School Building Authority of West Virginia

BUILDING PROGRAM UTILIZATION WORKSHEET

Worksheet #3

**SBA FORM 301-C**

**NOTE: THIS FORM MAY BE SUBSTITUTED FOR A SIMILAR SBA-APPROVED DIGITAL INSTRUMENT**

**County: \_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Enrollment: \_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Number Of** |  | **Maximum Pupils/** |  | **Total Program** |
| **Classroom Types** | **Classroom Types** | **x** | **Class Capacity** | **=** | **Capacity** |
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| TOTALS: |  |  |  |  |  |

**Program Utilization = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ divided by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ =**

**Current Enrollment Total Program Capacity**

**PROGRAM UTILIZATION = \_\_\_\_\_\_% Desirable Program Capacity = 85%**

**Instructions for Calculating Building Program Utilization**

**Elementary School** – Calculate the number and type of classrooms using the maximum program capacity for each self-contained regular classroom. Assume for example – that all students are seated in a first period block without pullout programs. Do not include library/media, cafeteria, itinerant spaces, resource rooms, or optional academic classrooms such as art, music and computer labs that act as pullout programs to support the core curriculum.

**Secondary School** – Middle/Junior High School programs where various schedules exist, calculate the number and type of classrooms using the maximum program capacity for each regular or special classroom. Assume for example, that all students are seated in a first period block and exclude library/media, commons or any space that cannot be used for other course offerings in the daily capacity of each facility. The maximum capacity for instructional spaces for specialty classrooms is counted once. A specialty classroom may be available throughout the school day but due to its specialized design or equipment it is rendered impractical to use for other instructional purposes.

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