

OSPI School Facilities - Inventory and Condition of Schools (ICOS) Checklist

This checklist corresponds to information required to complete Chapter 1 of a Study & Survey and spells out requirements for setting up and entering data and uploads into ICOS. All information must be provided in accordance with the OSPI School Facilities Manual.

School district consultants should work with the applicable OSPI School Facilities Regional Coordinator as needed.

School Facility and Site General Information Entries in ICOS		
For each school facility campus in a district, provide the following information:		
1	School Facility Name	<input type="checkbox"/>
2	School Facility Physical Coordinates Use the ICOS map function to enter a street address or to pin a location.	<input type="checkbox"/>
3	Total Site Acreage If there is more than one facility on a site, approximate a separate acreage for each facility.	<input type="checkbox"/>
4	School Code(s) (These are entered at the building area level)	<input type="checkbox"/>
5	Grades Served	<input type="checkbox"/>
6	Site Plan Upload Site plan should be to scale and identify all buildings on the campus. Aerial photographs are acceptable. See following page for detailed checklist.	<input type="checkbox"/>
7	Site Condition Assessment	<input type="checkbox"/>

Building Information Entries in ICOS		
For each permanently constructed building at a school facility, provide the following information:		
1	District Assigned Name of Building See following page for detailed information at Site and Building levels.	<input type="checkbox"/>
2	Building Floor Plan Upload Floor plan should be to scale and label primary spaces. Floor plan may be combined into area analysis plan. See 3 below.	<input type="checkbox"/>
3	Building Area Analysis Upload Table format required. Provide floor plan to identify buildings and areas listed in table. See following page for detailed checklist.	<input type="checkbox"/>
4	Number of Floors Include any occupied basements.	<input type="checkbox"/>
5	Characteristics Indicate whether building is occupied, vacant, leased, has classrooms, etc.	<input type="checkbox"/>
6	Classrooms, Labs and other Teaching Spaces: Quantity and Current Usage of Rooms	<input type="checkbox"/>
7	Dates of construction and modernization. See following page for detailed information at Site and Building levels.	<input type="checkbox"/>
8	Building Areas: These are typically set up by consultant doing the area analysis. See area analysis checklist on following page, item 3.	
9	Building Inventory: Gross Building Square Feet and Gross Instructional Square Feet. Consultant also recommends SCAP-Recognized Square Feet in Uploaded Area Analysis table, however in ICOS, Regional Coordinator will enter SCAP-recognized Square Feet. Gross Square Feet may include non-SCAP-recognized Square Feet, such as District-wide facilities and portables.	<input type="checkbox"/>
10	Building Condition Assessment	<input type="checkbox"/>

Uploaded Site Plan Requirements Checklist (Also see Exhibit 3E – Sample Site Plan)		
1	May be diagrammatic but needs to be to scale. Label buildings, additions, portables, any non-instructional buildings if on the same site. Also label covered walkways.	<input type="checkbox"/>
2	Identify main entry to facility. On site map in ICOS, make sure marker indicates main entry as well.	<input type="checkbox"/>
3	For each instructional building, indicate how many stories.	
4	Show key features such as parking, driveways, drop-off areas, means of access to site. These do not need to be labeled.	<input type="checkbox"/>
5	Label adjacent streets.	
6	Provide North arrow and graphic scale.	<input type="checkbox"/>
7	By shading (color or black and white) or crosshatch, indicate instructional buildings and building additions listed in area analysis table. Do not shade/crosshatch covered walkways.	
5	Building and building addition names need to correspond exactly to names in building area analysis diagrams and area analysis table. See table below.	<input type="checkbox"/>
7	Site plan is not to be considered the construction history and area analysis for each building and building addition. This information is provided in required area analysis table. See table below.	<input type="checkbox"/>
8	Aerial photograph is allowed in lieu of site plan drawing. However, the required information listed above must be added to the image.	<input type="checkbox"/>

Uploaded Area Analysis Requirements Checklist (Also see Exhibit 3C – Sample Area Diagram)		
1	Provide floor plan diagram(s) and area analysis table on separate pages. Buildings and building areas listed in table must be keyed to buildings and building areas shown in floor plan and site plan.	<input type="checkbox"/>
2	Each floor plan must include building name and graphic scale. Building names need to correspond exactly to building names in site plan and area analysis table.	<input type="checkbox"/>
3	Separate building into logical areas and by dates of construction and label each area. Poly-lined area calculation is permitted, and areas may be complex. See WAC 392-343-019.	<input type="checkbox"/>
4	Count covered play areas and covered outdoor learning areas at 50%, to eave line. Extensions of main building roof line to cover a play area or other outdoor learning area can be counted at 50% as well. Do not count covered outdoor walkways, covered entry porticos, roof overhangs, eaves, and the like.	<input type="checkbox"/>
5	Central heating plant buildings and restroom buildings are counted if they serve the main buildings at a multi-building campus. Do not count unheated storage or utility structures.	
6	Mechanical attics and penthouses are not counted. May be included in Gross SF if district wants a record of this SF, but do not include in Gross Instructional SF and SCAP-recognized SF.	<input type="checkbox"/>
7	Non-recognized buildings may be counted in Gross SF, but do not include in Gross Instructional SF.	<input type="checkbox"/>
8	Shafts, stairways, elevator shafts: Indicate how these are calculated at upper floors.	<input type="checkbox"/>
9	Area Analysis Table is required : Identify dates of construction and SCAP-funded modernization as accurately as possible. For each date – if after January 1, 1993 - of original construction or addition, indicate if the project received SCAP funding. Buildings and areas must match exactly those shown in floor plan diagram.	<input type="checkbox"/>
10	For each date – if after January 1, 1993 - of original construction, addition, or SCAP-funded modernization, provide board acceptance date of project. If locally funded project was not officially board-accepted, provide occupancy date.	<input type="checkbox"/>