

PRIVATE SECONDARY EDUCATION AUTHORITY

MONITORING OF NORMS AND STANDARDS

Survey & Inspection of the Physical Infrastructure of Schools

PART F : OFFICES, SICK-BAY, STORES

(A separate form to be used for each department)

Name of School: _____

Department: _____

Date of Verification: _____

SN	Requirement	Availability/ General Observation	Specific Problem/s Identified & location	Recommended Remedial Action	MARKS	SCORE
I	Rector's Office - Dept: _____					
1.	Recommended min. size 20m ²	Area:.....m ²	30	
2.	Floor tiled	30	
3.	Furnished with:				10	
	• Fan	20	
	• Air conditioner	20	
	• Curtains	20	
	• Executive table	20	
	• Executive chair	20	
	• Cupboard/Locker	10	
	• Filing cabinet	10	
	• Bookcase/rack	10	
	• Wall clock	10	
	• 4 chairs	10	
	• Notice board	20	
	• Master T.T.	20	
4.	Equipped with:				20	
	• Phone	20	
	• PC/Laptop	20	
	• Internet working	20	

5.	• Fax machine	20	
	• Printer with ink	20	
	• CCTV for supervision	20	
	Maintenance:					
	• Neat paintwork	20	
	• Good lighting	20	
	• Clean and orderly	10	
				TOTAL	390	
				PERCENTAGE SCORE: (SCORE/110)X100=	%	
II	Administrative Offices – Dept. _____					
SN	Requirement	Availability/ General Observation	Specific Problem/s Identified & location	Recommended Remedial Action	MARKS	SCORE
6.	Offices/working spaces for:					
	i) Dep. Rector					
	○ Well furnished	30	
	○ Neat paintwork	10	
	○ Well lighted	20	
	○ Well ventilated	20	
	○ Clean and orderly	20	
7.	ii) Sen. Educator					
	○ Well furnished	30	
	○ Neat paintwork	10	
	○ Well lighted	20	
	○ Well ventilated	20	
	○ Clean and orderly	20	
8.	iii) Secretariat –					
	○ Sufficiently spacious	30	
	○ Appropriate furniture	20	
	○ PCs	30	
	○ Internet connected	20	
	○ Printer with ink	30	

	○ Fax Machine	30	
	○ Photocopying machine	30	
	○ Telephone	30	
	○ Well lighted	20	
	○ Well ventilated	20	
	○ Neat paintwork	10	
	○ Out of bounds to pupils	10	
	○ Provision for printing of mid-term and end of year examinations papers	20	
	○ Sufficient stationery	20	

				TOTAL	520	
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		PERCENTAGE SCORE: (SCORE/110)X100=			%	
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III	Sick Bay – Dept. _____						
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SN	Requirement	Availability/ General Observation	Specific Problem/s Identified	Recommended Remedial Action	MARKS	SCORE
1.	• Min. rec. size: 15 m ²	30	
2.	• Good lighting	20	
3.	• Good ventilation	20	
4.	• 2 Comfortable couches/beds	30	
5.	• Drinking water	30	
6.	• Glucose	10	
7.	• First aid-kit for minor injuries and sickness	10	
8.	• Wash basin	10	
9.	• Chair	10	
10	• Cleanliness	30	
11	• Alarm	20	

				TOTAL	220	
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		PERCENTAGE SCORE: (SCORE/110)X100=			%	
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IV	Store(s) (if any) – Dept. _____				MARKS	SCORE
1.	○ Adequately spacious	30	
2.	○ Safe	30	
3.	○ Accessible	30	
4.	○ Orderly	20	
				TOTAL	110	
		PERCENTAGE SCORE: (SCORE/110)X100=			%	

RECAP OF SCORES

Rector's Office:% A

Administrative Offices:% B

Sick Bay :% C

Store/s:% D

OVERALL AVERAGE SCORE:% (A+B+C+D) ÷ 4

