

Church Facilities Evaluation

A. Evaluation of exterior:

1. Location

- a. Is it visible?
- b. Is it accessible?
- c. Is it usable?
 - i. Does it have an odd property shape?
 - ii. Does it have a long, narrow shape?
 - iii. Does it slope?
 - iv. Is there bad terrain or limited frontage?
 - v. Are there severe easements?
- d. Does it provide room for future growth?
 - i. One usable acre for every 100-125 people
 - ii. Five acres=500-600 people

2. Parking lot:

- a. Is it accessible?
- b. Does it provide adequate entrances & exits?
- c. Is the traffic flow well marked?
- d. Is it well maintained?

- e. Is it well lit?
- f. Is it “guest friendly?”
 - i. # guest spaces
 - ii. # spaces for handicapped/physically challenged
 - iii. Clear directions to entrances?
 - iv. Greeters in the parking lot?
 - v. Passenger loading/unloading area?
 - vi. Shuttles if needed?
- g. Is it large enough for growth?
- h. Generally, one acre of parking = 100-120 cars:
 - i. To determine the average number of people per car, divide attendance by the number of cars in the lot.
 - ii. For example, a church averaging 100, with 40 cars in the lot, would have a parking ratio of 2.5 persons per car.
 - iii. Multiply the ratio by the number of parking spaces available to determine maximum parking.
 - iv. With a ratio of 2.5 per car, a church with 100 spaces would maximize their parking at 250 people.
 - v. However, don't forget the 80% rule.
 - vi. Be certain to factor in guest parking and parking for the physically challenged.

3. External environment:

- a. Is the landscaping well maintained?

- b. Is the building well maintained?
- c. Is there a helpful church sign?
 - i. Church name and phone
 - ii. Service times
- d. Is the exterior generally inviting?
- e. Are there appropriate barriers covering sites such as garbage?
- f. Are there signs pointing to parking and entrances?

B. General elevation of the interior:

- Do a personal walk-through.
- “Church plant”--get someone else to do it.

1. Basic questions:

- a. Is the building well maintained?
- b. Are their signs throughout the building?
- c. Are entrances and welcome centers well marked?
- d. Is the building accessible to the physically challenged?
- e. Are classrooms clearly marked?
- f. Is the classroom furniture updated and well maintained?

- g. Are emergency exit routes clearly indicated?
- h. Are fire extinguishers clearly available?

2. Specific areas to analyze:

- a. Worship center.
- b. Education space.
- c. Nursery.
- d. Restrooms.
- e. Fellowship space.

C. Evaluation of the worship center:

- 1. Is the worship center generally well kept?
- 2. Is the lighting adequate?
- 3. Is the center large enough for growth?
 - a. Be aware of local codes when determining seating capacity.
 - b. Assume 20-24" per person to determine seating capacity.
 - c. Again, remember the 80% rule.
 - d. Note "bad seating" when determining capacity.
 - e. Note overflow rooms and balcony space when evaluating capacity.

4. Is the foyer large enough to accommodate crowd movement into the worship center?
5. Remember the parking issue, too....

D. Evaluation of educational space:

1. Is the space well maintained?
2. Is there a welcome/guest/information center?
3. Are the furnishings age-appropriate?
4. Is the education space large enough for growth?
 - a. Space requirements vary according to group.
 - b. Remember, children generally require MORE space than adults.
 - c. The 80% rule applies in each room.
5. Possible ways to find education space:
 - a. Use all available space
 - b. Fit rooms to class sizes
 - c. Divide rooms into 2+ classes
 - d. Remove tables from adult rooms
6. Pay special attention to the preschool and children's departments.

- a. Is the furniture safe & modern?
- b. Do doors have windows?
- c. Are electrical outlets covered?
- d. Are toys safe & clean?
- e. Are health & safety procedures in place?
 - i. Security system?
 - ii. Cleaning toys & sheets?
 - iii. Prevention of germ spreading?
 - iv. Running water in classroom?

E. Evaluation of the fellowship facilities:

- 1. Is the space large enough to accommodate church attendance?
- 2. Do kitchen facilities adhere to code requirements?
- 3. Is safety equipment obvious?

F. Evaluation of the restroom facilities:

- 1. Are the restrooms clean?
- 2. Are the restrooms accessible for the physically challenged?
- 3. Are the restrooms equipped with all necessities? Paper? Soap?
- 4. Are there restrooms on every floor?

5. Are there enough restrooms for church attendance?
6. Do the restrooms include changing stations?
7. Are there children's restrooms in children's classrooms?

