

# 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: