

Facility Evaluation Tool

Imagine you have just moved into your community. You are looking for a new church home and are visiting this church for the first time. You do not know anyone who attends this church.

Based strictly on buildings and church space, how would you decide if this church would be the right place for you? What would influence your decision? Take this survey and see how your church measures up:

A. Stay outside the church for a few moments and ask/answer these questions:

- Would you have noticed this church after moving to this community? Why?
- What are your thoughts as you view this church from the road?
- What do the buildings and grounds say about how this church relates...
To God?

To one another?

To the community?

- Are you curious to see inside this church? Why?
- Do the facilities have curb appeal? Evaluate with the following checklist.

Yep **Nope** **Curb Appeal Evaluation checklist**

Do you have shrubs/trees/flowers around the exterior of your facilities?

Is the landscaping healthy and well kept?

Does your outdoor sign clear & inviting?

Is your outdoor sign updated regularly?

Does the exterior of your facilities appear to be in good condition (roof, siding, paint, windows, doors, sidewalks, etc.)?

Notes:

- Is the parking lot adequate? Evaluate with the following checklist.

Yep

Nope

Parking Evaluation checklist

Is it easy to enter the site from the street?

Do you have designated guest/visitor parking?

Do you have designated handicapped parking spots that are close to an entrance?

Do you have parking lot attendants to help direct traffic?

Is your parking lot paved?

Does your parking lot accommodate the expected number of attendees?

Do you have easy to find overflow parking?

Do you offer shuttle service from distant overflow parking lots?

Can guests visually identify their ideal entrance from their parking spot?

Are the walkways from the parking lot to your facilities easy to see from the parking spots?

Are the walkways from the parking lot to your facilities wheelchair/stroller accessible?

Is there a convenient auto passenger loading/unloading area? Is it covered for us in inclement weather?

Notes:

B. Entering the Church:

- Is it easy to locate the main entrance?
Do you immediately know where to go to enter for church services?
- Is there adequate space in the foyer for people to talk and be friendly before and after worship services without blocking the main circulation path?

- Does the signage ensure clarity for visitors? Evaluate with the following checklist.

Yep Nope Signage Evaluation checklist

- Does your church have signage leading to the campus from at least one mile away?
- Do you have on-campus directional signage?
- Does your signage direct guests and members to various parking options (guest, handicapped, overflow, etc.)?
- Does your signage direct first-time visitors to specific locations?
- Do you have signs that direct guests to the entrances for the facilities they need (office, worship center, etc.)?
- Do you have a map of your facilities posted/printed?
- Are all rooms numbered and do they correspond with the map?
- Do you have a guest welcome station?
- Is the Welcome Center easy to find?
- Is it clear where you should take your children?
- Is the circulation pattern clear? Do you know where to go to get to various areas of the building?
- Are restrooms well marked?
- Is your signage located at eye level and overhead?
- Are exits well marked?

Notes:

As you enter what are your first impressions of the entry foyer? Rate the following:

Uninviting	1	2	3	4	5	Inviting
Why?						
Cold Atmosphere	1	2	3	4	5	Warm Atmosphere
Why?						
Cluttered	1	2	3	4	5	Tidy
Why?						
Confusing	1	2	3	4	5	Straightforward
Why?						

C. Worship Space:

- What are your first feelings and thoughts as you enter? Why?
- Does this space feel welcoming? Why?
- Sit alone in a pew for a few moments. Imagine yourself preparing to worship in this place. Does the space make that easy or difficult?
- What do you like about the worship space?
- What do you dislike?
- Does the worship space say anything to you about this congregation and its priorities?
- Is there appropriate quality in materials and craftsmanship? Does anything look cheap, too showy, out of place?
- Are there provisions for overflow or future expansion of the worship space?
- How do you feel about the arrangement & style of the stage? Why?
- What does the design and placement of the baptistry say about the importance of baptism? Why?

Rate the worship space on the following characteristics, on a scale of 1 to 5:

Poor acoustics	1	2	3	4	5	Excellent acoustics
Poor sight lines	1	2	3	4	5	Excellent sight lines
Not comfortable	1	2	3	4	5	Very comfortable
Very unattractive	1	2	3	4	5	Very attractive
Not conducive to worship	1	2	3	4	5	Very conducive to worship
Would not serve well for wedding	1	2	3	4	5	Serves well for wedding
Would not serve well for baptism	1	2	3	4	5	Serves well for baptism
Would not serve well for funeral	1	2	3	4	5	Serves well for funeral
Uninspiring space	1	2	3	4	5	Inspiring space
Colorless	1	2	3	4	5	Colorful
Ordinary	1	2	3	4	5	Creative, dramatic
Unimaginative Architecture	1	2	3	4	5	Architecture
Cold, intimidating	1	2	3	4	5	Warm, friendly space
Depressing	1	2	3	4	5	Elevating

Notes:

D. Administrative Areas?

- Is it easy to find the church office? How easy is it to locate and get to on a weekday?
- Are staff offices large enough with enough shelving and cabinets? Are they efficient and inviting?
- Is the pastor's office adequate for administrative duties, study, and counseling?

E. Education Areas:

- What is your first reaction to these areas?
- Are the classrooms large enough to make them usable for various age groups and teaching methods?
- Is there flexibility—by using some movable walls, making rooms accessible without having to go through other rooms?
- Does there appear to be adequate storage?
- Are there room identification signs?
- Are the preschool areas located conveniently near main entrances and the worship center?
- Is the preschool area arranged so children can be left and picked up without disrupting other children?
- Do preschool rooms communicate a sense of security and warmth? How would you feel about leaving your child there?
- Are other kids' ministry areas up-to-date, warm, and secure? (decor, toys, etc.) Describe.
- Are other kids' ministry areas clean and well maintained? Describe.
- Is the student ministry area up-to-date, warm, and secure? (decor, tech, etc.) Describe.
- Is the student ministry area clean and well maintained? Describe.

Notes:

F. Fellowship Hall:

- Is there easy access to the fellowship hall from parking and other areas in the building?
- How do you feel about this space?
- Does it make fellowship easy?
- How practical is it?
- Are the floor and walls easy to maintain?
- How versatile is it?
- Is there adequate technology (sound, projector, dvd)
- Adjustable lighting?
- Can it be subdivided for multiple use?
- Is there adequate storage for tables and chairs?
- Is the kitchen large enough and efficiently designed?
- Is there enough storage?

Notes:

H. Miscellaneous Areas

- Is there adequate storage for music and instruments?
- Are rest rooms conveniently located? Are there enough of them?
Are they clean and inviting?
How do they smell?
- Are the spaces and rest rooms in this building, and the building itself, handicap accessible?
- Is there sufficient general storage?
Is it well distributed throughout the building?
- Are there enough janitors' closets and maintenance area?
- Are other areas of church property not already addressed (i.e. church cemetery) well-maintained? If not, what specific aspects need to be addressed?

Evaluate the cleanliness and safety of our facility with the following checklist.

Yep	Nope	Cleanliness & Safety Evaluation checklist
		Are your facilities free of mold, mildew, dirt, and debris?
		Does your church have a fresh coat of paint throughout?
		Are the windows clean throughout your church?
		Are the doors clean throughout your facilities?
		Are your restrooms clean and well stocked with supplies?
		Are the restrooms inspected regularly during peak times on campus?
		Are the floors vacuumed and/or mopped regularly?
		Are the walls and ceilings well maintained?
		Are the church offices, classrooms, and other spaces neat and tidy?
		Are your trash cans and recycling bins emptied regularly?

Is there adequate lighting for your parking lot, entrances, and exits?
Are all walkways free of low hanging limbs and branches?
Are all walkways level and free of holes and cracks?
Do you have carpet or mats on the inside and outside of entrances and exits to ensure safe footing?
Are your doors easy to open?
Are public areas free of tripping hazards (stacked chairs, tables, etc.)?
Are your stairwells clear and accessible?
Are parents informed about where their children are during the service?
Are they given instructions for reconnecting with their children after the service?
Do you have an emergency exit plan in case of fires, etc.? Is it posted for guests and members to see?

Notes:

I. Summary:

Summarize your overall feelings and thoughts about this church. Include architectural appeal, physical layout and accessibility to people with special needs, overall strengths and weaknesses, and apparent priorities of this congregation.

During the evaluation did you notice anything not addressed in this tool that felt unkept, outdated, disorganized, or in need of repair? If so, what?

Are you attracted to this church as a prospective member?

