Worksheet # 1

An on-going inventory of facility space and infrastructure will help determine the capacity of use. Considerations should include but not be limited to the location of the facility, zoning, the overall size of the property (land), size of the building, potential area for future expansion, building age, number of rooms and dimensions, room features, utilities, plumbing, sewer, handicap accessibility, roads, dockage/loading features, etc.

In addition to providing a quick reference, an inventory of space and infrastructure will help target strengths and weaknesses of the facility. Future discussions and planning sessions will have a base of reference when considering immediate and future needs.

Attach a building floor plan sketch, plat map, and photos.

If a recent real estate appraisal of the building has been done, most of this information will be documented in that report.

Add additional pages as needed.
Small-Scale Food Processing
Facility, Infrastructure & Equipment Inventory

Building: ___________________________ Age ____________

Address_________________________________________________________
Legal Description____________________________________________________
Zoning______________________________________________________________
Adjacent Properties ________________________________________________
Neighborhood Description:
________________________________________________________________
________________________________________________________________

Site Dimensions: __________________________________________________
Number of Stories: _________________ Exterior Finish ___________________
Roads: __________________________________________________________
Room for future expansion: __________________________________________
Utilities:  _________________________________________________________
Plumbing: _________________________________________________________
Sewer:  __________________________________________________________
Handicap Accessibility ______________________________________________
Dockage: _________________________________________________________
Building Deficiencies:
________________________________________________________________
________________________________________________________________

Number of Rooms: _________

Room # 1
Dimensions: ___________________________
Utilities: ____________________________________________________________
Description: _________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Room #2
Dimensions; ___________________________
Utilities: __________________________________________________________
Description: _______________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Compiled by Mary Pat Carlson, April, 2010