



2 KNOW YOUR SITE





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:

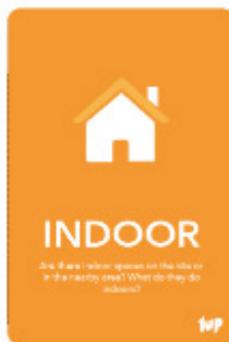


Answer the guiding question at the bottom of the card.



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