**OSPI School Facilities  
Inventory and Building Condition Assessment Checklist**

This checklist corresponds to information required to complete **chapter 1 of a Study & Survey**. All information must be provided in accordance with OSPI School Facilities Manual and ICOS User Manual & Glossary.

School district consultants should work with the applicable OSPI School Facilities Regional Coordinator as needed.

|  |  |  |
| --- | --- | --- |
| **School Facility and Site General Information**  For each school facility campus in a district, provide the following information: | | |
| **1** | School Facility Name |  |
| **2** | School Facility Physical Coordinates  Use the ICOS map function to enter a street address or to pin a location. |  |
| **3** | Total Site Acreage  If there is more than one facility on a site, approximate a separate acreage for each facility. |  |
| **4** | School Code(s) |  |
| **5** | Grades Served |  |
| **6** | Site Plan Upload  Site map or plan should be to scale and identify all buildings on the campus. Aerial photographs are acceptable. |  |
| **7** | Site Condition Assessment |  |

|  |  |  |
| --- | --- | --- |
| **Building Information**  For each permanently construction building at a school facility, provide the following information: | | |
| **1** | Building District Assigned Name |  |
| **2** | Building Floor Plan Upload  Floor plan should be to scale and label primary spaces. |  |
| **3** | Building Area Analysis Upload  May be in table format or a graphic combined with or separate from the floor plan. Indicate any individual areas. |  |
| **4** | Number of Floors  Include any occupied basements. |  |
| **5** | Characteristics  Indicate whether building is occupied, vacant, leased, has classrooms, etc. |  |
| **6** | Types and Quantities of Classrooms |  |
| **7** | Year Originally Built |  |
| **8** | District Assigned Area Name |  |
| **9** | District Assigned Area Use  Select one or more uses from the list provided. |  |
| **10** | Building Inventory: Gross Building Square Feet and Gross Instructional Square Feet |  |
| **11** | Building Condition Assessment |  |