

PRIVATE SECONDARY EDUCATION AUTHORITY

MONITORING OF NORMS AND STANDARDS

Survey & Inspection of the Physical Infrastructure of Schools

PART D

- STAFF-ROOM
- &
- MESS-ROOM

Name of School: _____

Department: _____

Date of Verification: _____

No of Teaching Staff in the Department using Staffroom(s): _____

No of Non-Teaching Staff in the Department using Messroom(s): _____

Distribution of Staff-rooms & Mess-rooms in all Departments:

<u>Dept.</u>	<u>No. of Staff-rooms</u>	<u>No. of Mess-rooms</u>
1 (main)
2
3
4

I. STAFF-ROOM NO. **DEPT.:**..... (A separate form is to be filled for each staffroom)

Capacity of the staffroom:

No. of Teaching Staff Accommodated:.....

	REQUIREMENT	Availability/ General observation	Specific Problem Identified & location	Recommended Remedial action	MARKS	SCORE
1.	Recommended minimum size: 36m ² (rated pro-rata)				30	
2.	Floor area: Min. 2m ² per teacher recommended				30	
3.	Walls & paintwork				30	
4.	Ceiling in good condition				30	
5.	Floor tiled				30	
6.	Curtains				20	
7.	Tables - recommended space: approx. 1m ² / teacher				30	
8.	Tablecloth				10	
9.	Chairs in good condition– 1 per teacher				30	
10	Washing facilities: Tap, Water supply, Wash-basin, Mirror, Towel/Dryer Liquid soap				30 (5x6)	
11	Locker – 1 per teacher				30	
12	Shelves – adequate				20	
13	Coat Hangers				10	
14	Notice Board				10	
15	Master Time-table displayed				10	
16	Adequate Lighting				30	
17	Adequate Ventilation – natural/air conditioned/fans				30	
18	PCs – 1 for every 10 staff				30	
19	Internet on PCs and/or wifi				10	
20	Electric kettle				30	
21	Refrigerator of adequate capacity				20	
22	Microwave oven				20	
23	Fire extinguisher min. 2l/2kg – serviced on time				20	
24	Emergency Exit - accessible				20	
				TOTAL	560	

II. MESS-ROOM NO. DEPT.:..... (A separate form is to be filled for each mess-room)						
Size of the mess-room: No. of Non-Teaching Staff Accommodated:.....						
	REQUIREMENT	Availability/ General observation	Specific Problem Identified & location	Recommended Remedial action	MARKS	SCORE
1.	Recommended minimum size: 21m ² (rated pro-rata)				30	
2.	Floor area: Min. 1.5m ² per staff recommended				30	
3.	Walls & Paintwork				30	
4.	Ceiling in good condition				30	
5.	Floor tiled				30	
6.	Curtains				20	
7.	Tables provided for lunch				30	
8.	Chairs – 1 per staff				30	
9.	Washing facilities: Tap, Water supply, Wash-basin, Towel/Dryer, Mirror, Soap				30 (5x6)	
10	Changing corner with door and lock				30	
11	Lockers				20	
12	Shelves				20	
13	Hangers				20	
14	Adequate Lighting				30	
15	Adequate Ventilation – natural/air conditioned/fans				30	
16	Electric Kettle				30	
17	Microwave oven provided				20	
18	Fire extinguisher min. 2l/2kg - serviced				20	
19	Emergency Exit - accessible				20	
				TOTAL	500	

• Percentage Score on STAFF-ROOM: (Score/560) x 100 =%

• Percentage Score on MESS-ROOM: (Score/500) x 100 =%

