

# Instructions for completing the Cost of Construction Report Form (FCO 564PS)

## General Instructions

1. Prepare a separate form for each new construction project. If your agency does not have any new construction projects to report, please return the form with your agency name, and annotate "NONE" in large letters on the form. Include point of contact name, telephone number and email address.
2. Each form is to be submitted by the due date indicated on the letter sent to each agency contact(s).
3. All forms are to reflect new construction projects only (new schools, replacement schools or addition to an existing school). Renovation and remodeling projects are not to be reported.
4. A new construction project is to be reported even if there are no student stations.
5. All forms should be submitted electronically to [askfco@fldoe.org](mailto:askfco@fldoe.org).

## Category Instructions:

### STEP 1: SCHOOL INFORMATION

**District Name** - Enter the district name (Example: Alachua; do not include "county school district")

**School Name** - Enter the school name (Do not enter the project name unless the entire project is a new or a replacement school)

**District Number** - Enter the district three digit number (301 – 367)

**Facility (FISH) #** - Enter the Facility FISH number. This number can be found in the Florida Inventory for School Housing (FISH) report by project name.

### STEP 2: CONSTRUCTION PROJECT INFORMATION (New or Replacement Schools and Additions Only)

**Reuse of plans, prototype, design build and/or hurricane shelter** - Select the category that applies to reporting the new construction project. For information pertaining to the referenced categories, please refer to the **State Requirements for Educational Facilities (SREF)** on the Florida Department of Education website at <http://www.fldoe.org/core/fileparse.php/7738/urlt/srefrule14.pdf>.

**Type of Project** - Select One (New, Replacement or Addition)

**Type of Addition** - This refers to any new construction project that is an addition to the existing school.

**Phase III Plan Approval Date** - Refer to your agency Architect for the approval date.

**Contract Award Date** - Enter the date your district board approved the contract bid.

**Certificate of Occupancy Date Issued** - Report the date the certificate was issued.

### STEP 3: NEW CONSTRUCTION BASELINE DATA

1. **Number of Student Stations** - Report the new student stations for this project only (do not report total student stations).
2. **Number of Teacher Stations** - Report the new teacher stations for this project only.
3. **Net Square Feet** - The enclosed interior floor area for pre-K through grade 12, including conversion charter schools or vocational facilities, measured from the inside surfaces of all enclosing walls that form the boundaries of the spaces.
4. **Gross Square Feet** - Applicable to grades pre-K through 12, including conversion charter schools or vocational facilities. Multiply the calculated total net square footage by 1.06, and add the total floor area square footage of covered walkways and bus loading/unloading areas or similar areas having a roof but no walls. [Example: 1.06 (total net square feet) + total floor area square footage of covered walkways and bus loading/unloading areas or similar areas having a roof but no walls = Gross Square Feet. 1.06(200) + 547 = 759 Gross Square Feet].
5. **# of new classrooms assigned capacity** - Report the new classrooms by grade level.
6. **Cost data (6a-6l)** - Report new construction amounts. Refer to the form for terms and definitions for categories 6a –6l.
7. **Education Facility Cost (sum of lines 6a-6e)** - Total sum of lines 6a-6e.
8. **Cost per Student Station (divide line 7 by line 1)** - Divide the total Educational Facility Cost by the number of student stations reported.
9. **Cost per Teacher Station (divide line 7 by line 2)** - Divide the total Educational Facility Cost by the number of Teacher Stations reported.
10. **Educational Plant Total Cost (sum of lines 6a-6l)(All plant-related costs)** - Total all cost data categories (6a-6l).

### STEP 4: SOURCE OF FUNDS

Select each applicable funding source for the new construction project and funding amount by the source.