



## Arts Ed Collaborative’s Facilities Review Process

AEC staff have historically conducted facilities reviews of dedicated arts learning spaces as part of a larger arts program audit for school districts. These typically occur on an in-service day when arts specialists can conduct the review all together. The group takes the time to visit each space (e.g., art studio, general classroom being used as an art or music room, choir room, auditorium, rehearsal room, band room, storage areas, etc.), document the visit, and identify facility improvement priorities upon review of all data collected.

### Facilities Review Roles

1. **Host:** the host is the teacher who primarily teaches in a particular learning space. The host shares first and identifies pluses about the space, minuses, and safety issues.
2. **Group:** the group consists of all participants excluding the host. Any teacher from the group can add observations in the plus, minus, or safety categories after the host is done sharing.
3. **Notetaker:** the notetaker fills in the notetaker template (see below) to capture plus, minus, and safety observations for final review. It can be helpful to trade off which participant takes notes, so it is a shared responsibility.
4. **Photographer:** the photographer visually documents the space. It is helpful to capture a combination of wide shots (e.g., from the corners of the room) and close ups that illustrate specific plus, minus, and safety comments. It can be helpful to trade off which participant takes pictures, so it is a shared responsibility.

Finally, compile the notetaker templates with select images so that each learning space is fully represented. Reconvene the team to review the data and create a list of safety issues that maintenance needs to address in the short term along with a list of mid- to long-term capital improvement investments.

Room: \_\_\_\_\_ Teacher: \_\_\_\_\_

	<b>Plus</b>	<b>Minus</b>	<b>Safety</b>
Host	• observation	• observation	• observation
Group	• observation	• observation	• observation

## EXAMPLES

Room: Elementary School Art Room    Teacher: \_\_\_\_\_

	<b>Plus</b>	<b>Minus</b>	<b>Safety</b>
Host	<ul style="list-style-type: none"> <li>• Size of the room is nice for spreading kids out for bigger projects</li> <li>• Got new tables</li> <li>• Four sinks</li> </ul>	<ul style="list-style-type: none"> <li>• All sinks are really low</li> <li>• Sometimes chairs are big for little ones</li> <li>• Old, unused technology still needs to be removed</li> </ul>	<ul style="list-style-type: none"> <li>• the new wall adjacent to classroom door impedes teacher sight lines to entrance</li> </ul>
Group	<ul style="list-style-type: none"> <li>• very organized!</li> </ul>	<ul style="list-style-type: none"> <li>• Outlets are limited in number and spread out</li> </ul>	

Room: High School Band    Teacher: \_\_\_\_\_

	<b>Plus</b>	<b>Minus</b>	<b>Safety</b>
Host	<ul style="list-style-type: none"> <li>• Large space with six practice rooms</li> <li>• Storage room access</li> <li>• Office space</li> <li>• Natural light</li> </ul>	<ul style="list-style-type: none"> <li>• HVAC units are too noisy</li> <li>• Need better control of temperature and humidity</li> <li>• Roof leaks throughout the space</li> </ul>	<ul style="list-style-type: none"> <li>• Uneven flooring/tiles</li> <li>• Announcements aren't heard if the band is playing</li> </ul>
Group	<ul style="list-style-type: none"> <li>• observation</li> </ul>	<ul style="list-style-type: none"> <li>• Not much whiteboard space</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>