**OSPI School Facilities
Inventory and Building Condition Assessment Checklist**

This checklist corresponds to information required to complete **chapter 1 of a Study & Survey**. All information must be provided in accordance with OSPI School Facilities Manual and ICOS User Manual & Glossary.

School district consultants should work with the applicable OSPI School Facilities Regional Coordinator as needed.

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| **School Facility and Site General Information**For each school facility campus in a district, provide the following information: |
| **1** | School Facility Name  |[ ]
| **2** | School Facility Physical Coordinates Use the ICOS map function to enter a street address or to pin a location. |[ ]
| **3** | Total Site Acreage If there is more than one facility on a site, approximate a separate acreage for each facility. |[ ]
| **4** | School Code(s) |[ ]
| **5** | Grades Served |[ ]
| **6** | Site Plan Upload Site map or plan should be to scale and identify all buildings on the campus. Aerial photographs are acceptable. |[ ]
| **7** | Site Condition Assessment |[ ]

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| **Building Information**For each permanently construction building at a school facility, provide the following information: |
| **1** | Building District Assigned Name  |[ ]
| **2** | Building Floor Plan Upload Floor plan should be to scale and label primary spaces. |[ ]
| **3** | Building Area Analysis Upload May be in table format or a graphic combined with or separate from the floor plan. Indicate any individual areas. |[ ]
| **4** | Number of Floors Include any occupied basements.  |[ ]
| **5** | Characteristics Indicate whether building is occupied, vacant, leased, has classrooms, etc. |[ ]
| **6** | Types and Quantities of Classrooms |[ ]
| **7** | Year Originally Built |[ ]
| **8** | District Assigned Area Name |[ ]
| **9** | District Assigned Area Use Select one or more uses from the list provided. |[ ]
| **10** | Building Inventory: Gross Building Square Feet and Gross Instructional Square Feet |[ ]
| **11** | Building Condition Assessment |[ ]