

Building Excellent Schools Today (BEST) - Colorado Statewide Educational Facilities Assessment

Advance Team Checklist Public School Facility/District: _____ Date: _____

The items on this checklist represent information that is needed to ensure that the statewide assessment of Colorado's educational facilities is complete. The first page lists items that the Advance Team plans to collect from the district office during their visit. Please prepare these items in advance to provide to the team (CD or DVD for electronic files). The remaining items will be discussed during interviews with the district points of contact.

"PUBLIC SCHOOL FACILITY" MEANS A BUILDING OR PORTION OF A BUILDING USED FOR EDUCATIONAL PURPOSES BY A SCHOOL DISTRICT, A BOARD OF COOPERATIVE SERVICES, THE COLORADO SCHOOL FOR THE DEAF AND BLIND CREATED AND EXISTING PURSUANT TO SECTION 22-80-102 (1) (a), OR A CHARTER SCHOOL, INCLUDING BUT NOT LIMITED TO SCHOOL SITES, CLASSROOMS, LIBRARIES AND MEDIA CENTERS, CAFETERIAS AND KITCHENS, AUDITORIUMS, MULTIPURPOSE ROOMS, AND OTHER MULTI-USE SPACES; EXCEPT THAT "PUBLIC SCHOOL FACILITY" DOES NOT INCLUDE A LEARNING CENTER, AS DEFINED IN SECTION 22-30.7-102(4), THAT IS NOT USED FOR ANY OTHER PUBLIC SCHOOL PURPOSE AND IS NOT PART OF A BUILDING OTHERWISE OWNED, OR LEASED IN ITS ENTIRETY, BY A SCHOOL DISTRICT, A BOARD OF COOPERATIVE SERVICES, A CHARTER SCHOOL, OR THE COLORADO SCHOOL FOR THE DEAF AND BLIND FOR EDUCATIONAL PURPOSES.

Item	Rec'd	Not Provided	Not Avail.	Item Description
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The public school facility master calendar (holidays, breaks, etc.) from the present through Spring 2010.
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The public school facility testing schedule or calendar.
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	List of all public school facilities showing street locations of all facilities. Include district map if available.
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public school facility guidelines on acreage for school sites.
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	List of acreage of all public school facility sites with facilities.
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	List of gross square footages for all public school facilities (all facilities include modulars, storage, bleachers, residences, abandoned, under construction, etc.). Gross square footage is measured from the exterior of the building perimeter walls.
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	List of the number of stories above basement (basement = the lowest story that is partly or entirely below grade) for each facility.
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	List of all facility ages including dates and descriptions of additions or major remodels.
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are existing architectural floor plans, code analysis and wall section details available? If so, for which buildings? Note: No plans will be retained by the state.
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	List of funded capital or capital renewal projects, current and future.
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public school facility guidelines for space or educational guidelines/specifications.
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	List of grade levels that attend each school.
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Utilities use and cost report data for water, fuel sources, and electricity (account/building/meter) for the last 3 fiscal years (1 Jul 05 - 30 Jun 08)(copies of monthly bills), if available.
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	List of numbers of students + staff at each school.
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are there any concerns with water quality in public school facilities?
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Information on building fire alarm systems (meet code?, monitored?, type, age, condition).



Advance Team Interview Questions (No advanced preparation required - to be reviewed with the Advance Team)

Code

17. **Yes** **No** Is the inventory list of all public schools and facilities by name, description, and location accurate?

Site

18. **Yes** **No** Are the boundaries shown on public school site maps accurate? If missing or very unclear, obtain legal description of the property.

Building Systems

19. **Yes** **No** Are there water treatment systems in public school facilities? Record locations.

Hazardous Materials

20. **Yes** **No** Are any hazardous materials issues present at public school sites. Describe briefly.

21. **Yes** **No** Do the public school facilities have an Asbestos Hazard Emergency Response Act (AHERA) plan? Record plan date.

Health

22. **Yes** **No** Are health inspection results available? Determine by interview and record any flags for field assessment teams.

Utilities

23. **Yes** **No** Are buildings are on a public water system? Describe briefly. Note if on private system(s).

24. **Yes** **No** Are there any sites that are on a water well system? Record locations and brief system description(s).

25. **Yes** **No** Are buildings are on a public waste water system? Describe briefly. Note if on private system(s).

26. **Yes** **No** Are any sites served by septic tanks/leach fields/treatment plants (and are health department approved)?

27. **Yes** **No** Do public school facilities have backup generators? What is their power source and fuel storage? Describe briefly.

Sustainability

28. **Yes** **No** Do public school facilities have an energy management control system (EMCS)?

29. **Yes** **No** Are energy efficiency or renewable energy strategies in place? Describe briefly.

30. **Yes** **No** Are any public school facilities used jointly with the community? Record locations and describe briefly how many hours/day and days/year the facilities are available to the community. Include what joint community uses district buildings currently have?

31. **Yes** **No** Are utilities usage and costs available? If not, request signature on Utility Request Release Form to collect information from each utility company.

32. **Yes** **No** Do public school facilities have an energy management plan? If so, record the date of the plan.

33. **Yes** **No** Do public school facilities have preventive maintenance procedures in place? If so, record the date of the procedures.

34. **Yes** **No** Are building wastes reclaimed/recycled? Describe briefly types and methods.



35. **Yes** **No** Have mechanical systems been commissioned or retro-commissioned in the last 5 years?
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36. **Yes** **No** Are there buildings that serve as 3-D textbooks that increase knowledge of high performance design? Describe briefly.
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Technology

37. **Yes** **No** Do public school facilities have a data/network system? Describe briefly.
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38. **Yes** **No** Are public school facilities connected to the internet? If so, how? Wireless? Describe briefly.
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39. **Yes** **No** Are public school facilities connected to fiber? If not, how far is it to the nearest fiber connection (miles)?
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40. **Yes** **No** Are public school facilities connected to the CO institutions of higher education distant learning network "Internet2"?
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41. **Yes** **No** Does the public school facilities' administrative software includes Individual Education Programs (IEPs), Individual Learning Programs (ILPs), or Personal Learning Plans (PLPs)?
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42. **Yes** **No** Are technology systems installed in accordance with Building Industry Consulting Service International (BICSI) Telecommunications Distribution Methods Manual (TDMM)?
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43. **Yes** **No** Are data backup and power backup systems in place to maintain continuity? Describe briefly.
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Historic

44. **Yes** **No** Are any facilities designated as historic or on the federal or state register? Are any constructed by the Work Projects Administration (WPA)? Record which facilities and describe briefly.
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Advance Team Closeout Tasks

45. Photograph buildings that are on the site other than public school facilities (N, E, S and W views)(Tier II buildings).
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46. Note purpose, construction type, roof type, approximate square footage, number of stories, and year built of Tier II buildings on site.
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47. Collect business cards from points of contact/interviewees.
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48. Conduct outbrief with point of contact or designee.
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District Point(s) of Contact Name, Phone, Email: _____

Advance Team/Members: _____

