

Sample Facility Assessment

Facility/Center: _____ Completed By: _____ Date: _____			
Facility Areas	Complete	Not Completed	Notes/Follow Up
Exterior			
<i>Check the overall condition of the building's exterior, including walls, windows, doors, and roof.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Inspect the playground area for safety hazards and age-appropriate equipment.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Evaluate the condition of fences, gates, and other outdoor structures.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Interior			
<i>Examine the condition of floors, walls, ceilings, and doors throughout the facility.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Check for any signs of water damage, leaks, or mold growth.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Assess the condition of classroom furniture, storage units, and educational materials.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety and Security			
<i>Review the facility's security measures, including access control and surveillance systems.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Check the placement and functionality of fire extinguishers and smoke detectors.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Verify that emergency exits are clearly marked and accessible.</i>	<input type="checkbox"/>	<input type="checkbox"/>	

HVAC and Indoor Air Quality			
<i>Inspect the heating, ventilation, and air conditioning systems for proper functioning and cleanliness.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Assess indoor air quality to ensure a healthy environment for children and staff.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical and Lighting			
<i>Evaluate the electrical system for safety, including wiring, outlets, and switches.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Check the lighting in all areas, ensuring adequate illumination and replacing any broken or flickering bulbs.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Plumbing and Sanitation			
<i>Check for plumbing leaks, water pressure issues, and proper drainage.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Assess the condition and cleanliness of bathrooms and handwashing facilities.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Kitchen and Food Service			
<i>Inspect the kitchen area for cleanliness and compliance with food safety regulations.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Review food storage and preparation practices.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire and Emergency Preparedness			
<i>Verify that fire alarm systems are operational and fire exit routes are well-marked and unobstructed.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Review emergency preparedness plans and evacuation procedures.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Accessibility			
<i>Facility is accessible to children and staff with disabilities, including ramps, elevators, and appropriate restroom facilities.</i>	<input type="checkbox"/>	<input type="checkbox"/>	

Curriculum and Educational Resources			
<i>Assess the availability and condition of educational materials, books, and learning resources in classrooms and common areas.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Maintenance and Repairs			
<i>Identify any maintenance issues or repairs needed and prioritize them based on urgency and impact on safety and functionality.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff and Parent Input			
<i>Gather feedback from staff and parents regarding any concerns or observations related to the facility.</i>	<input type="checkbox"/>	<input type="checkbox"/>	

After conducting the assessment, it's recommended to create a detailed report summarizing the findings and recommendations for improvement. The report should serve as a guide for implementing necessary changes and ensuring that the facility provides a safe, healthy, and conducive learning environment for children.

Facility Assessment Summary Report – details of findings and recommendations.

Facility/Center: _____ Completed By: _____ Date: _____	
Exterior	
<i>Findings:</i>	<i>Recommendations:</i>
Interior	
<i>Findings:</i>	<i>Recommendations:</i>
Safety and Security	
<i>Findings:</i>	<i>Recommendations:</i>
HVAC and Indoor Air Quality	
<i>Findings:</i>	<i>Recommendations:</i>

Electrical and Lighting	
<i>Findings:</i>	<i>Recommendations:</i>
Plumbing and Sanitation	
<i>Findings:</i>	<i>Recommendations:</i>
Kitchen and Food Service	
<i>Findings:</i>	<i>Recommendations:</i>
Fire and Emergency Preparedness	
<i>Findings:</i>	<i>Recommendations:</i>
Pest Control	
<i>Findings:</i>	<i>Recommendations:</i>

Curriculum and Educational Resources	
<i>Findings:</i>	<i>Recommendations:</i>
Maintenance and Repairs	
<i>Findings:</i>	<i>Recommendations:</i>
Staff and Parent Input	
<i>Findings:</i>	<i>Recommendations:</i>

Notes:

Staff Signature: _____ Date: _____