APPENDIX O
EXAMPLE OF QUESTION SET FOR FACILITIES EVALUATIONS

Instructions

1. Use this form for rating a facility

2. Review the criteria for each consideration and agree on the meaning for the particular building type being evaluated.

3. Enter score from 1 to 10 for each criterion:

   1 Complete Failure       6 Good
   2 Critically Bad         7 Very Good
   3 Far Below Acceptable  8 Excellent
   4 Poor                  9 Superior
   5 Acceptable            10 Perfect

4. Add the scores and divide by 6 to get an average score for each major consideration.

FUNCTION

A. THE OVERALL ORGANIZATIONAL IDEA
   (the big functional concept)

B. EFFECTIVE ARRANGEMENT OF SPACES
   (activities and functional relationships)

C. WELL-PLANNED CIRCULATION
   (entry, orientation, flow)

D. ADEQUATE SPACE ALLOCATIONS/PARKING
   (net assignable/unassigned area, parking)

E. RESPONSE TO USER PHYSICAL NEEDS
   (comfort, safety, convenience)

F. RESPONSE TO USER SOCIAL NEEDS
   (privacy, interaction, sense of community)

SUM TOTAL
DIVIDE BY SIX
AVERAGE FUNCTION SCORE
FORM

A. CREATIVITY AND EXCELLENCE IN DESIGN
   (imagination, innovation)

B. PERFORMANCE OF BUILDING SYSTEMS
   (structural, mechanical, electrical, signal)

C. RESPONSE TO SITE CONDITIONS
   (physical, climatic, aesthetic)

D. PROVISION FOR ENVIRONMENTAL CONTROLS
   (light, sound, temperature, ventilation)

E. RESPONSE TO USER PSYCHOLOGICAL NEDS
   (order, color, variety, views)

F. APPROPRIATE SYMBOLISM
   (image, character, scale)

SUM TOTAL
DIVIDE BY SIX
6
AVERAGE FUNCTION SCORE

ECONOMY

A. REALISTIC SOLUTION TO A BALANCED BUDGET
   (initial cost control)

B. RETURN ON INVESTMENT
   (most for the money)

C. MAXIMUM EFFECT WITH MINIMUM MEANS
   (elegance, multiple purpose)

D. EFFICIENT PLAN AND SHAPE
   (unassignable area, volume)

E. EASE OF MAINTENANCE
   (materials and building systems)

F. COST-EFFECTIVE OPERATIONS
   (energy efficiency, minimum upkeep)

SUM TOTAL
DIVIDE BY SIX
6
AVERAGE FUNCTION SCORE
**TIME**

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<tbody>
<tr>
<td>A.</td>
<td>CONVERTIBLE SPACES FOR CHANGES IN FUNCTION (dynamic activities, universality)</td>
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<tr>
<td>B.</td>
<td>FIXED SPACES FOR SPECIFIC ACTIVITIES (major static activities)</td>
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<td>C.</td>
<td>PROVISION FOR GROWTH (expandibility, shell space)</td>
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<td>D.</td>
<td>VITALITY AND VALIDITY OVER TIME (sustaining quality, holding power)</td>
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<td>E.</td>
<td>HISTORICAL AND CULTURAL VALUES (significance, continuity, familiarity)</td>
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<tr>
<td>F.</td>
<td>USE OF MATERIAL (expression of the times or advanced systems)</td>
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**SUM TOTAL**

**DIVIDE BY SIX**  6

**AVERAGE FUNCTION SCORE**