

# School Building Checklist

## I. Pre-Construction Phase

### 1. Planning

- Define space requirements (classrooms, labs, library, etc.).
- Create an inclusive design for accessibility.
- Plan for outdoor and recreational spaces.

### 2. Approvals

- Obtain necessary permits and clearances.
- Review and comply with education facility regulations.

## II. Construction Phase

### 1. Structural Work

- Build classrooms, administrative offices, and common areas.
- Install restrooms and cafeteria facilities.
- Ensure proper ventilation and natural lighting.

### 2. Safety

- Install fire safety and alarm systems.
- Ensure playgrounds meet safety standards.

## III. Post-Construction Phase

### 1. Inspections

- Conduct final building inspections.
- Test water, air quality, and fire safety systems.

### 2. Handover

- Set up classrooms with furniture and equipment.
- Provide a maintenance schedule and user manuals.