

## *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

**Department of Education and Early Childhood Development**

**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>	

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**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

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**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 6.4.3 of Policy 409, if appropriate
- any additional relevant information

Does the school meet the following threshold indicators, 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
- Sustainability study is recommended for other reasons

If one of these options is selected, and by using this and any other applicable information, the DEC must determine if it will proceed or not to a sustainability study, as described in section 6.4 of the policy.