



ANNUAL FACILITY ASSESSMENT (2026-2027)

School: _____ **Date:** _____

The purpose of the annual facility assessment is to provide a collaborative opportunity for the principal, custodian, and facilities coordinator to review and prioritize the building's most critical needs. Guided by the prioritization philosophy established by the district and Board of Education, the team works together to make strategic, responsible decisions with a primary emphasis on student and staff safety. The assessment also helps schools identify significant facility improvement needs, such as roof replacements or major mechanical and building system upgrades. In addition, the process provides an opportunity to discuss other facility concerns, needs, and desired improvements and to categorize them appropriately—for example, as routine work orders, school-funded special projects, or larger capital projects for future consideration.

Prioritization Criteria: Requests should fall into one of five categories.

1. Safety 2. Regulatory/Code 3. Critical Need 4. Efficiency 5. School Request

- The following issues have been identified and documented for project prioritization districtwide. Please list all deficiencies for building and grounds with item one as the most critical and so on:

1. _____

2. _____

3. _____

4. _____

5. _____

-
- This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Coordinator: _____ Signature: _____