



Office of Educational Facilities Florida Department of Education

Room Condition Change Building Replacement/Raze

District/Community College _____ Contact Person _____
 _____ Phone _____

Facility/Campus Name _____ Facility Number (school districts only) _____

Building Number(s) _____ Parcel/Site Number(s) _____

This Proposed Project will:

- Change the condition of permanent rooms from satisfactory to unsatisfactory (if yes, go to Section I and complete certification in Section III). (Not applicable to community colleges)
- Change the condition of permanent rooms from unsatisfactory to satisfactory (if yes, go to Section I and complete certification in Section III). (Not applicable to community colleges)
- Raze permanent building(s) (if yes, go to Section II and complete certification in Section III).
- Replace permanent building(s) (if yes, go to Section II and complete certification in Section III).
 Major Capital Outlay Funding Source(s) – Original Building _____
 Major Capital Outlay Funding Source(s) – Replacement Building _____

This form is not required for razing a single, freestanding structure that is less than 750 NSF and is debt free, or multiple small structures on a single campus whose total area is less than 750 NSF and are debt free. This form must be completed for any structure 750 NSF or greater and any structure, regardless of size, that is not debt free.

A. DISTRICT/COMMUNITY COLLEGE CERTIFICATION

The district/community college must submit this certification document, completed and signed by the appropriate school officials, along with all required or necessary supporting documentation pertaining to the proposed project.

The _____ County District School Board/Community College Board hereby certifies that:

I. CONDITION CHANGE: (Not applicable to community colleges)

1. All room condition changes are consistent with State Requirements for Educational Facilities (SREF) standards and the Florida Fire Prevention Code (FFPC) requirements for the condition of space.

II. RAZE/REPLACE PERMANENT BUILDING(S):

1. All fund sources have been researched and no current indebtedness or outstanding debt exists for the building(s) that will be razed and/or replaced.
2. Funding Source(s):
 - a. Original Building: _____

- b. If Replaced: _____
- 3. Voters of the district have approved local bonding for the project: Yes/No
 - a. Date of voter approval: _____
- 4. Imminent danger exists for the building(s) that will be razed and/or replaced.

III. CERTIFICATION SIGNATURES:

Director of Facilities Planning

Date

Superintendent/President

Date

Board Chair

Date

NOTE: Certification is required by the Superintendent and Director of Facilities Planning for room condition changes. Certification is required by the Superintendent/President and Board Chair to raze or replace permanent buildings.

Submit signed form and supporting documents to:
Office of Educational Facilities, Room 1054
Florida Department of Education
325 West Gaines Street
Tallahassee, Florida 32399-0400

Procedures and Processes Instructions:

B. CONDITION CHANGE (Not applicable to community colleges)

1. RATIONALE (provide the following information, as appropriate, to justify changing the condition of spaces):
 - i. In order to change the space condition from satisfactory to unsatisfactory the district must certify that the space is no longer physically safe or suitable for occupancy:
 1. Unsatisfactory space is typically designated as such due to compromising effects on the structural integrity, safety, or excessive physical deterioration of a building.
 2. Typically, space condition should be the same, either satisfactory or unsatisfactory, for all rooms in a permanent building.
 3. Space that has been determined to be unsatisfactory should not be occupied.
 4. Application of a facility replacement formula, such as the Castaldi generalized formula for modernization or other similar facilities study, does not necessarily mean that the condition of the identified spaces is unsatisfactory. The condition code cannot be changed simply due to the results of a planned replacement unless the integrity of the space meets the criteria identified to classify the space as unsatisfactory.
 - ii. In order to change the space condition from unsatisfactory to satisfactory the district must certify that the space has been successfully reconditioned to meet all applicable regulations regarding occupancy requirements.
2. OEF Review:
 - i. Site visit by OEF staff, when necessary.
 - ii. Concur with district rationale, data, and analyses:
 1. Building(s) approved as unsatisfactory; OEF will make the room condition code changes in FISH.
 2. Building(s) approved as satisfactory; OEF will make the room condition code changes in FISH.
 - iii. Disagree with district rationale, data, and analyses:
 1. Building(s) not approved as unsatisfactory.
 2. Building(s) not approved as satisfactory.
3. OEF Notify District of Findings and Decision:
 - i. OEF staff will analyze the district's data along with all supporting documentation, coordinate any further reviews with the district, make a final decision regarding the proposed room condition changes, and provide a timely response either approving or disapproving the proposed room condition changes.

C. RAZE/REPLACE PERMANENT BUILDING(S)

1. RATIONALE (provide the following information, as appropriate, to justify razing/replacing permanent buildings):
 - i. Detailed explanation of need for the proposed project and the expected benefit to the district/community college.
 - ii. General scope of the proposed project.
 - iii. Building age and year of construction.
 - iv. Existing capacity of building(s), include the number of student stations, classrooms, and other instructional spaces.
 - v. Current number of students housed and the projected number of students to be housed in the affected building(s).
 - vi. Current educational plant survey recommendations and capacity.
 - vii. What alternatives have been considered besides razing/replacement and why are the alternatives not feasible?
 - viii. School board/community college board approval of the concept of razing/replacing permanent buildings.
 - ix. Building condition/engineer study (optional).
 - x. Impact if the proposed project is not approved.

- xi. Other relevant data; identify any major systems (include date, if applicable) that have been replaced or upgraded, e.g., electrical, HVAC, fire alarm, roof, plumbing, drainage, etc. Provide a general scope of work for any previous remodeling, renovation, and addition, and year completed.
2. COST ANALYSIS (Building by Building):
- i. Castaldi Analysis (or other cost analysis formula to support the proposed project).
 - ii. The following five questions must be addressed:
 - 1. How many years will modernization extend the useful life of the modernized building(s)?
 - 2. Does the existing building(s) lend itself to improvement, alteration, remodeling, and expansion? If no, explain why not.
 - 3. Explain how a modernized and a replacement building(s) fits into a well-conceived long-range plan of the district/community college?
 - 4. What is the percentage derived by dividing the cost for modernization by the cost for a replacement building?
 - 5. A committee of district officials and independent citizens from outside the school attendance zone has determined that the replacement of the building(s) is financially justified and no other alternative is feasible? (Not applicable to community colleges)
 - iii. Detailed scope of work for modernization of the existing building(s).
 - iv. FISH building plan and/or schematic drawings of the existing building with FISH room numbers.
3. OEF Review:
- i. Site visit by OEF staff, when necessary.
 - ii. Educational adequacy review.
 - iii. Concur with district/community college rationale, data, and analyses:
 - 2. Recommend replacement of building(s).
 - 3. Recommend razing building(s).
 - iv. Disagree with district/community college rationale, data, and analyses:
 - 4. Building(s) not approved to be replaced.
 - 5. Building(s) not approved to be razed.
4. OEF Notify District/Community College of Findings and Decision:
- i. OEF staff will analyze the district's/community college's data along with all supporting documentation, coordinate any further reviews with the district, make a final decision regarding the disposition of the proposed project, and provide a timely response either approving or disapproving the proposed request.