

## Site Inventory Checklist

### A. Site Location and Context

1. Identify the conditions and land uses on surrounding sides
  - i) What types of land uses are there?
  - ii) What is the condition of surrounding sites?
  - iii) How heavily traveled are the nearby streets?
  - iv) When is the heaviest traffic?
  - v) Is there a lot of traffic noise?
  - vi) Is there headlight glare from passing cars?
2. Character of neighborhood
  - i) Style, age, character, condition of nearby buildings
  - ii) Maturity of vegetation
  - iii) Feeling of area
3. Patterns of vehicular circulation
  - i) Road types
  - ii) Intensity and type of use (residential, commercial, etc.)
  - iii) Fluctuations due to time, season, day
  - iv) Primary arrival point and means (bus, automobile, etc)
  - v) Location of bus stop

### B. Topography

1. Identify areas of wet ground
2. Identify grade change between inside and outside
3. Identify high and low points and areas

### C. Hydrology and Drainage

1. Identify drainage onto and off of site
2. Identify subsurface water conditions (height to water table, seasonal fluctuations)

### D. Soil

1. What is the soil type?
2. How deep is the topsoil layer?
3. How far down until bedrock is reached?
4. What is the rate of percolation?

### E. Vegetation

1. What vegetation exists?
  - i) Species
  - ii) Condition
  - iii) Size
  - iv) Color and seasonal variation
2. Locate vegetation on site

### F. Microclimate

1. Sun angles during year
2. What is the predominant wind direction?
3. Locate and identify shady areas
4. Locate and identify sunny areas
5. Identify areas protected from wind, summer sun

### G. Existing Building(s)

1. What is the architectural style?
  2. How high is the building? Sections? Overall?
  3. What materials were used?
  4. What is the condition?
  5. Where are doors and windows located?
  6. Which doors are used the most?
  7. Are there any good views out of the building? From where?
  8. Are there good views into the building? From where?
  9. Should any of these views be enhanced or blocked?
  10. How do people with disabilities move around the site and in/ out of buildings?
- H. Other Existing Structures
1. Locate sidewalks, steps, ramps, fences, etc.
  2. What is the condition?
  3. How many steps?
  4. How long of a ramp? What is the ramp's slope?
  5. Identify location and condition of any storage sheds.
- I. Utilities
1. Locate, determine height above (depth under) ground, type
  2. Identify utility easements
  3. Locate utility boxes, transformers, etc
  4. Locate lights and their electrical lines
- J. Views
1. Are there good views into/ out of site?
    - i) Should they be taken advantage of?
  2. Are there bad views?
    - i) Should they be blocked?
  3. What are the views out from the building like?
  4. Can the views be used in the design?
- K. Spaces and Senses
1. Identify existing outdoor room areas
    - i) Where are the walls, ceilings
  2. What is the feeling of these rooms?
    - i) Comfy, exposed, safe, etc?
  3. Are there disturbing or unique noises heard in these rooms?
    - i) Traffic, nearby streams, wind blowing through trees?
  4. Locate areas with offensive smells
    - i) Sewer, garbage, etc.?
- L. Site Functions
1. How is the site currently used?
  2. Who uses it?
  3. When is it used the most? The least?
  4. Are there maintenance problems?
  5. Are there special areas that receive more wear and tear?
  6. How do people arrive at the site? What do they feel?
  7. Where is winter snow dumped?

8. Are there safety hazards? (perpetual ice, cracked sidewalks, potholes, areas where children can trip on things, etc.)

M. Existing Play Areas

1. Where do children play now?
2. With what do they play?
3. Where is the existing equipment?
4. What is the condition (safe, needs maintenance, etc) of the existing play equipment?
5. Does the equipment or area meet current safety and accessibility standards?
6. Are the play areas supervisable?