

School Facility Upgrade Planner

A Comprehensive Checklist for Athletic Facility Renovations

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****1. Preliminary Planning****

1. Define the Project Scope

- List all athletic areas you wish to upgrade (e.g., gym, weight room, locker rooms, outdoor fields).
- Identify the specific goals (improved safety, modern look, better functionality).

2. Establish a Budget

- Research average costs for similar projects.
- Include a contingency fund (typically 10%–15% of the total budget) for unexpected expenses.
- Explore available funding sources (district allocations, grants, partnerships, fundraising).

3. Set a Project Timeline

- Draft a tentative schedule with start and end dates.
- Factor in seasonal constraints (weather for outdoor work).
- Plan around school events and sports seasons to minimize disruptions.

4. Assemble Your Core Team

- Identify internal stakeholders (administrators, athletic directors, facility managers).
- Research and shortlist external professionals (architects, engineers, athletic equipment vendors).
- Designate a project manager or point person to coordinate efforts.

****2. Site Assessment & Feasibility****

1. Conduct a Physical Inspection

- Check floors, walls, ceilings, and ventilation systems.
- Evaluate current athletic equipment for wear, tear, and safety compliance.

2. Identify Potential Hazards

- Look for structural or environmental issues (mold, asbestos, uneven surfaces).
- Plan for remediation or repairs before new installations.

3. Review Building Codes & Regulations

- Confirm local, state, and federal building code requirements.
- Check ADA (Americans with Disabilities Act) compliance for accessibility.
- Investigate any sports-specific safety regulations (e.g., NFHS guidelines).

4. Evaluate Utility Infrastructure

- Assess electrical capacity for new lighting or scoreboards.
- Check HVAC systems for ventilation and climate control.

- Verify proper drainage for outdoor fields.

****3. Design & Architectural Considerations****

1. Conceptual Layout

- Define flow and functionality (entrances, exits, spectator areas).
- Ensure clear sightlines for coaches, referees, and fans.

2. Space Planning

- Determine dimensions for courts, weight-lifting zones, or track areas.
- Allocate storage and maintenance areas.

3. Structural & Engineering Input

- Consult engineers if adding bleachers, overhead scoreboards, or major structural changes.
- Ensure load-bearing capacity meets equipment requirements.

4. Acoustics & Lighting

- Incorporate adequate lighting (natural and artificial) to enhance visibility.
- Implement sound-dampening solutions to manage noise levels.

5. Consult with Professionals

- Architects can refine layouts and address ADA compliance.
- Engineers ensure electrical, HVAC, and plumbing systems are code-compliant.

****4. Athletic Equipment Selection****

1. Determine Your Sports & Facility Needs

- List all sports and the equipment required.
- Prioritize by usage frequency and safety considerations.

2. Research Products & Vendors

- Compare brands for durability, warranty, and support.
- Check for certifications (ASTM, NFHS, NCAA).

3. Budget & Lifespan

- Factor in total cost of ownership (purchase + maintenance).
- Opt for equipment that provides the best long-term value.

4. Safety & Ergonomics

- Look for critical safety features (padding, breakaway rims, netting).
- Ensure sizing suits all age groups and skill levels.

5. Installation Requirements

- Determine if specialized installation or custom orders are needed.
- Confirm lead times and shipping logistics.

****5. Color, Branding & Aesthetic Choices****

1. Color Scheme & Branding

- Match school colors and mascots.
- Use contrasting colors for safety zones or boundary lines.

2. Material & Finish Options

- Choose durable materials (rubber, vinyl, laminate) for heavy use.
- Prioritize easy cleaning and low-maintenance finishes.

3. Theme Integration

- Add motivational graphics or murals to enhance team spirit.
- Keep the design consistent across all athletic areas.

****6. Planning for Permits & Approvals****

1. Obtain Necessary Permits

- Check local zoning and building permit requirements.
- Secure permits for new structures or major renovations.

2. Fire & Safety Compliance

- Coordinate with fire marshals for sprinklers and emergency exits.
- Ensure clear signage for evacuation routes and protocols.

3. Regulatory Inspections

- Schedule inspections at key milestones (foundation, electrical, final).
- Maintain records of all certifications and approvals.

****7. Detailed Implementation Plan****

1. Phased Construction or Installation

- Break the project into stages (demolition, electrical upgrades, equipment setup).
- Allocate time for potential delays.

2. Scheduling & Coordination

- Communicate timelines to faculty, coaches, and students.
- Minimize disruptions to school schedules and sporting events.

3. Vendor & Contractor Management

- Use clear contracts detailing deliverables, deadlines, and payments.
- Assign a single point of contact for vendor coordination.

4. Communication Strategy

- Provide regular updates (email, website, bulletin board).
- Gather feedback to address concerns promptly.

****8. Safety & Risk Management****

1. Secure Construction Zones

- Use signage and barriers to keep students/staff away from hazards.
- Conduct regular safety meetings with contractors.

2. Insurance Coverage

- Confirm contractor liability and workersâ€™ compensation.
- Review school policies for coverage on new installations.

3. Equipment Testing & Certification

- Test final installations for stability, tension, and performance.
- Obtain necessary safety certifications before use.

****9. Project Management & Quality Control****

1. Assign Roles & Responsibilities

- Define clear tasks for purchasing, inspections, and contractor liaison.
- Keep digital or physical folders for contracts, permits, and plans.

2. Regular Site Inspections

- Perform frequent walk-throughs to check progress and quality.
- Document issues and track resolutions.

3. Budget Tracking

- Compare actual spending against the budget.

- Communicate any adjustments to stakeholders.

4. Milestone Sign-Offs

- Require formal approvals at key stages.
- Record sign-offs for accountability.

****10. Commissioning & Handover****

1. Final Walk-Through

- Inspect new equipment, flooring, lighting, and safety features.
- Compare finished work to design specs and check quality.

2. User Training

- Train coaches, PE teachers, and maintenance staff on equipment usage.
- Distribute manuals or quick-reference guides.

3. Maintenance & Warranty Documentation

- Compile warranty info and service contacts for equipment.
- Create a preventative maintenance schedule (daily, weekly, monthly checks).

4. Grand Opening or Launch Event

- Plan a celebration for staff, students, and the community.
- Use this event for positive PR and stakeholder engagement.

****11. Post-Project Evaluation & Continuous Improvement****

1. Collect Feedback

- Survey staff, students, and coaches on the new facilities.
- Note improvements and lessons for future projects.

2. Assess Outcomes

- Determine if safety, functionality, and aesthetic goals were met.
- Document recurring issues or concerns for future reference.

3. Plan for Future Upgrades

- Keep a wish list of additional improvements.
- Align these with long-term facility goals and budgets.

4. Maintenance & Monitoring

- Schedule regular inspections to keep equipment in good condition.
- Update maintenance logs and track operational costs.

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WORKSHEETS PROCEED ON NEXT PAGE

****12. WORKSHEETS & NOTES****

Below are dedicated worksheet pages for each checklist section.

1. Preliminary Planning

Task	Done?	Notes (Extended Space)
Define the project scope	[]	
Establish a budget & contingency fund	[]	
Set a project timeline	[]	
Assemble your core team (internal & external)	[]	

2. Site Assessment & Feasibility

Task	Done?	Notes (Extended Space)
Conduct a physical inspection	[]	
Identify potential hazards	[]	
Review building codes & regulations (ADA, NFHS, etc.)	[]	
Evaluate utility infrastructure	[]	

3. Design & Architectural Considerations

Task	Done?	Notes (Extended Space)
Develop a conceptual layout	[]	
Plan space usage & storage	[]	
Consult with structural engineers/architects	[]	
Address acoustics & lighting requirements	[]	

4. Athletic Equipment Selection

Task	Done?	Notes (Extended Space)
Determine sports & equipment needs	[]	

Research products & vendors	[]	
Consider budget & equipment lifespan	[]	
Evaluate safety & ergonomic features	[]	
Confirm installation requirements	[]	

5. Color, Branding & Aesthetic Choices

Task	Done?	Notes (Extended Space)
Finalize color scheme & branding	[]	
Select durable materials/finishes	[]	
Integrate theme (murals, graphics, signage)	[]	

6. Planning for Permits & Approvals

Task	Done?	Notes (Extended Space)
Obtain all necessary permits	[]	
Ensure fire & safety compliance	[]	
Schedule regulatory inspections	[]	

7. Detailed Implementation Plan

Task	Done?	Notes (Extended Space)
Outline phased construction/installation	[]	

plan		
Coordinate project schedule with stakeholders	[]	
Manage vendor & contractor contracts	[]	
Establish a clear communication strategy	[]	

8. Safety & Risk Management

Task	Done ?	Notes (Extended Space)
Secure & demarcate construction zones	[]	
Verify insurance coverage (contractors/school)	[]	
Test & certify new equipment safety	[]	

9. Project Management & Quality Control

Task	Done?	Notes (Extended Space)
Assign roles & responsibilities	[]	
Conduct regular site inspections	[]	
Track budget vs. actual spending	[]	
Obtain milestone sign-offs & documentation	[]	

10. Commissioning & Handover

Task	Done?	Notes (Extended Space)

Perform final walk-through	[]	
Train staff on equipment usage & upkeep	[]	
Organize maintenance & warranty docs	[]	
Plan a launch or opening event	[]	

11. Post-Project Evaluation & Continuous Improvement Worksheet

Task	Done?	Notes (Extended Space)
Collect & review user feedback	[]	
Assess if project goals were achieved	[]	
Plan for future improvements/expansions	[]	
Establish ongoing maintenance schedules	[]	

Additional Notes / Sketch Pages

Use the space below for brainstorming, sketches, architectural drawings, or any other relevant information.

****Good luck with your facility upgrade!****