

Needs Assessment & Prioritization Guide

Establishing procedures to assess, organize, and prioritize needs across the district prior to the summer months ensures that districts can take a strategic, data-informed approach to maximize the limited time, resources, and staff capacity they have to complete projects during the summer and ensure readiness for the fall.

Evaluate Needs with a Consistent Instrument

Creating a consistent reporting mechanism and process for evaluating the condition of specific components of school buildings to be used across the district and with all building leaders establishes an efficient structure for requesting support, ensures that needs across all schools and buildings are received, and promotes accountability for evaluating completed work.

Ask building leaders to partner with their custodial support to complete a needs assessment prior to the summer months.

Using a digital platform can automate the collection and analysis of this work and eliminates a large percentage of human data entry error that accompanies paper data collection.

Include a list of building-specific areas to address in this digital or paper form including the following, along with a way for notation about whether it is in good condition or needs work and specifics about the nature and severity of the issues.

On the next page, you will see an example of what one of these lists look like. You can also access a Google Sheet / Excel Version for your own use by clicking [here](#) or scanning the QR code.

[Download the Needs Assessment & Prioritization Guide Template](#)



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<u>Building Infrastructure</u> Areas that Require Regular Maintenance	<u>General Interior Condition</u> Functional, Clean, Safe, and Well Maintained Indoor Areas	<u>Working and Learning Environments</u> Student and Staff Spaces and Comfort	<u>Campus and Grounds</u> Everything that is Visible Upon Arrival
Roofs and Gutters	Lighting	Tables, Desks, and Chairs	Parking Lots
HVAC systems	Windows	Classrooms	School Signs or Marquees
Air Filter Replacements	Doors	Offices	Landscaping
Fire Alarm Systems	Ceilings	Library	Playgrounds and Sports Courts
Pest Control	Walls	Gym	Fields
Electrical	Paint	Cafeteria	Outdoor Seating
Plumbing	Flooring	Multi-purpose Rooms	Pick-up and Drop-off Zones and Signage

Determine Urgency and Prioritization

Once building level leaders have submitted needs assessments, it is critical for the district to define their guidelines for prioritization. For example, establish that any issues that pose concerns for health and safety once students or staff return should be addressed first. Using a rating scale to determine what work will have the greatest impact on learning can help to more objectively determine priority.

Coordinate with Other Project Timelines

It is also critical to take into account what is possible given time and budget constraints. Consider what district events or programs are scheduled across the district, and how that may impact the timing of necessary repairs.

Allocate Resources and Staff

Utilize the needs assessments to determine how to best schedule staff and allocate and share tools and equipment across the district. Developing a comprehensive schedule allows custodial leads to balance routine summer needs with high priority special projects and ensures that there is sufficient staff capacity. Consider if staff can rotate responsibilities to prevent burnout and allow for additional learning and training.