

## *Facility Status Review*

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(NAME OF SCHOOL)

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(SCHOOL DISTRICT)

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(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:**

<b>Cost to Operate the School</b>	
<b>Description</b>	<b>Cost (YEAR - YEAR)</b>
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.