

## APPENDIX 3A: SITE EVALUATION CHECKLIST

LOCATION			
<b>1. Is the site convenient for your target families?</b>	Y	N	<b>NOTES:</b> _____ _____ _____ _____ _____
<input type="radio"/> <i>Walking distance or easy car ride from target family residences or places of work?</i>	Y	N	
<input type="radio"/> <i>On public transportation route(s)?</i>	Y	N	
<input type="radio"/> <i>Easy to get to and from (near highway access, not near congested intersection, etc.)?</i>	Y	N	
<input type="radio"/> <i>Located near other key neighborhood destinations such as schools, workplaces, shopping, etc.?</i>	Y	N	
<b>2. Is the site suitable for use as a child care center?</b>	Y	N	<b>NOTES:</b> _____ _____ _____ _____ _____
<input type="radio"/> <i>Sheltered from unappealing or potentially dangerous features (such as major highways)?</i>	Y	N	
<input type="radio"/> <i>Neighboring properties offer complementary uses? (For example, schools, libraries, small retail, parks etc. might be complementary whereas major industrial or strictly residential uses might not.)</i>	Y	N	
<input type="radio"/> <i>Neighborhood perceived as safe?</i>	Y	N	
<input type="radio"/> <i>Neighbors would be supportive of child care on the site?</i>	Y	N	
<b>3. Does the zoning permit a child care use?</b>	Y	N	<b>NOTES:</b> _____ _____ _____ _____
<b>NOTE:</b> <i>Your real estate lawyer or architect can make this determination.</i>			
<b>4. Will the increased traffic or parking pose any potential problems?</b>	Y	N	<b>NOTES:</b> _____ _____ _____
<b>5. Is there any reason to believe that there are potential hazards, such as fuel storage tanks, near the site?</b>	Y	N	<b>NOTES:</b> _____ _____ _____

**SITE CONDITIONS** (when evaluating land only)

<b>6.</b> Is the site large enough to house:	Y	N	<b>NOTES:</b> _____ _____ _____ _____ _____
<input type="radio"/> A building large enough to meet programmatic needs?	Y	N	
<input type="radio"/> Sufficient playground space?	Y	N	
<input type="radio"/> Sufficient parking and circulation space?	Y	N	
<input type="radio"/> Required setbacks?	Y	N	

**NOTE:** Use these guidelines for evaluating whether there is sufficient square footage: the overall site should have about 400 square feet per child; the building should have about 100 square feet per child; and the outdoor playground should have about 75 square feet per child for 50% of the total center population. However, these guidelines might not apply in highly congested urban settings where land costs are prohibitively high and on-street parking may be allowed.

<b>7.</b> Are there likely to be any hazardous materials on the site such as:	Y	N	<b>NOTES:</b> _____ _____ _____ _____ _____
<input type="radio"/> Lead	Y	N	
<input type="radio"/> Asbestos	Y	N	
<input type="radio"/> Arsenic	Y	N	
<input type="radio"/> Oil tanks	Y	N	

**NOTE:** Your architect will help you hire an engineering firm to do a "Phase I" environmental assessment to research what activities have previously occurred on the property (and adjoining properties). More extensive site review may be needed based on the results.

<b>8.</b> Is major site work required to be able to build, such as:	Y	N	<b>NOTES:</b> _____ _____ _____ _____
<input type="radio"/> Clearing of forests?	Y	N	
<input type="radio"/> Blasting of ledge?	Y	N	
<input type="radio"/> Significant grading of land?	Y	N	

<b>9.</b> Does the site have access to needed utilities, including:	Y	N	<b>NOTES:</b> _____ _____ _____ _____ _____
<input type="radio"/> Electrical?	Y	N	
<input type="radio"/> Phone?	Y	N	
<input type="radio"/> Gas or Oil?	Y	N	
<input type="radio"/> Water?	Y	N	
<input type="radio"/> Sewer?	Y	N	

<b>10.</b> If there is no municipal water source, is it reasonable to assume that a well adequate for the high level of use by a child care center can be drilled?	Y	N	<b>NOTES:</b> _____ _____
--	---	---	------------------------------

<b>11.</b> If there is no municipal sewer source, is it reasonable to assume that a septic system which can accommodate the high level use by a child care center can be built?	Y	N	<b>NOTES:</b> _____ _____
---	---	---	------------------------------

## SITE CONDITIONS *(continued)*

12. Are there any environmental laws affecting construction on the site (such as setbacks due to wetlands?)

Y

N

NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## EXISTING BUILDING CONDITIONS

**NOTE:** For existing buildings you will need to review all site considerations as well as the items contained in this section.

13. Is the building large enough?

Y

N

NOTES: \_\_\_\_\_  
 \_\_\_\_\_

14. Is the overall site large enough and configured in a way that will allow for:

Y

N

NOTES: \_\_\_\_\_  
 \_\_\_\_\_

Sufficient and convenient parking?

Y

N

A natural location for required playgrounds with sufficient square footage?

Y

N

15. Is the existing building suitable for use as a child care facility?

Y

N

NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Can you access all floors of the building without using stairs?

Y

N

NOTES: \_\_\_\_\_  
 \_\_\_\_\_

Can you create multiple classroom spaces? (It is easiest to work with buildings that have an open interior or are sub-divided with non-load-bearing walls that can be moved.)

Y

N

Does the building have a lot of windows or the ability to create additional windows, especially windows that are low to the ground?

Y

N

Does the character and look of the building lend itself to use as a child care center?

Y

N

Does the entry to the building (both exterior and interior) lend itself to designing a welcoming character for the space?

Y

N

Is the material used on the exterior child-friendly (durable, pleasing color, etc.)?

Y

N

16. Can bathrooms be incorporated into each classroom?

Y

N

NOTES: \_\_\_\_\_  
 \_\_\_\_\_

Are there a lot of existing bathrooms in the building?

Y

N

Can plumbing be moved easily through the building (such as through a basement?)

Y

N

**EXISTING BUILDING CONDITIONS** *(continued)*

<b>17.</b> Is the building in good structural condition?	Y	N	<b>NOTES:</b> _____
<input type="radio"/> Are there any long cracks in load-bearing walls?	Y	N	_____
<input type="radio"/> Do any exterior walls “bow” in or out?	Y	N	_____
<input type="radio"/> Is the roof in good repair?	Y	N	_____
<input type="radio"/> Are there any signs of water or fire damage?	Y	N	_____
<input type="radio"/> Are there any signs of exterior damage?	Y	N	_____
<input type="radio"/> Is the structure free of any signs of rot, rodent or insect infestation?	Y	N	_____
<b>18.</b> Are the existing building systems (plumbing, electrical, HVAC, etc.) in good condition and able to support high volume use in a child care center?	Y	N	<b>NOTES:</b> _____
<input type="radio"/> Is the plumbing system in good working condition? Does it meet current building codes?	Y	N	_____
<input type="radio"/> If the site has a well or septic system, can it accommodate intensive use?	Y	N	_____
<input type="radio"/> Is the electrical system in good working condition? Does it meet current building codes?	Y	N	_____
<input type="radio"/> Will electrical outlets need to be upgraded?	Y	N	_____
<input type="radio"/> Is the HVAC system in good working condition?	Y	N	_____
<input type="radio"/> Can the heating be configured to allow for different zones within the space?	Y	N	_____
<input type="radio"/> Is there a central air conditioning system? If not, can one be installed?	Y	N	_____
<input type="radio"/> If there is a need to make major changes to building systems, can this be done easily, such as through a basement or attic?	Y	N	_____
<b>19.</b> Is the building exterior in good repair and relatively easy to maintain? (Materials such as brick, vinyl siding and masonry will require less ongoing maintenance than painted wood that will need regular upkeep.)	Y	N	<b>NOTES:</b> _____
<b>20.</b> Will the layout of the building allow each classroom to have access to windows and natural light?	Y	N	<b>NOTES:</b> _____
<b>21.</b> Will the layout of the building allow each classroom to have direct (or easy) access to the outdoors?	Y	N	<b>NOTES:</b> _____

## EXISTING BUILDING CONDITIONS *(continued)*

<b>22.</b> If you will be renting the building, will the landlord allow child care to be provided in the site?	Y	N	<b>NOTES:</b> _____ _____ _____
<b>23.</b> Is the building likely to be free of environmental hazards such as:	Y	N	<b>NOTES:</b> _____ _____ _____
<input type="radio"/> <i>Lead?</i>	Y	N	_____ _____ _____
<input type="radio"/> <i>Radon?</i>	Y	N	_____ _____ _____
<input type="radio"/> <i>Asbestos?</i>	Y	N	_____ _____ _____
<input type="radio"/> <i>Mold?</i>	Y	N	_____ _____ _____
<b>24.</b> Is it likely that the building can be brought into compliance with all relevant licensing, building and fire codes?	Y	N	<b>NOTES:</b> _____ _____ _____
<input type="radio"/> <i>Has a state child care licensor toured the site and provided their opinion?</i>	Y	N	_____ _____ _____
<input type="radio"/> <i>Has an architect toured the site to determine the likelihood of compliance?</i>	Y	N	_____ _____ _____
<input type="radio"/> <i>Does the site have updated fire protection systems installed, such as sprinklers and alarms?</i>	Y	N	_____ _____ _____
<input type="radio"/> <i>Are there any current building code violations at the site?</i>	Y	N	_____ _____ _____

**NOTE:** *If you are seriously considering a site, it is advisable to request that fire and building inspectors tour the site to outline what changes will be required.*

<b>25.</b> Can the building be purchased (or leased) and renovated at a cost that you can reasonably cover by raising or borrowing funds?	Y	N	<b>NOTES:</b> _____ _____ _____
<b>26.</b> Can your program support the on-going costs of operating the building, including:	Y	N	<b>NOTES:</b> _____ _____ _____
<input type="radio"/> <i>Rent/Mortgage</i>	Y	N	_____ _____ _____
<input type="radio"/> <i>Taxes</i>	Y	N	_____ _____ _____
<input type="radio"/> <i>Utilities</i>	Y	N	_____ _____ _____
<input type="radio"/> <i>Maintenance</i>	Y	N	_____ _____ _____