PARKING DATA COLLECTION — FIELD CHECKLIST

Before You Go

☐ **Your collection sites**
Confirm your locations, addresses, land-use types, and required collection time period.

☐ **Data collection spreadsheet**
Have the Excel spreadsheet open and ready on your laptop **or** bring a printed copy.

☐ **Laptop + sufficient battery/charger**
If collecting electronically, make sure you have enough battery for the full collection period.

☐ **Printed form + pen + backup pen**
Even if you plan to collect electronically bring a printed copy of the excel form and a pen. Technology has opinions.

☐ **ITE Parking Data Collection one-pager**
Bring copies to provide if someone approaches you and asks what you are doing.

☐ **Water**
Hydration is important when in a sea of asphalt parking lots!

☐ **Sunscreen and weather-appropriate gear**
Check the weather before you leave and plan accordingly. Don't forget your safety vest if you'll be on foot.

☐ **Phone + charged battery**
For navigation, communication, and emergencies.

When You Arrive At Each Location

☐ Confirm you are at the **correct location**

☐ Confirm the parking area matches the **site boundaries/collector notes** in your package

☐ Identify a **safe, legal place to observe** without interfering with customers, employees, vehicles, or business operations

☐ Confirm you are collecting during the **assigned time period**

☐ Record the required site information before beginning your count, including the total number of available parking spaces.

While You're Counting

☐ Count only the vehicles/parking areas identified in your collection instructions

☐ Record your count at the **required observation times**

☐ Note anything unusual that could affect the count
Construction, closed businesses, special events, blocked parking areas, unusual weather, etc.

☐ **Do not photograph people or license plates or collect personal information**

☐ If someone asks what you are doing, provide the **ITE Parking Data Collection one-pager**

☐ If a property owner or manager asks you to leave, **leave the property and contact ITE. Do not argue or attempt to continue the count.**

BEFORE YOU LEAVE

☐ Double-check that **all required fields and counts are complete**

☐ Make sure any unusual conditions or observations are documented

☐ If the site could not be completed, record **why** and notify ITE

☐ Save your spreadsheet / secure your paper count sheet