

# **Guide for School Facility Appraisal**

*1998 Edition*

## **INSTRUMENT FOR HIGH SCHOOL APPRAISAL**

by

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## Directions for Appraising Facilities

Prior to evaluating a building, the appraiser should become familiar with the educational program provided within the existing school facility. It is essential also to determine other pertinent factors about the facility which will provide background information sufficient to insure a thorough and accurate appraisal. Particularly helpful are the building's architectural plans, specifications and layout, if these are available. If possible, the school plant should be appraised at a time when school is in session so that the actual use of the building is more apparent.

Although the Appraisal Guide is designed for individual appraiser use, ideally the school facility should be evaluated at the same time by three to five appraisers. The ratings by each of the appraisers should then be used to arrive at a consensus for each item. The final rating is the result of careful review of the individual scores.

The instrument uses an additive scoring method, with each item having a maximum number of allowable points. A total of 1000 points is distributed among these six major categories:

Section	Maximum Points
1.0 The School Site	100
2.0 Structural and Mechanical Features	200
3.0 Plant Maintainability	100
4.0 School Building Safety and Security	200
5.0 Educational Adequacy	200
6.0 Environment for Education	200

### Prior to Appraisal Step I

*Prior to Appraisal:* Review educational program; identify the number of faculty members and students; and examine the floor and plot plans carefully.

### Overview of the Building and Grounds Step II

*Overview of the Building and Grounds.* Upon approach to the site look for traffic patterns, school safety signs, neighborhood environment, etc. Begin the appraisal by taking a preliminary tour of the entire building noting both exterior and interior features. Information obtained prior to arrival at the campus recorded in the Building Data Record should be verified. The appraisal weights should not be determined during this initial walk through. The appraisal is better accomplished as separate individual steps in the process.

### Assignment of Scores Step III

*Assignment of Scores.* After the completion of the preliminary inspection, go through the entire instrument section by section. The appraisal will be more accurate if each item is carefully considered while it is appropriately observed. **Do not try to evaluate from memory** – use actual observation when making the appraisal decision.

### High School Appraisal

*Items that are needed/required but are non-existent should be given a 0 score. If an item is not needed and is non-existent, full credit should be allowed.*

Note the Table of Weights for assistance in determining the score to be given each item. Each item should be considered in the following terms: Non-existent, Very Inadequate, Poor, Borderline, Satisfactory, and Excellent. The weight (score) should then be assigned for that item.

Place score in space provided in the Points Allotted Column, total the score for each Section and insert in the space provided. The Section totals should then be tabulated and indicated in the Points Assigned column of the Appraisal Summary. Use the space provided in the Justification for Allocation of Points to provide notes justifying the scores at the extreme ends of the scale (e.g. very inadequate, or excellent).

## Building Data Record

Name of Appraiser \_\_\_\_\_ Date of Appraisal \_\_\_\_\_

Building Name \_\_\_\_\_

Street Address \_\_\_\_\_

City/Town, State, Zip Code \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

School District \_\_\_\_\_

Setting: ☐ Urban ☐ Suburban ☐ Small City ☐ Rural

Site-Acreage \_\_\_\_\_ Building Square Footage \_\_\_\_\_

Grades Housed \_\_\_\_\_ Student Capacity \_\_\_\_\_

Number of Teaching Stations \_\_\_\_\_ Number of Floors \_\_\_\_\_

Student Enrollment \_\_\_\_\_ As Of \_\_\_\_\_

Dates of Construction \_\_\_\_\_

Energy Sources: ☐ Fuel Oil ☐ Gas ☐ Electric ☐ Solar

Air Conditioning: ☐ Roof Top ☐ Window Units ☐ Central ☐ Room Units

Heating: ☐ Central ☐ Roof Top ☐ Room Units  
☐ Forced Air ☐ Steam ☐ Hot Water

### Type of Construction

- ☐ Load Bearing Masonry  
☐ Steel Frame  
☐ Concrete Frame

### Exterior Surfacing

- ☐ Brick  
☐ Stucco  
☐ Metal

### Floor Construction

- ☐ Wood Joists  
☐ Steel Joists  
☐ Slab On Grade



Guide for School Facility Appraisal

☐

Wood

☐

Wood

☐

Structural Slab

☐

Other \_\_\_\_\_

☐

Other \_\_\_\_\_

☐

Other \_\_\_\_\_

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## Appraisal Guide for School Facilities

### Table of Weights and Categories

Maximum Points Allotted	Non- Existent	Very Inadequate 1-29%	Poor 30-49%	Borderline 50-69%	Satisfactory 70-89%	Excellent 90-100%
5	0	1	2	3	4	5
10	0	2	4	6	8	10
15	0	3	6	9	12	15
20	0	4	8	12	16	20
25	0	5	10	15	20	25

### Appraisal Summary

Section	Possible Points	Total Earned	Per Cent	Rating Category
1.0 The School Site	100	_____	_____	_____
2.0 Structural & Mechanical	200	_____	_____	_____
3.0 Plant Maintainability	100	_____	_____	_____
4.0 School Building Safety and Security	200	_____	_____	_____
5.0 Educational Adequacy	200	_____	_____	_____
6.0 Environment For Education	200	_____	_____	_____
<b>Total</b>	<b>1000</b>	<div></div>	<div></div>	<div></div>



## 1.0 The School Site

**100 Points**

	Points Allocated	Points Assigned
1.1 <b>Site is large enough</b> to meet present and future educational needs as defined by state and local requirements.	25	_____
1.2 <b>Site is easily accessible</b> and conveniently located for the present and future population.	20	_____
1.3 <b>Location</b> is removed from undesirable business, industry, traffic, and natural hazards.	10	_____
1.4 Site is <b>well landscaped and developed</b> to meet educational needs.	10	_____
1.5 Well equipped <b>athletic areas</b> are adequate with sufficient solid-surface parking.	10	_____
1.6 <b>Topography</b> is varied enough to provide desirable appearance and without steep inclines.	5	_____
1.7 Site has stable, well drained <b>soil free of erosion</b> .	5	_____
1.8 Site is suitable for <b>special instructional needs</b> , e.g. outdoor learning.	5	_____
1.9 <b>Pedestrian services</b> include adequate sidewalks with designated crosswalks, curb cuts, and correct slopes.	5	_____
1.10 Sufficient <b>on-site, solid surface parking</b> is provided for faculty, students, staff and community.	5	_____
<b>TOTAL – THE SCHOOL SITE</b>	<b>100</b>	<div style="border: 1px solid black; width: 100px; height: 30px;"></div>

Table of  
Weights  
and

Maximum    Non    Very

Categories

Points Allotted	Existent	Inadequate 1-29% 10	Poor 3 30-49% 0	Borderline 4 50-69% 2	Satisfactory 5 70-89% 4	Excellent 90-100% 6
		20	0	4	8	12
		25	0	5	10	15

5

0

1



## 2.0 Structural and Mechanical Features 200 Points

### STRUCTURAL

		Points Allocated	Points Assigned
2.1	Structure meets all <b>barrier-free</b> requirements both externally and internally.	15	_____
2.2	<b>Roofs</b> appear sound, have positive drainage, and are weather tight.	15	_____
2.3	<b>Foundations</b> are strong and stable with no observable cracks.	10	_____
2.4	<b>Exterior and interior walls</b> have sufficient expansion joints and are free of deterioration.	10	_____
2.5	<b>Entrances and exits</b> are located so as to permit efficient student traffic flow.	10	_____
2.6	<b>Building “envelope”</b> generally provides for energy conservation. (See criteria)	10	_____
2.7	Structure is <b>free of friable asbestos</b> and <b>toxic materials</b> .	10	_____
2.8	Interior walls permit sufficient <b>flexibility</b> for a variety of class sizes.	10	_____

Table of  
Weights  
and  
Categories

Maximum Points Allotted	Non Existent	Very Inadequate 1-29%	Poor 30-49%	Borderline 50-69%	Satisfactory 70-89%	Excellent 90-100%
10	0	2	4	6	8	10
15	0	3	6	9	12	15

## MECHANICAL/ELECTRICAL

	Points Allocated	Points Assigned
2.9 <b>Adequate light sources</b> are well maintained, properly placed and are not subject to overheating.	15	_____
2.10 <b>Internal water supply</b> is adequate with sufficient pressure to meet health and safety requirements.	15	_____
2.11 Each teaching/learning area has adequate convenient <b>wall outlets</b> , Phone and computer cabling for <b>technology applications</b> .	15	_____
2.12 <b>Electrical controls</b> are safely protected with <b>disconnect switches</b> easily accessible.	10	_____
2.13 <b>Drinking fountains</b> are adequate in number and placement, and are properly maintained including provisions for the disabled.	10	_____
2.14 Number and size of <b>restrooms meet requirements</b> .	10	_____
2.15 <b>Drainage systems</b> are properly maintained and meet requirements.	10	_____
2.16 <b>Fire alarms, smoke detectors, and sprinkler systems</b> are properly maintained and meet requirements.	10	_____
2.17 <b>Intercommunication system</b> consists of a central unit that allows dependable <b>two-way communication</b> between the office and instructional areas.	10	_____
		<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>
2.18 <b>Exterior water supply</b> is sufficient and available for normal usage.	5	_____

**TOTAL – STRUCTURAL AND MECHANICAL FEATURES 200**

Table of  
Weights

and  
Categories

		0	1	2	3	4	5		
Maximum	Non	Very	10	0	2	4	6	8	10
Points	Existent	Inadequate	Poor	0	Borderline	Satisfactory	Excellent	12	15
Allotted		1-29%	30-49%	50-69%	70-89%	90-100%			

## 3.0 Plant Maintainability

**100 Points**

	Points Allocated	Points Assigned
3.1 <b>Exterior windows, doors, and walls</b> are of material and finish requiring minimum maintenance.	15	_____
3.2 <b>Floor surfaces</b> throughout the building require minimum care.	15	_____
3.3 <b>Ceilings and walls</b> throughout the building, including service areas, are easily cleaned and resistant to stain.	10	_____
3.4 <b>Built-in equipment</b> is designed and constructed for ease of maintenance.	10	_____
3.5 <b>Finishes and hardware</b> , with a compatible keying system, are of durable quality.	10	_____
3.6 <b>Restroom fixtures</b> are wall mounted and of quality finish.	10	_____
3.7 Adequate <b>custodial storage space</b> with water and drain is accessible throughout the building.	10	_____
3.8 Adequate <b>electrical outlets and power</b> , to permit routine cleaning, are available in every area.	10	_____
3.9 <b>Outdoor light fixtures, electric outlets</b> , equipment, and other fixtures are accessible for repair and replacement.	10	_____

**TOTAL—PLANT MAINTAINABILITY**
**100**

Table of  
Weights  
and  
Categories

Maximum Points Allotted	Non Existent	Very Inadequate 1-29%	Poor 30-49%	Borderline 50-69%	Satisfactory 70-89%	Excellent 90-100%
10	0	2	4	6	8	10
15	0	3	6	9	12	15

## 4.0 Building Safety and Security

200 Points

### SITE SAFETY

	Points Allocated	Points Assigned
4.1 <b>Student loading areas</b> are segregated from other vehicular traffic and pedestrian walkways.	15	_____
4.2 <b>Walkways</b> , both on and offsite, are available for safety of pedestrians.	10	_____
4.3 <b>Access streets</b> have sufficient signals and signs to permit safe entrance to and exit from school area.	5	_____
4.4 <b>Vehicular entrances and exits</b> permit safe traffic flow.	5	_____
4.5 <b>Athletic field equipment</b> is properly located and is free from hazard.	5	_____

### BUILDING SAFETY

4.6 The <b>heating unit(s)</b> is located away from student occupied areas.	20	_____
4.7 Multi-story buildings have at least <b>two stairways</b> for student egress.	15	_____
4.8 <b>Exterior doors</b> open outward and are equipped with panic hardware.	10	_____
4.9 <b>Emergency lighting</b> is provided throughout the building with exit signs on separate electrical circuits.	10	_____
4.10 <b>Classroom doors</b> are recessed and open outward.	10	_____

4.11

Building security systems are provided to assure uninterrupted operation of the educational program.

10

Table of Weights and Categories	Allotted		1-29%	30-49%	50-69%	70-89%	90-100%
	5	0	1	2	3	4	5
	10	0	2	4	6	8	10
	15	0	3	6	9	12	15
	20	0	4	8	12	16	20

Maximum Points	Non Existent	Very Inadequate	Poor	Borderline	Satisfactory	Excellent
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	Points Allocated	Points Assigned
4.12 <b>Flooring</b> (including ramps and stairways) is maintained in a non-slip condition.	5	_____
4.13 <b>Stairs</b> (interior and exterior) meet standards (maximum 7" rise to 11" tread) and steps range in number from 3-16.	5	_____
4.14 <b>Glass</b> is properly located and protected with wire or safety material to prevent accidental student injury.	5	_____
4.15 <b>Fixed projections</b> in the traffic areas do not extend more than eight inches from the corridor wall.	5	_____
4.16 <b>Traffic areas</b> terminate at an exit or a stairway leading to an egress.	5	_____
<b>EMERGENCY SAFETY</b>		
4.17 Adequate <b>fire safety equipment</b> is properly located.	15	_____
4.18 There are at least <b>two independent exits</b> from any point in the building.	15	_____
4.19 <b>Fire-resistant materials</b> are used throughout the structure.	15	_____
4.20 Automatic and manual <b>emergency alarm system</b> with a distinctive sound and flashing light is provided.	15	_____
<b>TOTAL—BUILDING SAFETY AND SECURITY</b>	<b>200</b>	<div style="border: 1px solid black; width: 100px; height: 30px;"></div>

### Table of Weights and Categories

Maximum Points Allotted	Non Existent	Very Inadequate 1-29%	Poor 30-49%	Borderline 50-69%	Satisfactory 70-89%	Excellent 90-100%
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50

## 5.0 Adequacy

## Educational 200 Points

	Points Allocated	Points Assigned
<b>ACADEMIC LEARNING SPACE</b>		
5.1 <b>Size academic learning areas</b> meets desirable standards.	10	_____
5.2 <b>Classroom space</b> permits arrangements for small group activity.	10	_____
5.3 <b>Location of academic learning areas</b> is near related educational activities and away from disruptive noises.	10	_____
5.4 <b>Personal space</b> in the classroom away from group instruction allows privacy time for individual students.	5	_____
5.5 <b>Storage for student materials</b> is adequate.	5	_____
5.6 <b>Storage for teacher materials</b> is adequate.	5	_____
<b>SPECIAL LEARNING SPACE</b>		
5.7 <b>Size of specialized learning area(s)</b> meets standards.	15	_____
5.8 <b>Design of specialized learning area(s)</b> is compatible with instructional need.	10	_____
5.9 <b>Library/Resource/Media Center</b> provides appropriate and attractive space.	15	_____
5.10 <b>Gymnasium and outdoor facilities</b> adequately serve physical education instruction.	15	_____
5.11 <b>Science</b> program is provided sufficient space and equipment.	10	_____
5.12 <b>Music Program</b> is provided adequate sound-treated space.	10	_____

Table of  
Weights

and  
Categories



		0	1	2	3	4	5		
			10	0	2	4	6	8	10
Maximum	Non	Very	15	0	3	6	9	12	15
Points	Existent	Inadequate	Poor	Borderline	Satisfactory	Excellent			
Allotted		1-29%	30-49%	50-69%	70-89%	90-100%			

5

	Points Allocated	Points Assigned
5.13 <b>Space for art</b> is appropriate for instruction, supplies, and equipment.	10	_____
5.14 <b>Space for technology education</b> , permits use of state-of-the-art equipment.	10	_____
5.15 Space for <b>small groups and remedial instruction</b> is provided adjacent to classrooms.	5	_____
5.16 <b>Storage for student and teacher material</b> is adequate.	5	_____
<b>SUPPORT SPACE</b>		
5.17 <b>Teachers' lounge and work areas</b> support teachers as professionals.	10	_____
5.18 <b>Cafeteria/Kitchen</b> is attractive with sufficient space for seating/dining, delivery, storage, and food preparation.	10	_____
5.19 <b>Administrative offices</b> are consistent in appearance and function with the maturity of the students served.	10	_____
5.20 <b>Counselor's office</b> insures privacy and sufficient storage.	5	_____
5.21 <b>Clinic</b> is near administrative offices and is equipped to meet requirements.	5	_____
5.22 <b>Suitable reception space</b> is available for students, teachers and visitors.	5	_____
5.23 <b>Administrative personnel</b> are provided sufficient work space and privacy.	5	_____

TOTAL—EDUCATIONAL ADEQUACY

200

Table of  
Weights  
and  
Categories

Maximum Points Allotted	Non Existent	Very Inadequate 1-29%	Poor 30-49%	Borderline 50-69%	Satisfactory 70-89%	Excellent 90-100%
5	0	1	2	3	4	5
10	0	2	4	6	8	10

## 6.0 Education

## Environment for 200 Points

### EXTERIOR ENVIRONMENT

	Points Allocated	Points Assigned
6.1 Overall <b>design is aesthetically pleasing</b> and appropriate for the age of students.	15	_____
6.2 Site and building are <b>well landscaped</b> .	10	_____
6.3 <b>Exterior noise and surrounding environment</b> do not disrupt learning.	10	_____
6.4 <b>Entrances and walkways are sheltered</b> from sun and inclement weather.	10	_____
6.5 <b>Building materials</b> provide attractive color and texture.	5	_____

### INTERIOR ENVIRONMENT

6.6 <b>Color schemes, building materials, and décor</b> provide an impetus to Learning.	20	_____
6.7 <b>Year round comfortable temperature and humidity</b> are provided throughout the building.	15	_____
6.8 <b>Ventilating system</b> provides adequate circulation of clean air and meets 15cfm VBC requirement.	15	_____

6.9	<b>Lighting system</b> provides proper intensity, diffusion, and distribution of illumination.	15	_____
6.10	<b>Sufficient drinking fountains and restroom facilities</b> are conveniently located.	15	_____
6.11	<b>Communication among students</b> is enhanced by commons area.	10	_____

\_\_\_\_\_

	Points Assigned	Points Allocated
6.12 <b>Traffic flow</b> is aided by appropriate foyers and corridors.	10	_____
6.13 <b>Areas for students to interact</b> are suitable to the age group.	10	_____
6.14 <b>Large group areas</b> are designed for effective management of students.	10	_____
6.15 <b>Acoustical treatment</b> of ceilings, walls, and floors provides effective sound control.	10	_____
6.16 <b>Window design</b> contributes to a pleasant environment.	10	_____
6.17 <b>Furniture and equipment</b> provide a pleasant atmosphere.	10	_____
<b>TOTAL—ENVIRONMENT FOR EDUCATION</b>	<b>200</b>	<div style="border: 1px solid black; width: 100px; height: 30px;"></div>

Table of  
Weights  
and  
Categories

Maximum Points Allotted	Non Existent	Very Inadequate 1-29%	Poor 30-49%	Borderline 50-69%	Satisfactory 70-89%	Excellent 90-100%
10	0	2	4	6	8	10



## Justification for Allocation of Points

**Building Name and Level:**

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Indicate the justification for the appraisal decision in the space provided.

**Building features that clearly exceed criteria:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**Building features that are non-existent or very inadequate:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_



DATE OF APPRAISAL: \_\_\_\_\_

NAME OF SCHOOL: \_\_\_\_\_

NAME OF APPRAISERS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_