide: PE spaces below 120m<sup>2</sup> such as multi-gyms, small swimming pools; food rooms, multi-materials workshops and prep, engineering.

### **LARGE & PERFORMANCE**

PE spaces over 120m<sup>2</sup> including sports halls, gymnasias, projectile rooms, large swimming pools; all halls (including any stage area), dining, drama, dance, music and media spaces; atria and malls.

**Round up the following formulae to the nearest whole number to calculate the number of workplaces for each type of space:**

<b>LIGHT PRACTICAL</b>	(area/1.5) -3 if less than 6m <sup>2</sup> , note as 1 workplace
	(area/2.5) -4 if less than 12m <sup>2</sup> , note as 1 workplace
<b>HEAVY PRACTICAL</b>	(area/3.5) -5 if less than 21m <sup>2</sup> , note as 1 workplace
<b>LARGE &amp; PERFORMANCE</b>	if under 75m <sup>2</sup> (area/2.5) -4 workplaces
	if 75m <sup>2</sup> or more (area/12.5) +20 workplaces
	if less than 12m <sup>2</sup> , note as 1 workplace

### **STEP 3: definition of workplaces**

**BASIC WORKPLACES** are those between 15 and 30 or, in larger spaces, the highest multiple of 30 (e.g. 60, 90, etc.), unless marked 'U'.

**RESOURCE WORKPLACES** are those in spaces with less than 15 workplaces, or the remaining workplaces in spaces with more than 30.

### **STEP 4: definitions for the 'status' of each space**

Use the appropriate code letter to note if any space is excluded from the capacity by being one of the following. The net area of these spaces should be measured and they should be listed in the Net Area Schedule (with areas entered in the 'net area' column). However, they will not count towards the net capacity of the school.

- W** CHAPEL OR OTHER PLACE OF WORSHIP, only one may be excluded, unless the school is on a 'split site', as defined by the LEA, when up to one may be identified for each site, where appropriate. Other ancillary spaces should not be marked but will usually be too small to affect the net capacity.
- E** LEA DESIGNATED EARLY YEARS AND CHILDCARE PROVISION, as noted under School Details on page 1.
- R** LEA DESIGNATED SPECIALLY RESOURCED FACILITIES, as noted under School Details on page 1.
- A** LEA DESIGNATED ADULT LEARNING AND SKILLS FACILITIES, as noted under School Details on page 1.

### **Or if any space is included as one of the following**

- T** SPACES USED BY THE SCHOOL TEACHING SPACES, including libraries and study areas.
- U** UNUSABLE AS BASIC WORKPLACES. Spaces unusable as potential teaching spaces:



- \* Spaces with no or very little light, ventilation or heating, or inadequate access or means of escape (such as basements, garages, storage containers, sheds or loft space used only for storage, or servery areas also used for storage).
- \* Spaces or areas less than 3.5m wide (not including any shared circulation area).
- \* Indoor swimming pools.
- \* Dedicated cloakrooms and changing rooms (without showers) that have fixed benches and/or hooks.
- \* Usable area in spaces which are predominantly for circulation, such as malls or other large corridors, or atria.

When a space is marked 'U', all workplaces should be entered in the 'resource workplaces' column.