

Educational Space Evaluation Tools



Preschool/Children's Space Evaluation Walk

(Look at your space from the perspective of preparing for a guest, named Jesus.)

General

Under each question, list specific reasons for your answer and ways the situation can be improved.

1. Yes No Are there 20-35 square feet of space per person in each room? Comments:

2. Yes No Are the rooms easily located and well marked? Comments:

3. Yes No Are windows and window sills clean? Drapes or curtains are not necessary in preschool and children's rooms. (Allergens lurk in curtains and drapes.) Comments:

4. Yes No Is there adequate lighting in the classrooms and the hallways, even at night? Comments:

5. Yes No Is the floor covering washable in preschool and children's areas? Comments:

6. Yes No Are the walls and flooring soft pastel colors? (Warm colors of red, orange, yellow are stimulating. Cool colors of blues and greens are calming.) Comments:

7. Yes No Are storage cabinets clean, organized and easily accessed? Comments:

8. Yes No Do all teaching items in the room relate to the current teaching session? Comments:

9. Yes No Is there a rest room in or near the other preschool and children's rooms? Comments:

10. Yes No Is there a plan posted in each room for disasters (fire, tornado, severe weather) and do the teachers know the plan? Comments:

11. Yes No Is there a first aid kit in the preschool and children's areas and do the teachers know where it is located? Comments:

12. Yes No Are all teaching items on the child's eye level? Comments:

13. Yes No Are all furnishings and equipment in the room safe, necessary and appropriate for the age group using the room? (Similar same age children should use the room each time.)
Comments:

14. Yes No Is the ceiling clean, without mildew/water stain, and in good condition?
Comments:

15. Yes No Are there bulletin boards and chalkboards in preschool areas? (These are not recommended because of choking hazards of pushpins, staples and pieces of chalk.) Comments:

Preschoolers

Under each question, list specific reasons for your answer and ways the situation can be improved.

1. Yes No Is there a security system in place in the hallways and/or at classroom doors for preschoolers? Comments:

2. Yes No Is there water access in rooms for babies and ones? Comments:

3. Yes No Are changing areas able to be easily cleaned after each child is changed? Comments:

4. Yes No Are gloves available in the room for changing preschoolers? Comments:

5. Yes No Are there designated places for each child's belongings and teacher's belongings in the preschool area? Comments:

6. Yes No Are the crib heads against the wall and are the crib slats no more than 2 3/8 inches apart with the mattress fitting snugly? Do the cribs roll so babies can be taken out quickly in case of fire? Comments:

7. Yes No Does the babies room have a slow cooker (bottle warmer) to heat bottles? (Microwaves are hazardous because of uneven heating.) Comments:

8. Yes No Are all toys safe and age-appropriate? Comments:

9. Yes No Are surfaces and toys cleaned and sanitized weekly in the preschool area? Comments:

10. Yes No Are rooms for two year olds through kindergarten set up in learning centers? Comments:

Adult/Student Space Evaluation Walk

(Look at your space from the perspective of preparing for a guest, named Jesus.)

Appearance

Under each question, list specific reasons for your answer and ways the situation can be improved.

1. Yes No Is the space clean and free from clutter? Comments:

2. Yes No Is the paint/wallcovering clean, safe, and not a distraction? Comments:

3. Yes No Does the space have adequate lighting, even at night? Comments:

4. Yes No Is the floor covering/baseboard clean, safe, and not a distraction? Comments:

5. Yes No Are doors and windows clean, safe, and not a distraction? Comments:

6. Yes No Are there any safety concerns in the space? Comments:

7. Yes No Does the space have a warm, welcoming feel when you walk in? Comments:

8. Yes No Is the space regularly cleaned between uses? Comments:

9. Yes No Do all posters, wall hangings, and pictures relate to the current quarter?
Comments:

Location & Usefulness

Under each question, list specific reasons for your answer and ways the situation can be improved.

1. Yes No Is the temperature in winter and summer comfortable? Comments:

2. Yes No Is the space easily accessible by all class attenders? Comments:

3. Yes No Is there a sign identifying which group meets in the space? Comments:

4. Yes No Does the space have at least 12-15 square feet per attender? Comments:

5. Yes No Are there any sound problems in the space? Comments:

6. Yes No Are there any odor, allergy, or health problems with the space? Comments:

7. Yes No Are restrooms located near the space? Comments:

8. Yes No Is the space able to be rearranged according to teaching method? Comments:

9. Yes No Could any walls be removed to provide more effective space and flexibility?
Comments:

10. Yes No Are electrical outlets accessible, adequate, and safe? Comments:

11. Yes No Is good communication and cooperation occurring between persons sharing the space? Comments:

Furnishings & Equipment

Under each question, list specific reasons for your answer and ways the situation can be improved.

1. Yes No Are chair seats 18" above the floor? Are chairs clean and safe? Comments:

2. Yes No Is there a place nearby to hang coats? Comments:

3. Yes No Is the space filled with excess furnishings? Are any additional furnishings needed? Comments:

4. Yes No Do the furnishings match one another (same size/style/color)? Comments:

5. Yes No Have tables been removed from the space to allow flexibility (except for large spaces in which multiple classes meet around round tables)? Comments:

6. Yes No Is there a small storage space or a set of shelves located nearby? Comments:

7. Yes No Is there a useable bulletin board or tack strip in the space? Comments:

8. Yes No Does the space have an accessible wastebasket in good condition? Comments:

9. Yes No Does the space have a markerboard (chalk dust is an allergen), min. 36x45"?
Comments:

10. Yes No Are a cassette/CD player and a TV/VCR or TV/DVD available when needed?
Comments:

11. Yes No Is glare from the window a problem (blinds or curtains can be sources of dust allergens)? Comments:

General Space Issues: Welcoming Guests

(Look at your space from the perspective of preparing for a guest, named Jesus.)

Under each question, list specific reasons for your answer and ways the situation can be improved.

Outside the Doors

1. Yes No Are some parking spaces reserved and marked for guests? Comments:

2. Yes No Is the educational space entrance easily identified by guests? Comments:

3. Yes No Does the church exterior and parking lot create a welcoming atmosphere? Are parking greeters needed? Comments:

4. Yes No Are all entrances well-lit, well-marked, attractive, and accessible? Comments:

Inside the Doors

1. Yes No Can guests easily locate classrooms for their preschoolers, children, students, and themselves? Comments:

2. Yes No Are directional signs located at strategic entrances and locations around the facilities? Comments:

3. Yes No Are all classrooms simply, visibly, and logically numbered? Comments:

4. Yes No Is there a well-marked greeter center staffed with well-trained greeters? Comments:

5. Yes No Are all corridors well-lit, attractive, and in good repair? Comments:

6. Yes No Can guests access the sanctuary from the educational space? Comments:

7. Yes No Is preschool space located near the sanctuary and on the first floor? Comments:

8. Yes No Are there additional classroom spaces in which to start new classes? Comments: