This guide was developed to aid personnel making plans for business and distributive education classrooms and facilities. The information is arranged by secondary school enrollments ranging from 175 to 3,000 in grades 7-12. Detailed floor plans are included for (1) combination typewriting and business education classrooms, (2) typewriting classrooms, (3) distributive education classroom laboratories, (4) combination bookkeeping and business education classrooms, (5) secretarial practice classrooms, (6) office practice classrooms, (7) auxiliary duplicating rooms, and (8) business department office, supply and storage room. Twenty-one photographs illustrate rooms and facilities. (MM)
A Pictorial Guide To Aid in Planning

BUSINESS AND DISTRIBUTIVE EDUCATION
CLASSROOMS AND FACILITIES

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
BUREAU OF BUSINESS AND DISTRIBUTIVE EDUCATION
THE UNIVERSITY OF THE STATE OF NEW YORK

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A Pictorial Guide To Aid in Planning BUSINESS AND DISTRIBUTIVE EDUCATION CLASSROOMS AND FACILITIES

The University of the State of New York
The State Education Department
Bureau of Business and Distributive Education
Albany, N. Y. 12224
REVISED 1965
This pictorial guide was developed as an aid to boards of education, advisory committees, school administrators, architects, and business department chairmen and teachers who are making plans for business and distributive education classrooms and facilities.

The number of business and distributive education classrooms and kinds of equipment depends upon the nature and scope of the business program and curriculums. The information in this guide, therefore, is conveniently arranged by school enrollments. It is suggested that you refer to Contents (page iii), find the school enrollment for which you are planning, and then turn to the indicated page for the information you need to develop detailed plans for business classrooms, equipment, and facilities.

While the enrollment of a school is an important controlling factor in the development of a strong business and distributive education program, other factors also must be considered. The kind of community determines the size and type of the business education program. Because of local conditions, some communities will require much greater provision for business and distributive education than others. For example, the business and distributive education program usually is very important in the following types of communities:

1. Highly industrialized
2. Growing rapidly
3. Located near a large metropolitan area
4. Highly specialized office and store workers in demand
5. Strong school placement service

Other communities of the same size may not need such an extensive business program for the following reasons:

1. Economic status resulting in unusual emphasis on the college preparatory program
2. Declining population
3. Industries moving away
4. Weak school placement service
5. Few employment opportunities

Therefore, it is necessary that many factors be taken into consideration in determining the type and scope of a school's business education program, facilities, and equipment. It is well to bear in mind also that the present mobility of labor, modern transportation facilities, and the trend toward the decentralization of industry are changing the employment opportunities in communities which until recently have been considered rural.

It is important to note that before any of the suggestions in this guide are translated into preliminary plans, the Division of Educational Facilities Planning in the State Education Department, Albany, N.Y., should be consulted. The staff of that Division, as well as the staff of the Bureau of Business and Distributive Education, will be glad to cooperate with school officers, boards of education, and architects in supplying additional information and assistance.

This guide was developed through the cooperative efforts of the supervisory staff of the Bureau of Business and Distributive Education. Counsel and technical assistance in planning the project and developing the manuscript were given freely by the staffs of the Division of Educational Facilities Planning, and the Bureau of Publications. The State Education Department sincerely appreciates the assistance received from all those who contributed to the successful completion of this pictorial guide.

JOSEPH R. STROBEL
Assistant Commissioner for Instructional Services
(Vocational Education)

JOHN E. WHITCRAFT
Chief, Bureau of Business and Distributive Education
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### INTRODUCTION

#### PART 1

**SUGGESTIONS FOR BUSINESS AND DISTRIBUTIVE EDUCATION PROGRAMS BASED ON SECONDARY SCHOOL ENROLLMENTS**

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<th>175 to 250</th>
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#### PART 2

**ADULT BUSINESS AND DISTRIBUTIVE EDUCATION FACILITIES**

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PART 3

DETAILED FLOOR PLANS

Combination typewriting and business education classroom
Combination typewriting and business education classroom
Combination secretarial practice and office practice classroom
Combination secretarial practice and office practice classroom
Typewriting classroom
Distributive education classroom laboratory
Distributive education classroom laboratory
Distributive education classroom laboratory
Combination bookkeeping and business education classroom
Combination bookkeeping and business education classroom
Secretarial practice classroom
Office practice classroom
Auxiliary duplicating room
Business department office, supply and storage room

PHOTOGRAPHS

Modern schools and modern business education
Modern instructional equipment
A button dial switchboard
A bookkeeping machine
A typewriter with tape-cutting attachment
A key-operated card-punch machine
A card sorter
A tabulator (accounting machine)
Combination typewriting and business education classrooms
Combination secretarial practice and office practice classrooms
Distributive education laboratories
Typewriting classrooms
Combination bookkeeping and business education classrooms
Business department offices
Supply and storage rooms
Auxiliary duplicating rooms
An adult course in bookkeeping
A sales management leadership group
A refresher course for adults
An investments course in a school library
Sales demonstrations in adult classes
MODERN INSTRUCTIONAL EQUIPMENT

The modern business education classroom should be equipped for the use of new instructional techniques.
MODERN DATA PROCESSING AND COMMUNICATIONS EQUIPMENT

A Bookkeeping Machine
A Typewriter with Tape-Cutting Attachment

A Key-Operated Card-Punch Machine
PART 1 SUGGESTIONS FOR BUSINESS AND DISTRIBUTIVE EDUCATION PROGRAMS BASED ON SECONDARY SCHOOL ENROLLMENTS
### Suggested Business Education Program

Nonvocational business curriculum plus shorthand 1, shorthand 2 and transcription and/or machine transcription.

If a sufficient number of vocational opportunities exist, and if the approval of the Bureau of Business and Distributive Education has been obtained, a special course, 12th-year vocational business practice, may be offered. This course was especially prepared for use in small high schools in communities in which only a few office and store job opportunities are available.

### Suggested Number of Business Teachers

1½ to 2.

### Required Number of Special Rooms

One combination typewriting and business education classroom.

See page 32 for detailed floor plan.

It may be necessary to assign a number of business classes not requiring special equipment to standard classrooms. If possible, these classrooms should be adjoining or near the especially equipped business classroom.

### Suggested Facilities and Equipment

See the secretarial practice
12th-year vocational business practice
bookkeeping
machine transcription
and distribution syllabuses.
This room includes built-in bookcase and storage area.

**COMBINATION TYPEWRITING AND BUSINESS EDUCATION CLASSROOMS**

In the far corner of this room are a sink, towel cabinet, and soap dispenser.
TOTAL ENROLLMENT

GRADES 7-12: 250 to 400
GRADES 9-12: 150 to 250

Suggested Business Education Program
Nonvocational business curriculum plus shorthand 1, shorthand 2 and transcription, plus secretarial practice and/or machine transcription or bookkeeping 2 or office practice.

Suggested Number of Business Teachers
2 to $2\frac{1}{2}$.

Required Number of Special Rooms
One combination typewriting and business education classroom
See page 33 for detailed floor plan.
Business classes not requiring special equipment may be assigned to standard classrooms. If possible, these classrooms should be adjoining or near the especially equipped business classroom.

Suggested Facilities and Equipment
See the secretarial practice office practice bookkeeping machine transcription and distribution syllabuses.
Observe the shelves and storage space underneath the windows in this classroom.

COMBINATION TYPEWRITING AND BUSINESS EDUCATION CLASSROOMS
TOTAL ENROLLMENT

GRADES 7-12: 400 to 600
GRADES 9-12: 250 to 350

Suggested Business Education Program
Nonvocational Business Curriculum
Vocational Stenographic Curriculum
Vocational Bookkeeping Curriculum
Vocational Machine Transcription Curriculum
Office Practice I

Suggested Number of Business Teachers
2 or 3.

Required Number of Special Rooms
(See page 7)
One combination typewriting and business education classroom
One combination secretarial practice and office practice classroom
Business classes not requiring special equipment may be assigned to standard classrooms. If possible, these classrooms should be adjoining or near the especially equipped business classrooms.

Suggested Facilities and Equipment
See the secretarial practice office practice bookkeeping machine transcription and distribution syllabuses.
SUGGESTED ROOM ARRANGEMENT
AND SPACE REQUIREMENTS

COMBINATION TYPEWRITING
AND BUSINESS EDUCATION
CLASSROOM
APPROX. 840 SQ. FT.
SEE PAGE 33

COMBINATION SECRETARIAL
PRACTICE AND OFFICE
PRACTICE CLASSROOM
APPROX. 700 SQ. FT.
SEE PAGE 34
COMBINATION SECRETARIAL PRACTICE AND OFFICE PRACTICE CLASSROOMS
Secretarial practice, office practice, and shorthand 2 and transcription are the subjects for which these classrooms are planned.
TOTAL ENROLLMENT

GRADERS 7-12: 600 to 800
GRADERS 9-12: 350 to 500

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Suggested Business Education Program
- Nonvocational Business Curriculum
- Vocational Stenographic Curriculum
- Vocational Bookkeeping Curriculum
- Vocational Office Practice Curriculum
- Vocational Machine Transcription Curriculum
- Vocational Distributive Education Curriculum
- Cooperative Vocational Distributive Education Curriculum
- Cooperative Office Skills Curriculum

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Suggested Number of Business Teachers
3 or 4.

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Required Number of Special Rooms
(See page 11)

- One combination typewriting and business education classroom
- One combination secretarial practice and office practice classroom
- One distributive education classroom laboratory

Business classes not requiring special equipment may be assigned to standard classrooms. If possible, these classrooms should be adjoining or near the especially equipped business classrooms.

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Suggested Facilities and Equipment
See the secretarial practice
office practice
bookkeeping
machine transcription
and distribution syllabuses.
SUGGESTED ROOM ARRANGEMENT
AND SPACE REQUIREMENTS

COMBINATION
TYPEWRITING
AND BUSINESS
EDUCATION
CLASSROOM
APPROX.
840 SQ. FT.
SEE PAGE 33

COMBINATION
SECRETARIAL
PRACTICE
AND OFFICE
PRACTICE
CLASSROOM
APPROX.
840 SQ. FT.
SEE PAGE 35

DISTRIBUTIVE
EDUCATION
CLASSROOM
LABORATORY
APPROX.
660-840 SQ. FT.
SEE PAGES
37, 38, 39

Note: Those schools that plan to provide instruction with several types of automatic data processing equipment should have an additional special classroom for that purpose.
These laboratories are used for the retailing classes in the regular program and for certain of the adult distributive education classes.
TOTAL ENROLLMENT

GRADES 7-12: 800 to 1,250
GRADES 9-12: 500 to 750

Suggested Business Education Program

- Nonvocational Business Curriculum
- Vocational Stenographic Curriculum
- Vocational Bookkeeping Curriculum
- Vocational Office Practice Curriculum
- Vocational Machine Transcription Curriculum
- Vocational Distributive Education Curriculum
- Cooperative Vocational Distributive Education Curriculum
- Cooperative Office Skills Curriculum

Suggested Number of Business Teachers

3 to 5.

Required Number of Special Rooms

(See page 15)

- One typewriting classroom
- One combination secretarial practice and office practice classroom
- One distributive education classroom laboratory
- One combination and business education classroom

Business classes not requiring special equipment may be assigned to standard classrooms. If possible, these classrooms should be adjoining or near the especially equipped business classrooms.

Suggested Facilities and Equipment

- See the secretarial practice
- office practice
- bookkeeping
- machine transcription
- and distribution syllabuses.
SUGGESTED ROOM ARRANGEMENT AND SPACE REQUIREMENTS

TYPEWRITING CLASSROOM
APPROX. 840 SQ. FT.
SEE PAGE 36

COMBINATION SECRETARIAL PRACTICE AND OFFICE PRACTICE CLASSROOM
APPROX. 840 SQ. FT.
SEE PAGE 35

CORRIDOR

DISTRIBUTIVE EDUCATION CLASSROOM LABORATORY
APPROX. 660-840 SQ. FT.
SEE PAGES 37, 38, 39

COMBINATION BOOKKEEPING AND BUSINESS EDUCATION CLASSROOM
APPROX. 660 SQ. FT.
SEE PAGE 40

Note: Those schools that plan to provide instruction with several types of automatic data processing equipment should have an additional special classroom for that purpose.
COMBINATION BOOKKEEPING AND BUSINESS EDUCATION CLASSROOMS

In these classrooms, it is advisable to have desks or tables of a size suitable for bookkeeping instruction (recommended top surface of not less than 30" x 22").
TOTAL ENROLLMENT

GRADERS 7-12: 1,250 to 1,650
GRADERS 9-12: 750 to 1,000

Suggested Business Education Program

- Nonvocational Business Curriculum
- Vocational Stenographic Curriculum
- Vocational Bookkeeping Curriculum
- Vocational Office Practice Curriculum
- Vocational Machine Transcription Curriculum
- Vocational Distributive Education Curriculum
- Cooperative Vocational Distributive Education Curriculum
- Cooperative Office Skills Curriculum

Suggested Number of Business Teachers

4 to 6.

Required Number of Special Rooms

(See page 19)

- One typewriting classroom
- One combination secretarial practice and office practice classroom
- One distributive education classroom laboratory
- One combination bookkeeping and business education classroom
- Business department office, supply and storage room

Business classes not requiring special equipment may be assigned to standard classrooms. If possible, these classrooms should be adjoining or near the especially equipped business classrooms.

Suggested Facilities and Equipment

- See the secretarial practice
- office practice
- bookkeeping
- machine transcription
- and distribution syllabuses.

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SUGGESTED ROOM ARRANGEMENT AND SPACE REQUIREMENTS

Note: Those schools that plan to provide instruction with several types of automatic data processing equipment should have an additional special classroom for that purpose.
BUSINESS DEPARTMENT OFFICES,

These rooms should be equipped with an outside telephone if possible. Easy contact is thus maintained between the business teachers and the local businessmen.
TOTAL ENROLLMENT

GRADES 7-12: 1,650 to 2,000
GRADES 9-12: 1,000 to 1,250

Suggested Business Education Program
Nonvocational Business Curriculum
Vocational Stenographic Curriculum
Vocational Bookkeeping Curriculum
Vocational Office Practice Curriculum
Vocational Machine Transcription Curriculum
Vocational Distributive Education Curriculum
Cooperative Vocational Distributive Education Curriculum
Cooperative Office Skills Curriculum

Suggested Number of Business Teachers
4 to 7.

Required Number of Special Rooms
(See page 23)
Two typewriting classrooms
One secretarial practice classroom
One office practice classroom
One distributive education classroom laboratory
One combination bookkeeping and business education classroom
Business department office, supply and storage room
Business classes not requiring special equipment may be assigned to standard classrooms. If possible, these classrooms should be adjoining or near the especially equipped business classrooms.

Suggested Facilities and Equipment
See the secretarial practice
office practice
bookkeeping
machine transcription
and distribution syllabuses.
SUGGESTED ROOM ARRANGEMENT
AND SPACE REQUIREMENTS

Note: Those schools that plan to provide instruction with several types of automatic data processing equipment should have an additional special classroom for that purpose.
## Suggested Business Education Program

- Nonvocational Business Curriculum
- Vocational Stenographic Curriculum
- Vocational Bookkeeping Curriculum
- Vocational Office Practice Curriculum
- Vocational Machine Transcription Curriculum
- Vocational Distributive Education Curriculum
- Cooperative Vocational Distributive Education Curriculum
- Cooperative Office Skills Curriculum

## Suggested Number of Business Teachers

5 to 10.

## Required Number of Special Rooms

(See page 25)

- Two typewriting classrooms
- One secretarial practice classroom
- One office practice classroom
- One distributive education classroom laboratory
- One combination bookkeeping and business education classroom
- Business department office, supply and storage room

Business classes not requiring special equipment may be assigned to standard classrooms. If possible, these classrooms should be adjoining or near the especially equipped business classrooms.

## Suggested Facilities and Equipment

See the secretarial practice
office practice
bookkeeping
machine transcription
and distribution syllabuses.
SUGGESTED ROOM ARRANGEMENT
AND SPACE REQUIREMENTS

OFFICE PRACTICE CLASSROOM
APPROX. 700 SQ. FT.
SEE PAGE 43

SECRETARIAL PRACTICE CLASSROOM
APPROX. 840 SQ. FT.
SEE PAGE 42

DISTRIBUTIVE EDUCATION CLASSROOM LABORATORY
APPROX. 840 SQ. FT.
SEE PAGE 38

COMBINATION BOOKKEEPING AND BUSINESS EDUCATION CLASSROOM
APPROX. 840 SQ. FT.
SEE PAGE 40

TYPEWRITING CLASSROOM
APPROX. 840 SQ. FT.
SEE PAGE 36

DEPARTMENT OFFICE, SUPPLY AND STORAGE ROOM
APPROX. 168 SQ. FT.
SEE PAGE 45

Note: Those schools that plan to provide instruction with several types of automatic data processing equipment should have an additional special classroom for that purpose.
Ample storage space should be provided in such a workroom.
PART 2

ADULT BUSINESS AND DISTRIBUTIVE EDUCATION FACILITIES

Adequate and comfortable facilities for adults in business and distributive education classes should be provided. Conference rooms which accommodate 15 to 25 adults seated around a table are popular. These conference rooms are used most effectively for teaching subjects such as insurance, small business management, income taxes, investments, business law, consumer education, retail management, and selling.

Courses which are intended to develop special skills should be scheduled for the special rooms provided in the regular program. These would include typewriting, office machines, and bookkeeping rooms and the distributive education classroom laboratory.
AN ADULT COURSE IN BOOKKEEPING

A SALES MANAGEMENT LEADERSHIP GROUP
SALES DEMONSTRATIONS IN ADULT CLASSES
PART 3  DETAILED FLOOR PLANS

The classroom floor plans on the following pages were designed to include many special features. Although a school officer or architect may be interested only in certain classrooms, he may find it helpful to study all of the floor plans. In this way, he may discover valuable features which do not appear in the room plans with which he is primarily concerned.

Some of these special features are:

1. Corridor display cases with bulletin-board backs in the classroom
2. Combination bookshelves, magazine racks, and storage cabinets
3. Built-in bookshelves beneath windows
4. Sinks, mirrors, and towel cabinets
5. Counters with drawers and storage cabinets underneath
6. Roll-up projection screens
7. Projector stand
8. Shades, drapes, or Venetian blinds for projection purposes
9. Corridor display windows in the distributive education classroom laboratories
10. An auxiliary duplicating room for schools in which the equipment is used jointly by the business and other departments
11. Sufficient electrical outlets to care for the anticipated increase in the use of electrically operated office equipment

He will, of course, wish to consider such general features as lighting, color harmony, and especially the acoustical treatment of the typewriting and office machines classrooms.
COMBINATION TYPEWRITING AND BUSINESS EDUCATION CLASSROOM

NOTE: ALL MACHINES AND EQUIPMENT SHOWN ON TABLES AND COUNTER MAY BE USED ELSEWHERE IN THE ROOM AS REQUIRED. MOST TEACHERS PREFER TO ARRANGE EQUIPMENT IN FUNCTIONAL UNITS.
WINDOWS TO BE DARKENED FOR PROJECTION PURPOSES
- BUILT-IN BOOKSHELVES, HEATING AND VENTILATING UNITS BENEATH WINDOWS
- DICTIONARY STAND
- 2 DROP-TOP DESKS - PEDESTAL TYPE - 24" X 36"
- CHALKBOARD
- TAPE RECORDER
- ADDING AND LISTING MACHINES
- ROLL-UP PROJECTION SCREEN
- TRANScriBER
- TEACHER'S DESK
- COUNTER WITH DRAWER AND CABINET STORAGE BELOW
- MIMeOGRAPH
- PAPER CUTTER
- SINK REMOVABLE COVER
- TOILET CABINET
- LIQUID Duplicator
- BULLETIN BOARD (HINGED DOORS)
- TEACHER LOCKER AND STORAGE
- HALL DISPLAY CASE IN WALL WITH BULLETIN BOARD BACK
- COMBINATION BOOKSHELF AND MAGAZINE RACK
- TYPEWRITER DEMONSTRATION STAND (ADJUSTABLE)
COMBINATION SECRETARIAL PRACTICE AND OFFICE PRACTICE CLASSROOM

NOTE: ALL MACHINES AND EQUIPMENT SHOWN ON TABLES AND COUNTER MAY BE USED ELSEWHERE IN THE ROOM AS REQUIRED. MOST TEACHERS PREFER TO ARRANGE EQUIPMENT IN FUNCTIONAL UNITS.
COMBINATION SECRETARIAL PRACTICE AND OFFICE PRACTICE CLASSROOM

DOORWAY
OPTIONAL

TRANSCRIBERS

COUNTER -
WITH DRAWER AND CABINET STORAGE BELOW

DICTIONARY
STAND

STAND

DUPLICATOR/
LIQUID
PAPER

COMBINATION BOOKSHELF AND MAGAZINE RACK
CABINET STORAGE BELOW.

TAPES

TEACHER'S DESK

CHALKBOARD

BULLETIN
BOARD

NOTE. ALL MACHINES AND EQUIPMENT SHOWN ON TABLES
AND COUNTER MAY BE USED ELSEWHERE IN THE
ROOM AS REQUIRED. MOST TEACHERS PREFER TO
ARRANGE EQUIPMENT IN FUNCTIONAL UNITS
NOTE: All machines and equipment shown on tables and counter may be used elsewhere in the room as required. Most teachers prefer to arrange equipment in functional units.
OFFICE PRACTICE CLASSROOM

NOTE: ALL MACHINES AND EQUIPMENT SHOWN ON TABLES AND COUNTER MAY BE USED ELSEWHERE IN THE ROOM AS REQUIRED. MOST TEACHERS PREFER TO ARRANGE EQUIPMENT IN FUNCTIONAL UNITS.
AUXILIARY DUPLICATING ROOM

- Mimeograph
- Strip electrical outlets above splashboard on 18" centers
- Paper cutter
- Rack for stencil stylus, lettering guides, etc.
- Mimeoscope well
- Sink
- Counters with drawer and cabinet storage below
- Optional doorway to business education classroom
- Mimeograph (floor model)
- Optional doorway to administrative offices
- Heating and ventilating units beneath windows
BUSINESS DEPARTMENT OFFICE, SUPPLY AND STORAGE ROOM

- Heating and ventilating units beneath windows
- 4-drawer legal file
- Combination card and letter file
- Combination visible and letter file
- Drop-top desk
- Combination bookcase, magazine rack, and storage
- Upper unit open
- Lower unit closed storage
- Chair
- Bulletin board