

Facility Status Review

(NAME OF SCHOOL)

(SCHOOL DISTRICT)

(DATE PREPARED)

1. **LOCATION:**

- Full address

(Insert picture of the school)

2. **OVERVIEW:**

Brief description (5-6 lines) including:

- year school was built
- additions, if any and dates of addition(s)
- ownership (Province of New Brunswick or lease)
- grade levels
- status of enrolment (increase, decrease, stable)
- amenities
- language of instruction – French, English, French Immersion

3. **CATCHMENT AREA:**

Brief description of:

- the catchment area
- percentage of students being bussed to school

4. **FEEDER SCHOOLS:**

- school(s) that feed this school
- school(s) that this facility feeds

5. STUDENT ENROLMENT:

Enrolment by class and grade level

Note: The data in this section is available in the [Summary Statistics](#), document prepared by the Corporate Data Management and Analysis Branch of the Department. Please contact the Branch at 453-3090 should you require additional information.

Number of Students this school was built to accommodate: _____

6. STAFFING:

Educational staff and support staff (FTEs)

Note: The data in this section is available in the [Summary Statistics](#), document prepared by the Corporate Data Management and Analysis Branch of the Department of Education. Please contact the Branch at 453-3090 should you require additional information.

7. OPERATIONAL COSTS:

| Cost to Operate the School | |
|---|-------------------------------|
| Description | Cost (YEAR - YEAR) |
| School Administration (total salaries) | |
| Education Staff (total salaries) | |
| Custodians (total salaries) | |
| Clerical (total salaries) | |
| Utilities (heat, lights, telephone, etc.) | |
| Minor Repairs | |
| Furniture | |
| Supplies | |
| <i>List additional costs as required</i> | |

8. FACILITY AREA AND USAGE: *Size and usage of all areas in the facility*

| Description | Number | Total Area | Usage* |
|--|--------|------------|--------|
| Classrooms | | | |
| Art | | | |
| Music | | | |
| Technology and Industrial Arts | | | |
| Special Needs | | | |
| Resource Centre (library) | | | |
| Gymnasium | | | |
| Cafeteria | | | |
| Science Lab | | | |
| School Administration | | | |
| Student Services | | | |
| Storage | | | |
| Others (i.e. access centre; daycare, community space, etc.): Explain | | | |

* Express as a percentage or, preferably, as a number of periods per week, i.e. 30 periods over 35 periods.

NOTE: If requested by Department, a complete school utilization study may be undertaken to provide this data.

9. FLOOR PLAN

Provide a floor plan of the facility (can be a sketch or drawing showing the floor plan of the school)

10. CAPITAL IMPROVEMENT PROJECTS COMPLETED IN THE LAST 5 YEARS: *Provide list of projects completed*

| Description | Year | Cost |
|-------------|------|------|
| | | |
| | | |
| | | |
| | | |

11. CAPITAL IMPROVEMENT PROJECTS REQUIRED: *Provide list of capital improvement projects required, based on School Physical Plant Review database.*

| Description | Estimated Cost |
|-------------|----------------|
| | |
| | |

12. COMMENTS:

Provide comments on:

- general condition of the facility
- repairs that are critical
- status of the repairs
- recent inspection reports (fire marshal, roof, etc)
- the school property and land ownership around the facility. Is there room for expansion, etc.
- expected future of the facility considering trend in enrolment, age, size and current usage of the facility
- good or limited possibilities for expansion
- any recent concerns expressed by the school administration and/or community
- information related to the criteria outlined in section 6.4.2 of Policy 409, if appropriate
- any additional relevant information

Does the school meet the following triggers, as described in Policy 409?

- Current student enrolment – 100 students or less
- Percentage occupation (= current student enrolment divided by the maximum physical capacity of the school x 100) – 30 percent or less

If yes, proceed to a sustainability study or an exemption to this process, as described in section 6.4 of the policy.