

## Appendix A

### DEVELOPING A FACILITIES ANALYSIS

The Department of Education recommends that the following procedures be followed when developing the facilities analysis:

1. Collect and evaluate data on deficiencies in the existing building(s), including the program and service areas, heating and ventilation systems, health and safety conditions, technology capacity, etc.
2. Identify deficiencies in specific areas using the space/needs survey.
3. Incorporate inspection reports from Labor and Industry or other professionals.
4. If deficiencies are due to changes in curriculum, develop and analyze a room utilization schedule.
5. If deficiencies are partially or totally due to student growth, include enrollment projections.
  - In elementary schools, determine the student capacity of the existing building by using the combined square footage of all instructional areas and dividing by 30.
  - For middle or junior high schools, determine the capacity of instructional space as outlined above and then divide by 80 percent.
  - For high schools, determine the capacity of instructional space as outlined above and then divide by 70 percent.
  - Information about the capacity of the building as originally designed, or approved by the Department of Education at the time of the original construction, should be included if available.
6. Incorporate a maintenance history on the building.
7. Discuss the findings at a school board meeting.
8. Submit the accepted report to the Department of Education with the preliminary application.

