Design Scope Checklist

Use this handy checklist to create a full design scope document, which will carry you forward into the design phase of the project. This document is meant to gather together all of the work done in the preceeding steps. Share this document with the design professional(s) you're working with, or use it to get organized for your community build.

Planning Committee Members

Full Name   Role (eg. teacher, parent, student rep.)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

Introduction to School

☐ Attach page on school history - include
Statement of Significance (if applicable)

Scope of Work

☐ Seismic upgrades to existing building(s)

☐ Construction of new school building(s)

☐ Upgrades to existing play area(s)

☐ Construction of new play area(s)

☐ Upgrades to existing outdoor classroom(s)

☐ Construction of new outdoor classroom(s)

Elements to be Included

☐ Furniture & Lighting
Notes: _____
_____
_____

☐ Green Infrastructure
Notes: _____
_____
_____

☐ Ground Surfaces
Notes: _____
_____
_____

☐ Mounds and Topography
Notes: _____
_____
_____

☐ Outdoor Classrooms
Notes: _____
_____
_____

☐ Planters & Gardens
Notes: _____
_____
_____

Elements to be Included

☐ Plants
Notes:
_____
_____
_____

☐ Play Equipment
Notes:
_____
_____
_____

☐ Sports Courts & Games
Notes:
_____
_____
_____

☐ Stairs & Ramps
Notes:
_____
_____
_____

☐ Walls
Notes:
_____
_____
_____

List of Project Goals:

_____
_____
_____

List of Identified Constraints:

_____
_____
_____

Fundraising and project budget

☐ Project will be funded solely through fundraising

☐ Project will be funded through a combination of fundraising & government funding

☐ Project will be funded solely by government funding

Funds raised to date: _____

Anticipated project budget: _____

Anticipated in-kind donations: _____

_____

_____

Inspiration and Precedent Projects

☐ Attach a list of projects that inspire you, include images

Know Your School - Site & Community

☐ Attach survey summaries: one page for student surverys, one page for parent/teacher surveys, and one page for community/neighbourhood surveys

☐ Attach site worksheet & images taken during preliminary site analysis

☐ Attach community worksheet & images taken during preliminary community analysis

Design Workshops/Charettes

☐ Attach notes and photographs collected during design charettes/workshops

☐ If a graphic recorder or facilitator was retained, attach an image of the final drawing

...You're ready to move on to phase 2!