



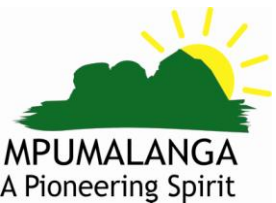
education

DEPARTMENT: EDUCATION
MPUMALANGA PROVINCE

CHECK LIST FOR A SITE VISIT

(Source of Reference: National Guidelines relating to Planning for Public School Infrastructure – 2012)

1. GENERAL	
Suggested name(s) of prospective school:	
Physical Address:	
District:	
Circuit:	
Region:	
Municipality:	



Deed of Sale/Lease Contract:			
Postal Address:			
Tel No:			
Fax No:			
E- Mail:			
Name of Principal:			
Contact No. of Principal:			
2. OWNERSHIP			
Owner of property/site:	Name of owner of property		Contact number of owner
Approved site plan & layout of buildings available.	Yes	No	Issued by:
Approved building plan available.	Yes	No	Issued by:
Owner of school:	Name of owner of school:		Contact number of owner:



<p>Nature of business:</p> <p>Sect 21 Company/ Other form of Company(Type)/Partnership/Closed Corporation/Sole Proprietor/Non Profit Organisation/Trust</p>			
3. PROXIMITY			
Description	Comments/Observations/Recommendations		
<p>Location of school:</p> <p>(Should not be close to busy road, grave yard, beer hall, taxi/bus rank, business centres, railway stations, sewage, or hotels. Situated within radius of 3 km around community it serves)</p>			
<p>Accessibility of school:</p>			
<p>Identification of school site/Signage visible:</p>	Yes	No	
<p>Slope:</p> <p>(Not exceed 15 degrees)</p>	Yes	No	
<p>Flood line:</p> <p>(If close to a river)</p>	Yes	No	
<p>Drainage and Storm Water:</p>			



4. MUNICIPAL SERVICES		
Description	Yes/No	Comments/Observations/ Recommendations
Have the grounds been zoned for educational purposes (if applicable)?		
Refuse disposal:		
Maintenance of access road:		
Availability of electricity:		
Water supply:		
Availability of drinking water:		
5. PHYSICAL RESOURCES		
5.1 ADMINISTRATION SPACES:		
Building material used:		Comment on: durability, strength and stability of buildings
Roof:		
Walls:		
Floor:		
Ceilings:		



Aspects	Yes/No	Number	Comments/Observations/Recommendations
Administration office:			
Principal's office:			
Vice Principal's office:			
Director's office			
HOD office(s):			
Storage areas:			
Printing room:			
Strong room/Safe:			
Reception area:			
Furnished staff room:			



Board room:			
Conference room:			
Ablution Female staff: (sanitary fixtures – floor water resistant)			
Ablution Male staff: (sanitary fixtures – floor water resistant)			
Facilities for educators in terms of non-smoking act:			
State of buildings: (Signs of being dilapidated/state of disrepair)			
Single/Double storey:			



5.2 CORE EDUCATIONAL SPACES:			
Building material used:		Comment on: durability, strength and stability of buildings	
Roof:			
Walls:			
Floor:			
Ceilings:			
Aspects	Yes/No	Number	Comments/Observations/Recommendations
Class rooms: ± 48 – 60 m ² At least 1.5 m ² per learner			
Desks and chairs:			
Chalk/White boards/ Interactive boards:			
Equipment to support teaching and learning:			
Computer laboratories:			
Nr of computers and printers for teaching and learning:			

Connectivity:			
Media Centre/Library:			
Science Laboratory:			
Life Sciences Laboratory:			
Social Sciences rooms:			
Training Kitchen:			
Training Restaurant:			
Workshops:			
Technical Drawing Room:			



Art room:			
Music room:			
Lighting: Adequate natural & artificial lighting			
Ventilation: Cross ventilation of at least 50% of opposing walls			
Temperature control: Cooling/warming devices for temp extremes in excess of 10°C degrees from the norm of 20°C degrees			
Control of dust and noise:			
Waste material on site:			



5.3 OTHER SUPPORTING SPACES:			
Aspects	Yes/No	Number	Comments/Observations/Recommendations
Store rooms:			
Tool shed:			
Stairways: (Railing/Balustrade)			
Walk ways: (Covered/Uncovered)			
Open space: (± 180 m ²)			
Grounds/Garden:			
Hostel(s):			
Parking space:			

Carports/Garages:			
Bell/Siren:			
Provision for disabled learners/Ramps:			
Ablution/Sanitation Boys: (Min.1 toilet, 1 urinal and 1 wash basin for every 15 boys – Floor water resistant)			
Ablution/Sanitation Girls: (Min. 2 toilets and 1 wash basin per 15 girls – Floor water resistant)			
Nutrition Centre:			
Pastoral care/ Counselling room:			
Tuck shop:			
Hall/Public assembly:			
Sports grounds:			
Swimming pools/baths/dams:			



Temporary buildings:			
Food garden:			
Perimeter security:			
Guarded security gate:			

OTHER:



6. SIGNATURES

6.1 Departmental official(s)

DATE OF SITE VISIT:			
ASSESSMENT DONE BY: (NAME IN PRINT)			
DESIGNATION OF OFFICIAL:			
SIGNATURE OF OFFICIAL:			

6.2 Official(s) from prospective school

DATE OF SITE VISIT:		
NAME OF OFFICIAL FROM PROSPECTIVE SCHOOL: (IN PRINT)		
DESIGNATION OF OFFICIAL:		
SIGNATURE OF OFFICIAL:		

