

Classroom/Educational Facility Survey

Please conduct the following facility audit of your classroom or educational space to assist in developing plans for district facility maintenance, repairs, and upgrades.

* Indicates required question

1. Email *

2. Your Name: *

3. Building *

If you have a classroom/educational space you utilize at more than one building, please fill out a separate form for each.

Mark only one oval.

☐ HES

☐ HMS

☐ HHS

4. Classroom Number/Description *

Lighting

5. Do you have adequate lighting in your space? *

Mark only one oval.

☐ Yes Skip to question 7

☐ No Skip to question 6

Skip to question 7

Additional Lighting Questions 1

6. Please share how/where the lighting is inadequate: *

Lighting 2

7. Does your space have functioning lighting controls (switches/dimming)? *

Mark only one oval.

☐ Yes Skip to question 9

☐ No Skip to question 8

Skip to question 11

Additional Lighting Questions 2

8. Please describe the issue with lighting controls (switches/dimmers): *

Lighting 3

9. Does your space have any lighting that is non-functioning? *

Mark only one oval.

☐ Yes *Skip to question 10*

☐ No *Skip to question 11*

Skip to question 11

Additional Lighting Questions 3

10. Please describe the lighting that is non-functioning: *

Wrapping up Lighting

11. Other comments regarding lighting:

Flooring**12. Do you have carpet or tile? ****Mark only one oval.*

- ☐ Carpet
- ☐ Tile
- ☐ Option 3
- ☐ Epoxy Coated
- ☐ A combination of more than one above

13. Does your flooring need any repairs (broken/missing tile, frayed carpet, etc) **Mark only one oval.*

- ☐ Yes *Skip to question 14*
- ☐ No *Skip to question 15*

*Skip to question 15***Additional Flooring Questions 1**

14. Please describe your flooring repair needs: *

Flooring 2**15. Does the base cove (trim along the bottom of the wall) around your room need any repair or replacement? ****Mark only one oval.*☐ Yes *Skip to question 16*☐ No *Skip to question 17***Additional Flooring Questions 2****16. Please describe the repair/replacement needed to your base cove: ***

Wrapping up Flooring

17. Other comments regarding flooring:

Ceiling

18. Do you have a suspended ceiling tile grid or a "solid" (sheet rock or plaster) ceiling? *

Mark only one oval.

- ☐ Suspended ceiling tile grid *Skip to question 19*
- ☐ "Solid" (sheet rock or plaster) *Skip to question 21*

Additional Ceiling Questions 1

19. Do you have suspended ceiling tiles that are missing, broken, out-of-place, or stained that need to be addressed? *

Mark only one oval.

- ☐ Yes *Skip to question 20*
- ☐ No *Skip to question 23*

Additional Ceiling Questions 2

20. Please describe the suspended ceiling tile issues that need addressed: *

Skip to question 23

Additional Ceiling Questions 3

21. Is your "solid" ceiling in need of repair? *

Mark only one oval.

☐ Yes *Skip to question 22*

☐ No *Skip to question 23*

Additional Ceiling Questions 4

22. Please describe repair needed to your "solid" ceiling: *

Ceiling 2

23. Do you have a ceiling fan in your space? *

Mark only one oval.

☐ Yes *Skip to question 24*

☐ No *Skip to question 25*

Additional Ceiling Questions 5

24. Please describe any issues that exist with your ceiling fan. If none, reply "none". *

Wrapping up Ceilings

25. Other comments regarding ceilings:

Walls

26. Do you have any cracks in your walls? *

Mark only one oval.

☐ Yes *Skip to question 27*

☐ No *Skip to question 28*

Addition Wall Question 1

27. Please describe the cracks in your walls: *

Walls 2

28. Do your walls need any painting or other repair? *

Mark only one oval.

☐ Yes *Skip to question 29*

☐ No *Skip to question 30*

Skip to question 30

Addition Wall Question 2

29. Please describe where and how your walls need painting or repair: *

Wrapping up Walls

30. Other comments regarding walls:**Storage****31. Do you have "built in" cabinets in your room? ****Mark only one oval.*☐ Yes *Skip to question 32*☐ No *Skip to question 37***Additional Storage Question 1****32. Do your "built-in" cabinets need repair? ****Mark only one oval.*☐ Yes *Skip to question 33*☐ No *Skip to question 34***Additional Storage Question 2****33. Please describe the issue with your "built-in" cabinet: ***

Additional Storage Question 3

34. Do your "built-in" cabinets have locking capability? *

Mark only one oval.

☐ Yes *Skip to question 35*

☐ No *Skip to question 37*

Additional Storage Question 4

35. Do you have a key to your "built-in" cabinets that lock? *

Mark only one oval.

☐ Yes

☐ No

Additional Storage Question 5

36. Does the office have a copy of the key to your "built-in" cabinets that lock? *

Mark only one oval.

☐ Yes

☐ No

Storage 2

37. Do you have a "built in" closet in your room? *

Mark only one oval.

☐ Yes *Skip to question 38*

☐ No *Skip to question 43*

Additional Storage Question 6

38. Is your "built-in" closet in need of repair? *

Mark only one oval.

☐ Yes *Skip to question 39*

☐ No *Skip to question 40*

Additional Storage Question 7

39. Please describe repairs needed for your "built-in" closet: *

Additional Storage Question 8

40. Does your "built-in" closet have locking capability? *

Mark only one oval.

☐ Yes *Skip to question 41*

☐ No *Skip to question 43*

Additional Storage Question 9

41. Do you have keys to your "built-in" closet? *

Mark only one oval.

☐ Yes

☐ No

Additional Storage Question 10

42. Does the office have a copy of the keys to your "built-in" closet? *

Mark only one oval.

☐ Yes

☐ No

Wrapping up Storage

43. Other comments regarding storage:

Student Seating

44. Do you have an adequate amount of seating for students? *

Mark only one oval.

☐ Yes *Skip to question 46*

☐ No *Skip to question 45*

Additional Student Seating Question 1

45. Please describe what you need in order to have adequate student seating: *

Student Seating 2

46. Are any desks/chairs/stools/tables in need of repair or replacement? *

Mark only one oval.

☐ Yes *Skip to question 47*

☐ No *Skip to question 48*

Additional Student Seating Question 2

47. Please describe which desks/chairs/stools/tables are in need of repair: *

Student Seating 3

48. Do you have flexible seating options in your classroom? *

Mark only one oval.

☐ Yes *Skip to question 49*

☐ No *Skip to question 50*

Additional Student Seating Question 3

49. Please describe the flexible seating in your space: *

Wrapping up Student Seating

50. Other comments regarding student seating:

Teacher Work Space

51. Do you have adequate teacher work space accommodations? *

Mark only one oval.

☐ Yes *Skip to question 53*

☐ No *Skip to question 52*

Additional Teacher Work Space Question 1

52. Please describe what you need in order to have adequate teacher work space: *

Teacher Work Space 2

53. Do you have a desk, chair, file cabinet, etc that needs to be repaired or replaced? *

Mark only one oval.

☐ Yes *Skip to question 54*

☐ No *Skip to question 55*

Additional Teacher Work Space Question 2

54. Please describe the item(s) which need repairs: *

Wrapping up Teacher Work Space

55. Other comments regarding teacher work space:

Plumbing

56. Do you have plumbing in your room (sinks, restrooms, etc)? *

Mark only one oval.

☐ Yes *Skip to question 57*

☐ No *Skip to question 62*

Additional Plumbing Question 1

57. Do you have hot water, cold water, or both from your faucets? *

Mark only one oval.

☐ Hot only

☐ Cold only

☐ Both

Additional Plumbing Question 2

58. Do your faucets/fixtures work properly? *

Mark only one oval.

☐ Yes *Skip to question 60*

☐ No *Skip to question 59*

Additional Plumbing Question 3

59. Please describe needed repairs to the faucets/fixtures: *

Additional Plumbing Question 4

60. Do the fixtures drain or flush properly? *

Mark only one oval.

☐ Yes *Skip to question 62*

☐ No *Skip to question 61*

Additional Plumbing Question 5

61. Please describe the issue with fixtures draining or flushing: *

Plumbing 2

62. Do you have natural gas outlets in your room? *

Mark only one oval.

☐ Yes *Skip to question 63*

☐ No *Skip to question 66*

Additional Plumbing Question 6

63. Do your natural gas fixtures work properly? *

Mark only one oval.

☐ Yes *Skip to question 65*

☐ No *Skip to question 64*

Additional Plumbing Question 7

64. Please describe the issue with your natural gas fixture(s): *

Additional Plumbing Question 8

65. Do you have a master control to turn off the gas outlets in your room? *

Mark only one oval.

☐ Yes

☐ No

Wrapping up Plumbing

66. Other comments regarding plumbing:

Electrical

67. Do you have adequate electrical access? *

Mark only one oval.

☐ Yes *Skip to question 69*

☐ No *Skip to question 68*

Additional Electrical Question 1

68. Please describe in what way your electrical access is inadequate: *

Electrical 2

69. Do you have any non-functioning electrical outlets? *

Mark only one oval.

☐ Yes *Skip to question 70*

☐ No *Skip to question 71*

Additional Electrical Question 2

70. Please describe the issue with your non-functioning electrical outlet: *

Electrical 3

71. Do you have any electrical outlets without appropriate or safe covers? *

Mark only one oval.

☐ Yes *Skip to question 72*

☐ No *Skip to question 73*

Additional Electrical Question 3

72. Please describe which electrical outlets are in need of appropriate, safe covers: *

Wrapping up Electrical

73. Other comments regarding electrical:

Doors

74. Do you have any issues with your interior door(s)? *

Mark only one oval.

- ☐ Yes *Skip to question 75*
- ☐ No *Skip to question 76*

Additional Doors Question 1

75. Please describe any issues with your interior doors: *

Doors 2

76. Does your interior entry door have adequate locking mechanism? *

Mark only one oval.

☐ Yes *Skip to question 78*

☐ No *Skip to question 77*

Additional Doors Question 2

77. Please describe the issue with your interior entry door locking mechanism: *

Doors 3

78. What kind of locking mechanism does your interior entry door have? *

Check all that apply.

- ☐ Keyed knob - key only
- ☐ Keyed knob and push button lock
- ☐ Deadbolt
- ☐ Sliding bolt lock
- ☐ Bracket/Brace
- ☐ Other: _____

79. Do you have an exterior entry/exit door? *

Mark only one oval.

- ☐ Yes *Skip to question 80*
- ☐ No *Skip to question 83*

Additional Doors Question 3

80. Does your exterior entry/exit door have an adequate locking mechanism? *

Mark only one oval.

- ☐ Yes *Skip to question 82*
- ☐ No *Skip to question 81*

Additional Doors Question 4

81. Please describe how the locking mechanism on your exterior entry/exit door is inadequate: *

Additional Doors Question 5

82. What type of locking mechanism is on your exterior door? *

Check all that apply.

- ☐ Keyed knob - key only
- ☐ Keyed knob and push button lock
- ☐ Deadbolt
- ☐ Sliding bolt lock
- ☐ Bracket/Brace
- ☐ Other: _____

Doors 4

83. How do you secure your door(s) for an emergency lockdown? *

84. Does your door have a window in it, beside it, or none at all? *

Mark only one oval.

- ☐ Window in the door *Skip to question 85*
- ☐ Window beside the door *Skip to question 85*
- ☐ No window *Skip to question 86*

Additional Doors Question 6

85. Please describe how do you cover the window in/beside your door for an emergency lockdown: *

Wrapping up Doors

86. Other comments regarding doors:

Technology

87. Do you have a desktop computer in your room? *

Mark only one oval.

☐ Yes *Skip to question 88*

☐ No *Skip to question 89*

Additional Technology Question 1

88. How many desktop computers do you have in your space? *

Technology 2

89. Do you have a wired access point to plug in a computer? *

Mark only one oval.

☐ Yes *Skip to question 90*

☐ No *Skip to question 91*

Additional Technology Question 2

90. Do the wired access points in your room function properly? *

Mark only one oval.

☐ Yes

☐ No

Technology 3

91. Do you have adequate wireless access for you and your students? *

Mark only one oval.

☐ Yes

☐ No

92. Do you have a properly functioning projector in your room? *

Mark only one oval.

☐ Yes

☐ No

93. Do you have a properly functioning touchscreen TV in your room? *

Mark only one oval.

☐ Yes

☐ No

94. Do you have a properly functioning document camera in your room? *

Mark only one oval.

☐ Yes

☐ No

95. Do you have a properly functioning Apple TV in your room?

Mark only one oval.

☐ Yes

☐ No

96. What other technology items do you have in your room? *

97. Please describe any technology needs you have: *

Wrapping up Technology

98. Other comments regarding technology:

Built-in Equipment/Appliances

99. Please describe any built-in equipment you have in your room. (For example: stove, washer/dryer, fume hood, exhaust fan, kiln, appliances, maps, screens, etc)

*

100. If you have any built-in equipment, please describe any repairs needed:

Wrapping up Built-in Equipment/Appliances

101. Other comments regarding built-in equipment/appliances:

Heating & Cooling

102. Do you have heating or cooling issues in your room? *

Mark only one oval.

☐ Yes *Skip to question 104*

☐ No *Skip to question 105*

103. Do you have direct control (thermostat) of the heating and cooling in your room? *

Mark only one oval.

☐ Yes

☐ No

Additional Heating & Cooling Question 1

104. Please describe the heating & cooling issues in your room: *

Wrapping up Heating & Cooling

105. Other comments regarding heating & cooling:

Communication Systems

106. Do you have a working phone in your room? *

Mark only one oval.

☐ Yes

☐ No

107. Do you have any issues with intercom service in your room (two-way communications to the office)? *

Mark only one oval.

☐ Yes *Skip to question 109*

☐ No *Skip to question 110*

108. Do you have a walkie talkie assigned to you? *

Mark only one oval.

☐ Yes

☐ No

Additional Communication Systems Question 1

109. Please describe any issues with the intercom service in your space: *

Communication Systems 3

110. Do you have issues with alarm systems communicating to your area? (fire, tornado, etc) *

Mark only one oval.

☐ Yes *Skip to question 111*

☐ No *Skip to question 112*

Additional Communication Systems Question 2

111. Please describe any issues with the alarm systems communicating to your area: *

Wrapping up Communication Systems

112. Other comments regarding communication systems:

Windows

113. Do you have windows in your room? *

Mark only one oval.

☐ Yes *Skip to question 114*

☐ No *Skip to question 118*

Additional Windows Question 1

114. Are any of the windows in your space in need of repair?

Mark only one oval.

☐ Yes *Skip to question 115*

☐ No *Skip to question 116*

Additional Windows Question 2

115. Please describe any repairs necessary for the windows in your space: *

Windows 2

116. Do you have adequate blinds/shades to cover windows? *

Mark only one oval.

☐ Yes *Skip to question 118*

☐ No *Skip to question 117*

Additional Windows Question 3

117. Please describe how your blinds/shades are inadequate in your space: *

Wrapping up Windows

118. Other comments regarding windows:

Other Furniture

119. Please describe other furniture (couch, loft, bookshelf, etc) in your room not covered by the prior questions: *

120. Please describe any repairs needed for additional furniture, or reply "none". *

Wrapping up Other Furniture

121. Other comments regarding other furniture:

Chalkboard/Whiteboard/Bulletin Board

122. Do you have a chalkboard in your room? *

Mark only one oval.

☐ Yes

☐ No

123. Do you have a whiteboard in your room? *

Mark only one oval.

☐ Yes *Skip to question 125*

☐ No *Skip to question 126*

124. Do you have a bulletin board in your room? *

Mark only one oval.

☐ Yes

☐ No

Additional Chalkboard/Whiteboard/Bulletin Boards Question 1

125. Is the whiteboard in your space magnetic? *

Mark only one oval.

☐ Yes

☐ No

Chalkboard/Whiteboard/Bulletin Boards 2

126. Do you have any issues with any board in your room? *

Mark only one oval.

☐ Yes *Skip to question 127*

☐ No *Skip to question 128*

Additional Chalkboard/Whiteboard/Bulletin Boards Question 2

127. Describe any issues with boards in your room: *

Wrapping up Chalkboard/Whiteboard/Bulletin Boards

128. Other comments regarding chalkboard/whiteboard/bulletin boards:

Clocks

129. Do you have a working clock in your room? *

Mark only one oval.

☐ Yes *Skip to question 131*

☐ No *Skip to question 130*

Clocks 2

130. If you do not have a clock, do you need one? *

Mark only one oval.

☐ Yes

☐ No

Skip to question 133

Clocks 3

131. Is your clock battery operated, wired, or plugged into an outlet?

Mark only one oval.

- ☐ Battery operated
- ☐ Wired
- ☐ Plugged into an outlet

132. Is your clock tied into the building-wide clock system or independently set?

Mark only one oval.

- ☐ Tied into the building-wide system
- ☐ Independently set

Wrapping up Clocks

133. Other comments regarding clocks:

Classroom Storm Shelter

134. Do you have a storm shelter installed in your room? *

Mark only one oval.

- ☐ Yes *Skip to question 135*
- ☐ No *Skip to question 142*

Additional Classroom Storm Shelter Question 1

135. Does your storm shelter open easily with two people? *

Mark only one oval.

☐ Yes

☐ No

136. Does your storm shelter have two levers for opening? *

Mark only one oval.

☐ Yes

☐ No

137. Does your storm shelter have the appropriate number of floor bolts? *

Mark only one oval.

☐ Yes

☐ No

138. Does your storm shelter have the appropriate number of side locking bars? *

Mark only one oval.

☐ Yes

☐ No

139. Does your storm shelter have a door locking pin for the inside? *

Mark only one oval.

☐ Yes

☐ No

140. Does your storm shelter require any repairs or maintenance? *

Mark only one oval.

☐ Yes *Skip to question 141*

☐ No *Skip to question 142*

Additional Classroom Storm Shelter Question 2

141. Please describe the repairs needed for your storm shelter: *

Wrapping up Storm Shelters

142. Other comments regarding classroom storm shelters:

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