

Short-Term Planning

1. Are there significant fluctuations each week when facilities are more or less impacted?
 - a. During each week, when are the facilities most often used? (consider both school-day and after-school use)
 - b. Would additional custodial staffing be helpful on the days when facilities are most often used?
2. Are there any semesters or quarters in the school year when certain facilities are not in use?
 - a. Would routine maintenance/repairs be possible during those breaks in the schedule? (i.e. plumbing, electrical, cabinetry, technology, painting, furnishings, etc.)
3. Are summer (or other 'inter-session' courses) scheduled on this campus?
 - a. How can those schedules be modified to allow access to certain zones/buildings for routine maintenance?
 - b. Is there a process to ensure those zones/buildings are not scheduled for outside use impacting the ability to maintain those spaces as planned?
4. Are there agreements with the teachers that they have access to their classrooms for prep periods?
 - a. Are there any other specific agreements with teachers related to facilities?

Long-Term Planning

1. When are courses introduced for consideration?
 - a. During course development, are staff asked to consider what they will need regarding facilities?
2. Have courses ever been placed on hold because of the limits in facilities?
 - a. What types of courses are those? (Additional lab science courses? Career Tech Ed/ROP courses? Advanced Placement courses?)
3. What are some of the limitations that facilities have on master scheduling year after year?
 - a. i.e. Does the PE department need to limit their access based on limited field/gym/blacktop spaces?
4. If/when modernization is scheduled, which specific types of classrooms need attention? (Science labs? Art Studios? etc.?)
5. If/when new construction is scheduled, which specific types of classrooms would need to be built?
 - a. Are there approved courses on hold waiting for facilities?
 - b. If new specialty classrooms were to be built, will there be available teachers to teach the courses?

Questions for Reviewing a Master Schedule:

Science

1. Does the facility have enough science laboratories (outfitted with lab tables, gas, water, and electricity) for the minimum graduation requirements?
2. Does the facility have enough science laboratories to meet the demands above and beyond the minimum graduation requirements?

Visual and Performing Arts

1. Which specific types of classroom spaces are currently available?
 - a. Ceramics
 - b. Studio/Visual (Paint, Multimedia)
 - c. Dance
 - d. Music (Choir, Band, Orchestra)
 - e. Photography
 - f. Digital Media
 - g. Theater
 - h. Other?
2. Which specific types of classroom spaces should be made available because demand and staffing are already in place? (see list above)
3. If more space is available, would neighboring schools utilize the space?

Special Education

1. Are there specialized spaces for various types of instruction and programming?
Examples may include:
 - a. Adaptive Physical Education
 - b. Physical Therapy
 - c. Occupational Therapy
 - d. Speech Therapy
 - e. Small Group Instruction
 - f. Storage of Specialized Equipment
 - g. Meeting Spaces for various numbers of adults
 - h. Transition to Independent or Semi-Independent Living (laundry, kitchen, garden, bathroom, etc.)

General Questions:

1. What would happen if circumstances in enrollment significantly changed?
 - a. Change in grade spans?
 - b. New housing developments?
 - c. Mergers and closures of other schools?
 - d. Neighboring community disasters?