

NEEDS ASSESSMENT WORKSHEET

PHYSICAL SPACE NEEDS

Minimum

Maximum

Interior Space Needs

- 1 Estimate gross square footage needed using either Formula A or Formula B**

Formula A: number of students x square feet per student
(60-120 sq. ft. per student)

_____ x _____ = _____ to _____ **or**

Formula B: number of classrooms x square feet per class
(750-1000 sq. ft. per class)

_____ x _____ = _____ to _____

- 2 Calculate additional interior space for the following:**

(choose spaces applicable to your program, rough square footage estimates given):

Offices (70-100 sq. ft per office) _____ to _____

Gym (5 sq. ft per student) _____ to _____

Cafeteria (4-8 sq. ft per student) _____ to _____

Library (3-4 sq. ft per student) _____ to _____

Special needs facilities (750-1000 sq. ft per classroom) _____ to _____

Science labs (750-1000 sq. ft per classroom) _____ to _____

Computer labs (750-1000 sq. ft per classroom) _____ to _____

Bathrooms _____

Storage/mechanical space _____

Hallways/circulation _____

usually 20-30% of building square footage

3 Sub-total of Interior Space Needs (1A or 1B + 2) = _____ to _____

- 4 Calculate additional exterior space for the following:**

Parking spaces _____ to _____

Outdoor/play space _____ to _____

5 Sub-total of Exterior Space Needs = _____ to _____

6 TOTAL ESTIMATED SQUARE FOOTAGE (3 + 5) = _____ to _____

FINANCIAL CONSTRAINTS

Funds readily available for up-front costs (downpayment or deposits, usually from grants or start-up funds) _____ to _____

Funds available for ongoing monthly costs (lease payments or mortgage payments, utilities, maintenance) (a good range is 10-25% of your monthly budget) _____ to _____

FACILITY NEEDS

- **What neighborhoods are to be served by the school?**

- **Is it important to be accessible to existing school bus routes or public transportation? Accessible for parental drop-off/pick-up?**

- **Is it important to be accessible to other institutions? Which ones?**

- **Are there specific technologies to be accommodated?**
