



**FACILITIES SERVICES**  
1631 LAFRANCE STREET  
ATLANTA, GEORGIA 30307

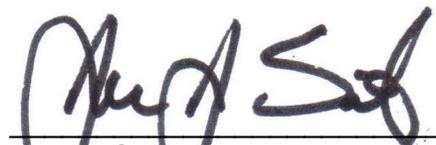
**JERE J. SMITH III, AIA**  
DIRECTOR OF CAPITAL IMPROVEMENTS  
(404) 802-3736 office  
(404) 886-8505 mobile  
[iersmith@atlanta.k12.ga.us](mailto:iersmith@atlanta.k12.ga.us)

**BULLETIN  
TO  
DESIGN AND CONSTRUCTION PROFESSIONALS**

**Date:** September 17, 2021  
**Bulletin:** 0003 – 2021  
**Division:** 01 - General Requirements (Entry Vestibule Specifications)  
**Re:** APS Design Guidelines and Standard Specifications Update

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- Item 1:** This is a clarification, change or addition to the existing Atlanta Public Schools (APS) Design Guidelines, Standard Specifications and any previous Bulletins to Design and Construction Professionals.
- Item 2:** This set of requirements and specifications should be implemented IMMEDIATELY on all projects that are in the “Construction Document” phase of the project delivery process. On projects where the “Construction” has begun, these requirements and specifications should be implemented IMMEDIATELY, WHERE PRACTICAL as to not adversely impact the schedule, budget or overall delivery of the project.
- Item 3:** The existing APS Design Guidelines, Division 01 - General Requirements should be updated as indicated by adding the attached document titled, Entry Vestibule Specifications, dated September 14, 2021.



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Jere J. Smith III, AIA  
Director of Capital Improvements



**Facilities and Construction**

1631 La France Street NE  
Atlanta, Georgia 30309  
(404) 802-3700

**Entry Vestibule Specifications**

September 14, 2021

**Approved By:**

**Ralph Velez, Director of Security Operations**

9/14/21

**Date**

**Approved By:**

**Chief Ronald Applin, Atlanta Public Schools Police**

09/14/2021

**Date**

# ENTRY VESTIBULE SPECIFICATIONS

## Part I: General Conditions & Scope of Work

1. **Current Environment:** The Atlanta Public Schools (hereinafter APS) has 96 schools/centers serving approximately 48,000 students and about 6,500 employees. To optimize safety and security, the Department of Facilities has constructed, and continues at this time to construct, unconditioned vestibule compartments to control the air infiltration and accessibility into the district schools and buildings. The primary purpose of the vestibule is to physically channel all visitors and persons into the Main Office, or a Reception Area designated by the school, unless they are authorized personnel, including employees, contractors, volunteers, or other vetted persons. [Note: The district reserves the right to mandate, if so necessary, that all individuals, are to enter by way of the front vestibule and entrance, if it deems that to be necessary due to justifiable special conditions]. There is a wide variety of building front facades, entries, lobbies, and other transitional spaces in the current structures that have been designed over decades. Therefore, the approach to be taken in order to physically build an adequate vestibule will also vary widely, so as to accommodate the current physical conditions and limitations, established aesthetics based on materials used, and other pertinent variables. For new construction, the vestibule design proposed by the designers/architects shall be approved by the Facilities Department, jointly with the Office of Safety and Security. Designers are to consider that vestibules are to be physically reinforce by means of a laminate (See Ballistic Film Vestibule Specifications Bulletin). Details will be project specific. Vestibules shall be ADA compliant unless a separate entry can accommodate that need.
2.
  - 2.1. The Vendor shall be responsible for providing and installing all aluminum framing and/or other framing materials, for the head and base of track, as required for the compartmentalization to materialize. The overall height, width and depth of the vestibule will vary pending the existing structure. Absolute minimum size shall be 5 feet wide and 7 feet long. In some cases, all sides of the vestibule may need to be constructed, while in other cases, the lobby may be divided by a single wall that will allow to attain the same results.
  - 2.2. Vendor is required to produce a fully completed project. No part of the project should be subcontracted to a third-party unless the respondent so designates the intent at the time of submission; receives approval from APS; and the third-party has meets any and all requirements as a vendor by APS.
  - 2.3. All work must be seamless to APS and contractor employees **MUST** wear identification badges, a form of uniform designating vendor name; and must comply with all other terms and conditions as outlined. Pending the duration of the project, vendor employees, unless escorted by an APS employee, may be required to pass a background check conducted by APS-PD in order to enter any APS building to do work. For details, contact the APS-PD Fingerprint Unit at 404-802-2020.

### 3. Scope of Work

- 3.1. **Multi-School Environment:** The vestibules shall accommodate multiple schools in a single facility, or a campus-like setting, whenever there is more than one reporting location for visitors, and it is so required and specified. The level of protection to all buildings within a campus shall be the same
- 3.2. APS may request the vendor construct an additional vestibule in the same building if it deems that protection to be necessary.
- 3.3. It is understood, the overall appearance of the vestibules, may vary based on a number of building characteristics, final design shall be approved by the Facilities Department jointly with the Office of Safety & Security.
- 3.4. Glazing shall consist in most cases of commercial type, store front, double pane ¼" tempered glass. If budgetary constraints dictate otherwise, 3/8" glass may be considered, subject to approval by APS. All doors shall be of equal glass type as vestibule walls and must have self-closing devices. Design shall not allow for the exterior and interior doors of the vestibule to both be opened at the same time.
- 3.5. The exterior door shall be connected by APS to the Lenel card access system, and Axis door station, allowing authorized personnel to enter by way of "badging" with their ID card access. Guests will communicate with the main office which will allow entry/access by way of their phone system connected to either a door strike or magnetic lock, or a separate button to accomplish the same.

### Part II: Vendor General Requirements

#### 4. Purchase & Install

The Vendor shall provide and construct the entry vestibule ballistic as described herein, in order to accomplish the level of physical channelization required. All materials and labor are to be provided, and presented in a STATEMENT OF WARRANTY, guaranteeing the integrity of the vestibule for not less than a period of five (5) from the final acceptance of the installation by the Owner.

#### 5. Shop Drawings

Drawings are to be presented inclusive of bill of materials for the installation onto an existing open lobby/entrance.

END OF DOCUMENT