



NISN FACILITIES PROGRAM

School Site Assessment Worksheet

Background

This worksheet is part of a learning module for facility planning. This module is designed to help school leaders who are planning for their first school site or evaluating a new site for relocation or expansion. It includes tools to assess the programmatic and financial viability of potential locations for your school to assist in site selection.

Instructions

This specific tool, a School Site Assessment Worksheet, will help evaluate potential school locations. Aspects of evaluation include meeting educational requirements, safety, student growth considerations, and community support. Before beginning this worksheet, leaders should start the Facilities Planning Steps Checklist and complete the Facilities Needs Assessment Worksheet.

Other tools in this module include:

- ❖ [Facilities Planning Steps Checklist](#)
What are the key steps I should follow in finding an appropriate school facility? How do those steps integrate into school plans?
- ❖ [Facility Needs Assessment Worksheet](#)
How much space will my school need at inception? What about space needed at full enrollment? What types of spaces do I need to fulfill my educational program?
- ❖ [Facility Affordability Worksheet](#)
Are the shorter and longer-term costs associated with the selected facility sustainable for my school?

Important Note

Educational requirements, school facility codes, and building codes vary by jurisdiction. You will need to consult the relevant authorities to ensure you understand all local compliance requirements that your school will be subject to, prior to selecting your facility. These include public sector departments overseeing educational facilities, building safety codes, and Tribal entities if your school is located on Tribal lands.

About this Document

This was produced as part of the NISN Facilities Training Program, an effort funded by the U.S. Department of Education Charter Schools Program (Award #U282T180018). Awarded to the NACA Inspired Schools Network (NISN), the program supports expansion of opportunities for Native American and other underserved students to attend high-performing, innovative, and culturally responsive charter schools. Work includes technical assistance to schools in three states and documentation and dissemination of information, resources, and tools for facilities needs assessment, planning, and funding.

School Site Assessment Worksheet

You can use the below to collect the relevant information for each site/facility under consideration. Please also review the additional resources available at LISC/SchoolBuild regarding [Site Selection](#) prior to your site visits. This worksheet is designed for use whether there is an existing facility that the school would move in to occupy or in the response areas, enter N/A if an item is not applicable.

General Property Characteristics			
Name of facility			
Physical address			
State identification number (if available and applicable)			
Total site acreage			
Date(s) of visit(s) to site			
Type of site/project	<input type="checkbox"/> Land without existing buildings (new construction) <input type="checkbox"/> Developed property but current structure(s) not suitable for use as a school (new construction, with or without demolition) <input type="checkbox"/> Developed property with building(s) suitable for move in or renovation to use for the school		
Type of occupancy	<input type="checkbox"/> School would be sole occupant <input type="checkbox"/> School would be in a dedicated space, but there are other occupied spaces on the same land <input type="checkbox"/> School would share space with other program(s)		
Current zoning/use permit; date of issue			
Site owner			
Purchase or Lease Terms; including acquisition, lease and other costs expected to be covered by tenant			
Existing Building Characteristics (if applicable)			
Total building area gross square footage			
Rough student capacity calculation <i>Divide the total gross square footage by 60 and 120 for a range in number of students that the space will fit.</i>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;"> _____ square feet ÷ 60 sq. ft. per pupil = _____ max. # of students </td> <td style="width: 50%; text-align: center;"> _____ square feet ÷ 120 sq. ft. per pupil = _____ min. # of students </td> </tr> </table>	_____ square feet ÷ 60 sq. ft. per pupil = _____ max. # of students	_____ square feet ÷ 120 sq. ft. per pupil = _____ min. # of students
_____ square feet ÷ 60 sq. ft. per pupil = _____ max. # of students	_____ square feet ÷ 120 sq. ft. per pupil = _____ min. # of students		
Cost per Square Foot of space			

<p>Key dates <i>These may include timing when a leased space becomes available, estimated construction/renovation timeline, opening date</i></p>	
<p>History of major additions and renovations</p>	
<p>Total number of permanent general classrooms; description</p>	
<p>Total number of permanent specialty classrooms; description</p>	
<p>Total number of portable classrooms; description</p>	
<p>Outdoor recreational spaces; size and description of spaces for specific activities</p>	
<p>Parking options; # of spaces available</p>	
Location Characteristics	
<p>Is the site accessible with public transportation? If so, which options are available?</p>	

<p>Are nearby traffic conditions acceptable?</p>	
<p>Are neighbors and nearby businesses appropriate for children?</p>	
<p>Is the neighborhood relatively safe? <i>Considerations may include pedestrian safety for children and families, personal property safety from theft, and potential school site vandalism and theft issues.</i></p>	
<p>Existing Building Condition</p>	
<p>Roof condition: repairs required, if any</p>	
<p>Plumbing condition: repairs or upgrades required, if any</p>	
<p>Lighting systems; repairs required if any</p>	
<p>Electrical system and condition; repairs or upgrades required if any</p>	
<p>Heating & cooling systems; repairs or upgrades required if any</p>	

Fire alarm system: repairs or upgrades required, if any	
Air quality/quality control; repairs required if any	
Security system and features; repairs or upgrades required if any	
IT infrastructure: repairs or upgrades required, if any	
Has the building passed inspection for asbestos, lead, or other hazardous materials?	
Expected renovations and repairs required to bring the building up to code prior to opening; description and estimated costs (itemized list)	
Community feedback/input from school staff, school Governing Council, parents, and students	
Site availability and required timeline to secure	

Other comments	
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