

NEEDS ASSESSMENT REPORT WORKSHEET

SCHOOL FACILITIES NEEDS ASSESSMENT GRANT PROGRAM

LOCAL EDUCATIONAL AGENCY	SCHOOL NAME
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GENERAL INFORMATION

This worksheet was designed to assist Local Educational Agencies (LEAs) in preparing a Needs Assessment Report (Form SAB 61-01). The worksheet provides information on the data to be gathered to successfully complete a Web-Based Needs Assessment Report. It is recommended that the inspectors use the Worksheet as they perform the on-site review of the school facility. Qualified inspectors must be hired by the LEA to complete Parts III, IV and V of the Needs Assessment Report.

The assessment, which must be submitted electronically to the OPSC, must be accompanied by a hard copy submittal of the certification page along with a site diagram of the school which must identify all buildings on the site. In addition, for Special Education programs operated in multiple locations under a single County-District-School (CDS) code, the LEA must provide a summary of all buildings identified

in the assessment with a corresponding address of the physical location of the buildings as well as the CDS codes of the school sites on which the Special Education buildings are located, if applicable. The LEA must complete all the submittals by January 1, 2006.

In order to access the Web-Based Needs Assessment Report for any eligible school under its jurisdiction, the LEA must first complete and submit electronically the Certification of Eligibility, available at the OPSC's Web site at www.opsc.dgs.ca.gov.

For more information on the School Facility Needs Assessment Grant Program, including qualifications of the inspectors and submittal deadlines, refer to Regulation Sections 1859.302 through 1859.319.

SPECIFIC INSTRUCTIONS

Part I. Information

Gather the following information:

► Physical School Address: _____

For Special Education programs operated in multiple locations under a single County-District-School (CDS) code, indicate "multiple locations" in lieu of a physical site address.

► Site Ownership: _____

Indicate whether the site is owned or leased by the Local Educational Agency (LEA).

► Existing Site Size (useable acres): _____

Useable Acres is the gross acreage of a school site less any portion of the site publicly dedicated for off-site street improvements and any portion of the site not available for school purposes as determined by the California Department of Education because of topological impediments or because of other unique circumstances.

► Does the School Operate on MTYRE Schedule? Yes No

If "Yes", indicate the type of MTYRE Operating Schedule: _____

Select one of the following: 60/20, 60/15, Orchard, 90/30, 45/15, Concept 6, Modified Concept 6, and Custom type.

► Lunch Facility(ies) on Site: _____

Indicate the type of facility used for pupil dining which is not designated for classroom instruction. Select one or more of the following: Lunch Shelter, Multipurpose Room, Cafeteria, Gymnasium, Auditorium. Indicate "none" if there is no lunch facility at the school.

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► Indicate the name and contact information for each person that participated in the completion of the assessment:

NAME		JOB TITLE
REPRESENTATIVE OF		AREA OF EXPERTISE
MAILING ADDRESS		
TELEPHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS

NAME		JOB TITLE
REPRESENTATIVE OF		AREA OF EXPERTISE
MAILING ADDRESS		
TELEPHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS

NAME		JOB TITLE
REPRESENTATIVE OF		AREA OF EXPERTISE
MAILING ADDRESS		
TELEPHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS

NAME		JOB TITLE
REPRESENTATIVE OF		AREA OF EXPERTISE
MAILING ADDRESS		
TELEPHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS

Use additional sheets if necessary.

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Part II. Facility Inventory. Complete One Sheet for Each Building on the School Site.

► Include all buildings that house pupils and staff as part of the regular school curriculum.

Building ID	Enter the building identification number/letter as indicated on the site map to be submitted to the OPSC with the certification page of the Needs Assessment Report. The building ID must be unique and cannot be used to identify another building on the same site.	
Leased/Owned	Indicate whether the building is owned or leased by the LEA.	
Construction Type	Indicate whether the building is of permanent or portable construction. For a definition of portable classroom please refer to Education Code Section 17070.15(j).	
Square Footage	Indicate the total enclosed square footage of the building. For multilevel buildings, report the sum of the square footage at each level.	
Year Constructed	Enter the year of original construction. For purposes of this program, the year of construction shall be considered the date the Notice of Completion was filed with the county recorder, if available. If the date of the Notice of Completion is not available, the LEA may use the year of occupancy as evidenced by historical record.	
Year Modernized	Enter the year of the last building modernization project, excluding any routine and deferred maintenance regardless of the modernization project funding source. For purposes of the assessment, modernization means major improvements made to extend the useful life of, or to enhance the physical environment of the building.	
State-Funded Project	Check "yes" or "no" to indicate whether the modernization project was funded with State bond funds (partially or entirely), under the provisions of the Lease-Purchase Program (Leroy F. Greene State School Building Lease-Purchase Law of 1976) or School Facility Program (Leroy F. Greene School Facilities Act of 1998).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Facility Type	Select the type(s) of facilities housed in the building.	<input type="checkbox"/> Classrooms <input type="checkbox"/> Kitchen <input type="checkbox"/> Library <input type="checkbox"/> Administration <input type="checkbox"/> Multipurpose Room <input type="checkbox"/> Nurse's Office <input type="checkbox"/> Gymnasium <input type="checkbox"/> Toilet Facilities <input type="checkbox"/> Auditorium <input type="checkbox"/> Counseling <input type="checkbox"/> Theater/Performing Arts <input type="checkbox"/> Other <input type="checkbox"/> Cafeteria
Number of Classrooms	Report the number of classrooms in the building by grade level. For purposes of the assessment, classroom means a teaching station currently used as an area in which to provide pupil instruction including, but not limited to, standard classrooms, industrial arts/art rooms, business educational labs, science labs, homemaking labs, special education classrooms, and music classrooms.	K-6: _____ 7-8: _____ 9-12: _____ Non-Severe SDC: _____ Severe SDC: _____

Print as many sheets as necessary for the number of buildings on the school site.

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Part III. Useful Life of Major Building Systems

► Use this section to identify useful life remaining of all major building systems on the school site. *For systems unique to a particular building, enter the building ID and complete a separate sheet.* Identify more than one building if necessary for systems that are present throughout multiple buildings on campus. Identify "campus-wide" in lieu of a particular building to evaluate systems that encompass the entire campus, such as a sewer system. Use zero as the remaining useful life for a component that is at the end or past its expected useful life.

Building Identification: _____

BUILDING SYSTEM	SUB-SYSTEM	ELEMENTS/MATERIALS	CHECK IF APPLICABLE	USEFUL LIFE REMAINING	
Structural	Foundation	Concrete	<input type="checkbox"/>		
		Other	<input type="checkbox"/>		
	Wall Framing	Wood	<input type="checkbox"/>		
		Other	<input type="checkbox"/>		
	Floor Framing	Wood	<input type="checkbox"/>		
		Other	<input type="checkbox"/>		
	Roof Framing	Wood	<input type="checkbox"/>		
		Other	<input type="checkbox"/>		
	Roofing	Roofing	Built-Up Roofing	<input type="checkbox"/>	
			Roll Roofing	<input type="checkbox"/>	
Single-Ply Roofing			<input type="checkbox"/>		
Elastomeric Roofing			<input type="checkbox"/>		
Composition Shingles Roofing			<input type="checkbox"/>		
Sheet Metal Roofing			<input type="checkbox"/>		
Foam Roofing			<input type="checkbox"/>		
Tile Roofing			<input type="checkbox"/>		
Other			<input type="checkbox"/>		
Flashing and Sheet Metal			Gutters	<input type="checkbox"/>	
		Downspouts	<input type="checkbox"/>		
		Expansion Joints	<input type="checkbox"/>		
		Other	<input type="checkbox"/>		

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Building Identification: _____

BUILDING SYSTEM	SUB-SYSTEM	ELEMENTS/MATERIALS	CHECK IF APPLICABLE	USEFUL LIFE REMAINING	
Exterior Envelope	Siding	Plywood Siding	<input type="checkbox"/>		
		Hardboard Siding	<input type="checkbox"/>		
		Wood Board Siding	<input type="checkbox"/>		
		Lath and Plaster	<input type="checkbox"/>		
		Other	<input type="checkbox"/>		
	Exterior Doors	Doors	<input type="checkbox"/>		
		Frames	<input type="checkbox"/>		
		Hardware	<input type="checkbox"/>		
		Other	<input type="checkbox"/>		
	Windows	Frames	<input type="checkbox"/>		
		Glass and Glazing	<input type="checkbox"/>		
		Other	<input type="checkbox"/>		
	Soffits and Overhangs			<input type="checkbox"/>	
	Interior Systems	Wall Finishes	Painted Gypsum Wallboard	<input type="checkbox"/>	
Ceramic Tile			<input type="checkbox"/>		
Paneling			<input type="checkbox"/>		
Tackable Wall Panels			<input type="checkbox"/>		
Other			<input type="checkbox"/>		
Flooring		Carpet	<input type="checkbox"/>		
		VCT	<input type="checkbox"/>		
		Sheet Vinyl	<input type="checkbox"/>		
		Wood	<input type="checkbox"/>		
		Tile	<input type="checkbox"/>		
		Other	<input type="checkbox"/>		
Ceilings		Lay-In Acoustical Tile	<input type="checkbox"/>		
		Glue-On Acoustical	<input type="checkbox"/>		
		Painted Gypsum Wallboard	<input type="checkbox"/>		
		Other	<input type="checkbox"/>		
Interior Doors		Doors	<input type="checkbox"/>		
		Frames	<input type="checkbox"/>		
		Hardware	<input type="checkbox"/>		
		Other	<input type="checkbox"/>		

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Building Identification: _____

BUILDING SYSTEM	SUB-SYSTEM	ELEMENTS/MATERIALS	CHECK IF APPLICABLE	USEFUL LIFE REMAINING	
Plumbing	Plumbing Fixtures		<input type="checkbox"/>		
	Water Piping	Galvanized Steel Pipe	<input type="checkbox"/>		
		Copper Pipe	<input type="checkbox"/>		
		Other	<input type="checkbox"/>		
	Waste Piping	Cast Iron	<input type="checkbox"/>		
		Other	<input type="checkbox"/>		
	Water Heater	Gas-Fired Water Heater	<input type="checkbox"/>		
		Electric Water Heater	<input type="checkbox"/>		
		Other	<input type="checkbox"/>		
	Gas Piping	Black Steel	<input type="checkbox"/>		
		Other	<input type="checkbox"/>		
	Electrical Equipment	Lighting	Fixtures	<input type="checkbox"/>	
			Flood Lighting	<input type="checkbox"/>	
			Other	<input type="checkbox"/>	
Power		Switchboards	<input type="checkbox"/>		
		Panel and Breakers	<input type="checkbox"/>		
		Bus Duct	<input type="checkbox"/>		
		Capacitor	<input type="checkbox"/>		
		Switch Units	<input type="checkbox"/>		
		Other	<input type="checkbox"/>		
Building Transformer		Dry Type	<input type="checkbox"/>		
		Other	<input type="checkbox"/>		
Low-Voltage Systems		Telephone	<input type="checkbox"/>		
		Data	<input type="checkbox"/>		
		CCTV	<input type="checkbox"/>		
		Public Address System	<input type="checkbox"/>		
		Security Alarm	<input type="checkbox"/>		
		Other	<input type="checkbox"/>		

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Building Identification: _____

BUILDING SYSTEM	SUB-SYSTEM	ELEMENTS/MATERIALS	CHECK IF APPLICABLE	USEFUL LIFE REMAINING
Mechanical	Heating Ventilation and Air Conditioning (HVAC)	Central Type (Central Boiler – Hydronic Heating/Cooling Tower)	<input type="checkbox"/>	
		Central Type (Central Boiler – Hydronic Heating/DX Cool)	<input type="checkbox"/>	
		Multi Zone Package Roof-Top Unit (Gas Heat/DX Cool)	<input type="checkbox"/>	
		Multi Zone Package Roof-Top Unit (Electric Heat/DX Cool)	<input type="checkbox"/>	
		Single Zone Package Roof-Top Unit (Gas Heat/DX Cool)	<input type="checkbox"/>	
		Single Zone Package Roof-Top Unit (Electric Heat/DX Cool)	<input type="checkbox"/>	
		Single Zone Package Heat Pump Roof-Top Unit (Electric Heat/Electric Cool)	<input type="checkbox"/>	
		Split System (Furnace Heat/Condensing Unit Cool)	<input type="checkbox"/>	
		Wall Mounted Heat Pump (Electric Heat/Electric Cool)	<input type="checkbox"/>	
		Other	<input type="checkbox"/>	
	Heating and Ventilation (HV)	Central Boiler Hydronic Heating with Unit Heaters	<input type="checkbox"/>	
		Central Boiler Hydronic Heating with Radiant Under-Floor Piping	<input type="checkbox"/>	
		Furnace (Gas-Fired)	<input type="checkbox"/>	
		Unit Heaters – Electrical	<input type="checkbox"/>	
		Unit Heaters – Gas	<input type="checkbox"/>	
		Other	<input type="checkbox"/>	
	Ventilation and Exhaust System	Exhaust Fans	<input type="checkbox"/>	
		Kitchen Hood and Exhaust Systems	<input type="checkbox"/>	
		Other	<input type="checkbox"/>	
	Conveying Systems	Elevators	<input type="checkbox"/>	
Chair Lifts		<input type="checkbox"/>		
Other		<input type="checkbox"/>		
Fire and Life Safety	Automatic Fire Sprinkler Systems	Wet Type	<input type="checkbox"/>	
		Dry Type	<input type="checkbox"/>	
		Other	<input type="checkbox"/>	
		None	<input type="checkbox"/>	
	Fire Pumps	Diesel Generator	<input type="checkbox"/>	
		Other	<input type="checkbox"/>	
	Fire Alarm System	Manual	<input type="checkbox"/>	
		Automatic	<input type="checkbox"/>	
		None	<input type="checkbox"/>	

Use additional sheets as necessary.

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Part IV. Five-Year Costs to Maintain Functionality

► Complete this section by estimating costs for each of the five years to maintain functionality of each building to provide a healthy, safe, and suitable learning environment. *Complete a separate sheet for each building identified in Part II.* Use a separate sheet and identify "campus-wide" in lieu of a particular building to estimate maintenance costs for a particular building component that is located throughout the entire campus.

For purposes of this section, accessibility includes any needed work to provide for proper accessibility to all instructional spaces including paving and other maintenance of all areas immediately surrounding the building entrance.

Building Identification: _____

BUILDING COMPONENT	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010
Roofing					
Framing					
Flooring					
Siding					
Windows					
Doors					
Painting					
Potable/Drinking Water					
Sewer					
Gas					
Lighting					
Electrical Power					
HVAC/HV					
Fire and Life Safety					
Security					
Accessibility					
Playground and Field Areas					
Other					

Print as many sheets as necessary for the number of buildings on the school site.

