**Pre-Opening Site Walkthrough Checklist**

This tool is intended to be used by the Office of Charter Schools and charter schools who are moving into a new non-District-owned facility, to ensure that the facility is appropriate for the educational program of the school and the health and safety of the students.

* It is the expectation of the Office of Charter Schools to typically conduct a pre‐opening site walk‐through at least four weeks prior to the first day of school.
* Any issues or concerns which surface during the course of the walkthrough that require official notice to the school, will receive a separate letter from the Office of Charter Schools to that affect.
* Otherwise, information noted in this document is intended to provide guidance and support to schools prior to opening.

|  |  |
| --- | --- |
| **School Name:** | **Contact:** |
| **Location:** | |
| **Date of Walkthrough:** | |
| **Participants:** | |

| **General Considerations** | **Yes/No** | | **Comments** |
| --- | --- | --- | --- |
| Facilities are sufficient to accommodate estimated student enrollment and to carry out the curricular and instruction program envisioned in the charter. | Yes | No |  |
| Site has adequate space for the support services the school intends to provide to its students (i.e. nurse, counselors, tutors, after‐school programs, etc.). | Yes | No |  |
| Facilities include cafeteria or other suitable space for students to eat meals. | Yes | No |  |
| Building placement is compatible (i.e. music room is not next to library). | Yes | No |  |
| Facilities are generally conducive to a learning environment. | Yes | No |  |
| Site is away from freeways, railways, flight patterns, excessive noise, obnoxious odors, toxic conditions, electromagnetic fields, earthquake faults, flood zones. | Yes | No |  |
| Site has good access and dispersal roads. | Yes | No |  |
| Site has separate bus loading, parking areas, and parent drop off areas. | Yes | No |  |
| Facilities operation permits and certificates, including evidence of inspection by a structural engineer, fire marshal and occupancy certificates, zoning variances, building permits, etc. have been secured. | Yes | No |  |
| Facilities are sufficient to accommodate the administrative and business functions, including the storage of student and other records, reports, and documents. | Yes | No |  |
| Facilities meet requirements of the Americans with Disabilities Act, including (1) accessible routes from outside the school to the entry and from the school entry to all other buildings, and (2) stairs, ramps, toilets and signage that meet accessibility standards.\* | Yes | No |  |
| Site and facilities are situated to minimize student contact with adults who do not have appropriate clearances as required by Education Code Section 44237. | Yes | No |  |
| Relocatable facilities are single story and meet local seismic safety requirements. | Yes | No |  |
| Site has appropriate security (i.e. fencing, adequate lighting, alarms, etc.). | Yes | No |  |
| Facilities are clean, sanitary, and free from conditions that would create a fire, or other hazard. | Yes | No |  |

*\* Likely to be met as a result of Certificate of Occupancy issuance.*

| **Building Exterior** | **Yes/No** | | **Comments** |
| --- | --- | --- | --- |
| Facilities are generally free of chipped paint, cracked floors, uneven surfaces, mold and evidence of leaks. | Yes | No |  |
| Sidewalks, driveways, and outdoor play areas are relatively free of cracks and uneven surfaces, and are good repair. | Yes | No |  |
| Perimeter fences are installed as necessary and are in good repair. | Yes | No |  |
| Graffiti or other signs of vandalism to the building are absent. | Yes | No |  |
| School exterior needs minimal cosmetic repairs, painting, or additional lighting. | Yes | No |  |
| Windows and doors are intact and in good repair. | Yes | No |  |
| Exterior stairs or handrails are in good repair. | Yes | No |  |
| Exits to buildings are free of obstructions. | Yes | No |  |
| Signage is adequate for traffic flow and for directions to school offices. | Yes | No |  |
| Trees and vegetation provide a clear view of the school; places to hide or to gain authorized access to the building are minimized. | Yes | No |  |
| School site is substantially free of litter and clutter. | Yes | No |  |

| **Interior Entrances, Corridors,**  **and Stairs** | **Yes/No** | | **Comments** |
| --- | --- | --- | --- |
| Heating and ventilation systems are adequate for the size of the building and numbers of students.**\*** | Yes | No |  |
| Electrical system has no major code violations.**\*** | Yes | No |  |
| Fire alarm system meets applicable local life safety codes; appropriate fire extinguishers exist in the building(s) and inspections are up to date.**\*** | Yes | No |  |
| Restrooms are conveniently located and accessible to students; toilets are clean and operable. | Yes | No |  |
| Bracing of overhead light fixtures, heating and air conditioning vents, etc. comply with local ordinances.**\*** | Yes | No |  |
| Lighting, including night time lighting, is sufficient for the educational activities being conducted at the site. | Yes | No |  |
| Floors, walls, and ceilings are clean; ceiling tiles are all intact. | Yes | No |  |
| Halls and stairs are adequately lighted. | Yes | No |  |
| Exit doors, including emergency exits, are free of clutter and readily accessible; doors are secure to prevent intruders into the building. | Yes | No |  |
| Interior is free of other hazards that could endanger student safety. | Yes | No |  |

*\* Likely to be met as a result of Certificate of Occupancy issuance.*

| **Classrooms** | **Yes/No** | | **Comments** |
| --- | --- | --- | --- |
| Classroom size and layout are related to functions that will be performed in them (i.e. science and computer laboratories, special education, locker rooms, gyms, etc.). | Yes | No |  |
| Desks, tables, and chairs are in good repair. | Yes | No |  |
| Space is provided to secure computers and other expensive electronic devices. | Yes | No |  |
| Bookcases, racks, fixtures, etc. are adequately anchored to adjacent structures. | Yes | No |  |
| Gas, electrical, and water outlets and appliances are in good repair. | Yes | No |  |
| Classrooms have adequate lighting. | Yes | No |  |
| Classrooms are visible to teachers at all times; classroom layout is conducive to quick evacuation. | Yes | No |  |

| **Additional Comments** |
| --- |
|  |