

# Facilities

*USE COMPOSE YOUR DOCUMENT IN THE NARRATIVE STYLE.*

facilities assessment analyzes the present physical condition of the school buildings and the grounds, to determine both short term and long-range needs.

- A. Historical Background
  - Original construction date
  - Original structure of the school
  - Additions or demolitions
  - Facility usage: Who uses the school? When?
- B. Describe the current physical plant. The report should provide objective data and include both descriptive commentary and architectural plans. It may include, but need not be limited to:
  - Legal description of the land
  - Architectural floor plans
    - Square footage
    - Electrical wiring
    - Computer wiring
    - Heating and cooling
    - Plumbing
  - Building Maintenance Plan that includes details of the following:
    - Daily maintenance
    - Preventative maintenance
    - Improvements: capital and replacement plan. Discuss in this section plans concerning:
      - Boilers
      - Roof
      - Windows/doors
      - Brick pointing
      - Safety issues, i.e., asbestos, oil tanks
  - Grounds Maintenance Plan
    - Weekly
    - Seasonal
    - Preventative
    - Improvements
- C. Does the school:
  - Have enough classroom space for current and projected enrollments?
  - Meet state, municipal and diocesan safety standards?
  - Have deferred maintenance?
  - Have an attractive facility, inside and outside?
  - Have a Building and Grounds Committee?
  - Rent any of its buildings? How is the rental of the building prorated and how are the fees used?
- D. Describe future plans for meeting the Facilities needs of the school, especially in the areas of capital improvements or expansions.
- E. Describe any current concerns or obstacles the school faces regarding the facilities currently or as repair needs arise.

*Facilities Continued . . . .*

F. Using the information you gathered from the focus groups and from your research work on Facilities, formulate goals and objectives for school improvement.

**Signature of Committee Chair and Members who prepared this document:**

**Chair:** \_\_\_\_\_

**Committee Members:** \_\_\_\_\_

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**Date of completed report:** \_\_\_\_\_