

SPS Existing School Assessment Checklist (10-7-08)

ASSESSMENT

Each building project shall begin with a assessment intended to develop a detailed scope of work as required to achieve “safe, dry, and healthy” criteria. The scope of work shall become the program for design and the ‘yardstick’ to measure the highest priority deficiencies in existing buildings. The following checklist would be used in the order of the priority indicated.

PRIORITY I

Deals with features of existing buildings for the protection and safety of the occupants. Where feasible, deficiencies should be upgraded to meet current codes and new building standards. Roofing problems should be repaired if assessment condition so indicates. Priorities include but are not limited to the following:

	Full Compliance	Partial Compliance	Not met	Approximate cost to comply	Notes
1. Life Safety					
a. If there is not a fire alarm system, or if the present system is outdated, it shall be updated meet applicable code requirements					
b. All corridor/room fire alarm devices shall be the strobe/horn-type and conform to NFPA 101.					
c. Exit requirements shall meet applicable Building Code.					
d. Stair railings must pass the 4” sphere test.					
e. Kitchen hoods must have fire suppression system.					
f. All exit signs must meet code for size and location.					
g. Emergency lighting must meet code for location.					
h. Emergency/egress lighting must have back-up.					
i. Requirement to have a minimum of a zoned general alarm system with pull stations at all exits.					
2. Structural Deficiencies					
a. All structural deficiencies need to be addressed.					
b. Check cracking in wall materials to determine cause, if possible.					
c. Repair and fill expansion and contraction cracks.					

	Full Compliance	Partial Compliance	Not met	Approximate cost to comply	Notes
d. Investigate settlement cracks to determine need to repair or replace elements.					
e. Repair/replace lintels that appear undersized or bearing is inadequate.					
f. Repair/replace severely cracked floor slabs.					
g. If exterior and interior wall materials are in good shape, insert control or expansion joints if necessary.					
3. Handicap requirements					
a. ADA provisions shall be met through program accessible methods.					
b. Provide handicap toilet stalls with grab bars.					
4. Roofing, replace, or repair:					
a. leaking					
b. damaged					
c. inadequate moisture barriers					
d. inadequate insulation					
e. inadequate drainage					
f. flashings and accessories					
5. All playground equipment and grounds must meet the standards set forth in the "Handbook for Public Playground Safety					
a. Are all stands met?					

PRIORITY II

Deals with environmental comfort of students and staff as well as considering security measures. As systems age, consideration should be given to repair rather than replace if conditions justify. Priorities include but are not limited to the following:

	Full Compliance	Partial Compliance	Not met	Approximate cost to comply	Notes
6. Security					
a. All exits must be capable of being locked from the exterior during occupancy.					
7. Plumbing / Water Supply					
a. If the quantity of plumbing fixtures does not meet the applicable Plumbing Code, add as required.					
b. All potable water piping shall be safe, sanitary, and in good working condition.					
c. If there are no back-flow preventers, add to system.					
d. Replace cracked or damaged fixtures.					
e. Test for the presence of lead.					
f. If well is used for potable water, determine if arsenic contamination is an issue.					
g. Water supply (hot and/or cold) to the lavatories, sinks, and drinking fountains shall have angle stops with loose key handles.					
h. Gas supply to science rooms shall have an emergency shutoff valve available to the teacher with a manual reset.					
i. Domestic water heater system must maintain 110 degree water to sinks and showers; 140 degree water to kitchen sink; and 180 degree water for ware washing.					
8. Heating / Ventilation /Air conditioning systems					
a. Systems which are not compliant with applicable building standards, applicable Mechanical Code and all applicable local, state, and national codes; shall be updated. They should have a long-term life expectancy.					

	Full Compliance	Partial Compliance	Not met	Approximate cost to comply	Notes
9. Electrical					
a. Electrical system shall be a safe, grounded system.					
b. Transient voltage surge protection and lightning arrester devices shall be located on main service distribution equipment.					
10. Windows/Doors					
a. Replace and repair doors and windows that do not perform adequately and allow unacceptable infiltration.					
11. Parking					
a. Adequate parking should be addressed during major remodeling.					

PRIORITY III

Includes aesthetic features to provide an improved teaching environment improve routine maintenance procedures and repair, refurbish, or replace deficient interior finishes. Priorities include but are not limited to the following:

	Full Compliance	Partial Compliance	Not met	Approximate cost to comply	Notes
12. Finishes					
a. Replace all finishes that have deteriorated to the degree that they pose a safety, sanitary, or cleaning problem.					
b. Kitchen facilities shall include finishes in accordance with regulations of the Department of Health.					
c. Replace all malfunctioning window hardware.					
d. Replace all wood exterior doors.					
e. Interior doors to have lever handles.					

PRIORITY IV

Includes program enhancements that require modifying spaces, moving existing walls or adding new walls to create instructional and support spaces sized to meet the new standards and guidelines, insofar as practical. Priorities include but are not limited to the following:

	Fully possible	Partially possible	Can not be done	Approximate cost to complete	Notes
13. Program Enhancements					
a. Change walls to reconfigure space					
b. Add or replace features such as casework, shelving, marker boards, etc.					

OVERALL ASSESSMENT

	Full Compliance	Partial Compliance	Not met	Approximate cost to comply	Notes
14. Overall Assessment, Conclusion, & Recommendations					