

Children's Ministry Facility Evaluation

Steve Alley

Instructions

Rate each of the areas with: "1" for "Not Good," "3" for "Maybe," or a "5" for "Very Good." Then, add up the "score" for each of the sections.

Condition	1	3	5
FIRST IMPRESSIONS			
1. Is your facility free of trash outside the buildings?			
2. Is your facility free of trash inside the buildings?			
3. Are your floors clean?			
4. Are your building exteriors freshly painted?			
5. Have visible repair needs been fixed immediately?			
6. Have "storage piles" been eliminated in rooms?			
7. Is your ministry vision obvious in the exterior of the facilities?			
8. Are there clear direction signs for parents and children?			
9. Does your landscape reflect your professionalism?			
10. Does a first time visitor hear crying children?			
11. Does a first time visitor hear children's music?			
12. Does your nursery area smell clean? Do the non-nursery areas smell clean?			

Possible Points For Section = 60 Total Points For Section = ____

Grading Scale:

"Great!" (60–50 points) **"Good"** (49–30 points) **"Needy"** (below 30)

Condition	1	3	5
FLOW OF PEOPLE			
1. Does the check-in flow prevent crowds in hallways?			
2. Does the check-out flow prevent crowds in hallways?			
3. Is there a free-flowing, "in and out" direction for each classroom or area?			
4. Are there centralized check-in points for age-groups?			
5. Are the hallways wide enough to prevent "traffic jams" during check in or out?			

Possible Points For Section = 25 Total Points For Section = ____

Grading Scale:

"Great!" (25–20 points) **"Good"** (19–10 points) **"Needy"** (below 10)

Condition	1	3	5
ROOM USE			
1. Are your children's rooms assigned to avoid crowding?			
2. Are there rooms that aren't crowded?			
3. Is there a possibility to rearrange room usage to adjust to room population?			
4. Are there rooms that are being used for storage?			
5. Is the equipment (tables, chairs, etc.) in the rooms age-appropriate?			

Possible Points For Section = 25 Total Points For Section = ____

Grading Scale:

"Great!" (25–20 points) **"Good"** (19–10 points) **"Needy"** (below 10)

Condition	1	3	5
TEAM MEMBER FRIENDLY			
1. Are there adequate cabinets in each room?			
2. Is there a supply room?			
3. Is there a supply requisition process available to each team member?			
4. Are there air conditioners and heaters in every room?			
5. Do the air conditioners work?			
6. Do the heaters work?			
7. Do the windows open?			
8. Is there an AV requisition process?			
9. Is the lighting bright enough in each room?			

Possible Points For Section = 45 Total Points For Section = ____

Grading Scale:

"Great!" (45–35 points) **"Good"** (34–20 points) **"Needy"** (below 20)

Condition	1	3	5
SAFETY / SECURITY			
1. Are the doorways of your facilities monitored to prevent intruders?			
2. Is there a check-in/check-out process that protects children?			
3. Is your playground fenced with latched gates?			
4. Are there fire extinguishers in each room?			
5. Are there fire extinguishers in the hallways?			
6. Are there evacuation procedures posted in the rooms?			
7. At night, is the lighting bright and adequate?			

Possible Points For Section = 35 Total Points For Section = ____

Grading Scale:

“Great!” (35–25 points) **“Good”** (24–15 points) **“Needy”** (below 15)

Condition	1	3	5
CHILD FRIENDLY			
1. Are the restrooms child-sized?			
2. Are there several drinking fountains, within view?			
3. Do the drinking fountains work?			
4. Are the drinking fountains child-sized?			
5. Are the walls of the rooms colorful, and bright?			
6. Are there adequate tables and chairs in each room?			
7. Are the tables and chairs age-appropriate?			
8. Are there adequate supplies for each child?			

Possible Points For Section = 40 Total Points For Section = ____

Grading Scale:

“Great!” (40–30 points) **“Good”** (29–20 points) **“Needy”** (below 20)

Interpreting The Results Of The Facility Evaluation

- Go back to the items you rated with a "1" or a "3," and think through the following questions for each of those items.
 - What is the reason for the item's "low" score?
 - If the reason for the “low” score is financial, have you requested funds to "fix" the situation? (Connection to vision!) Have you advertised the need for donations?
 - If the reason for the “low” score is due to personnel needs; have you asked people for specific help in this area? Have you organized a "work day" to solve the problem? Have you approached existing team members for help in this area? Can you use youth or children to solve the problem? Can you make this a "family project"?
 - If the reason for the “low” score has to do with "tradition" issues; have you advertised your ministry vision well enough? Have you "sold" people on the values of the change? What are you waiting for? Set a date, advertise, and move!
 - If the reason for the “low” score is due to facility limitations; can you rearrange other facility uses to provide for this need? Can you combine other facility uses to provide for this need? Can you advertise the vision, and solicit volunteers to remodel the facility?
- If you can't "fix" the situation, how can you "work with what you have"?
 - Can you change a schedule?
 - Can you change the facility use?
 - Can you change the perceptions - entertain, laugh, smile during the situation?

