

**SITE SELECTION WORKSHEET** (rate each criteria: 1=poor 5=excellent)

**LOCATION**

**Rating**

- Is it consistent with the school’s geographic territory? \_\_\_\_\_
- Can buses get in and out easily? \_\_\_\_\_
- Is it accessible by public transportation? \_\_\_\_\_
- Is it accessible for parents and staff? \_\_\_\_\_
- Can students walk or bike conveniently? \_\_\_\_\_
- Is adjacent traffic reasonable? \_\_\_\_\_
- Can emergency vehicles get in and out easily? \_\_\_\_\_
- Is it close to affiliated institutions? \_\_\_\_\_
- Are adjacent businesses appropriate for student traffic? \_\_\_\_\_
- Is there a history of crime or vandalism in the area? \_\_\_\_\_
- Can the school regulate access by unwanted visitors? \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**BUILDING**

- Is the size adequate? \_\_\_\_\_
- Will it accommodate future growth? \_\_\_\_\_
- Is it structurally sound? \_\_\_\_\_
- What is the condition of the roof, exterior walls, windows? \_\_\_\_\_
- What is the condition of the electrical system? \_\_\_\_\_
- What is the condition of the plumbing system? \_\_\_\_\_
- What is the condition of the heating/ventilation system? \_\_\_\_\_
- Is there an expectation that it contains asbestos/hazardous materials? \_\_\_\_\_
- Are there appropriate fire exits? \_\_\_\_\_
- Is the building ADA (American’s with Disabilities Act) compliant? \_\_\_\_\_
- Is the building configured for classrooms? \_\_\_\_\_
- Is there adequate office space? \_\_\_\_\_
- Is there adequate storage space? \_\_\_\_\_
- Is there space for a gym, cafeteria, library? \_\_\_\_\_
- Is there space for other uses (check needs assessment): \_\_\_\_\_
- Are there adequate bathroom facilities? \_\_\_\_\_
- Will energy costs be reasonable? \_\_\_\_\_
- Is there proper drainage in the basement? \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**LAND**

- Is there access to electricity, water, sewer, gas, phone? \_\_\_\_\_
- What is the condition of the soil? \_\_\_\_\_
- Are there any zoning issues? \_\_\_\_\_
- Are there any underground storage tanks or other hazardous waste? \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**SITE**

- Is there adequate parking? \_\_\_\_\_
- Is there adequate outdoor/playground space? \_\_\_\_\_
- Can the site be maintained (grass, snow etc) for a reasonable cost? \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**RESTRICTIONS**

- Is it zoned for school use? \_\_\_\_\_
- Does it currently meet building codes? \_\_\_\_\_
- Is the title clear? (no one else claims ownership) \_\_\_\_\_
- Are there any easements or restrictions on the site (such as restricted in perpetuity for educational use) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**COSTS & RENOVATIONS** (see [Section V](#) to help estimate costs)

- Has an appraisal been prepared? \_\_\_\_\_
- Is the purchase price or rental rate reasonable? \_\_\_\_\_  
Comparable to similar sites of similar quality?
- Are renovation costs reasonable? Based on estimates by a reliable general contractor? \_\_\_\_\_
- Are site improvement costs reasonable? Confirmed by an architect or project manager? \_\_\_\_\_
- Are the ongoing costs of the facility between 10 percent and 25 percent of the charter school's operating budget? \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**TIMING**

- Is it vacant and available immediately? \_\_\_\_\_
- Is the owner motivated to negotiate quickly? \_\_\_\_\_
- Has any necessary environmental testing been completed? \_\_\_\_\_
- Is sufficient financing available to complete the transaction quickly? \_\_\_\_\_
- Is zoning appropriate (no need for zoning variances or hearings)? \_\_\_\_\_
- Are architectural drawings and specifications quickly available? \_\_\_\_\_
- Are building permits quickly available? \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**POLITICAL ISSUES**

- Will neighbors approve the use of the site as a school? \_\_\_\_\_
- Are local politicians supportive? \_\_\_\_\_