

School Facilities Evaluation Checklist

Reviewer Name _____ Date of Review _____

School _____ Site Acreage _____

County _____ Number of Floors _____

Grades Housed _____ Enrollment _____

1.	School Location and Site	Exceeds	Meets	Below	Impedes Learning	
					Yes	No
A.	Site is large enough to meet educational needs as defined by Section 203					
B.	Site is easily accessible and conveniently located					
C.	Site is large enough for future expansion					
D.	Location is removed from undesirable noise and traffic					
E.	Topography is varied enough to provide desirable appearance but without steep inclines					
F.	Site has stable, well-drained soil free of erosion					
G.	Site is well landscaped					
H.	Site is suitable for special instructional needs, e.g. outdoors learning.					
I.	Sidewalks are adequate with designated crosswalks, curb cuts, and correct slope					
J.	Sufficient on-site, solid surface parking for staff, visitors, and handicapped.					
K.	Playground/recreational areas separated from streets and parking.					
L.	Playgrounds/recreational areas are well equipped and appropriate for the age level					

2.	Administrative and Service Facilities	Exceeds	Meets	Below	Yes	No
A.	Administrative office area includes adequate reception/waiting area					
B.	Administrative personnel are provided sufficient work space and privacy					

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3.	Teachers' Workroom	Exceeds	Meets	Below	Impedes Learning	
					Yes	No
A.	Teachers' work area is adequate. (125-250 ft ²)					
B.	Teachers' work areas provide access to communication's technology					

4.	Counselor's Office					
A.	Counselor's office has adequate space. (100-125 ft ² .)					
B.	Counselor's office(s) insures privacy					
C.	Counselor's office has easy access to student records					

5.	Library, Media and Technology Centers					
A.	Library/Resource/Media Center provides appropriate space.					
B.	Library/Resource/Media Center has books, newspapers, periodicals, pamphlets, recordings, tapes, and other materials that are adequate					
C.	Space for technology, including computer laboratories, is provided and utilized.					

6.	9-12 Computer Laboratory					
A.	Computer laboratories are adequate in size. (40-45 ft ² /student)					
B.	Adequate workstations (20) are provided and at least 4 shared printers.					

7.	Kindergarten Classrooms					
A.	Kindergarten classroom areas are adequate. (50 ft ² /child)					
B.	Kindergarten classes are located on ground floor.					
C.	Kindergarten classrooms have sufficient equipment and materials (Sink, hot and cold water, shelving, storage, wrap area, carpet area, etc.)					

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8.	1-12 Classrooms	Exceeds	Meets	Below	Impedes Learning	
					Yes	No
A.	Size of academic learning areas is adequate (28-30 ft ² /student)					
B.	Academic learning areas provide various communication technologies					
C.	Location of academic learning areas is near related educational areas and away from disruptive noises.					
D.	Storage is adequate.					
E.	Equipment and materials are adequate (chalkboard, bulletin boards, teacher's desk, computer station, desk/chairs, audiovisual equipment, controllable light, outlets, etc.)					

9.	K-12 Remedial					
A.	Size of remedial area is adequate (28-30 ft ² /student)					
B.	Location of remedial areas is adjacent to general instructional areas.					
C.	Equipment and materials are adequate					

10.	Specialized Instructional Areas					
A.	Art facility area is adequate in size. (Elementary [optional] 45-50 ft ²)					
B.	Art area has access to natural and artificial light.					
C.	Storage is adequate					
D.	Equipment and materials are adequate (2 deep sinks, hot and cold water, counter space, chalkboards, display facilities, bulletin boards, outlets, mechanical ventilation, ceramic kiln, black-out areas, etc.)					
E.	Music facility area is adequate. (Elementary [optional]; Middle and High 38-40 ft ² /student)					
F.	Music facilities are located away from quiet areas of building					
G.	Adequate storage area is available (350 ft ²)					
H.	Equipment and materials are adequate. (Chalkboard, bulletin board, folding chairs, music stands, podium, recording devices, microphones, stereo sound system, piano, AV equipment, instructor's desk, acoustical treatment, etc.)					

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11.	6-12 Science Facilities	Exceeds	Meets	Below	Impedes Learning	
					Yes	No
A.	Science facilities are adequate in size. (Middle 40-50 ft ² /student with 1000 ft ² minimum; High 50-60 ft ² /student)					
B.	Science facilities are located with easy access to outdoor activities and isolated to keep odors from remainder of building.					
C.	Science equipment and materials are adequate (chalkboard, bulletin boards, open and closed shelving, conference table and chairs, ventilation fume hood, demo table, sink, hot and cold water, gas, AC and DC current, air, vacuum, laboratory workspace at 2.5 linear ft./student with sink, water, gas and electricity, fire extinguisher, blanket, balance cases, chairs/tables, emergency showers, darkening provisions, main gas shut-off, adequate storage, etc.)					

12.	7-12 Auditorium/Stage Facilities					
A.	Middle school stage is of adequate size. (800 ft ²)					
B.	The middle school stage is located to have convenient access to language arts and music instructional area and close to seating.					
C.	The middle school stage is properly equipped. (Fire resistant curtains, acoustical panels, film screens, controlled illumination, outlets, etc.)					
D.	High school auditorium is adequate in size. (6 ft ² /seat with capacity at least 1/3 of student enrollment)					
E.	The high school auditorium is designed with appropriate equipment and space. (Space for orchestra, acoustically treated, broadcast capabilities, controlled illumination, outlets, speakers, distance learning capability, etc.)					
F.	High school stage is adequate in size. (1400-1600 ft ²)					
G.	High school stage is adequately equipped. (Wood floor, electrical circuits, light control panel, screen, microphone outlets, etc.)					
H.	High school stage has adequate storage (300 ft ²)					

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13.	7-12 School Site Vocational	Exceeds	Meets	Below	Impedes Learning	
					Yes	No
A.	Business education all-purpose space at the main school site is adequate in size. (60-70 ft ² /student)					
B.	Business education all-purpose facilities are adequately equipped. (Bulletin board, outlets, calculators, storage, filing space, computers, with access to network, copier, overhead projector with screen, chalkboard, VCR, monitor, room darkening provisions, etc.)					
c.	Business education instructional space is adequate. (36-40 ft ² /student)					
D.	Business education instructional facilities are adequately equipped. (Chalkboard, bulletin board, display and map rail, tables or adjustable chairs, instructor's desk, work table, work counter, outlets, filing and storage, etc.)					
E.	Other appropriate courses in vocational education offered at the main high school has adequate space and facilities. (e.g. consumer and homemaking, health occupations, co-op, marketing, agriculture, education, vocational, industrial and technical, etc.)					

14.	Food Service					
A.	Food service area provides for receiving, storage, cooking, serving, dining, and					
B.	Food service area is convenient to service drive for deliveries and removal of wastes.					
C.	Food service seating area must accommodate 1/3 elementary student body and 3/8's of middle and high school student body.					
D.	Equipment space and equipment are adequate, (drinking water, seating for dining and study purposes, chalkboard, bulletin board, etc.)					
E.	A teachers' dining area is provided that is of adequate size. (250-300 ft ²)					
F.	Kitchen is adequate in size. (2 ft ² /meal)					
G.	Food and non-food storage is adequate					
H.	Other equipment is available. (locker/dressing room, lavatory, chairs, toilet, etc.)					

15.	Health Service Units	Exceeds	Meets	Below	Impedes Learning	
					Yes	No
A.	A health service unit is available with adequate size. (250-400 ft ²)					
B.	Health service equipment and furnishings are adequate, (curtained or small rooms with cots, bulletin board, toilet, lavatory, scales, medicine chest, refrigerator with locked storage, first aid kit, work counter, desk, chair, locked medication box, etc.)					

16. 7-12 Vocational						
A.	Classroom and laboratory space in each vocational area is adequate to meet curriculum					
B.	Required vocational equipment and materials are available in each vocational area.					
C.	Adequate storage is available in each vocational area.					

Agricultural Education Facilities						
A.	Classroom and laboratory space in each vocational area is adequate to meet curriculum needs.					
B.	Required vocational equipment and materials are available in each vocational area.					
C.	Adequate storage is available in each vocational area.					

Agricultural Mechanics Facilities						
A.	Classroom and laboratory space in each vocational area is adequate to meet curriculum needs.					
B.	Required vocational equipment and materials are available in each vocational area.					
C.	Adequate storage is available in each vocational area.					

Marketing Education Facilities						
A.	Classroom and laboratory space in each vocational area is adequate to meet curriculum needs.					
B.	Required vocational equipment and materials are available in each vocational area					
C.	Adequate storage is available in each vocational area.					

16.	7-12 Vocational - Continued	Exceeds	Meets	Below	Impedes	Learning
					Yes	No
Diversified Cooperative Facilities						
A.	Classroom and laboratory space in each vocational area is adequate to meet curriculum needs.					
B.	Required vocational equipment and materials are available in each vocational area.					
C.	Adequate storage is available in each vocational area.					

Vocational Health Facilities						
A.	Classroom and laboratory space in each vocational area is adequate to meet curriculum needs.					
B.	Required vocational equipment and materials are available in each vocational area.					
C.	Adequate storage is available in each vocational area.					

Home Economics Facilities						
A.	Classroom and laboratory space in each vocational area is adequate to meet curriculum needs.					
B.	Required vocational equipment and materials are available in each vocational area.					
C.	Adequate storage is available in each vocational area.					

Vocational Industrial and Technical Facilities						
A.	Classroom and laboratory space in each vocational area is adequate to meet curriculum needs.					
B.	Required vocational equipment and materials are available in each vocational area.					
C.	Adequate storage is available in each vocational area.					

Business Education Facilities						
A.	Classroom and laboratory space in each vocational area is adequate to meet curriculum needs.					
B.	Required vocational equipment and materials are available in each vocational area.					
C.	Adequate storage is available in each vocational area.					

16.	7-12 Vocational - Continued	Exceeds	Meets	Below	Impedes	Learning
					Yes	No
A.	Classroom and laboratory space in each vocational area is adequate to meet curriculum					
B.	Required vocational equipment and materials are available in each vocational area.					
C.	Adequate storage is available in each vocational area.					