Appendix B

SPACE NEEDS SURVEY

Faculty and staff should use this form to identify their needs to create an effective working environment. Information gathered here should then be transferred to the Educational Specifications.

Under the following headings describe the facilities which would best suit your assignments as a member of the school staff. Return your completed form to the building principal by _____.

Program Area:_____

(1) Space Type (e.g. 1st grade classroom, art storage room):

(2) Who works there (teacher and/or staff persons name):

(3) Description of activities that should go on here:

(4) List and give dimensions of furniture required:

(5) Storage needs associated with space (items to be stored within space and, separately, items to be stored outside of space):

(6) Likely number of occupants of space at any one time:

(7) Physical and environmental requirements of the space (e.g., lighting, sound control, floor surfaces, technology etc.):

(8) Likely frequency of use (includes time of day/night):

(9) Size and adequacy of currently available space (List good and bad features):

(10) Comments: