



# 2 KNOW YOUR SITE

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# 01

## THE PREPARATIONS

Get ready! In Activity Sheet #2, you will prepare your team to learn more about potential sites in your area for your design-build project through a site visit.

### Mentor's Notes:

Make sure you meet with your mentee(s) before and after the site visit.

Before the visit: Remind your mentee(s) about preparing for the site visit and what to keep in mind in terms of comfort and safety.

Let others know before you plan your visit/invite them to your school.

### Contact Stakeholders

- From the list of potential sites in your community that was brainstormed during Activity Sheet #1, identify 3-4 locations to contact the stakeholders involved (tip: focus on the locations closest to your school)
- These people could include your school principal (if on school grounds), environmental organizations, the local parks and recreation department, etc.
- Email, call or meet these people in person to discuss your plan to visit the site and learn more about their work

### How to prepare for your site visit

#### What you need

- Notebook (or paper on a clipboard) for each person
- Pens
- Printed maps of the site (you can print them off Google Maps)
- Phone or camera to take pictures

#### Who's going?

- Find out who will be coming to the site visit
- If there are more than 4 people, divide into smaller teams and assign at least 1 executive team member to each team



# 01 THE PREPARATIONS (CONT'D)



## Review Method Cards

- Take a look at the [Action Method Cards](#), and predict how people will move, play, and/or work at the site:



Answer the guiding question at the bottom of the card.



Example cards are those with underlined words and a Move/Play/Work icon at the bottom left. They are prompts to help you think about different considerations.

- Take a look at the [Place Method Cards](#), and predict how the site conditions influence use of the space



Answer the guiding question at the bottom of the card.

## Comfort and safety

- Remind team members to wear comfortable shoes and dress for the weather. Reschedule the visit if necessary
- Always obey rules of traffic and look both ways before you cross a street
- Do a head count before and after each visit. Don't leave anyone behind!
- Ask your teacher supervisor to accompany your group if he/she is available



# 02

## SITE VISIT

Explore the site!  
*45 minutes (includes travel time)*

### Mentor's Notes:

Depending on the site, some of these prompts may not apply.

Before meeting with your mentee(s), you should, at a minimum, scan the site through Google Maps to better understand the context. Provide additional site-specific prompts for data collection.

**Visit the chosen community site and use the following questions as a guide to collect useful data. Take lots of photos!**

### People

Find out more about the users.

- Who is using the site? What are their demographics?
- How do they use the site? What are they doing?

### Features

What physical features do you see? List all features (see examples below) and mark the location of where you saw them on the map.

- For a park: trees, benches, areas of shade, trails/paths, water fountains, garbage/recycling bins, etc.
- For a bus stop: seating, cover/shelter, signs, schedules, garbage/recycling bins, heating, advertisements, etc.
- For a street: sidewalks (none/one side/both sides), crosswalks, pedestrian islands (middle curb), traffic lights, street lights, benches, trees, etc.
- For an indoor space: entrances, lighting, switches, electrical outlets, furniture, sinks, heaters, etc.

### Surroundings

What kind of buildings, amenities or services exist around your site? Identify as many places as possible (e.g. houses, parks, businesses, schools, etc.)

### Connections & Barriers

How do people access this place? Do they walk, bike, bus, or drive?

- Identify the streets, parking lots, bus stops, and entrances
- Identify any barriers that prevent or discourage people from entering. E.g. fences, bollards, locked entrances, signs, poor maintenance, questionable activities, etc.



# 03

## DISCUSSION

Reflect on what you just saw  
*15 minutes*

**Review and share your observation notes.**

### Share the Results

- Everyone briefly shares their observations with the rest of the group (e.g. what were the key takeaways?)
- Other members are encouraged to ask for clarifications or follow-up questions
- The Secretary should take notes during the discussion

### Data Collection

- Assign 1 exec member to collect and keep all the maps with markings, and bring them back to the next meeting
- The Secretary should compile a summary of the observation and takeaway notes



# 04 SUBMISSION

Submit the following items to your school chapter folder on Google Drive in the subfolder titled "Activity 2"

### Mentor's Notes:

Review observation notes, maps and photos, and prepare to ask your mentee(s) questions to make sure both parties have a good grasp of the site conditions.

### SITE VISIT

Observation and takeaway notes

Annotated maps

Site photos

Post on your Instagram account

- Site visit photos or photos taken of the presentation
- In your caption, share the name of the site and give a brief description of what it is
- Be sure to tag @1uptoronto in your post

Share the following to Discord in the channel titled "activity-sheets-submissions" for other school chapters to see

- Your Instagram post and caption
- Short summary of your chapter's observation and takeaway notes