

Needs Assessment Worksheet

Physical Space Needs

To estimate the gross square footage needed (two ways to calculate are shown, use EITHER Form A or Form B)

QUICK CALCULATION, FORM A:

Number of students x square feet per student

Minimum **to** **Maximum**

= _____ to _____ sq. ft.

If using calculation Form A, this is your gross building square foot number.

DETAILED CALCULATION, FORM B:

Classrooms, number of:

(750 – 1,000 sq. ft. per class,
assuming class of 25)

= _____ to _____ sq. ft.

Plus, additional space for (choose spaces applicable to your program; rough square footage estimates given):

Offices, number of:

(70 – 100 sq. ft. per office)

= _____ to _____ sq. ft.

Gym, number of students:

(5 – 6 sq. ft. per student)

= _____ to _____ sq. ft.

Cafeteria, number of students:

(4 – 8 sq. ft. per student)

= _____ to _____ sq. ft.

Library, number of students:

(3 – 4 sq. ft. per student)

= _____ to _____ sq. ft.

Special rooms (labs, computer, etc.),
number of:

(750 – 1,000 sq. ft. per classroom)

= _____ to _____ sq. ft.

Other (estimate area your school
needs)

= _____ to _____ sq. ft.

Subtotal (also called net square footage) is classrooms plus all additional space:

_____ to _____ sq. ft.

Multiply subtotal by 30% for hallways, bathrooms, utility closets, etc.:

_____ to _____ sq. ft.

Total sq. ft. (also called gross square footage) is subtotal plus 30%

_____ to _____ sq. ft.

IN ADDITION, FOR BOTH FORM A AND FORM B, YOU SHOULD CONSIDER YOUR EXTERIOR SPACE NEEDS:

Number of parking spaces (will most likely be governed by zoning requirements):

_____ spaces

Outdoor play areas (may be governed by school regulations):

_____ sq. ft.

Playing fields for specific sports:

_____ sq. ft.

Legal Disclaimer:

Nothing in this material should be construed as investment, financial, brokerage, or legal advice. Moreover, the facts and circumstances relating to your particular project may result in material changes in the processes, outcomes, and expenses described herein. Consult with your own professional advisors, including your financial advisors, accountants, and attorneys, before attempting to consummate any transaction described in this material.

ALSO CONSIDER THESE QUESTIONS:

What neighborhoods are to be served by the school?

Are existing bus routes or other public transportation routes important?

What about convenience for parent drop-off / pick-up?

Is it important for you to be near other institutions (i.e., public library, museums, daycare centers, parks)?

Are there specific technologies or specialty teaching opportunities that need to be accommodated?

What is the image you are trying to project (i.e., cutting-edge school, home-like atmosphere)?

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