

AVAILABLE CAPACITY WORKSHEET INSTRUCTIONS

1. Record the district name and number in the space provided.
2. Record the county name.
3. Record the name and title of evaluator (upper right-hand corner).
4. Record the school or building name and address in the space provided. Buildings and additions with a functional age over one hundred years old should not be recorded on this worksheet.
5. Record the room number or other identification used by the district in column A.
6. Record the type of room by entering the appropriate room type number in column B.
7. Record the loading factor associated with the room type in column C.
8. Record the length of the room (in feet) rounding to the nearest whole foot in column D.
9. Record the width of the room (in feet) rounding to the nearest whole foot in column E.
10. Multiply the entry in column D by the entry in column E and enter in column F. This is the area of the room.
11. Divide the entry from column F (the area) by the loading factor recorded in column C and enter the result in column G. This is the enrollment capacity for this room.
12. Continue until all rooms in the building have been covered.
13. Add all the values recorded in column G and record in the total box on the last page. This is the available capacity of the building.