

*Guidelines*  
for  
State Requirements for  
Educational Facilities  
2007

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Office of Educational Facilities

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<http://www.fldoe.org/edfacil/>

<http://www.floridabuilding.org/BCISOld/bc/default.asp>

[http://www.fldfs.com/sfm/florida\\_fire\\_prevention\\_code\\_2004.htm](http://www.fldfs.com/sfm/florida_fire_prevention_code_2004.htm)

<http://www.iccsafe.org>

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## PREFACE

This revised document has been updated to include recent legislative changes. The “State Requirements for Educational Facilities” (SREF) is written for a wide range of users — the superintendents in the small school districts who manage all district programs, including facilities; individuals involved in multiple aspects of facilities programs in the large school districts; community colleges; universities; and individuals in the private sector.

SREF is organized by the sequence of steps required in the facilities procurement process and covers definition of terms, property acquisition/disposal, finance, lease and lease-purchase, historic buildings, program development, professional services, inspection services, design standards, and inspection standards.

*This “Guideline” contains requirements found in the “State Requirements for Educational Facilities” that are written in black standard type.*

*Guidelines are written in blue italics and include recommendations, “best practices,” and reiteration of required rules, codes, and standards not incorporated by reference in SREF. Facilities planners and designers are encouraged to consider and incorporate as many guideline recommendations as feasibly possible.*

## **Rule 6A-2.0010, Florida Administrative Code**

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**6A-2.0010 Educational Facilities.** State Board of Education requirements adopted pursuant to Chapter 120, Florida Statutes, to implement the State Uniform Building Code for Public Educational Facilities Construction in Chapter 1013, Florida Statutes, are contained in Section 423 of the Florida Building Code and the Department of Education publication "State Requirements for Educational Facilities 2007," which is hereby incorporated by reference and made a part of this rule to become effective with the effective date of the amended rule. All educational and ancillary facilities constructed by a school board or community college board shall comply with "State Requirements for Educational Facilities 2007."

(1) Copies of the publication "State Requirements for Educational Facilities, 2007," are available from the Office of Educational Facilities, Florida Department of Education, Room 1054, 325 West Gaines Street, Tallahassee, Florida 32399-0400, at a cost to be determined by the Commissioner, but which shall not exceed actual cost, or from the Department of Education's website at: <http://www.fldoe.org/edfacil> in PDF format.

Specific Authority Section 1(a) Article IX, State Constitution, Sections 1001.02(1), 1013.02(2), 1013.37, F.S. Law Implemented: Section 1(a) Article IX, State Constitution, 1001.02, 1001.42(9), 1001.453, 1011.09, 1011.74, 1031.01, 1013.03, 1013.31, 1013.35, 1013.37, 1013.371, 1013.60, 1013.61, 1013.64, 1013.735, 1013.736, 1013.737, F.S. History – New 10-30-94, Amended 4-28-97, Formerly 6A-2.0111, Amended 1-5-00, Formerly 6-2.001, Amended 8-22-05, 7-2-06.



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Updated forms may be obtained online at: <http://www.fldoe.org/edfacil/publications.htm>.

**Educational Facilities.** The State Requirements for Educational Facilities (SREF) is applicable to all public educational facilities and plants: pre-kindergarten (pre-K) through grade twelve (12), including conversion charter schools; area vocational educational schools; area vocational/technical centers; adult education; community colleges and universities; the Florida School for the Deaf and the Blind (FSDB), where referenced; ancillary plants; relocatables; factory-built structures, reconstructable facilities, modular buildings, and manufactured buildings; lease and lease-purchase; and new construction, remodeling, renovation, improvements, and site development projects. It shall be the responsibility of each school board, each community college board of trustees, and each university board of trustees to ensure that all facilities constructed from any fund source meet the standards set forth in SREF where applicable.

- (1) **Authority.** The Office of Educational Facilities (hereinafter referred to as the “Office”) shall review, update, and revise SREF and make recommendations for any modification to the State Board of Education (SBE). SREF shall not be changed, amended, interpreted, or modified by any other individual, agency, or entity.
- (2) **Capital Outlay Funds.** Financial criteria for capital outlay funds, including Public Education Capital Outlay (PECO) and Capital Outlay and Debt Service (CO&DS) funds, are administered under SREF.
- (3) **Scope of SREF requirements.** SREF establishes the requirements for public educational facilities under the Florida School Code and Chapter 1013, Florida Statutes, in particular. [Boards must ensure that public educational facilities are in compliance with other applicable state and federal regulations, including but not limited to the Florida Building Code \(FBC\), Florida Fire Prevention Code \(FFPC\), Uniform Building Code \(which consists of Section 423, FBC, and the FFPC\), and the Asbestos Hazard Emergency Response Act \(AHERA\).](#)
- (4) Public educational facilities shall comply with the following rules, as applicable:
  - (a) **DOT-AASHTO.** For on-site transportation improvements including roads, sidewalks, bridges, and drainage structures, districts shall comply with the American Association of State Highway and Transportation Officials, “AASHTO LRFD Bridge Design Specifications (2006)” as modified by the Florida Department of Transportation (DOT) in “Structures Design Manual,” January 2007 Revision, and DOT “Drainage Manual” Chapter 4, as required by the structure type and as incorporated by reference in Rule 14-15.002(2), FAC, which is hereby incorporated by reference.
  - (b) **OSHA.** Occupational Safety and Health Administration, U.S. Department of Labor, 29 CFR as revised July 1, 2005, for district employees.
- (5) **Exception.** Facilities projects for universities are administered under Chapter 6C-14, FAC, and facilities projects for the FSDB are administered under Chapter 13D-17, FAC, except where specifically required in the State Requirements for Educational Facilities.

See Rule 6A-2.0010, Florida Administrative Code, and Sections 120.542, 1013.02, 1013.12, 1013.32, 1013.37, 1013.40, 1013.45, Florida Statutes.



**Definitions.** Within SREF, the following terms shall have the meaning indicated herein and shall be applicable to all public educational facilities and plants: pre-kindergarten (pre-K) through grade twelve (12), including conversion charter schools; area vocational educational schools; area vocational/technical centers; adult education; community colleges; ancillary plants; relocatables, factory-built structures, reconstructable facilities, modular buildings, and manufactured buildings; lease and lease-purchase projects; new construction, remodeling, renovation and improvements, regardless of fund source; and universities and the Florida School for the Deaf and the Blind, where referenced.

- (1) **Administrator.** The superintendent of schools of a school district, the president of a community college, or the president of a university.
- (2) **Approved.** To label, endorse, sanction, accredit, or certify based on the standards of a nationally recognized code or organization.
- (3) **Asbestos.** The asbestiform varieties of the phyllosilicate chrysotile (serpentine); and of the amphibole group crocidolite (riebeckite), anthophyllite (amosite, cummingtonite/grunerite), and tremolite-actinolite.
  - (a) **Asbestos-Containing Material.** Any material or product that contains more than one (1) percent asbestos as determined using the method specified in Appendix A, Subpart F, 40 CFR, Part 763, Section 1, polarized light microscopy.
  - (b) **Friable.** Asbestos material that, when dry, can be crumbled, pulverized, or reduced to powder by hand pressure. This definition includes previously nonfriable material that becomes damaged to the extent that, when dry, it can be crumbled, pulverized, or reduced to powder by hand pressure.
  - (c) **Nonfriable.** Asbestos material that, when dry, cannot be crumbled, pulverized, or reduced to powder by hand pressure.
- (4) **Assembly.** Assembly occupancies include, but are not limited to, buildings or portions of buildings used for gatherings of fifty (50) or more people. Assembly occupancies include adjacent and related spaces to the main seating area, such as stages, dressing rooms, workshops, lobbies, restrooms, locker rooms, and store rooms.
- (5) **Basement.** That portion of a building between floor and ceiling which is below or partly below grade.
- (6) **Board.** A district school board or a community college board of trustees. The term “board” does not include the State Board of Education, boards of trustees for universities, the board of trustees for the Florida School for the Deaf and the Blind, or foundations. Each school board and community college board of trustees is deemed to be the owner of facilities and property within its respective jurisdiction. The state universities are state-owned facilities and the Board of Governors has oversight responsibilities.
- (7) **Boiler.** A fuel-fired, heat-producing appliance with an input capacity of more than sixty thousand (60,000) BTUs per hour and intended to supply hot water or steam. Boilers and the inspection of boilers shall comply with the Boiler Safety Act of 1987.
- (8) **BOG.** The Board of Governors, State University System, formerly the Board of Regents of the State University System.
- (9) **Building.** A structure enclosed by exterior walls and/or covered by a roof designed for the housing, shelter, enclosure, or support of humans, animals, or property of any kind. A building separated from other structures by sixty (60) linear feet or per the requirements of Table 602, FBC, or by a four- (4) hour fire wall with protected openings is considered a separate building.
  - (a) **Permanent.** A structure built with a fixed foundation that has permanently attached walls, roof, and floor that cannot be moved or transported either as a unit or in sections.
    - (b) **Relocatable** (also known as “portable”). A building or portion of a building made of prefabricated

- units that can be disassembled and reassembled frequently, or a single unit of construction consisting of walls, roof, and floor that is movable as a unit either on wheels or by truck. Mobile, demountable, dividable, modular, and portable buildings are types of relocatable units.
- (c) **Modular** (also known as “factory built”). A structure that forms a complete building when combined with other modules or structural components and/or a demountable roof and/or wall sections. A modular building can also be a relocatable building.
- (d) **Reconstructable**. A structure that is designed so that it can be assembled, disassembled, and reassembled.
- (10) **Building Permit**. An official document or certificate authorizing construction issued by the building official in accordance with Section 105 of the Florida Building Code.
- (11) **Capacity Carrying Space**. Any instructional space with student stations assigned.
- (12) **CCNA**. Consultant’s Competitive Negotiations Act, Section 287.055, F.S.
- (13) **CFM**. Cubic feet per minute.
- (14) **Change Order**. A written order to the contractor signed by the superintendent/president and the architect, issued after the execution of the contract, authorizing a change in the work or an adjustment in the contract sum or the contract time as originally defined by the contract documents.
- (15) **COBI**. A State Board of Education capital outlay (CO&DS) bond issue sold by the State on behalf of the boards pledging motor vehicle license tag revenues for debt service.
- (16) **CO&DS**. Capital Outlay and Debt Service, short for “School District and Community College District Capital Outlay and Debt Service Trust Fund,” which are funds derived from sources authorized by Section 9(d), Article XII of the State Constitution, as amended.
- (17) **CO&DS Flow-Through**. The remainder of CO&DS money allocated to boards for approved projects after debt service and administrative costs are withheld.
- (18) **Commissioner**. The Commissioner of Education, State of Florida.
- (19) **Completion Date**. The date a board accepts a project, in whole or in part.
- (20) **Construction Documents**. Those plans and specifications pertaining to a particular construction project including all amendments, addenda, bidding and bid documents, field orders, and change orders that are part of the contract documents.
- (21) **Contiguous**. For the purpose of Section 1013.51, F.S., the term “contiguous” shall mean those public lands or public rights-of-way in actual contact with the boundary of the educational facility site.
- (22) **Conversion Charter School**. A conversion charter school is an existing public school that has been converted to a charter status in accordance with Section 1002.33(3)(b), F.S.
- (23) **DCA Insignia**. A label requirement for factory-built school buildings. In accordance with Section 553.415(13), F.S., as of July 1, 2001, all newly constructed factory-built school buildings and manufactured buildings used as classrooms and not bearing such label [*DCA insignia*] shall not be used as classrooms. In accordance with Section 1013.20(1), F.S., relocatables that fail to meet the standards may not be used as classrooms and shall not be reported as providing satisfactory student stations in the Florida Inventory of School Houses {*FISH*}.“
- (24) **DCF**. Florida Department of Children and Families.
- (25) **Department**. The Florida Department of Education.
- (26) **Design Professional**. A design professional is a professional engineer, registered land surveyor, architect, or landscape architect, as defined by Chapters 471, 472, and 481, F.S.
- (27) **DMS**. Florida Department of Management Services.
- (28) **DOH**. Florida Department of Health.

- (29) **Educational Plant Survey.** A systematic study of educational and ancillary plants of an educational agency conducted at least every five (5) years to evaluate existing facilities and to plan for future facilities to meet proposed program needs.
- (30) **Egress, Means of.** A means of egress as defined in the Florida Building Code and the Florida Fire Prevention Code comprises the vertical and horizontal ways of travel and shall include intervening room spaces, doorways, hallways, corridors, balconies, ramps, stairs, enclosures, lobbies, exterior courtyards, and enclosed courtyards.
- (31) **Emergency.** Natural disasters such as fires and storms or other providential causes resulting in imminent danger to life or safety or overcrowding of students.
- (32) **Emergency Lighting.** Lighting designated to provide required illumination automatically in the event of any failure of the general lighting.
- (33) **Employee.** An “employee authorized by a board” shall be defined as follows: A person who receives compensation from and is under the supervision of a board that regularly deducts the F.I.C.A. and withholding tax, and provides worker’s compensation, all as prescribed by law.
- (34) **Equipment.** An equipment item is a material unit that meets all of the following conditions:
- (a) **Shape.** It retains its original shape and appearance with use.
  - (b) **Non-expendable.** A material unit that is more feasible to repair rather than replace with an entirely new unit when it is damaged or worn.
  - (c) **Capital.** It represents an investment of money that makes it feasible and advisable to capitalize the item.
  - (d) **Identity.** It does not lose its identity through incorporation into a different or more complex unit or substance.
- (35) **Facility.**
- (a) **Ancillary Facility.** A building or other facility necessary to provide district-wide support services, such as an energy plant, bus garage, warehouse, maintenance building, and/or administrative building.
  - (b) **Ancillary Plant.** The buildings, site, and site improvements necessary to provide district-wide vehicle maintenance, storage, building maintenance activities, and/or administrative functions necessary to provide support services to an educational program.
  - (c) **Auxiliary Facility.** The support spaces that are not designed for student occupant stations located at educational facilities and plants, such as libraries, administrative offices, and/or cafeterias.
  - (d) **Educational Facility.** Buildings and equipment, structures, and special educational use areas that are built, installed, or established to serve primarily the educational purposes and secondarily the social and recreational purposes of the community.
  - (e) **Educational Plant.** Comprises the educational facilities, site, and site improvements necessary to accommodate students, faculty, administrators, staff, and the activities of the educational program.
  - (f) **Existing Facility.** A facility owned, rented, or leased. For the purpose of establishing annual safety inspections, an existing building is defined as having been occupied for one (1) year or more.
  - (g) **Leased Facility.** A facility not owned, but contracted for use.
  - (h) **Permanent Facility.** A facility designed for a fixed location.
  - (i) **Relocatable/Portable Facility.** A building that is designed to be moved to a new location.
  - (j) **Modular Facility.** A structure that, when combined with other modules and/or demountable roof and/or wall sections, forms a complete building. This facility can be relocatable.
  - (k) **Factory-Built Facility.** A closed structure, building assembly, or system of subassemblies that can

include structural, electrical, plumbing, heating, ventilating, or other service systems manufactured for installation or erection, with or without other specified components, as a finished building or as part of a finished building.

- (36) **Feasibility Study.** The examination and analysis of information related to a projected educational facility to determine whether it is reasonable and financially practical.
- (37) **FEEC.** Florida Energy Efficiency Code for Building Construction, Chapter 13, Florida Building Code.
- (38) **Fire Extinguisher.** A portable piece of fire fighting equipment meeting the requirements of NFPA 10. This equipment is approved and classified by a national testing authority such as Underwriters Laboratory or other authority as approved by the Office.
- (39) **Fire Separation.** Fire separation is achieved by either a fire wall, building separation of sixty (60) linear feet, or the requirements of Table 602, FBC.
- (40) **FISH.** Florida Inventory of School Houses. The numbering system used by the Department of Education for parcels, buildings, and rooms in public educational facilities (includes references, processes, and procedures identified in the FISH User's Manual). This is not applicable to the community college inventory system or the university inventory system.
- (41) **Florida Building Code (FBC).** The building code used for new construction, remodeling, and renovation of all public educational facilities.
- (42) **Florida Fire Prevention Code (FFPC).** The fire code used for new construction, remodeling, renovation, and fire safety inspection of public educational facilities. **Exceptions** are NFPA 101 Section 14.2.2.5 "Horizontal Exits" and 14.2.2.7 "Exit Passageways" and where NFPA codes are exceeded by SREF. The FFPC includes State Fire Marshal Rule 69A-58, FAC, which is specific to fire safety of new and existing public schools.
- (43) **FSDB.** The Florida School for the Deaf and the Blind.
- (44) **Germicidal Detergent.** Broad spectrum cleaning product containing quaternary ammonium or phenolic-based cleaner effective against the following microorganisms, bacteria, viruses, and fungi in the presence of five percent (5%) blood serum and water hardness of four hundred (400) ppm or higher: salmonella choleraesuis; staphylococcus aureus; pseudomonas aeruginosa; streptococcus faecalis; trichophyton mentagrophytes, and E. coli.

Cleaning products used to destroy or irreversibly inactivate bloodborne pathogens require the use of EPA Registered Sterilizers, Tuberculocides, and Antimicrobial Products such as Mycobacterium tuberculosis (tubercle bacteria), human HIV-1 virus, and Hepatitis B and C viruses. The use of EPA registered products effective against human bloodborne pathogens are in compliance with OSHA's bloodborne pathogen exposure standards 29 CFR 1910.1030, for the presence of or the reasonably anticipated presence of blood or other potentially infectious materials.
- (45) **Historical Resource.** Any prehistoric site or historic district, site, building, object, or other real or personal property of historical, architectural, or archaeological value. These properties or resources can include, but are not limited to, monuments, memorials, Indian habitations, ceremonial sites, abandoned settlements, sunken or abandoned ships, engineering works, treasure troves, artifacts and other objects with intrinsic historical or archaeological value, or any part thereof, relating to the history, government, or culture of the State.
- (46) **Impact or Service Availability Fees.** A fee, user charge, or assessment imposed by a municipality or other governmental agency for: the privilege of connecting to a system for which there is no immediate specific requirement for a capital improvement, expansion, or installation at the utility source necessitated by the connections; an assessment imposed on board-owned property for the installation of a contiguous

- utility line; or an intangible service that does not have a clearly established cost.
- (47) **Impervious Material.** Any smooth, nonabsorbent, and durable material, including waterproof grout, permanently resistant to corrosion or the effects of water, normal cleaning materials, and natural or artificial chemicals generally associated with toilet rooms, shower rooms, and food preparation areas. Such products as seamless epoxy quartz flooring, special epoxy coatings, ceramic tile, and quarry tile are acceptable as impervious materials.
- (87) **Inspection.** An on-site review of a facility or site as required by Chapter 1013, F.S., and by SREF.
- (49) **Instructional Space.** Any student-occupied space with or without assigned capacity used primarily by students to create or foster learning experiences.
- (50) **Interior Finish.** Materials permanently affixed to the interior building structure.
- (51) **LCCA.** Life Cycle Cost Analysis.
- (52) **Long-Range Planning.** A systematic method whereby educational information and needs are carefully analyzed to provide facilities that meet the goals and objectives of the educational agency.
- (53) **Low-Energy Usage Features.** Engineering features or devices that supplant or minimize the consumption of fossil fuels.
- (54) **LRFD.** Load and resistance factor design.
- (55) **Maintenance and Repair.** The upkeep of educational and ancillary plants including, but not limited to, roof or roofing replacement short of complete replacement of membrane or structure; repainting of interior or exterior surfaces; resurfacing of floors; repair or replacement of glass and hardware; repair or replacement of electrical and plumbing fixtures; repair of furniture and equipment; replacement of system equipment with equivalent items meeting current code requirements provided the equipment does not place a greater demand on utilities, structural requirements are not increased, and the equipment does not adversely affect the function of life safety systems; traffic control devices and signage; and repair or resurfacing of parking lots, roads, and walkways. Does not include new construction, remodeling, or renovation except as noted above.
- (56) **Mandatory.** Citation of a code, statute, or rule deficiency found during the review of construction documents or other documents submitted for review.
- (57) **Need Determination.** The identification of types and number of educational facilities necessary to accommodate the educational programs, student population, faculty, administrators, staff, auxiliary services, and ancillary services of an educational agency.
- (58) **New Construction.** Any construction of a building or unit of a building in which the entire work is new. An addition connected to an existing building is considered new construction. For accounting purposes, a construction project is considered new through the fiscal year in which the project was completed and the first year thereafter.
- (59) **NFPA.** National Fire Protection Association.
- (60) **Occupancy, Certificate of.** Documentation issued by an authority having jurisdiction that indicates inspection and approval of completion of a construction project pursuant to the requirements of Florida law.
- (61) **Occupant Load.** For life safety purposes, the maximum number of persons that are allowed to occupy a building or room at any one time.
- (62) **Occupied.**
- (a) **Occupied Building.** Any time a building is open to the public or any other time the building is occupied by six (6) or more persons, or prior to October 18, 1994, ten (10) or more persons.
- (b) **Occupied Space.** Any area designed for use by six (6) or more persons, or prior to October 18,

- 1994, ten (10) or more persons.
- (c) **Non-Student-Occupied Space.** Any area planned primarily for use by persons other than students.
  - (d) **Student-Occupied Space.** Any area planned primarily for use by six (6) or more students, or prior to October 18, 1994, ten (10) or more students.
- (63) **Office.** The Office of Educational Facilities (OEF), Florida Department of Education.
- (64) **Open Plan Building.** Any building that does not have corridors defined by permanent walls and is entirely open or divided by partitions that can be easily rearranged.
- (65) **Open Plan Instructional Space.** An arrangement of two (2) or more class areas with no permanent partitions or wall separations.
- (66) **Owner.** Each school board and community college board of trustees is deemed to be the owner of facilities within its respective jurisdiction.
- (67) **Partition/Wall.** See “Walls/Partitions.”
- (68) **Passive Design Elements.** Design features that minimize heat gain, heat loss, and the use of building equipment.
- (69) **PECO.** Public Education Capital Outlay and Debt Service Trust Fund are funds derived from sources authorized by Section 9(a)(2), Article XII of the State Constitution, as amended.
- (70) **Prequalification of Contractors.** A program that shall be used to prequalify contractors.
- (a) **Competence for Qualification.** The required construction experience, competent supervisory personnel, sufficient finances, and the special abilities necessary to perform the type of work specified.
  - (b) **Delinquent Contractor.** When one (1) or more of the following occurs without justifiable cause:
    1. Failure to provide substantial compliance with plans and specifications.
    2. Failure to provide proper supervision and coordination of subcontractors.
    3. Failure to meet the time schedule at any stage of completion of a project.
    4. Failure to pay subcontractors in accordance with all previously approved requisitions for payment.
    5. Failure to provide the quality of workmanship considered standard for the local trades involved.
    6. Failure to comply with the warranty requirements of a contract.
  - (c) **Independent Certified Public Accountant.** A certified public accountant who has not had, during the period of the report, a financial interest or business affiliation with an applicant for qualification. This definition shall not include a firm or individual who performs a company’s audit on a recurring basis.
  - (d) **Past Performance.** The contractor’s past performance in quality of workmanship, supervision and coordination of subcontractors, compliance with plans and specifications, payment of subcontractors, meeting time schedules, and satisfactory compliance with all warranties.
  - (e) **Prime Contractor.** The individual, firm, or corporation awarded the contract for the work specified.
  - (f) **Projects of Equal Complexity.** Projects that require the same types and extent of skills in the various trades.
  - (g) **Projects of Equal Value.** Projects of approximately the same cost in dollars.
  - (h) **Responsible Experience.** Satisfactory completion of previous work of equivalent value and complexity.
- (71) **Project.** A project can be one or more of the following:
- (a) **Architectural/Engineering Project.** Project in which an architect or engineer translates specific educational requirements into drawings and specifications.
  - (b) **Construction Project.** The process in which a contractor uses plans and specifications to assemble

- materials, erect a building or structure, or physically modify real property.
- (c) **Project Priority List (PPL).** A list of board-planned, survey-recommended construction projects approved by the State Board of Education for expenditure of CO&DS funding.
  - (d) **Prototype Project.** An architectural or engineering plan intended for reuse on another site that will be updated for the new site and for compliance with the FBC/FFPC and any laws relating to fire safety, health and sanitation, casualty safety, and requirements for the physically handicapped that are in effect at the time a construction contract is awarded.
- (72) **Project Manual.** The volume assembled for the work, which can include the bidding requirements, sample forms, conditions of the contract, and technical specifications.
  - (73) **Remodeling.** The changing of existing facilities by rearrangement of space and/or change of use. Only that portion of the building being remodeled must be brought into compliance with the building and life safety codes unless the remodeling adversely impacts the existing life safety systems and exiting of the building.
  - (74) **Renovation.** The rejuvenation or upgrade of existing facilities by installing or replacing materials and equipment. The use and occupancy of the spaces remain the same. Only that portion of the building being renovated must be brought into compliance with the building and life safety codes unless the renovation adversely impacts the existing life safety systems of the building.
  - (75) **Repair and Maintenance.** See “Maintenance and Repair.”
  - (76) **Sanitation.** Promoting health and healthful conditions by the elimination of dirt and agents of infection or disease.
  - (77) **Satisfactory Educational Facility.** A facility that has been recommended for continued use by an educational plant survey or that has been classified as satisfactory in the state inventory of educational facilities: Florida Inventory of School Houses (FISH) for pre-kindergarten (pre-K) through grade twelve (12) and vocational, or the Community College Facilities Inventory.
  - (78) **SBE.** State Board of Education.
  - (79) **Separate Atmosphere.** The individual volumes of air in a building that are divided by smoke-proof barriers to limit contamination of the air by smoke and fumes during a fire.
  - (80) **Shall/Must.** Indicates mandatory compliance.
  - (81) **Site.** Land occupied or to be occupied by an educational facility or program.
    - (a) **Site Development.** Work that must be performed on an unimproved site to make it usable for the intended purpose.
    - (b) **Site Improvement.** Work that must be performed on an existing site to improve its utilization, correct health and safety deficiencies, meet special program needs, or provide additional service areas.
    - (c) **Site Improvement Incidental to Construction.** The work that must be performed on a site in conjunction with the construction of an educational, auxiliary, or ancillary facility.
  - (82) **Small Schools.** “Small School” means a school on an existing single campus that operates as a “school-within-a-school” as defined by Section 1003.02(4), F.S.
  - (83) **SMART Schools.** Schools that are Soundly Made, Accountable, Reasonable, and Thrifty.
  - (84) **Specifications.** That portion of the construction documents consisting of the written requirements for materials, labor, equipment, construction systems, standards, and performance of related services.
  - (85) **Square Footage.** For existing net/gross calculations in pre-kindergarten (pre-K) through grade twelve (12), including conversion charter schools and vocational centers:
    - (a) **Net Square Footage (NSF).** The enclosed interior floor area for pre-kindergarten (pre-K) through grade twelve (12), including conversion charter schools or vocational facility, measured from the

- inside surfaces of all enclosing walls that form the boundaries of the spaces.
- (b) **Gross Square Footage.** In pre-kindergarten (pre-K) through grade twelve (12), including conversion charter schools or vocational facility, multiply 1.06 times the combined total of net square footage plus the floor area square footage of covered spaces for walkways and bus loading/unloading or similar areas having a roof but no walls.
- (86) **Square Footage.** For existing net/gross calculations in postsecondary facilities:
- (a) **Assignable Square Footage (ASF).** In a community college, the enclosed and interior floor area assigned to or available to be assigned to an occupant or specific use, measured from the inside faces of the walls that form the boundaries of the spaces, excluding exterior and interior wall thicknesses, interior and exterior circulation, toilet rooms, electrical rooms, HVAC equipment areas, and structural areas.
- (b) **Nonassignable Square Footage (also Net Nonassignable Square Footage).** In a community college facility, the floor area of a building space not available for assignment to an occupant or for specific use, but necessary for the general operation of the building; includes custodial, circulation, mechanical, and toilet areas. The area is measured from the inside faces of the surfaces that form the boundaries of the space.
- (c) **Net Square Footage (Sometimes referred to as Net Usable Square Footage).** This includes assignable square footage and nonassignable square footage.
- (d) **Structural Square Footage.** The floor area of a building that cannot be occupied or put to use because of structural building features, such as interior and exterior walls, or unusable areas in attics. This area is determined by calculating the difference between the measured gross square footage and the measured net square footage.
- (e) **Gross Square Footage.** The sum of all floor areas on all floors of a building included within the outside faces of its exterior walls. The area is measured from the outside faces of the exterior walls, disregarding cornices, pilasters, buttresses, or other architectural features that extend beyond the wall face. Includes assignable square footage (ASF), nonassignable square footage (Non-ASF), and structural square footage; in other words, the total of the net square footage and the structural square footage.
- (87) **Student Capacity.** For planning purposes, the estimated number of students (in full-time equivalency) that can be satisfactorily housed in a facility at any given time based upon a percentage of the total number of satisfactory student stations.
- (88) **Student Station.** For planning purposes, the net square footage requirements per student (in full-time equivalency) based upon the instructional program to be housed; used primarily to determine student capacity of a school.
- (89) **Toilet Rooms.**
- (a) **Group Toilet Rooms.** Those rooms containing two (2) or more of any one (1) fixture type that are designed to be used by more than one (1) occupant simultaneously. The term “gang toilet” is synonymous with “group toilet.”
- (b) **Special Toilet Rooms.** Those rooms in addition to the minimum number required by the codes and laws for the population to be served that are necessary to serve a limited area of the building or are accessible primarily to a particular group of occupants.
- (c) **Public Toilet Rooms.** Those rooms that serve primarily the public and are conveniently located and accessible to public-use facilities. Public toilet rooms can be used by students during school hours.
- (d) **Individual Toilet Rooms.** These rooms contain one (1) water closet and can contain one (1)

lavatory. An individual toilet can also contain a urinal that is not separated from the water closet by a partition.

- (90) **Uniform Building Code (UBC).** The Uniform Building Code for Public Educational Facilities Construction authorized by Chapter 1013, F.S., and found in SREF, the Florida Building Code, and the Florida Fire Prevention Code.
- (91) **Walls/Partitions.** A wall normally extends from the floor through the ceiling to the deck above. A partition normally extends from the floor to the bottom of the ceiling above.
- (a) **Demountable Partition.** A partition system made up of units designed to be disassembled, moved, and reassembled with a minimum of waste.
  - (b) **Operable Partition.** A partition system so constructed that it can be easily opened and closed by the occupants of the building.
  - (c) **Permanent Partition.** Any fixed partition system.
  - (d) **Portable Partition.** Any partition, screen, divider, visual barrier, or acoustical barrier that can be physically picked up and relocated.

See Rule 6A-2.0010, Florida Administrative Code, and Sections 120.542, 1013.01, 1013.02, 1013.12, 1013.32, 1013.37, 1030.40, Florida Statutes.



**Exceptions to Standards for Innovative Planning and Construction Techniques.** Boards may use new materials, systems, and applications in the design and construction of educational facilities following the requirements outlined in Section 104.11, Florida Building Code, Building, and as outlined below. An authorized exception shall apply only to a specifically named project and shall be approved by the board and board's building official.

- (1) **Request for Approval.** Request for exceptions for innovative planning and construction techniques shall be made in writing prior to submission of plans and specifications. In addition to the requirements found in Section 104.11, Florida Building Code, the request shall contain all of the following:
  - (a) **Scope.** Statement of proposed project and innovative planning and construction technique to be used.
  - (b) **Justification.** Reason for the request for exception.
  - (c) **Process.** Process to be used in conducting the project.
  - (d) **Results.** Statement of the expected results and benefits.
  - (e) **Predictability.** Statement of how reliable results will be produced.
  - (f) **Remediation.** Proposed corrective measures if the expected results are not achieved.
- (2) **Required Reports.** Documentation of approved projects shall be submitted to the Office and retained by the district's building official. Documentation shall include:
  - (a) **Submittals.** Specifications and plans showing the work involving the innovative planning and construction technique used.
  - (b) **Reports.** Interim status reports during construction for the work included in the innovative planning and construction technique used.
  - (c) **Inspections.** Required building code inspections during the construction process for the work included in the innovative planning and construction technique used.
  - (d) **Conclusions.** Project completion report, conclusions, and evaluation of the innovative planning and construction technique used.
  - (e) **Follow-up.** A minimum of one (1) annual follow-up report and inspection by qualified individuals. Additional inspections can be required.
  - (f) **Remediation.** Method and date of implementation of corrective measures, if required.
- (3) **Unacceptable Results.** When the results of a project authorized by this section are determined by tests and other required documentation to be unacceptable, the board, at its own expense, shall make corrections as previously agreed.
- (4) **Acceptance as Standard.** Projects proven to be satisfactory may be approved for general use only when adopted into the Florida Building Code or these state rules.

See Rule 6A-2.0010, Florida Administrative Code, and Sections 120.542, 1001.42(9), 1013.02, 1013.37, 1013.371, 1013.45, Florida Statutes.



**Acquisition and Disposal of Real Property.** Boards, including universities, are authorized to purchase, own, convey, sell, lease, trade, and encumber real property. A board planning to acquire sites, existing facilities, or new facilities, through purchase, gift, lease, lease-purchase, or otherwise, shall comply with all laws, procedures, and requirements pertaining to the appropriation and use of capital outlay funds, including appraisal and/or condemnation procedures.

- (1) **Authority.** Boards are authorized to purchase, own, trade, convey, sell, lease, or encumber real property.
- (2) **Acquiring Real Property.** The purchase of real property by a board shall be in compliance with Sections 1013.14, 1013.36, 1013.40(2) and (3), and 1013.78, F.S. Before acquiring real property, the board shall consider the most economical and practical locations for current and anticipated needs. The board shall coordinate with local, regional, and state governmental agencies to assure compatibility with the comprehensive plan. *The board should have an Environmental Site Assessment (ESA) conducted prior to acquiring any parcel of real property. As a minimum, the Phase I ESA should be performed to the American Society for Testing and Materials (ASTM) Standard E1527-05, including an evaluation of potential wetlands, and of the likelihood of asbestos, lead, radon, excessive moisture (conducive to fungal growth), and other environmental hazards for each existing structure. Consultants contracted to perform the ESA should hold one million dollars (\$1,000,000) in professional liability insurance with no limits of liability included. A copy of the written ESA report should be maintained by the board. The board should also consider the following factors:*
  - (a) **Adjacent Property.** *The present and projected uses of property adjacent to the proposed site are not incompatible with the operation of the proposed facility.*
  - (b) **Right-of-Way.** *The proposed site shall not be located within any path of flight approach of any airport as required by Section 333.03, F.S., and, insofar as is practicable, the site should not adjoin a right-of-way of any railroad or through highway that would be likely to interfere with the educational program.*
  - (c) **Interference.** *The proposed site should not be adjacent to or in the vicinity of any factory or other property from which noise exceeding 105 decibels at property lines, odors, or other disturbances or conditions would be likely to interfere with the instructional program.*
  - (d) **Roads.** *The road capacity in the vicinity of the proposed site is, or will be, adequate for present and projected vehicular traffic and will not create conditions detrimental to ingress or egress. It is preferable to have two separate access points to the site to maintain traffic flow in the event of an emergency.*
  - (e) **Traffic Control.** *Roads, sidewalks, and bicycle paths in the immediate vicinity of the proposed site contain, or will contain, adequate safety and traffic control devices.*
  - (f) **Floodplain.** *Identify the floodplain zone of the proposed site and the feasibility of the proposed construction in compliance with the floodplain management criteria in federal document 44 CFR, Parts 59 and 60, and subsequent revisions adopted by the Federal Emergency Management Agency (FEMA).*
  - (g) **Outdoor Use.** *The site is suitable for outdoor programmed purposes, well drained, and free of mud.*
  - (h) **Transmission Lines.** *When selecting a site, it is preferable to avoid sites adjacent to, or near, high voltage power transmission lines. If this condition is unavoidable, the board should ensure that the site has adequate acreage so that the buildings, play areas, and common use areas will not be within the power line right-of-way.*
  - (i) **Archaeological Resources.** *Significant archaeological resources, if any, on the site will not interfere with the planned program.*

- (j) Utilities.* Utilities can be provided to the proposed site within the project budget.
  - (k) Protection.* Fire, police, and emergency services are, or will be, available at the proposed site.
  - (l) Soil Borings.* Soil borings indicate the proposed site is suitable for construction.
  - (m) Clear Title.* The proposed site can be purchased with a clear title.
  - (n) Easements.* Right-of-way easements do not cross the proposed site or infringe on usable acreage.
  - (o) Environmental Management.* Environmental management issues must be addressed, as appropriate, with local and state agencies.
  - (p) Beverage law.* Pre-kindergarten through grade twelve (12) school property shall not be located within five hundred (500) feet of any facility that sells alcoholic beverages, per Section 562.45(2)(a), F.S.
- (3) **Coordination with Local Governing Bodies.** The board and the appropriate local governing body shall agree on a process for assuring coordination and cooperation in the provision of educational facilities and associated infrastructure as described in Section 1013.33, F.S., and other applicable growth management laws and rules.
- (4) **Recommended Usable Acreage.** The board shall ensure that each site contains at least the minimum usable acreage necessary to meet the needs of the anticipated program as follows:
- (a) Elementary School.** A minimum of four (4) acres for the first two hundred (200) student capacity plus one (1) acre for each additional one hundred (100) students.
  - (b) Middle or Junior High School.** A minimum of six (6) acres for the first three hundred (300) student capacity plus one (1) acre for each additional one hundred (100) students.
  - (c) Senior High School.** A minimum of seven (7) acres for the first three hundred (300) student capacity plus one (1) acre for each additional fifty (50) students up to one thousand (1,000) students, plus one (1) acre for each additional one hundred (100) students thereafter.
  - (d) Area Vocational-Technical School.** A minimum of twenty (20) acres for the first five hundred (500) student capacity plus one (1) acre for each additional fifty (50) students up to one thousand (1,000) students.
  - (e) Community College.** A main campus site should be a minimum of one hundred (100) acres. Each separate center site should contain a minimum of forty (40) acres for the first five hundred (500) student capacity plus two (2) acres for each additional one hundred (100) students. Special-purpose center site acreage should be appropriate to contain the functions identified in the program.
  - (f) Exception to Site Size.** When a board chooses to employ an exception to the Recommended Usable Acreage, it shall consider how equitable programs can be offered. *The following should be considered:*
    - 1. **Grade Levels.** *The grade levels to be housed and the activities for each.*
    - 2. **Educational Programs.** *The educational programs including all outdoor activities to be conducted.*
    - 3. **Student Capacity.** *The student capacity of the proposed facility.*
    - 4. **Square Footage.** *Square footage of proposed facilities and approximate area of the ground level buildings.*
    - 5. **Other Uses.** *Size of areas required for other uses including, but not limited to:*
      - a. *Ball fields, practice fields, physical education, and other play areas.*
      - b. *Vehicular traffic/parking.*
      - c. *On-site utility plants.*
      - d. *Easements.*

*e. Environmental mitigation.*

*f. Growth management plans affecting the site.*

*6. Justification. Justification for the exception to site size.*

- (5) **Abandoned Facilities.** Abandoned facilities owned by the board shall be secured to eliminate safety and sanitation hazards, unlawful entry, and vandalism from occurring.
- (6) **Returning Facilities to Instructional Use.** When returning board-owned educational facilities to instructional use, the facility shall be inspected for deficiencies in accordance with the Florida Fire Prevention Code for an existing building and SREF Section 5. Any remodeling, renovation, or correction of deficiencies shall be brought into compliance with the requirements in the state minimum life safety codes, Florida Building Code, the Florida Fire Prevention Code, state and federal laws, and state and federal rules, as applicable.
- (7) **Disposal of Property.** A board has the authority to dispose of any land or other real property by resolution of such board, if recommended in an educational plant survey, and if determined to be unnecessary for educational or ancillary purposes. A board shall take diligent measures to dispose of educational property only in the best interest of the public. This section does not apply to granting of easements, rights-of-way, or leases of board property. The board has the authority to dispose of such property by one of the following methods:
- (a) **Transfer.** Transfer to another governmental agency for whatever consideration the board deems to be in its best interest.
- (b) **Trade.** The board has the authority to trade, to a public or private entity or person, land or other real property.
1. The board can trade land or other real property that has been appraised to be at least of equal dollar value.
  2. The board can trade land or other real property not of equal value if the board deems the trade to be in its best interest.
  3. There shall be no limit on the value of land or other real property that can be traded by the board.
- (c) **Sale of Property under \$100,000.** When, in the opinion of the board, the property has an estimated value of less than \$100,000, the board has the authority to dispose of the property by either public or private sale for whatever consideration the board deems to be in its best interest.
- (d) **Sale of Property Equal to or over \$100,000.** When, in the opinion of the board, the property to be sold has an estimated value equal to or in excess of \$100,000, the board shall dispose of the property by public sale. Such sale shall be advertised for a minimum of once a week for three (3) consecutive weeks in a newspaper having general circulation in the district.
1. For property with an estimated value from \$100,000 to \$500,000, the board shall obtain an appraisal from at least one (1) qualified real estate appraiser to determine a fair market value prior to or concurrent with receiving bids.
  2. For property with an estimated value exceeding five hundred thousand dollars (\$500,000), the board shall obtain appraisals from at least two (2) qualified real estate appraisers to determine a fair market value prior to or concurrent with receiving bids.
  3. The board can sell the property if the bid price is within ten (10) percent of the lowest appraised value.
  4. The board shall have the authority to reject any or all bids. If there are no bids, the board can dispose of the property by other approved means.
  5. After disposal of any land or real property, funds received shall only be expended on capital outlay projects.

6. When the property is obtained through the use of federal funds or under specified conditions, all prior covenants shall be met.
  7. Upon disposal of any land or other real property, the board shall delete the appropriate records from Florida Inventory of School Houses (FISH) files by on-line transactions through the Educational Facilities Information System (EFIS).
  8. When surplus property has been determined to be a liability by the board, after obtaining appraisals, advertising the property for public sale, and opening bids, if the highest bid is less than (10) percent of the lowest appraised value, the board can, by extraordinary vote, dispose of the property to the highest bidder.
- (e) **Lease-Purchase Contracts.** A board has the authority to dispose of any land owned by it, through a lease with an option to purchase or a lease-purchase agreement, to any person or entity, as the board determines to be in its best interest. A determination that the land, facility, or educational plant is unnecessary for educational purposes is not a prerequisite for the lease or lease-purchase. The board shall advertise the proposal as required by law and prior to entering into such agreement shall hold a public meeting. A copy of the final agreement shall be available for inspection and review by the public. The intent to enter into a lease with an option to purchase or a lease-purchase agreement shall be published three (3) times in a local newspaper as required by law.
- (8) **Florida Inventory of School Houses (FISH).** Real property owned or acquired under a long-term lease/use agreement (forty [40] or more years) by a school board shall be included in the inventory update as reported to the Department. All satisfactory relocatables owned, leased, lease-purchased, and rented (regardless of the terms and length of rental agreement) by or through a school board shall be included in the inventory.
- (9) **Written Agreements.** *The board should have written agreements with the appropriate local or state agencies and utilities for provision of the following:*
- (a) *Traffic control and safety devices.*
  - (b) *Fire and police protection.*
  - (c) *Primary roads and emergency access.*
  - (d) *Electricity.*
  - (e) *Water.*
  - (f) *Sewage disposal.*
  - (g) *Drainage and flood control.*
  - (h) *Archaeological resource identification.*

See Rule 6A-2.0010, Florida Administrative Code, and Sections 267.061, 562.45(2)(a), 1001.02(2)(a), 1001.42(9), 1001.64(37), 1013.02, 1013.14, 1013.24, 1013.28(1), 1013.31, 1013.36, 1013.37, 1013.40, Florida Statutes.

**Historical Resources.** When new construction, remodeling, or renovation projects involve a historical resource as defined in Section 267.021, F.S., pursuant to Section 267.061(2), F.S., the board shall notify the Division of Historical Resources of the Department of State, and afford it a reasonable opportunity to comment with regard to the project prior to the approval or expenditure of any state funds.

- (1) **Requirements.** *A board can designate an educational facility or plant as a historic educational facility if one of the following applies:*
  - (a) **Eligible for Listing.** *The Division of Historical Resources, Department of State, or the appropriate historic preservation board certifies that the plant is listed or determined eligible for listing in the National Register of Historic Places; or,*
  - (b) **Certified Local District.** *The plant is designated historic within a certified local district; or,*
  - (c) **Historically Significant.** *The Division of Historic Resources or the appropriate historic preservation board otherwise finds that the plant is historically significant.*
- (2) **Demolition or Alteration.** *Each board shall consult with design professionals having preservation expertise and with the Division of Historical Resources, Department of State, to assure that where a historic property is to be demolished or substantially altered, timely steps are taken to determine that no feasible and prudent alternative to the proposed demolition or alteration exists. Where no alternative is determined to exist, boards shall assure that timely steps are taken either to avoid or mitigate the adverse effects, or to undertake an appropriate archaeological salvage excavation or other recovery action to document the property as it existed prior to demolition or alteration.*
- (3) **Funding for Renovation and Remodeling.** *If the plant is determined to be unsatisfactory during an educational plant survey, a board can use PECO funds for renovation and remodeling of a historic facility designated pursuant to Section 1013.64(1)(g), F.S., which provides that:*
  - (a) *The board agrees that the plant shall continue to house students.*
  - (b) *The board agrees to pay costs in excess of funds the facility would have generated through the depreciation formula in Section 1013.64(1)(a), F.S., for renovation and remodeling had it been determined to be satisfactory.*
  - (c) *The board formally designates the facility as historic with concurrence by other agencies, as required in statutes.*
  - (d) *A facility qualifying under subparagraph (a) in this section shall generate funds pursuant to Section 1013.64(1)(a), F.S.*
- (4) **Standards for Rehabilitation.** *If a board chooses to initiate a historic preservation project, the following standards for rehabilitation should be used:*
  - (a) **Preserve Historic Character.** *The historic character shall be retained and preserved with minimal change to the defining characteristics of the building, its site, and environment.*
  - (b) **Recognize the Facility's Time, Place, and Use.** *The property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, should not be undertaken.*
  - (c) **Maintain Significant Changes.** *Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.*
  - (d) **Preserve Distinctive Features.** *Distinctive features, finishes, construction techniques, and examples of craftsmanship that characterize the historic property shall be preserved.*
  - (e) **Repair/Replace Deteriorated Features.** *Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new*

*feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.*

- (f) **Safe Surface Cleaning.** Chemical or physical treatments, such as sandblasting, that cause damage to historic materials or the environment, shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.*
- (g) **Protect/Preserve Archaeological Features.** Significant archaeological resources affected by the project shall be protected and preserved. If historic resources such as historical buildings or structures, sacred sites, endangered species habitat, wetlands, riparian areas, and other natural or man-made features are disturbed, appropriate mitigation measures shall be undertaken.*
- (h) **New Work to be Compatible with Older Property.** New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the mass, size, scale, and architectural features to protect the historic integrity of the property and its environment.*
- (i) **New Construction, if Removed, Leaves Property Unimpaired.** New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.*

See Rule 6A-2.0010, Florida Administrative Code, and Sections 120.542, 267.061, 1013.02, 1013.12, 1013.37, 1013.40, 1013.45, 1013.64(1)(g), Florida Statutes.

**Educational Facilities Finance.** Educational facilities finance and capital outlay resources for all education agencies, including school districts, community colleges, universities, and the Florida School for the Deaf and the Blind (FSDB), as well as other education agencies, and the parameters under which state-appropriated capital outlay funds can be disbursed and expended, shall be as prescribed in this section.

- (1) **Administration of SBE Capital Outlay Programs.** The Commissioner shall be the agent of the State Board of Education (SBE) for the administration of all SBE capital outlay programs, including those programs funded in whole or in part from the proceeds of bonds issued pursuant to law. The DOE Office of Educational Facilities is designated to administer the capital outlay programs for all public education agencies.
- (2) **Manuals and Forms for Boards.** The procedures and the forms to be used by a board in reporting the source and use of monies, together with various depository accounts maintained by the board, shall be as prescribed in the publication titled "Financial and Program Cost Accounting and Reporting for Florida Schools" or "Accounting Manual for Florida's Public Community Colleges." In addition to the forms listed in the manuals, the following Office of Educational Facilities forms shall be used:
  - (a) **CO&DS Forms.** Capital Outlay and Debt Service (CO&DS) forms.
    1. OEF 217, "Request to State Board of Education for Approval of Order of Priority for Expenditure of State Capital Outlay Funds" (PPL).
    2. Capital Outlay (COBI) Bond Resolution.
    3. OEF 216, "Capital Outlay Bond Issue (COBI) Amendment."
  - (b) **PECO Forms.** Applicable when requesting Public Education Capital Outlay (PECO), Classrooms First, Effort Index, Classrooms for Kids, and District Effort Recognition funds, as well as other funds that are distributed in a like manner or as prescribed by law.
    1. OEF 352, "Capital Outlay Request, Encumbrance Authorization."
    2. OEF 442, "Project Disbursement Request Report" (Cash Disbursement Request).
  - (c) **Other Forms.**
    1. OEF 564, "Cost of Construction Report."
    2. Charter School Capital Outlay Plan.
    3. OEF 400, "Qualified Public Educational Facilities Bond Application."
    4. OEF 410, "Qualified Zone Academy Bond Program Application."
  - (d) **Financial Information Required to be Submitted.** Financial information required to be submitted to the Office includes:
    1. Prior to October 1 of each year, each district school board shall assure the first year of its 5-Year District Facilities Work Program conforms to the current year school board approved Capital Outlay Budget.
    2. Prior to March 1 of each year, all public school districts and community colleges shall provide construction cost information for educational facilities that were completed during the previous calendar year.
    3. Prior to receiving fixed capital outlay funding pursuant to Section 1013.62, F.S., for any fiscal year, a district shall submit a Charter School Capital Outlay Plan for each eligible charter school.
    4. On or before the third business day at the end of each month, all education agencies shall submit a monthly cash disbursement request for estimated project expenditures that will occur during the subsequent thirty (30) days. Prior to the disbursement of funds, an encumbrance authorization request shall be submitted by the education agency and approved by the Office.

5. Prior to February 15 and August 15 of each year, districts that have received Public Education Capital Outlay funding for Special Facility Construction projects pursuant to Section 1013.64 (2)(a), F.S., shall submit a reconciliation identifying the local funds available for the project.
  6. Prior to February 1 of each year, all education agencies shall certify to the Office that fixed capital outlay appropriations that became effective thirty-one (31) months earlier are under contract pursuant to Section 216.301(3), F.S. If appropriations are not under contract or committed, the affected education agencies shall provide a justification for exemption from the reversion of these funds. Justifications shall be in compliance with guidelines established by the Executive Office of the Governor.
  7. Prior to receiving fixed capital outlay funding for class size reduction projects pursuant to Section 1013.735, F.S., for any fiscal year, a district shall submit certification that it does/does not meet the requirements of Section 1013.735, F.S., a list of proposed facilities projects to be funded pursuant to Section 1013.735, F.S., and a schedule of estimated cash requests. Once approved by the Office, a district can receive an encumbrance authorization against the funds pursuant to Section 1013.735, F.S., by submitting form OEF 352.
  8. Annually upon request, affected education agencies shall provide the Office a justification for unexpended fixed capital outlay appropriation balances that were received more than three fiscal years earlier. This justification must indicate why the funds are still needed by the education agency and why they have not been requested from the Office for disbursement to the agency.
- (3) **Accounting and Reporting of Fixed Capital Outlay Moneys.** The school board shall follow generally accepted accounting principles as established by the Governmental Accounting Standards Board and further delineated in the Department of Education Office of Funding and Financial Reporting's "Financial and Program Cost Accounting and Reporting for Florida Schools (Red Book)."
- (4) **Depository Account for School Boards.** The school boards shall establish a depository account into which shall be deposited proceeds and interest earned from the sale of each issue of school district bonds. A separate Bond Construction Fund Account is to be created in the school depository for this purpose. The following funds, and interest earned, can also be deposited into the account, with a separate accounting by fund source:
- (a) **State Capital Outlay Funds.**
  - (b) **Proceeds of SBE Bonds.**
  - (c) **Proceeds of Revenue Certificates.** Unless otherwise restricted by issuing resolution.
  - (d) **Receipts from Local Capital Improvement Tax Levies.**
  - (e) **Proceeds from Sections 1011.14 and 1011.15, F.S., Loans.**
  - (f) **Transfers from Operating Funds.**
  - (g) **Federal Sources.** As allowed by federal statutes and as directed by the Commissioner.
  - (h) **Proceeds from the Sale of Real Property.**
- (5) **CO&DS Funds Are Available to Boards.** Each board is entitled to CO&DS funds on the basis of instructional units. CO&DS funds are currently authorized under the following provisions:
- (a) **Administered and Expended.** All funds accruing to or benefiting a board under Article XII, Subsection 9(d), of the Constitution of Florida, as amended (CO&DS funds), shall be administered and expended in compliance with requirements and laws relating to capital outlay expenditures and construction of educational plants. This includes current funds, the proceeds of SBE capital outlay bond issues (COBI), and other loans intended to be serviced at any time from CO&DS.
  - (b) **Use of Funds.** CO&DS funds shall be used only for the following purposes:

1. The SBE can use motor vehicle license tax (CO&DS) funds to pay debt service on bonds issued by the State under provisions of the State Constitution, and to pay the costs of administration.
  2. CO&DS flow-through moneys (non-bonded proceeds) can be used by a board to pay lease-purchase agreements that are eligible for expenditure of CO&DS funds or debt service on loans, including principal and interest; to pay principal and interest on local district bonds, provided all projects paid from this source of funds are approved by the Commissioner on a Project Priority List (PPL); to pay loans made under the provisions of Sections 1011.14 and 1011.15, F.S., when the proceeds of such loans are used to pay for capital outlay projects eligible for the expenditure of CO&DS funds; to pay for survey-recommended capital outlay projects in order of priority, as determined by law, rule, and other requirements.
  3. Proceeds from SBE capital outlay bond issues (COBI) can be used by a board to pay for survey-recommended capital outlay projects that are included in the district's approved PPL, in order of priority, as determined by law, rule, and other requirements.
- (c) **Proceeds for Designated Projects.** Proceeds of CO&DS funds derived from SBE bonds can be expended only for the costs of the projects designated in the original or amended (OEF Form 216) resolutions requesting and authorizing the issuance of the bonds. If the board finds that, subsequent to validation, it is more advantageous to the district to change the projects, it can by formal resolution request that the SBE amend the list of projects included in the original bond resolution. Expenditures for projects included on the amended list shall not be made until approved by the SBE.
- (d) **Establish Priority of Projects.** The priority of CO&DS projects shall be established by the following procedures:
1. The board shall formulate a proposed building program for projects to be paid from CO&DS funds. This proposed building program shall be based on a current approved educational plant survey and shall list the projects in the order of priority as determined by the board, survey, law, rules, and other requirements.
  2. The Office shall verify that the proposed building program and the priority of projects conform to the provisions of the Constitution, laws, and SREF. The Office shall submit the list to the Commissioner for approval. When approved by the Commissioner, the building program and priority of projects shall be followed for the issuance of bonds to pay for the projects, and for the "pay-as-you-go" method of purchasing projects. If the Department finds that the proposed building program and priority of projects do not conform to applicable regulations, the board shall be notified and given reasons for the non-conformity and suggestions for change.
  3. Exceptions to the order of priority can be allowed by the SBE if the board submits evidence that it will be advantageous to the welfare of the district or will provide substantial savings. A board requesting an exception shall present a statement in writing to the Office setting forth justifications. The Commissioner shall make a recommendation on the request for exception to the SBE.
  4. The PPL shall remain in effect until all projects are completed or until changed by a new approved PPL, and the project remains in the current approved educational plant survey.
- (e) **Expenditure in Order of Priority.** CO&DS funds, the proceeds of loans, lease-purchase, and bond issues serviced by CO&DS funds shall only be expended by boards in the order of priority as established below. All Priority A projects recommended in a survey must be under contract before

lower priority projects are eligible for expenditure of CO&DS funds, except as prescribed in this section.

1. Priority A:

- a. New construction, remodeling, or renovation of educational and auxiliary facilities and plants;

- equipment for educational programs and auxiliary facilities; sites or additions to sites; site development; site improvement incident to new construction; and correction of safety-to-life, health, and sanitation deficiencies.
- b. During any fiscal year, a board has the authority to encumber up to twenty (20) percent of its current entitlement of CO&DS funds for equipment for existing satisfactory facilities.
2. Priority B:
    - a. Maintenance and repair of an educational plant recommended for continued use in an educational plant survey.
    - b. Other capital outlay and educational plant improvement purposes authorized by law and requirements.
    - c. Ancillary facilities.
- (f) **Expenditure After All Survey Needs Are Met.** If a board has met all its capital outlay needs as determined in its educational plant survey, it can apply to the SBE for approval of expenditure of CO&DS funds for purposes determined by the board. A request for approval of expenditure of these funds shall be submitted to the SBE on a PPL.
- (6) **PECO Funds Are Available to Boards, Including Universities, the Florida School for the Deaf and the Blind, and Other Education Agencies.** Each board, including universities, the FSDB, and other education agencies, may receive capital outlay funds from PECO as annually appropriated by the Legislature. PECO funds are currently authorized under the following provisions:
- (a) **Administered and Expended.** All funds accruing to or benefiting a board, including universities, the FSDB, and other education agencies, under Article XII, Subsection 9(a)(2), of the Constitution of Florida, as amended (PECO funds), shall be administered and expended in compliance with requirements and laws relating to capital outlay expenditures and construction of educational plants.
  - (b) **Use of Funds.** PECO funds are used for the following purposes:
    1. The SBE has the authority to use PECO funds (gross receipts taxes) to pay debt service on PECO bonds issued by the State under provisions of the State Constitution and to pay the costs of administration.
    2. Boards, including universities, have the authority to use PECO funds allocated pursuant to Section 1013.64(1), F.S., for remodeling, renovation, maintenance, repair, and site improvement for existing satisfactory facilities. A board shall spend at least ten (10) percent of its allocation under this section to correct safety to life, health, and sanitation deficiencies. Remodeling projects must be survey recommended.
    3. Eligible school boards can use PECO funds allocated pursuant to Section 1013.64(2), F.S., Special Facility Construction Account. Projects using such funds shall be submitted to the Office for review for compliance with the Florida Building Code, Florida Fire Prevention Code, SREF, rules, and statutes.
    4. School boards must use PECO funds allocated pursuant to Section 1013.64(3), F.S., to pay for capital outlay projects recommended in an educational plant survey. Districts participating in the Special Facility Construction Account must apply all their Section 1013.64(3), F.S., funds toward the project for a three-year period commencing with the year of appropriation.
    5. Community college boards of trustees and university boards of trustees must use PECO funds allocated pursuant to Section 1013.64(4), F.S., as authorized by legislative appropriation.
    6. School boards earning PECO funds allocated pursuant to Section 1013.64(5), F.S., must expend these funds toward any survey-recommended project.
    7. Exception: District school boards shall not use PECO for landscaping, the construction of football fields, bleachers, site lighting for athletic facilities, tennis courts, stadiums, racquetball courts, or

any other competition-type facilities not required for physical education curriculum. Regional or intra-district football stadiums can be constructed with PECO funds provided a minimum of two high schools and two middle schools are assigned to the facility and the stadiums are survey recommended. Sophisticated auditoriums, such as performing arts theaters and auditoriums for district school boards, shall be limited to magnet performing arts schools. Enhancements of performing arts facilities and landscaping of schools shall be made only with local fund sources as required by Section 1013.64(5), F.S.

8. Funds for remodeling, renovation, maintenance, repairs, and site improvement for existing satisfactory facilities are available from the Public Education Capital Outlay and Debt Service Trust Fund. These funds shall be calculated pursuant to the following basic formula: the building value times the building age over the sum of the years' digits assuming a fifty- (50) year building life for permanent facilities. For factory built structures, reconstructable facilities, modular buildings, manufactured buildings, and similar structures, a thirty-five- (35) year building life shall be used; for relocatable facilities, a twenty- (20) year building life shall be used. "Building value" is calculated by multiplying each building's total net square feet times the appropriate net-to-gross conversion rate and that product multiplied times the current average new construction cost. "Building age" is calculated by multiplying the prior year's building age times 1 (one) minus the prior year's sum received from this subsection divided by the prior year's building value. To the net result shall be added the number 1 (one). Each board shall receive the percentage generated by the preceding formula of the total amount appropriated for the purposes of this section.
- (7) **Earned Interest.** Interest earned by a board, including universities, from investing capital outlay funds shall be credited to the fund source earning the interest.
- (8) **Eligibility Criteria.** Eligibility for expenditure of PECO and CO&DS funds, where applicable, is based on the following criteria:
  - (a) **Public Education Agencies.** Can expend these funds on projects when specifically authorized by legislative appropriation, such as cooperative development between two boards, cooperative development between private industry and school boards, community educational facilities, special facilities construction, or other programs as designated by the Legislature.
  - (b) **School Boards.** School boards are required to have a 5-year survey and 5-year district facilities work program. In addition, a PPL approved by the Commissioner is required for expenditure of CO&DS funds.
  - (c) **Community Colleges.** Community colleges are required to have a 5-year survey and a 5-year Capital Improvement Program (CIP). The Division of Community Colleges must provide a three- (3) year project priority list for inclusion in the Commissioner's annual fixed capital outlay legislative budget request. Educational specifications shall be approved by the Division of Community Colleges for new construction projects included in the first year of the three- (3) year project priority list. All projects must be specifically authorized by legislative appropriation. In addition, a PPL approved by the Commissioner is required for expenditure of CO&DS funds.
  - (d) **Florida School for the Deaf and the Blind (FSDB).** The FSDB is required to have a 5-year survey and 5-year capital outlay work program. The FSDB must prepare and submit to the Department an annual fixed capital outlay legislative budget request for review and approval. The Office will analyze the amount requested for fixed capital outlay to determine if the request is consistent with the school's campus master plan. Projections of facility space needs can exceed the normal space and occupant design criteria established herein for public schools.
  - (e) **Universities.** Universities are required to have a 5-year survey and a 5-year Capital Improvement Program (CIP). Universities must provide a three- (3) year project priority list for inclusion in the

- Commissioner's annual fixed capital outlay legislative budget request. Educational specifications shall be approved by the Chancellor for new construction projects included in the first year of the three- (3) year project priority list. All projects must be specifically authorized by legislative appropriation.
- (9) **Project Types.** CO&DS and PECO funds for boards, including universities, the FSDB, and other education agencies, and proceeds of loans or bond issues serviced by the CO&DS flow-through funds are to be expended for capital outlay projects. Projects shall include only the following:
- (a) **Site Acquisition.** Acquisition of sites or additions to sites, subject to approval by the appropriate agencies.
  - (b) **Site Work.** Site development.
  - (c) **Utilities.** Water, sewer, and other utilities necessary to serve the board's facility.
  - (d) **New Construction.**
  - (e) **Equipment and Furnishings.** For new educational and ancillary plants and facilities and additions to existing educational and ancillary plants and facilities, when the following conditions have been met:
    - 1. For Boards:
      - a. The items are classified as equipment in either "Financial and Program Cost Accounting and Reporting for Florida Schools" (Red Book) or "Accounting Manual for Florida's Public Community Colleges."
      - b. Funds for equipment must be encumbered by the end of the fiscal year following the fiscal year in which a Certificate of Occupancy is issued.
    - 2. For Boards, including universities:
      - a. The number and cost of items have a reasonable relationship to the cost of the facility and to the activities carried on therein. Equipment acquired for an addition shall be restricted to the addition.
      - b. The items are used primarily within the facility, are necessary for the operation of the facility, or are required for the programs and activities for which the facility is recommended to be used in the current educational plant survey.
  - (f) **Remodeling.**
  - (g) **Renovation.**
  - (h) **Maintenance and Repair.**
  - (i) **Leased Facilities.** Capital outlay improvements of educational plants and facilities leased by a board pursuant to Section 1013.16, F.S., and related requirements. During any lease period, a board may encumber for capital outlay improvements an amount up to two (2) percent of the current construction cost per square foot as established by Section 1013.64(1), F.S., multiplied by the gross square feet of the leased building(s), multiplied by the number of years of the lease.
  - (j) **Damaged Facilities.** Restoration of satisfactory facilities damaged by storm, fire, or other providential causes.
  - (k) **Project-Related Costs.** All planning, design, bidding, and administrative costs directly associated with the project.
- (10) **Prompt Investment by a Board.** It shall be the duty of the board to arrange for the prompt investment of SBE bond proceeds in legal investments as provided by state and federal law, to earn the maximum possible legal amount of interest, subject to the Internal Revenue Code, as amended, until such funds are needed to pay the cost of projects for which the bonds were issued. All funds not reasonably expected to be needed shall be promptly invested.
- (11) **Improperly Expended Funds by a Board, Including Universities, the Florida School for the Deaf and the Blind, and Other Education Agencies.** Improperly expended funds by a board, including

universities, the FSDB, and other education agencies, as determined by an independent audit, shall be reimbursed to the State no later than the next succeeding budget year after the violation is cited. Upon failure to make such reimbursement, the Commissioner shall recommend to the State Comptroller that any funds due from the State under any provision of law be withheld until evidence has been submitted to the Commissioner and the State Comptroller that the reimbursement has been made.

- (12) **Lease Agreements by a Board, Including Universities.** Lease agreements by a board, including universities, can be paid from the following fund sources provided the expenditure meets the requirements of the fund source:
- (a) **Community College Boards of Trustees and University Boards of Trustees.** May use operating funds to lease facilities or sites and may use non-bonded PECO funds to lease relocatables for up to three (3) years provided the Office is notified no later than August 10 of the fiscal year beginning the lease period.
  - (b) **School Boards.**
    - 1. May use funds from the operating budget or local capital outlay millage, two (2) mills, to make payments on lease agreements.
    - 2. May use non-bonded PECO funds pursuant to Section 1013.64(3)(c), F.S., to lease relocatables for up to three (3) years provided the Office is notified no later than August 10 of the fiscal year beginning the lease period.
- (13) **Lease-Purchase Agreements by the Boards, Including Universities.** Can be paid from the following fund sources provided the expenditure meets the requirements of the fund source:
- (a) **Community Colleges and Universities.** May use PECO funds if approved by the Legislature.
  - (b) **Community College Boards of Trustees.** May use CO&DS flow-through funds for payment of principal and interest.
  - (c) **School Boards.**
    - 1. May use operating funds or discretionary local capital outlay millage, two (2) mills, pursuant to Section 1011.71(2)(e), F.S., to pay up to one-half (½) of the district's authorized capital outlay millage.
    - 2. May use CO&DS flow-through funds for payment of principal and interest, provided the projects are survey recommended and are on an approved PPL.
- (14) **Qualified Public Educational Facilities (QPEF) Private Bond Allocation Act.** Approved as part of the Economic Growth and Tax Relief Reconciliation Act of 2001 and pursuant to Internal Revenue Code Sections 142(a)(12) and 142(k), Qualified Public Education Facilities Bonds are defined as a source of financial assistance for public school improvement projects. They provide private, for-profit corporations capital cost savings realized from the difference between taxable and tax-exempt interest rates. The corporation (developer) agrees to construct, rehabilitate, refurbish, or equip a school facility, and lease it to a public school district. The school district makes lease payments to the developer for the duration of the loan, while the developer then makes debt service payments on the bond(s). When the QPEF bond matures, the facility/improvement is turned over to the school board with full ownership and no further lease payments are required. The term of the agreement cannot exceed the term of the bond issue. All pre-kindergarten through grade twelve (12) public schools, including public charter schools, are eligible. Private schools are not eligible to participate in the QPEF program. The full faith and credit of the State of Florida does not back QPEF bonds.
- (a) **Allowable Projects.** The proceeds of QPEF Bonds can **only** be used for:
    - 1. Constructing, rehabilitating, refurbishing, or equipping a public school facility by a corporation that leases it to a public school. This includes providing modular facilities.
    - 2. Full ownership of the facility/improvement is given to the school board when the QPEF bond matures.

3. School districts are allowed to reallocate funds between eligible projects included in the application; however, the reallocated amounts cannot exceed the total awarded amount.
4. If the total amount awarded is less than the district's original request, funds can be reallocated on a per project basis not to exceed the original amount requested for each project.
5. Bonds must be issued in an amount of at least ninety (90) percent of the allocation granted.

**(b) Eligibility Criteria.**

1. The applicant must be a qualified public educational facility that is part of a public elementary school or a public secondary school. The educational facility is owned by a private, for-profit corporation pursuant to a public-private partnership agreement with a local education agency.
2. The corporation agrees to do one or more of the following: construct (includes modular facilities), rehabilitate, refurbish, or equip a school facility and transfer the school facility back to the school board for no additional consideration at the end of the term of the agreement.
3. The term of the agreement cannot exceed the term of the bonds.
4. Financing is limited to corporations whose own credit worthiness (or financial viability of the project) is sufficient to attract a bondholder or a letter of credit from a bank guaranteeing repayment of the bonds.
5. No one corporation/developer shall access more than twenty-five (25) percent of the bond allocation for any one year.

**(c) Administration**

1. Each district must determine whether the purposes for which QPEFs are issued conform to state and federal law regarding indebtedness.
2. Each district is responsible for repayment of the monthly lease payments.
3. School districts shall not use PECO or CO&DS bond proceeds to pay QPEF debt, but are allowed to use 2 mill funds in accordance with Sections 1001.42(9)(b)(5) and 1013.15(2)(a), F.S.
4. If 2 mill proceeds are proposed for repayment of QPEF debt, it shall not exceed the COPs limit established for 2 mill in Section 1011.71, F.S.

**(d) Allocation Process.**

1. *As soon as the federally imposed state volume limitation is known for each calendar year, the districts will be notified by the Office.*
2. *Pursuant to the Internal Revenue Code, the volume limitation for each calendar year is equal to ten dollars (\$10) per capita or \$5,000,000, whichever is greater.*
3. *The first-come, first-served system is based on a twenty-four (24) hour period from noon on one business day to noon the next business day. All applications received during each period are considered together. If there is not sufficient allocation available to fund all requests, a random drawing will be conducted to determine which requests receive an allocation. Unfilled applications will be placed on a waiting list in the event allocation becomes available at a later date.*
4. *Each school district participating in the program is required to notify the Office of the amount of bonds issued by the participating corporation upon issuance. A copy of the cover of the Official Statement must be submitted to the Office.*
5. *All unused allocation (i.e., bonds not issued using the volume cap) shall revert back to the pool on December 31 of the calendar year and will be reallocated on a first-come, first-served basis to fund unmet needs.*
6. *Any unused allocation resulting from the reallocation is carried forward for the next three (3) years and is reallocated during the three- (3) year period should the resulting amount be sufficient to justify the cost of issuing bonds.*
7. *Allocations of the volume limitation are granted first from carried forward balances from previous*

*years and then from the current year balance.*

**(e) Application Process.**

- 1. Application shall be made through submission of form OEF 400, "Qualified Public Educational Facilities Bond Application," which is hereby incorporated by reference and is available on the Office website.*
- 2. All allocations are approved using a first-come, first-served system until the aggregate amount applied for is equal to or less than the amount of the volume limits.*
- 3. The application should state the need for a qualified public educational facility in the area proposed in the application, the number of students to be served by such facility, and the cost-effectiveness of the proposed facility.*
- 4. The application must include certification by the participating corporation/developer of its financial viability to provide such financing. The application must also include the school board's district superintendent's approval of the lease agreement.*
- 5. The application must include a "Memorandum of Lease."*
- 6. The Office will form a committee to review applications. Bonding authority will be issued on a first-come, first-served basis.*

**(f) Approval Process.**

- 1. Pursuant to Section 159.832, F.S., no private activity bonds to finance qualified public educational facilities may be issued unless a written confirmation is obtained from the Office.*
- 2. Applications are reviewed by the committee to determine if the eligibility criteria are being followed.*
- 3. The committee assigns an allotment amount based on the requested amount and the remaining volume limits.*
- 4. All participating districts receiving an allotment are notified of the amount by July 31 of the calendar year in which an allotment is made.*
- 5. Participating districts that did not receive an award are also notified and are encouraged to apply for any reallocation amounts.*

**(15) Qualified Zone Academy Bonds (QZABs).** The Tax Payer Relief Act of 1997 authorized Qualified Zone Academy Bonds (QZABs) to finance schools. Under this program, qualified schools can borrow at little or no interest cost. A Qualified Zone Academy Bond is a taxable bond issued by a state or local government, the proceeds of which are used to improve certain eligible public schools. Instead of receiving periodic interest payments from the issuer, the QZAB bondholder (potential bondholders include banks, insurance companies, and corporations actively involved in the business of lending money) receives a federal income tax credit, while the bond is outstanding, in an amount equal to a percentage of the face amount of the bond. The district is responsible for paying the principal amount and interest if the bond so specifies. The full faith and credit of the State of Florida does not back QZAB bonds. The federal QZAB program was first approved by the U.S. Congress in 1998, and was recently extended by the 109<sup>th</sup> Congress as part of the "Tax Relief and Health Care Act of 2006" (HR 6408).

**(a) Eligibility Criteria.**

- 1. The school is located in an Empowerment Zone (City of Jacksonville and Miami-Dade County) or in an Enterprise Community (Empowerment Alliance of Southwest Florida, which represents Immokalee and portions of Hendry County), or there is a reasonable expectation, as of the date of issuance of the bonds, that at least 35 percent of the students attending the school participating in the program will be eligible for free or reduced-cost lunches established under the National School Lunch Act.*
- 2. The eligible school district has written commitments from private entity match partners to make qualified contributions having a present value, as of the date of the issuance, of not less than ten*

- percent of the proceeds of the bond issue, including such items as:
- a. Equipment for use in the qualified zone academy (including state-of-the-art technology and vocational equipment; school buses are not allowed),
  - b. Technical assistance in developing curriculum or training teachers to promote market-driven technology in the classrooms,
  - c. Internships, field trips, or other educational opportunities outside the academy for students,
  - d. Any other property (including cash) or service specified by the Local Education Agency that meets IRS requirements, and
  - e. The value of the ten percent match is at or below the fair market value offered by any entity providing similar products or services.
3. The ten percent match partner will help to set up an academic program (academy) to “prepare students for college or workforce,” as required by the QZAB legislation. This academy program should specify how many students will be trained in which academic areas using which resources, when the program will be implemented, who will direct the implementation and evaluation, and how the evaluation (pre- and post-tests) will be accomplished.
  4. The academy program is established by and operated under the supervision of an eligible local education agency (LEA), as defined in Section 14101 of the Elementary and Secondary Education Act of 1965, to provide education or training below the post-secondary level:
    - a. Such academy is designed in cooperation with business to enhance the academic curriculum, increase graduation and employment rates, and better prepare students for the demands of college and the increasingly complex workforce,
    - b. Students in the academy are subject to the same academic standards and assessments as other students educated by the school districts, and
    - c. The comprehensive education plan of the program is approved by the school district.
  5. Eligible QZAB projects include:
    - a. Rehabilitating or repairing the public school facility in which the academy is established,
    - b. Providing equipment for use at such academy (school buses are not allowed),
    - c. Providing instructional materials, and
    - d. Providing professional development for teachers.
- (b) **Administration.** In addition to previously stated requirements, there are a number of administrative items school districts must keep in mind:
1. While the federal government has provided broad guidance for the QZAB program, the Florida Department of Education has further tailored these guidelines to meet statewide funding needs. Districts should consult both sets of requirements. As questions arise, districts should contact the Office for clarification and guidance.
  2. Each district must determine whether the purposes for which QZABs are issued conform to state law regarding indebtedness.
  3. Each district is responsible for repayment of the principle upon maturity.
  4. School districts shall not use PECO or CO&DS bond proceeds to pay QZAB debt, but are allowed to use 2-mill funds.
  5. If 2-mill proceeds are proposed for repayment of QZAB debt, those proceeds shall not exceed the COPs limit established for 2 mill revenue in Section 1011.71, F.S.
  6. If a district determines that its allotment will not be used, the district should notify the Office as soon as possible.
  7. If the scope of one of a district’s approved projects changes, the district must consult with the Office before reallocating the funds to other projects. Requests will be reviewed on a case-by-case basis.

- a. It is possible for the Office to allow reallocations from one approved project, as identified on the current QZAB cycle award letter, to another current approved project.
- b. The Office will disallow the reallocation of funds to new or unapproved projects.
8. Districts must have all bonds issued by December 31 of its funding year.
9. As districts issue QZAB bonds, a copy of the cover of the official statement should be forwarded to the Office upon issuance of the bonds.
10. On December 31 of the district's funding year, allotments that have yet to be bonded will revert back to the State for reallocation.
11. Reverted allotments will be offered first to the participating district with the lowest historical allotments, then the second lowest, etc., until the allotment is reallocated in total.
12. Allocations of the volume limitation are granted first from carried-forward balances from previous years and then from the current year balance.

**(c) Application Process.**

1. *Application shall be made through submission of Form OEF 410, A Qualified Zone Academy Bond Program Application, which is hereby incorporated by reference and is available on the Office website.*
2. *Applications must be received from the districts on or before the published due date.*
3. *Requests must contain a minimum of \$1 million and a maximum of \$5 million in projects per district.*
4. *Districts should not request more bonding authority than can be reasonably expected to be repaid or secured through a financial institution.*
5. *Applications must clearly explain the means by which the district intends to repay the bond principle upon maturity.*
6. *The application must include the following documents:*
  - a. *A copy of the resolution referenced in the Certificate of Eligibility section.*
  - b. *Written verifications from private entity match partners must be attached to the application.*
  - c. *Providers of services or materials for the proposed project are not eligible as contributors to meet the ten percent contribution requirement.*
  - d. *An affidavit signed by the school superintendent, financial advisors, bond counsels, and the ten percent match partners stating that the value of the ten percent match is below the fair market value offered by any entity providing similar products or services.*
  - e. *An overview of the proposed academic program/academy details including, but not limited to: program description, the number of students benefiting, resources used, when and how the program will be implemented, who will direct the implementation and evaluation, and how the evaluation (pre- and post-tests) will be accomplished.*
  - f. *A written spending plan.*

**(d) Allocation Process.**

1. *As soon as the federally imposed state bonding authority is known for each calendar year, the districts will be notified by the Office.*
2. *Applications are reviewed for eligibility and completeness. Districts may be contacted for further information or clarification.*
3. *Once the Office determines the district allocations, each district will be notified in writing. Districts whose applications have been denied and those with ineligible projects will also be notified.*

**(16) Fixed Capital Outlay Funding for Charter Schools.** Pursuant to Section 1013.62, F.S., eligible charter schools shall receive fixed capital outlay funds as annually appropriated by the Florida Legislature.

See Rule 6A-2.0010, Florida Administrative Code; Article VII, Section 12, and Article XII Sections 9(a) and 9(d), State Constitution; and Sections 159.833-159.835, 215.61, 1001.51(11)(j), 1002.32(9)(e), 1010.01, 1010.40, 1010.41, 1010.53, 1011.01, 1011.09, 1011.71, 1011.74, 1013.02, 1013.03(6), 1013.40, 1013.51, 1013.60, 1013.61, 1013.62, 1013.64, 1013.65, 1013.68, 1013.72, 1013.73, 1013.735, 1013.736, 1013.738, and 1013.75, Florida Statutes. History: Amended 8-22-05, 7-2-96.

**Lease Contracts for Educational and Ancillary Facilities and Sites.** Boards, including those for universities, are allowed to enter into facility, site, or air space lease agreements with any person or entity pursuant to Sections 1013.15 and 1013.16, F.S.

- (1) **Leasing Board-Owned Property.** Boards, including universities, are authorized to lease facilities, sites, or air space to any person or entity under the following conditions:
  - (a) **Air Space.** May be leased over property pursuant to criteria established in Section 1013.19, F.S., when a board, including universities, intends to jointly finance a construction project or construct a combined occupancy structure.
  - (b) **Board Owned Real Property.** It is permissible for a board to lease land, facilities, or educational plants owned by it to any person or entity as the board determines to be in its best interest. The board shall advertise the proposal as required by law and prior to entering into such lease shall hold a public meeting on the proposal during a board meeting advertised pursuant to Section 1001.372(2)(c), F.S. A copy of the final agreement shall be available for inspection and review by the public. The lease can include a provision for the option to purchase the land for its fair market value.
  - (c) **Educational Facilities.** *Educational facilities may be leased to any public or private agency for use. It is suggested that the use of the educational facilities by these agencies occur during non-school hours for the protection and safety of the student population.*
- (2) **Leasing From Persons and Entities.** Boards are authorized to lease facilities, sites, or air space from any person or entity under the following conditions. Boards must ensure that facilities and sites conform to SREF, the Florida Building Code pursuant to Chapter 553, F.S., and the Florida Fire Prevention Code pursuant to Chapter 633, F.S., prior to occupancy.
  - (a) **Lease Agreements Extended Beyond One (1) Year.** If a lease is extended beyond the first year, it becomes a multiple-year lease and must conform to the requirements for lease agreements of one (1) year or more.
  - (b) **Lease Agreements for Forty (40) Years or More.** If a site is to be leased for forty (40) years or longer, it is allowable for the site to be leased from any person or entity.
  - (c) **Construction of Permanent Facilities on Leased Land.** If permanent facilities are to be constructed by the board on the leased property, the term of the lease shall be at least forty (40) years or the life expectancy of the permanent facilities constructed thereon, whichever is longer.
  - (d) **Inspection of Existing Facilities and Sites.** Facilities and sites shall be inspected annually.
  - (e) **Lease Agreements.** Lease agreements should include, but not be limited to, the following:
    1. A schedule of payments for the leased property.
    2. Provisions for prepayment of the lease.
    3. Provisions for maintenance of the property, including custodial care.
    4. Conditions under which alterations to the property can be made.
    5. Provisions for furnishing and equipping the property.
    6. Provisions for insuring the grounds, facilities, and property.

See Rule 6A-2.0010, Florida Administrative Code, and Sections 1001.02(1), 1001.42(9)(b)4. 5., 1001.64(26) and (37), 1013.02(2), 1013.03, 1013.12, 1013.15, 1013.16, 1013.19, 1013.37, 1013.40, 1013.45, Florida Statutes.



**Lease-Purchase Contracts for Ancillary and Educational Facilities and Sites.** Boards, including those for universities, are authorized to enter into a lease-purchase agreement pursuant to Section 1013.15, F.S.

- (1) **Board Acquisition Options.** A board has two (2) options for entering into a lease-purchase agreement to acquire educational facilities and sites:
  - (a) **Option 1:** Lease-purchase agreements can be developed through a direct-support organization for:
    1. School boards, as authorized in Section 1013.15(4)(a), F.S., using a direct-support organization formed pursuant to Section 1001.453, F.S., a nonprofit educational organization, or a consortium of district school boards.
    2. Community college boards of trustees, as authorized in Sections 1001.64(37) and 1013.40, F.S., using a direct-support organization formed pursuant to Section 1004.70, F.S.
  - (b) **Option 2:** Boards can enter directly into a lease-purchase agreement.
- (2) **Universities Lease-Purchase Authority.** University boards of trustees are authorized to enter into a lease-purchase agreement using a direct-support organization formed pursuant to Section 1001.74, F.S. University boards of trustees and their direct-support organizations shall have legislative authorization prior to entering into a lease-purchase agreement of an educational or ancillary facility or site when general revenue funds will be required for operation or maintenance of the facility. Universities shall submit all documents to the Board of Governors for review and approval pursuant to Sections 1010.62 and 1013.171, F.S.
- (3) **Prerequisites for Board Agreements.** Before a board authorizes a lease-purchase agreement for educational facilities or sites, regardless of fund source or duration of the agreement, the following requirements must be met:
  - (a) **Advertise for Bids.** Lease-purchase projects using public funds in any manner shall be advertised for competitive bids or proposals.
  - (b) **Sunshine Law.** All activities, information, and lists of individual participants associated with these agreements shall be subject to Section 286.011, F.S.
  - (c) **School Board Financing Through a Direct-Support Organization (DSO).** A school board can enter into an agreement with a direct-support organization, a nonprofit educational organization, or a consortium to provide financing of the proposed project without competitive bids; or, a school board can select an agent through competitive bids to administer the financing of the project. If a school board or its agent administers the sale of the certificates of participation, it shall select financing through competitive bids.
  - (d) **Community College Boards of Trustees.** Community college boards of trustees and their direct-support organizations shall have legislative authorization prior to entering a lease-purchase agreement in which general revenue funds must be used for operations or maintenance of the facility at any time during its projected life span.
- (4) **Agreement Stipulation.** Lease-purchase agreements for boards, including universities, must include, but not be limited to, the following:
  - (a) **A Schedule of Payments.** Documentation specifying an annual rate with components consisting of a principal component and an interest component that will constitute the total payment to be made, including certification that the interest rate does not exceed the maximum rate established in Section 215.84(3), F.S.
  - (b) **Prepayment.** Provisions for prepayment of the lease-purchase.
  - (c) **Maintenance.** Provisions for maintenance of the property, including custodial care.
  - (d) **Construction.** Conditions under which new construction, remodeling, and renovations can be made to the property.

- (e) **Furnishings.** Provisions for furnishing and equipping the facility.
  - (f) **Insurance.** Provisions for insuring the site and facilities.
  - (g) **Termination.** Provisions for termination of the lease-purchase agreement.
  - (h) **Tax Exemption.** A statement that the facilities and sites acquired under a lease-purchase agreement are exempt from ad valorem taxation.
  - (i) **Term of Agreement.** The term of the lease-purchase agreement including any subsequent renewals shall not exceed the useful life of the facilities or thirty (30) years, whichever is less.
  - (j) **Expiration of Agreement.** The initial and subsequent terms of any lease-purchase agreement shall expire on June 30 of each fiscal year, but can be automatically renewed annually subject to the board's making sufficient appropriations. The failure of a board to renew a lease-purchase agreement does not constitute a default, require any payment of any penalty, or in any way limit the right of a board to purchase or use educational facilities or sites similar to those provided under the lease-purchase agreement.
  - (k) **Not an Obligation.** A statement that the lease-purchase agreement shall not constitute a debt, liability, obligation, or pledge of faith and credit of the State or a board, including universities.
  - (l) **The University Boards of Trustees Insurance.** The university boards of trustees shall purchase an insurance policy pursuant to Section 1001.74, F.S., that guarantees the payment of all principal and interest payable under the lease-purchase agreement in the event of the failure of the university to make such payments.
- (5) **Agreements for Lease-Purchase Buildings on Board-Owned Property.** If a board proposes to lease-purchase an educational facility to be constructed on land owned or to be acquired by the board, it is authorized to lease to the lessor such land for the same period of years that the board proposes to lease the educational facility. If the project occurs on a site containing other facilities owned by the board, the amount of land leased shall be kept to the minimum required to make the facility usable by an owner other than the board.
- (a) **Purchase Option.** Should the board decide not to exercise its annual option to renew the terms of the lease-purchase, the board shall, within six (6) months after the expiration of the lease-purchase agreement, grant an option to the lessor to purchase such land.
    1. When, in the opinion of the board, the property has an estimated value of less than \$100,000, the board has the authority to dispose of the property for whatever consideration the board deems to be in its best interest.
    2. Required Appraisals:
      - a. For property with an estimated value from \$100,000 to \$500,000, the board shall obtain an appraisal from at least one (1) qualified real estate appraiser.
      - b. For property with an estimated value exceeding \$500,000, the board shall obtain appraisals from at least two (2) qualified real estate appraisers.
    3. The board is allowed to dispose of the property only if the bid price is at least equal to the minimum selling price established by the appraisers.

See Rule 6A-2.0010, Florida Administrative Code, and Sections 1001.42, 1001.453, 1001.64, 1001.74, 1004.28, 1004.70, 1011.71, 1013.02, 1013.12, 1013.15, 1013.16, 1013.19, 1013.31, 1013.37, 1013.40, Florida Statutes.

**Educational Plant Survey.** At least once every five (5) years each board, including those for universities, the university developmental research schools (demonstration lab schools), and the Florida School for the Deaf and the Blind (FSDB), shall arrange for an educational plant survey in conformance with Section 1013.31(1), F.S. An educational plant survey expires on June 30 of the fifth fiscal year from the survey year. All new construction, remodeling, and renovation that is included in the school district's 5-year facilities work program must be adopted by the board and included in the educational plant survey. Public school districts should re-adopt the educational plant survey annually to ensure that the 5-year district facilities work program and the educational plant survey are balanced and facilities planning is properly coordinated for the five-year span covered by the 5-year district facilities work program. An educational plant survey shall propose a building program for a board for a period of five (5) years. Five-year surveys and amended surveys for districts, the FSDB, and the developmental research schools shall be electronically transmitted to the Office. Community college and university survey reports shall be submitted in written report form.

- (1) **Survey Report.** Completed survey reports shall contain recommendations for housing educational programs, services, leased space used for conducting an education agency's instructional programs, projected student population, and other information required by Section 1013.31, F.S.; and shall be reviewed and approved by the board, including those for universities, and the FSDB. Depending on the size of the district, community college, or university, the 5-year survey process may be started at least a year in advance of the date the document is to be completed. The early start is important so that appropriate attention can be given to areas such as inventory validation, facility list development, and collection of various survey-related data, and decisions can be made about how the document will be completed. A survey shall include, but not be limited to, the following:
- (a) **Inventory.** A current inventory of all existing board-owned and long-term leased educational, ancillary, and auxiliary facilities and plants, including all satisfactory lease-rented, lease-purchased, owned, and rented relocatables.
  - (b) **Recommendations.** Recommendations for remodeling, renovation, new construction, site acquisition, site development, and site improvement for existing and new educational and ancillary plants and auxiliary facilities, shall be coordinated with the local comprehensive plan as required in Section 1013.33, F.S. Recommendations shall include the general location, capacity, and estimated cost of work for each project:
    - 1. **Capital Outlay Classification 1 - Satisfactory (C-1).** An existing educational plant that is recommended by a survey for continued use or a new educational plant recommendation. Generally: adequate site; satisfactory facilities; or projected membership within desirable size range for the type of school.
    - 2. **Capital Outlay Classification 2 - Satisfactory (C-2).** An educational plant that is in a period of transition with evidence insufficient to recommend replacement. Generally: in need of renovation, repair, or maintenance.
    - 3. **Capital Outlay Classification 3 - Unsatisfactory (C-3).** An educational plant that is unsatisfactory in one or more major respects. Generally, inadequate site or declining enrollment where the needs of students can be better and more economically served at other educational plants; and abandoned educational plants not currently housing students. Unsatisfactory educational plants that currently house students should be closed as soon as adequate facilities are available. A school board, by resolution pursuant to Section 1013.28, F.S., can elect to

- dispose of said property when determined by the board to be unnecessary for educational purposes, as recommended in a survey. A facility with a C-3 classification does not earn PECO maintenance funds.
4. **Capital Outlay Classification 6 - Satisfactory (C-6).** Existing ancillary facilities recommended by the survey for continued use or new ancillary facilities. Generally: adequate site and satisfactory facilities.
  5. **Capital Outlay Classification 7 - Unsatisfactory (C-7).** Ancillary facilities. Generally: inadequate site; unsatisfactory building(s); and/or abandoned facility not currently being used. Such facilities should be closed as soon as adequate facilities are available elsewhere. A school board, by resolution pursuant to Section 1013.28, F.S., can elect to dispose of said property when determined by the board to be unnecessary for educational purposes, as recommended in an educational plant survey. A facility with a C-7 classification does not earn PECO maintenance funds.
  6. **Capital Outlay Classification 9 (C-9).** Any district-owned facility that is leased to an entity for use by the lessee for any purpose, including educational, but is not used by the district during the normal school hours of operation. Facilities assigned a C-9 capital outlay classification will not generate PECO maintenance funds, even when the facility contains satisfactory space. These facilities will be counted in the district's inventory of available space and will be considered in the determination of new construction needs.
- (c) **Student Population.** Using numbers provided by the Department, include an analysis of the projected capital outlay student population (COFTE) based on the "traditional school year" by school center and based on an extended day or year-round operation for grades kindergarten through twelve (K-12) and vocational programs. Community colleges shall use the five-year projections of student population contained in the yearly report of capital outlay full-time equivalent student enrollments (CCFTE 602) prepared by the Department. Universities shall use the five-year projections of capital outlay full-time equivalent student enrollments approved by the Board of Governors, State University System. *District projections, if substantially different from those of the Department, may be included as an alternate to the survey with accompanying recommendations and other survey data when approved by the Commissioner. The use of locally generated COFTE projections, which must be approved by the local growth management planning office, will not result in additional funding from any source; local COFTE projections may only show a potentially increased (or decreased) need based on possible enrollment trends that are not customarily included in the official Department calculation of COFTE. The locally generated COFTE, if approved by the Commissioner, can only be used for determining facilities need and applies only to one specific educational plant survey; locally generated COFTE is not used for consecutive, successive, or perpetual educational plant surveys. Special facilities, joint-use facilities, and cooperative vocational facilities projects shall use the Department COFTE projections.*
- (d) **Facilities Lists.** Statements of proposed types of facilities, grade structure, and student capacity for grades kindergarten through twelve (K-12) and vocational schools. Districts must use electronic facilities list programs developed by the Office for all facilities where any construction expenditures are derived from any state sources; these lists shall not be modified by districts or agents of the districts for purposes of altering space sizes specified in Section 6.

- (e) **Capital Outlay Proposed Funding Plan.** An analysis of expenditures and projected capital outlay funds for grades kindergarten through twelve (K-12) and vocational schools; millage necessary to raise the required local contribution; tax levies on non-exempt property (millage); debt service obligations; anticipated state funds; the amount of unappropriated and unencumbered capital improvement funds available for construction at the time of the survey; or other financial data as may be relevant, such as trends in assessed valuation.
- (f) **Campus Master Plan.** Community college surveys shall also include an updated campus master plan and detail.
- (g) **Comprehensive Planning and Concurrency.** School districts must have an interlocal agreement for the regulation of comprehensive planning and land development. The county and municipalities located within the geographic area of a school district must enter into an interlocal agreement with the district school board that jointly establishes the specific ways in which the plans and processes of the district school board and the local governments are to be coordinated. The interlocal agreements must be submitted to the state land planning agency and the Office in accordance with a schedule published by the state land planning agency. *The comprehensive plan shall consist of materials in such descriptive form, written or graphic, as may be appropriate to the prescription of principles, guidelines, and standards for the orderly and balanced future economic, social, physical, environmental, and fiscal development of the area relative to educational and community needs. All elements of the comprehensive plan must be consistent, and the comprehensive plan must be financially feasible. The comprehensive plan must contain a capital improvement element designed to consider the need for and the location of public facilities, including educational, in order to support the efficient utilization of all existing and planned future facilities of the geographic area of the school district. Sanitary sewer, solid waste, drainage, potable water, parks and recreation, schools, and transportation facilities are subject to concurrency requirements on a statewide basis; however, any local government may extend the concurrency requirement so that it applies to additional public facilities within its jurisdiction. All local planning must be consistent with provisions established in Sections 163.3177 and 163.3180, F.S., and other laws, rules, or regulations that apply or will apply after promulgation by appropriate governing bodies.*
- (2) **Precedence.** A new educational plant 5-year survey shall supersede all previous surveys. Previous recommendations that have not been implemented shall not be eligible for the expenditure of state capital outlay funds unless recommended in the new survey. A supplementary survey may be provided at any time.
- (3) **The 5-Year District Facilities Work Program.** Districts are required to annually update their facilities work program, which constitutes the five-year listing of capital outlay projects adopted by the district school board referenced in Section 1013.35, F.S., in order to properly maintain the educational plants and ancillary facilities of the district and to provide an adequate number of satisfactory student stations for the projected student enrollment of the district in grades kindergarten through twelve (K-12) programs. The detailed plans for providing student stations in the district's 5-year facilities work program are based on recommendations made in the educational plant survey referenced in Section 1013.31, F.S.; this section also requires that the educational plant survey must be submitted along with the 5-year district facilities work program. *It is recommended that districts annually update and or re-adopt the educational plant survey in order to include approved projects from the survey in the 5-year district facilities work program*

*that is prepared annually. This process of annually updating and/or re-adoption will keep the educational plant survey current with the district's 5-year facilities work program and financial planning, and will assure a better alignment and relationship between the 5-year survey and the 5-year district facilities work.*

See Rule 6A-2.0010, Florida Administrative Code; Article IX, Section 1, and Article XII, Section 9(d), State Constitution; and Sections 120.542, 1013.02, 1013.03(12), 1013.31, 1013.33, 1013.35, 1013.37, 1013.40, 1013.64(1) and (4)(a), 1013.74(1), Florida Statutes.

**Educational Specifications and Facilities Programming.** *When developing an educational specification or program for new construction, remodeling, or renovation, the board may consider and use the criteria listed in this section.* All new construction, renovation, and remodeling shall meet the requirements of 6A-2.0010, FAC, SREF, Florida Statutes, and federal laws and rules. *These guidelines are recommended for use by the educational specifications and facilities programming committees. This committee may include educators, administrators, maintenance personnel, risk managers, and design professionals. The board, including universities, shall use the "Size of Space and Occupant Design Criteria Table" and survey recommendations, when appropriate, to develop educational specifications.*

- (1) **Space Requirements.** Boards, including those for colleges and universities, and public broadcasting stations shall use the "Size of Space and Occupant Design Criteria" table to develop educational specifications for projects funded from PECO, Lottery, General Revenue, or other state sources, and 2 mill local capital outlay millage. The net square footage as calculated from the table shall be used to determine the gross square footage as follows:
- (a) Electrical, communications, mechanical, and HVAC spaces shall not exceed six (6) percent of the total net square footage.
  - (b) General circulation, walls, covered walkways, and roof overhangs used as covered walkways shall not exceed:
    - 1. Twenty-seven (27) percent of the total net square footage for elementary schools: grades pre-K through grades five (5) or six (6).
    - 2. Thirty-two (32) percent for middle schools and junior high schools: grades six (6) through eight (8) or nine (9).
    - 3. Thirty-four (34) percent for grades nine (9) through postsecondary, including ancillary and broadcasting stations.
  - (c) Open plan instructional space, add four (4) square feet per student for egress/circulation.
- (2) **Safe School Design.** Providing a safe, secure, orderly, and peaceful learning environment is essential to the educational process and the general welfare of Florida's school population, including grades pre-kindergarten (pre-K) through twelve (12), vocational, and community colleges. Safe school design strategies are available from the Office of Educational Facilities Internet site (<http://www.fldoe.org/edfacil/contorgs.asp>). School boards shall design educational facilities and sites to enhance security and reduce vandalism through the use of appropriate Crime Prevention through Environmental Design (CPTED) principles, including but not limited to the following:
- (a) Natural access and control of schools and campuses.
  - (b) Natural surveillance of schools and campuses both from within the facility and from adjacent streets by removing obstructions or trimming shrubbery.
  - (c) School and campus territorial integrity, securing courtyards, site lighting, and building lighting.
  - (d) Audio and motion detection systems covering ground floor doors, stairwells, offices, and areas where expensive equipment is stored.
  - (e) Designs that will promote the prevention of school crime and violence. Exterior architectural features that do not allow footholds or handholds on exterior walls, tamper-proof doors and locks, non-breakable glass or shelter window protection system. Landscaping and tree placement does not provide access to roofs by unauthorized persons. Sections of schools commonly used after hours are separated by doors or other devices from adjacent areas to prevent unauthorized access. Install locks on roof hatches; apply slippery finishes to exterior pipes.

- (f) Exterior stairs, balconies, ramps, and upper level corridors around the perimeter of buildings have open-type handrails or other architectural features to allow surveillance.
- (g) *Open areas, such as plazas, the building's main entrance, parking lots, and bicycle compounds should be designed so they are visible by workers from work stations inside the buildings.*
- (3) **“Life Cycle Cost Guidelines for Materials and Buildings for Florida’s Public Educational Facilities.”**  
This document is available from the Office and should be taken into consideration in the development of educational specifications.
- (4) **Administration.** *The board should keep on file written educational, auxiliary, or ancillary specifications.*
  - (a) **Educational Specifications.** *For educational specifications the board should develop a detailed program based on the survey recommendations, space chart criteria, and a detailed description of each space for the proposed educational facility.*
    - 1. *Educational and Auxiliary Facilities Specifications should include:*
      - a. *Educational philosophy, user requirements, and goals upon which the programs are based.*
      - b. *A description of the educational program, including all activities to be conducted in each space.*
      - c. *Recommended initial and ultimate capacity of the proposed facility.*
      - d. *The student groups to be housed and an outline of activities of each group.*
      - e. *Size of groupings and a description of the time module to be used.*
      - f. *A list of spaces required, the size of each space, and the number of students each space will serve. These should be coordinated with the educational plant survey and “Size of Space and Occupant Design Criteria Table.”*
      - g. *A description of each space, including special environmental considerations, equipment to be housed, and built-in items required.*
      - h. *Spatial relationships showing the relationship of program to program, and the relationship of space to space within each program.*
      - i. *Description of innovative ideas that might be incorporated into programs and the proposed facility.*
      - j. *Methods by which computer technology, job simulation stations, satellite networks, interactive work stations, or other advanced technology teaching methods may be installed in the facility at the time of construction or in the future.*
      - k. *All programs, services, and activities shall be accessible for persons with disabilities as required by law.*
      - l. *Safe school design concepts should be listed as appropriate.*
      - m. *Percentage of utilization of space on a daily basis.*
    - 2. *Ancillary Facilities Specifications should include:*
      - a. *Program philosophy and goals.*
      - b. *A description of the program(s), including all activities to be conducted in each space.*
      - c. *Recommended initial and ultimate capacity of the proposed facility.*
      - d. *The occupant groups to be housed and an outline of activities of each group.*
      - e. *Size of groupings and a description of the time module to be used.*
      - f. *A list of spaces required, the size of each space, and the number of occupants each space will serve. These should be coordinated with the educational plant survey and the appropriate “Size of Space and Occupant Design Criteria” table.*

- g. A description of each space, including special environmental considerations, equipment to be housed, and built-in items required.*
  - h. Spatial relationships showing the relationship of program to program, and the relationship of space to space within each program.*
  - i. Description of innovative ideas that might be incorporated into programs and the proposed facility.*
  - j. Methods by which computer technology, satellite networks, interactive work stations, or other advanced technology methods may be installed in the facility at the time of construction or in the future.*
  - k. All programs, services, and activities shall be accessible for persons with disabilities as required by law.*
  - l. Safe facility design concepts should be listed as applicable..*
- (b) Full-Service Schools.** *Integrate delivery of education and human services to public school students and their families as district initiatives require. Clinic requirements are included in Section 423, FBC.*
- (c) Flexibility and Open Plan Spaces.**
- 1. Flexibility. Every plant should be designed to accommodate changing educational activities and programs. Wherever possible, structure, mechanical systems, partitions, and plan layout should allow for practical conversion of enclosed space.*
  - 2. Community Use. Consideration should be given to the potential use of a facility for an emergency public shelter, community education, or joint-use activity that might result from other cooperative interagency/governmental agreements. If a facility is going to be designated as an emergency public shelter or refuge, spaces and facilities used for habitation, medical care, sanitation facilities, food service and support spaces must be easily accessible during emergency conditions without having to go outside.*
  - 3. Open Plan Buildings. An open plan building, or portion of a building, may be subdivided into smaller areas by use of partial partitions, movable partitions, or movable furnishings that do not exceed five (5) feet in height and are a minimum five (5) feet from any permanent wall.*
    - a. Occupants must be able to have unobstructed visual surveillance of the entire open plan and must be aware of emergency situations in any area of the plan.*
    - b. Architectural techniques should be employed to clearly define the paths of egress from all spaces.*
    - c. In the open plan, the following rooms must be totally enclosed: restrooms, kitchen, mechanical, custodial, and storage rooms. The following rooms may be totally enclosed: administrative and faculty offices and planning rooms.*
- (5) Site** *Site development criteria should include, but is not limited to, the following:*
- (a) Landscaping.**
- 1. Site design should include the strategic placement of tree canopy so that it provides students protection from the sun and maximizes energy conservation for building power usage.*
  - 2. Maximize the retention of trees as a valuable natural resource.*
  - 3. Improve environmental quality by recognizing the beneficial effects of landscaping upon the environment.*
  - 4. Create an aesthetically pleasing, functional environment by conserving trees and other vegetation and requiring appropriate landscape flora.*

5. *Create a transition between uncomplementary and incompatible land uses by providing buffers and screening.*
  6. *Use water and chemical conservation techniques; use local native plants and gray water irrigation systems, where feasible; and maintain existing natural habitat when consistent with the teaching program. Gray water, where used for landscape sprinkler systems, shall meet Department of Health and Department of Environmental Protection water quality standards.*
  7. *Place shrubs and trees so as not to obstruct visibility or create a hazard to the normal flow of personnel or vehicular traffic.*
  8. *Clear and maintain sites free of hazardous, invasive non-native, and poisonous plants, and plant no new plants of these types.*
- (b) Transmission Lines.** *It is preferable to avoid locations adjacent to, or near, high voltage power transmission lines. If this condition is unavoidable, the buildings, play areas, and common-use areas should not be located within the power line right-of-way.*
- (c) Storm Water Management.** *Site drainage and retention ponds must be accommodated on the site as required by law.*
1. *The entire site must be graded and drained to prevent an accumulation of standing surface water.*
  2. *Paved or unpaved patios, low areas, and downspout water collection areas must be provided with drainage systems sufficient in size to prevent water accumulation and flooding.*
  3. *Loose sand must be stabilized to prevent blowing and washouts.*
- (d) Floodplain Areas.** *Sites and facilities must meet appropriate floodplain criteria as determined by FEMA as shown on the Flood Insurance Rate Map (FIRM).*
- (e) Environmental Concerns.** *Check with the appropriate environmental regulatory agencies.*
- (f) Traffic and Pedestrian Circulation Adjacent to the Site.**
- (g) Walks.** *Sidewalks should follow the paths of least resistance as formed by the students, where possible, subject to egress, safety, and accessibility.*
- (h) Roads and Parking.**
1. *Bus drives, service drives, and other vehicular drives must not completely encircle an educational facility or be located where students are required to cross any drive for access to facilities or athletic areas.*
  2. *Bus loading and unloading areas must be separate from all other drives and unloading areas.*
  3. *It is preferable to have two (2) roads for ingress and egress; however, wide shoulders on the primary road may be used as emergency access to the site.*
  4. *Auto parking areas must be designed to be convenient and safe. Consider alternate surfaces for overflow parking, such as pavers, lock stone, etc. Parking spaces should be striped, provide positive drainage, and should be effectively illuminated for night use. Parking spaces should be provided for faculty, staff, visitors, disabled persons, and students as required.*
  5. *All parking areas must be defined for orderly parking and be hazard-free. Provisions must be made to accommodate persons with disabilities.*
- (i) Athletic Area Surfaces.** *When practical, transition from paved play surfaces to grade must be gradual; otherwise, complete ramping of the area should be provided.*
- (j) Pools.** *Provide support spaces for pools; e.g., equipment rooms, dressing rooms, sanitary facilities, and spectator provisions in compliance with DOH rules.*
- (k) Fences.**

1. *In a remodeling or renovation project, where potential traffic, construction, mechanical, electrical or site hazards exist, protective fencing/barriers must be provided.*
2. *Fences that are potentially dangerous should not be installed.*
- (l) **Bicycle Racks.** *Bicycle parking areas, if provided, should be located so they are visible from the administration area and in such a manner that crossing a driveway is not required.*
- (m) **Play Area.** *Play area must be safe and free from any hazardous condition.*
- (n) **Pest control.** *Provide soil treatment for facilities construction as required.*
- (o) **Airport Right-of-Way.** *Buildings, play areas, parking, and any other facilities, except aviation schools, should not be located within an area that extends one-half (½) the length of the longest runway on either side of and at the end of each runway centerline as required in Section 333.03(2)(d), F.S.*
- (p) **Refuse and Trash.** *Adequate and safe space should be provided for refuse, trash, and recycling containers; hose bibb and drains should be provided.*
- (6) **Concrete.** *Anticipate color and finishes of concrete surfaces as appropriate for programmed activities.*
- (7) **Masonry.** *Consider readily available local materials for economical construction and ease of maintenance.*
- (8) **Metals.** *When selecting materials, consider the long-term maintenance impact on exposed metal surfaces.*
- (9) **Wood.**
  - (a) **Architectural Woodwork.** *Casework and cabinets should be finished with durable mar-resistant surfaces. If casework is not included in the general construction contract, provisions should be made to coordinate fabrication and installation.*
  - (b) **Cabinets.** *Should be sized for the intended grade grouping and accessibility.*
- (10) **Insulation and Moisture Protection.** *Consider the most durable, maintenance-free, and economical systems. All roofs should be designed with positive drainage.*
- (11) **Doors and Windows.** *Recessed doors and windows around the exterior perimeter of a building should not allow unobserved access to the building. The depth of a recess should not exceed its width, and recesses should be illuminated at night.*
  - (a) **Doors.** *Doors should be positioned so that there is a clear floor space on the latch side of the door to allow for accessibility. The floor on both the interior and exterior sides of doors must be substantially level.*
    1. **Egress and Exit Doors.** *Doors and gates, regardless of use or location, must swing in the direction of exit travel. Classroom doors may either be recessed and hinged to swing ninety (90) degrees or contain a view panel and be hinged to swing one hundred eighty (180) degrees.*
    2. **Fire Doors.** *Fire doors must be self-closing and equipped with positive latching devices to hold them in a closed position; doors may have magnetic hold-open devices released by the fire alarm system. Manual hold-open devices must not be used on fire doors.*
    3. **Smoke Stop Doors.** *Smoke stop doors should not have locking devices. Doors should be held in the open position with approved automatic release devices.*
    4. **Special Function Doors.** *Special function doors, including horizontal sliding doors, balanced doors, overhead doors, revolving doors, turnstiles, folding doors, folding partitions, shutters, power-operated doors, darkroom doors, overhead and sliding security grills, gates, screen and storm doors, must not be used in a means of egress.*

5. *Storefronts.* All storefront doors in the path of egress must remain unlocked to allow egress at all times when the building is occupied.
  6. *Wood, Plastic, and Metal Doors.* Wood, plastic, and metal doors may be used provided they meet appropriate fire classifications.
  - (b) *Exterior doors.* Exterior doors must be equipped with door-check to prevent slamming.
  - (c) *Hardware.* Doors and gates must be equipped with hardware that will allow egress from each room or space at all times without assistance. Hardware accessible to persons with disabilities shall be provided as required by the Florida Accessibility Code for Building Construction. Lever-operated, push-type, and "U" shaped handles are acceptable designs.
  - (c) *Glazing.* Glass areas subject to human impact, or in hazardous locations, must be glazed with tempered glass, safety glass, safety plastic, or, if in a fire-rated assembly, impact resistant fire-rated glazing.
  - (d) *Windows.* Windows must be provided for natural light and ventilation around the perimeter of a building and may be provided for emergency access, emergency rescue, and emergency escape.
    1. Projecting and awning windows should not be located adjacent to a corridor or walkway where they may create a hazard.
    2. Security screens or grills may be installed on the outside of windows provided they can be released from the inside by a single operation with the window and without the use of tools.
    3. Shading techniques and shielding devices should be considered for energy conservation and storm protection.
    4. Appropriate window treatment should be considered for audio-visual use, where required by the program.
    5. Glass and glazing should consider safety and maintenance issues. Size and types of glass are subject to building code requirements.
  - (e) *Natural Light.* Natural light is required in instructional spaces around the perimeter of buildings, except music rooms, gymnasiums, locker and shower facilities, laboratories, and instructional spaces with a capacity of more than one hundred (100) persons.
  - (f) *Emergency Access.* Emergency access openings are required around the perimeter of buildings for firefighting access.
  - (g) *Emergency Rescue.* Emergency rescue openings are required in every space greater than two hundred fifty (250) square feet subject to student occupancy or instructional use, or with a student occupancy of six (6) or more. These openings are not required if the facility is totally sprinklered.
  - (h) *Natural Ventilation.* Operable glazing of at least five (5) percent of the floor area must be provided in each student-occupied space located on the perimeter of the building in new educational facilities, except auxiliary facilities, music rooms, gymnasiums, shower and locker rooms, auditoriums or other large group instructional areas of capacity of more than one hundred (100), community college laboratories, and other spaces requiring special climatic control.
- (12) *Finishes.* Interior and Exterior:
- (a) *Ceilings.* Use finishes that can be easily maintained and cleaned. Suspended lay-in type ceilings should not be used in exterior applications or in group toilet rooms for grades pre-kindergarten (pre-K) through twelve (12). When determining ceiling heights, the designer should consider the volume and proportion of the space; however, minimum ceiling heights should meet the following standards, but may be increased to accommodate program needs:

1. *Pre-kindergarten through elementary school, (pre-K through grade five [5] or six [6]), should have a minimum unobstructed height of at least eight (8) feet.*
  2. *All other classrooms should have a minimum unobstructed height of at least nine (9) feet.*
  3. *Other programs should have minimum unobstructed heights as follows:*
    - a. *Music/Choral rooms with risers, from highest riser to ceiling: nine (9) feet.*
    - b. *Music/Choral rooms without risers: eleven (11) feet.*
    - c. *Shops, locker rooms, laboratories, group and public toilets, foyers: nine (9) feet.*
    - d. *Gymnasium playing area: twenty-two (22) feet.*
    - e. *Cafeterias and other large assembly spaces: fifteen (15) feet.*
- (b) Walls.**
1. *When selecting materials for walls, it is recommended that durable, impact-resistant, low-maintenance products be used.*
  2. *Kitchen, scullery, garbage refuse, toilet, and shower rooms must be finished with smooth impervious materials.*
- (c) Floors.**
1. *Finishes should be appropriate for the program activity indicated and made of durable, high-use materials. Bare concrete should not be used.*
  2. *Kitchen, scullery, garbage refuse, can wash, group toilet, and shower rooms must be finished with an impervious, non-slip surface. Terrazzo, marble, glue-down or vinyl-type floor surfacing must not be used in these areas. Seamless sheet vinyl may be used in individual toilet rooms and vinyl composition or non-slip ceramic tile may be used in classroom wet areas.*
  3. *Floors in all instructional and auxiliary spaces should be covered with carpet or other resilient, non-absorbent material. Floors in shops, storage, ancillary facilities, mechanical rooms, and similar spaces may be sealed concrete.*
  4. *Floors in clinics or other areas including instructional spaces where children may come in direct contact with the floor should be of a material that can withstand daily cleaning.*
- (d) Acoustics.** *All student-occupied spaces should be designed or acoustically treated to reduce transmission of noise from one space to another and to enhance the sound qualities of the learning environment. Special considerations should be given to the instrumental and choral areas with regard to sound isolation and internal acoustical balance. Additional enhancements to improve acoustical performance include all doors and door frames leading to and from main music rehearsal rooms. Practice/ensemble rooms should be equipped with sound-sealing gaskets on all points of contact with the door frame and floor. A suggested minimum acoustical performance of STC 46 has been recommended by the Florida Music Supervision Association.*
- (e) Interior Finish Flame Spread General Requirements.** *Draperies, curtains, and other similar furnishings and decorations must be flame resistant. Furnishings or decorations of an explosive or highly flammable character cannot be used.*
- (13) Specialties. Safety, signage, and fixed educational aids.**
- (a) Safety.**
1. *Classrooms for pre-kindergarten (pre-K) through grade one (1) must not be located above or below street level. Rooms used for grade two (2) students must not be located above the second floor.*
  2. *Guardrails must be provided for ramps, balconies, platforms, landings, stairs, and elevated*

*walkways.*

3. *Safety zone lines must be marked on the floor areas surrounding working machinery.*
4. *All facilities shall be connected with roof cover. Relocatables intended for long-term use, four (4) years or more, shall be connected with roof cover.*
5. *Science, laboratory, and shop spaces must have labeled master control valves and switches for emergency cut-offs.*
6. *Spaces where students use chemicals must have a dousing shower and eye wash with appropriate floor drain(s) for emergency use.*
7. *Special exhaust systems are required for kiln rooms, woodworking, automotive repair and welding shops, commercial and instructional kitchens, paint spray booths, chemical and flammable storage, mechanical and boiler rooms, toilet rooms, and laboratories.*
8. *Equipment and machinery to be permanently mounted must be identified.*
9. *Automobile lifts must be provided with safety locks.*
10. *Unsupervised areas such as custodial and storage closets must have smoke or heat detectors.*
11. *Hazardous, flammable, and bulk material storage associated with programs and functions of the school must be identified, and appropriate storage areas must be provided.*

**(b) Signs.** *Consider appropriate permanently affixed signage for program activities, information, direction, Florida Inventory of School House (FISH) numbers, exits, occupancy, accessibility, and safety.*

**(c) Marker boards and Tackboards.** *Marker boards and tackboards should be mounted at appropriate heights and provided as follows:*

1. *Pre-kindergarten (pre-K) through grade two (2) classrooms:*
  - a. *Marker boards at forty-eight (48) square feet.*
  - b. *Tackboards at forty-eight (48) square feet.*
  - c. *Map rails at eight (8) linear feet.*
2. *All other general classrooms and resource rooms:*
  - a. *Marker boards at forty-eight (48) square feet.*
  - b. *Tackboards at twenty-four (24) square feet.*
  - c. *Map rails at eight (8) linear feet.*
3. *Music rooms, art rooms, shops and laboratories:*
  - a. *Marker boards at forty-eight (48) square feet.*
  - b. *Tackboards at twelve (12) square feet.*
  - c. *Map rails at eight (8) linear feet.*
4. *Media Centers should have tackboards divided into several units totaling forty-eight (48) square feet.*

**(d) Flags.** *The American flag shall be displayed in all classrooms.*

**(14) Equipment.** *Equipment for media centers, theaters, music suites, kitchens, athletic and recreational areas, science rooms, laboratories, and vocational programs should be identified and technical specifications provided to the design professionals.*

**(15) Furnishings.** *Identify furniture and built-in requirements for anticipated programs.*

**(16) Special Construction.**

**(a) Accessibility for Adults.** *Accessibility requirements for persons with disabilities in facilities housing grades six (6) through twelve (12), community college, adult and vocational programs, ancillary,*

*auxiliary, and other non-instructional areas must conform to the accessibility requirements in Chapter 553, F.S., and Chapter 11, FBC.*

**(b) Accessibility for Children.** *In addition to the general requirements found in Chapter 553, F.S., Chapter 11, FBC, and the “Accessibility Requirements for Children’s Environments” (U.S. Department of Justice and the U.S. Architectural and Transportation Barriers Compliance Board), specific location and size accessibility requirements for students with disabilities in facilities housing pre-kindergarten (pre-K) through grade five (5) must also conform to the State Requirements for Educational Facilities. Accessibility standards for students, faculty, and staff in middle schools, junior high schools, high schools, post-secondary facilities, community colleges, and vocational centers must comply with the “Florida Accessibility Code for Building Construction.”*

- 1. Accessible Routes. Accessible routes should connect all buildings, facilities, elements, and spaces within the site. Accessible routes should be as direct as possible and connect all major entries and spaces. Users with disabilities should not be forced to use secondary or rear entries, nor should they be forced to take circuitous routes. Where a large portion of users are in wheelchairs, a minimum width of sixty (60) inches is recommended for access routes.*
- 2. Exterior Accessible Routes. Exterior accessible routes within the site should be provided from public transportation stops, drop-off and loading zones, accessible parking, outdoor activity areas, and all public streets and sidewalks to the accessible building entrance(s).*
- 3. The design should consider the safe, and possibly separate, drop-off and pickup of students with disabilities.*
- 4. A protective cover should extend the length of a drop-off and pickup area.*
- 5. There should be secure physical and psychological separation between pedestrian paths and vehicular traffic; e.g., plantings, benches, rails, bollards, and vertical supports of covered waiting areas.*
- 6. Interior Accessible Routes. Interior accessible routes should connect all spaces and facilities within each structure. Facilities targeted specifically for persons with disabilities should have main corridors a minimum of nine (9) feet six (6) inches in width.*
- 7. Wheelchair Lifts. Wheelchair lifts may be used. Ramps are preferred in new construction.*
- 8. All fixed or built-in seating, tables, or other exterior surfaces should be free from protrusions or sharp edges. Portable seating and tables should be stable and capable of providing physical support and aiding in body weight transfer.*
- 9. Rocker type light switches and sliding dimmers are recommended.*
- 10. The sound control in any space designed for teaching children with disabilities should be carefully considered.*
- 11. Heating and air conditioning of spaces for persons with disabilities should be carefully considered. Electrostatic filters may be considered to remove dust and pollen.*
- 12. Floors should be of a material that can withstand daily cleansing with a germicidal detergent.*
- 13. Storage facilities should be accessible and include space for wheelchairs.*
- 14. In pre-kindergarten (pre-K) through grade three (3) classrooms, open shelving should be a minimum of eighty (80) square feet. In classrooms serving visually impaired students, eight (8) linear feet of open shelving should be at least eighteen (18) inches wide to store large print books.*
- 15. In pre-kindergarten (pre-K) through grade three (3) classrooms, closed storage cabinets should*

- be a minimum of one hundred (100) cubic feet. In classrooms serving primarily orthopedically disabled students, the minimum closed storage cabinets should be one hundred fifty (150) cubic feet. In classrooms serving primarily students with multiple disabilities, the minimum closed storage cabinets should be two hundred (200) cubic feet.*
- 16. Tackboards should be provided at twenty (20) percent of the total wall area in accessible classrooms in grades pre-kindergarten (pre-K) through three (3).*
  - 17. Rounded corners or corner guards are recommended.*
  - 18. Colors that tend toward strong chroma with clear contrast are better than schemes using proximate hues in the blue and red ranges:
    - a. Matte paints on lightly textured surfaces are better than glossy paints that tend to “glow” or appear out of register with the surface upon which they are painted.*
    - b. Avoid any kind of color vibrations caused by flecked paint, and Op Art patterns such as stripes and complementary color schemes.*
    - c. Colors should be used to create both passive and active areas in classrooms. Bright, warm colors such as red, orange, and yellow tend to create active areas, while softer, cooler colors such as blue, green, and violet create passive areas.*
    - d. Variation in color and texture can be used for recognition of doors, floor areas, wall areas, level changes, and projections.*
    - e. Monochromatic color schemes are not recommended.**
  - 19. All occupied spaces and classrooms should have a telephone and/or communications outlet.*
  - 20. All pools should be accessed by a ramp and/or a “New Zealand lip” or comparable transfer platform lip:
    - a. Guardrails may be installed at or near the pool edge, at entries into the pool area from changing areas, restrooms, and other adjacent spaces to prevent children from running into the pool.*
    - b. Mirrors, if used, should be tilted along one wall at an angle so that children can watch their activities while in the water. Mirrors should be stainless steel.*
    - c. Therapy pools should have a one-way, insulated glass observation window adjacent to the pool area. This may function as both observation area and as visual access from the corridor or hallway into the pool area to check for emergencies.*
    - d. A telephone and/or communications outlet should be provided in the area of the pool.*
    - e. Changing areas should be provided in the pool locker rooms.**
  - 21. If covered areas are specially designed and designated for use by persons with disabilities, it is recommended that a portion of the play therapy area be covered with a solid overhead structure for protection from both rain and sun. A covered accessible route should connect the play area to the education facility.*
  - 22. Student toilet and hand-washing facilities associated with personal hygiene are multifunction areas that include activities such as toileting, washing, bathing, grooming, changing clothes, and dressing.*
  - 23. Sinks and water closets that are wall-hung should have reinforcing adequate to support the weight of children that may lean or stand on the fixtures.*
  - 24. Each pre-K through grade 12 accessible facility with an ESE supplemental instruction space should be provided with plumbing and electrical connections for at least one washer and one*

dryer.

**(c) Child Care/Day Care Facilities.** *When planning a child care/day care facility, the following conditions will apply:*

1. *Facilities housing the following programs should conform to the State Requirements for Educational Facilities and are not subject to licensure by DCF:*
  - a. *Programs for children in five- (5) year-old kindergarten and grades one (1) and above.*
  - b. *Programs for children who are at least three (3) years of age but who are under five (5) years of age, provided the programs are operated and staffed directly by the school district in property owned by the school district.*
  - c. *Programs for children under three (3) years of age who are eligible for participation in the programs under the existing or successor provisions of Section 402.3025, F.S., provided the programs are operated and staffed directly by the school district in property owned by the school district.*
2. *Facilities housing the following programs must be licensed by DCF and may also have to comply with the State Requirements for Educational Facilities:*
  - a. *Programs for children who are under five (5) years of age when the program is not operated and staffed directly by the school district. When this program is located in property owned by the school district, the most stringent of the State Requirements for Educational Facilities, local building codes, and DCF requirements for construction will apply. If this program is located in property not owned by the school district, local building codes and DCF requirements for construction apply and the State Requirements for Educational Facilities for construction will not apply.*
  - b. *Programs for children under three (3) years of age who are not eligible for participation in the programs under the existing or successor provisions of Section 402.3025.F.S., regardless of who operates or staffs the program. When this program is located in property owned by the school district, the most stringent of the State Requirements for Educational Facilities, local building codes, and DCF requirements for construction will apply. If this program is located in property not owned by the school district, local building codes and DCF requirements for construction apply and the State Requirements for Educational Facilities for construction will not apply.*

**(d) Clinic.** *When planning a clinic, consideration should be given to “Full-Service School” concepts and should be adaptable to DCF and/or DOH requirements. At a minimum, clinics should include: hot water not to exceed one hundred ten (110) degrees; cold water; nurse’s office (soundproofed for hearing tests but with visual supervision of bed area); locked storage room for refrigerator, files, equipment, and supplies; exhaust fans in each toilet; telephone; additional communications outlets for computer connections for networking; and space for beds and dispensary.*

1. *Elementary and secondary schools should provide accessible toilet rooms with water closets, lavatories, and showers.*
2. *Beds should be provided as follows:*
  - a. *Up to 500 students = 3 beds.*
  - b. *For 500 to 1,000 students = 4 beds.*
  - c. *For each additional 1,000 students over 1,000, add 1 bed.*

**(e) Energy Conservation.** *Consider energy conservation measures when planning educational facilities.*

*Passive design elements and low energy usage features should be included in the design and construction of educational facilities. Consider inexpensive passive solutions such as placement of mechanical, storage and equipment rooms, stairs, and elevators on western exposures. In addition, utilize insulation, fans, solar film, louvers, and overhangs to reduce sun/heat gain, berms, deciduous trees, and ground cover in landscaping.*

- (f) Instructional Technology.** *Work stations, classrooms, rooms used for delivery of educational instruction, and equipment rooms, may need to be provided or made larger than usual to accommodate network and instructional technologies. Auxiliary spaces may need to accommodate electronic storage as well as hardback storage of media. Consideration should also be given to accommodating electrical, voice, video, and data transmission systems.*
- 1. Instructional Site General Requirements.** *Facilities should be designed with:*
    - a.** *The ability to control light from internal and external sources for audio/video/data presentations.*
    - b.** *Provision of adequate sound distribution throughout each classroom and instructional site.*
    - c.** *Adequate security provisions at the room and campus levels.*
    - d.** *Sufficient mechanical space conditioning to handle the increased heat loads from instructional technology.*
    - e.** *Adequate storage facilities for equipment, media, supplies, and projects.*
    - f.** *Spare conduits.*
  - 2. Electrical Power.** *Electrical power capacity should be calculated to service the requirements of the campus with a reserve for future expansion. Grounding and surge suppression should be provided at the source and also at the distribution panel(s) for each building.*
  - 3. Connectivity.**
    - a.** *Spaces for the delivery of educational instruction and supporting administrative auxiliary spaces should be designed to accommodate connectivity to multiple data sources and modalities. Sources may include wired and wireless technologies which may be external or internal to the facility. Connectivity to the district administrative offices should provide redundancy for transmission of student data.*
    - b.** *Television, telephone, and internet connectivity, to include data, audio, and video transmissions including alternative distributions of signals should be installed to allow for emerging and future technologies with a minimum of structural modifications to the buildings. Telephone connectivity should have independent redundancy for emergency contact purposes.*
  - 4. Campus Network.** *The campus should be designed to accommodate information networks, including data, audio, and video distribution and telephone services. This should include rooms providing adequate space for equipment. Equipment rooms should be distributed adequately throughout the campus.*
    - a.** *Communications Equipment Room (CER) design criteria should include accommodations for: data, audio, and video distribution equipment; local area network server and management equipment; telephone equipment (including the digital switch and inverse multiplexors, as specified); equipment and network documentation and test equipment; network manager work station; and equipment and repair parts storage. There should be at least one CER per campus. There may be two (2) or more; for example, one CER near the administration*

- complex and another in the media center. In the latter case, the CER would normally accommodate video programming and distribution equipment as well.*
- b. Communications Closet (CC) design criteria should include accommodations for: wireless data distribution equipment; fiber and/or copper wired routers, controllers, repeaters, amplifiers, modulators, and other in-network distribution equipment; associated racks and test equipment; and local network servers. Data, audio, and video distribution designs should consider the district's technology standards for design or systems; i.e., mainframe vs. local area network. There should be at least one (1) CC in each building and on each floor of a building. Additional CCs may be required to ensure that the distance criterion for cable runs is maintained within specifications.*
  - c. Communications rooms should not have water piping passing through; fire protection piping and heads should not be placed over the communications equipment. Sufficient mechanical space conditioning should maintain critical temperature and humidity control to ensure equipment operational parameters.*
- 7. Teleconferencing/Video Production Facilities. Teleconferencing and video production facilities should be specified to support distance learning requirements and staff development requirements. Specific classrooms (at least one) may be set up for two-way, full motion teleconferencing. In addition, a video production studio may be specified for student training and for expanded distance learning presentations.*
- (g) Public Shelter Design Criteria. Where new schools or additions are identified as requiring shelter facilities by the Department of Community Affairs' statewide shelter master plan, appropriate areas in new schools or additions must be designed to incorporate the Public Shelter Design Criteria contained in the Florida Building Code, Section 423. Consider how support will be provided when the shelter is activated; e.g., emergency power, food and water distribution and storage, human waste disposal, trash removal. Exception: New schools or additions exempted from public shelter requirements by the local emergency management director and the board.*
- (h) Swimming Pool. Pool design should include equipment rooms, dressing rooms, sanitary facilities, and spectator provisions in conjunction with the pool. Heated pools must use solar energy and/or heat recovery to heat water unless exempted by the Office if not economically feasible. Pools must meet the requirements of DOH Rule 64-E9, Chapter 514, F.S., and the Florida Building Code.*
- (17) Conveying Systems. Facilities designed with multiple stories must have passenger elevators or other means to provide accessibility and should consider freight elevators for moving furnishings and equipment between floors.*
- (18) Mechanical.*
- (a) Heating, Ventilating, and Air Conditioning (HVAC).*
    - 1. Facilities should be designed for occupant comfort during periods of occupancy. They must be mechanically or naturally ventilated, and may be heated and air conditioned as necessary. Careful consideration should be given to providing quality air control, energy conservation, durability, low maintenance, economy, and local servicing of equipment.*
    - 2. In permanent facilities, it is recommended that HVAC equipment not be placed on the roof or directly on the ground. HVAC equipment should be housed in a separate room with separate access or on elevated pads if on the exterior.*
    - 3. Access panels shall be provided to reset fire dampers in HVAC ducts.*

**(b) Plumbing.**

1. Toilet facilities should be strategically located in proportion to the number of students using the area. Individualized toilet rooms must be consistent with “safe school concepts.”
2. Toilet facilities should be arranged so they are easy to supervise.
3. In-classroom toilet facilities are not required in pre-kindergarten (pre-K) through grade three (3) classrooms, but may be provided upon recommendation by the board. The toilet room should contain a water closet and sink with the door to the toilet room opening directly into the classroom.
4. Shower room facilities are not required in physical education areas, but may be provided upon recommendation by the board.
5. All toilet facilities should be accessible under continuous roof cover, except when isolated for stadium or athletic field use, or for community colleges.

**(c) Gas and Air.** Permanent signage should be used to identify products, general locations, and emergency cutoffs for programs using compressed gas and air.**(19) Electrical.** Locate electrical controls and support systems to ensure ease of use, safety, accessibility, energy conservation, and convenience.**(a) Equipment Room.** In permanent facilities, electrical equipment must be housed in a separate locked room with separate access.**(b) Lighting.** Consider alternatives to reduce energy use and allow greater flexibility.

1. Consider natural lighting to augment required artificial lighting.
2. Consider task lighting and other lighting to augment required general illuminations.
3. Consider multiple switches on lighting fixtures to allow greater flexibility.
4. Consider motion detectors and other automatic devices to control lighting.

**(c) Communications.**

1. Provide two-way communication throughout the facility, except in areas not required to be connected to a fire alarm two-way communication system with special needs such as CCTV rooms.
2. Provide dedicated data/telephone and electrical lines for computers.
3. Provide special requirements for the hearing impaired.
4. Consider providing a telephone outlet in each occupied space and classroom.

**(d) Electrical Equipment and Systems.**

1. Special security needs and systems shall be considered for the facility.
2. Power and network distribution shall be provided for the anticipated equipment to be used; e.g., computers, LCD projectors, overhead projectors, movie projectors, TV, VCR, ceiling-mounted LCD projectors, electronic marker boards, audio enhancement systems, and DVD players. Equipment in various rooms can be connected simultaneously.
3. Four (4) or more duplex receptacles shall be provided in each instructional space.
4. Emergency power shall be provided for each educational plant. When an educational plant is designated as an emergency public shelter, provide optional standby electrical power for basic support systems in areas designated for habitation.
5. Future electrical requirements should be taken into consideration.
6. Electrical needs for future technologies using voice/video/data communications should be taken into consideration.

*(e) Electrical Power. Electrical power capacity should be calculated to service the requirements of the campus with a reserve for future expansion.*

See Rule 6A-2.0010, Florida Administrative Code, and Sections 163.3177, 333.03(d), 1001.02(2), 1001.42(9), 1013.02, 1013.03, 1013.12, 1013.31, 1013.33, 1013.36, 1013.37, 1013.40, 1013.45, 1013.52, 1013.54, Florida Statutes.



**Professional Services and Construction Techniques.** The board shall consider appropriate design and construction techniques that will deliver facilities in a timely and economical manner. The process by which professional services are obtained by a board, the construction techniques available, and the procedures for delivering projects shall be as authorized in Sections 255.20, 1013.45, and 1013.46, F.S., and as described below. Allowable design and/or construction techniques include, but are not limited to, conventional bidding, systems building, fast-track construction scheduling, construction management, program management, turnkey, use of components, commissioning, partnering, value engineering, and design-build. Boards shall provide the Office a brief description of the facilities procurement process for each project over \$200,000, prior to implementation. The description shall include the names of the architects and engineers of record for design, the plan review entity, the contractor/construction manager/design-build or program management entity, building inspector, and threshold inspector using the Project Implementation Information form (OEF Form 110A). Upon completion, the board shall provide the Office with a signed Certificate of Occupancy (OEF Form 110B) and a signed Certificate of Final Inspection (OEF Form 209) for all projects over \$200,000.

- (1) **Professional Design Services Required.** *A board, or any volunteer or service organization, which undertakes new construction, remodeling, renovation, leasing, lease-purchase, day labor project, addition to any educational plant, or ancillary facility project, regardless of cost or fund source, shall have plans and specifications prepared by a design professional registered in compliance with Chapters 481 and 471, F.S.* Boards shall ensure that all projects comply with the appropriate codes.
  - (a) **Professional Responsibility.** A registered Architect or Engineer (A/E), whether on staff, under continuing contract, or under a specific project contract, shall be responsible for ensuring that the design and construction of the project are in conformance with the appropriate codes; shall sign and seal the appropriate drawings and the project manual; and shall be the A/E of record. The federal Asbestos Hazard Emergency Response Act (AHERA) of October 22, 1986, requires the architect or engineer of record to sign a statement that no asbestos-containing building materials were specified, or, to the best of his/her knowledge, were used as a building material in the project.
  - (b) **Plan Review.** Boards shall adopt policies for plan review that use the services of architects, engineers, or licensed plan reviewers meeting the criteria established in Section 1013.38, F.S.
  - (c) **Exception.** Maintenance and repair projects may not require professional services; however, they must be reviewed and approved for compliance with applicable federal and state laws and building and life safety codes, and constructed accordingly. A copy of such approval or review for compliance shall be retained as a permanent record in the board's office.
    1. Maintenance and repair projects include: roof or roofing replacement, short of complete replacement of membrane or structure; repainting of interior or exterior surfaces; resurfacing of floors; repair or replacement of glass; repair of hardware, furniture, equipment, electrical fixtures, and plumbing fixtures; repair or resurfacing of parking lots, roads, and walkways; and the placement and hookup of relocatables.
    2. Maintenance and repair projects include upkeep of facilities, but not remodeling, renovation, or new construction of facilities.
  - (d) **Exception:** The services of a registered architect shall not be required for minor renovation projects with a construction cost of less than \$50,000 or for the placement and hookup of relocatables.
  - (e) **Exception:** The services of a registered engineer shall not be required on projects exempted by Section 471.003, F.S.
  - (f) **Design Professional's Insurance, Boards Responsibility.** *The Florida Board of Architecture,*

*Interior Design and Landscape Architecture does not require the design professional to carry insurance against errors and omissions or liability. The boards should either develop policy to provide this insurance for the design professional who does not carry these insurances, or require their design professional to carry insurance. The latter requirement should be included in the advertisement for request for services. Design professionals can purchase insurance on a project-by-project basis.*

- (g) Consultants' Competitive Negotiations. Policies and procedures shall be adopted for selecting professional services in conformance with the Consultant's Competitive Negotiations Act (CCNA) pursuant to Section 287.055, F.S.*
- (2) **Day Labor Projects.** For any one (1) construction project estimated to cost \$200,000 or less, the board can arrange for the work to be accomplished on a day labor basis using employees authorized by a board and defined as follows: a person who receives compensation from, and is under the supervision of, a board that regularly deducts the F.I.C.A. and withholding tax, and provides worker's compensation, all as prescribed by law. The board can use subcontractors for portions of day labor projects.
- (a) **Project Costs.** Estimated construction project costs shall include the total expenditures by the board for supervision, labor, materials, and supplies necessary to make a complete and usable facility or improvement.
1. Materials purchased shall be bid when their totals are estimated to be in excess of limits stipulated in Section 287.017, F.S., as required by Section 1001.42(10)(j), F.S., and a board's authorized purchasing limit.
  2. Exception. Project costs do not include architectural and engineering planning fees, administrative fees, furnishings, and equipment.
- (b) **Exception.** For renovation and remodeling projects estimated to cost over \$200,000, when no bids are received after advertising the project in the manner prescribed by law, the work may then be performed on a day labor basis provided all of the other requirements for projects costing over \$200,000 are met.
- (c) **Project Requirements.** *Day labor projects shall include contract documents (plans and specifications) and are subject to the same laws, rules, and codes as for new construction, as outlined in other portions of the State Requirements for Educational Facilities.*
1. *Construction documents exceeding construction values stipulated in Chapters 471, 481, and 1013, F.S., shall be prepared, signed, and sealed by a registered architect or engineer.*
  2. *Day labor projects shall be reviewed and approved for compliance with the Florida Building Code, the Florida Fire Prevention Code, and the State Requirements for Educational Facilities, which constitute the Uniform Building Code, and a copy shall be retained as a permanent record in the board's office.*
  3. *Day labor projects shall comply with the inspection criteria outlined in the Florida Building Code and the State Requirements for Educational Facilities.*
- (d) **Licensing.** *Subcontractors shall be state licensed as required by Chapter 489, F.S., or locally registered, and shall carry required insurance, including worker's compensation. A licensed subcontractor or board employed supervisor shall only supervise unlicensed employees in accordance with Section 489.113, F.S.*
- (3) **Negotiated Contracts under Emergency Conditions.** The board can negotiate a contract to replace, reconstruct, or make repairs under these emergency conditions:
- (a) **Natural Disaster or Other Imminent Danger.** In an emergency situation such as fire, storm, or other

providential cause, other impending danger to life safety, or pursuant to Section 1013.46(1)(b), F.S., the board can declare an emergency, can negotiate a contract with a design-build firm, design professional, or contractor in accordance with Section 255.20(1)(c)1., F.S., and can do so without public notice as authorized by Section 287.055(3), F.S.

- (b) **Negotiations with Low Bidder.** If a bid is received that exceeds the construction budget established at the time of completion of the construction documents, all deductive alternates have been taken, and no additional funds are available, then the board can declare an emergency, stating why it exists, and begin negotiations with the lowest responsible bidder. When the construction documents or the scope of the project is changed, the revised documents shall be reviewed for compliance with applicable federal and state law and the building and life safety codes.
- (4) **General Contractors, Building Contractors, and Sub-Contractors.** All construction on board-owned property, including volunteer or service organization projects, shall be performed by state-certified or licensed general contractors, building contractors, and subcontractors, or locally registered subcontractors where their registration is valid, as required by Chapter 489, F.S. Per Section 255.20, F.S., applying the CPI index from January 1, 1994, to January 1 of the year in which the project is scheduled to begin, construction projects estimated to cost more than \$200,000 and electrical projects estimated to cost more than \$50,000 shall be competitively awarded.
- (a) **Exception.** Authorized board employees can provide routine maintenance.
- (b) **Exception.** Day labor projects costing less than \$200,000 can be constructed using authorized employees of a board and in compliance with Chapter 489, F.S.
- (5) **Construction Management/Construction Program Management.** *Using a competitive selection process and negotiations pursuant to Section 287.055, F.S., a board may select a construction manager (CM) or a total program manager (TPM) for construction services. Boards shall develop policies, procedures, evaluation standards, and contracts for construction management and total program management for implementation of CM/TPM contracts. The board shall assure that CM (Construction Management) and TPM (Total Program Management) projects are in compliance with all applicable federal and state laws and rules, building and life safety codes, the Florida Building Code, the Florida Fire Prevention Code, and SREF, which together constitute the Uniform Building Code. To expedite project work flow and efficiently manage of this type of contract, it is recommended that, where CM/TPM contracts are utilized, boards delegate project decision-making authority to the superintendent or community college president pursuant to Sections 1013.371(1)(c) and 1013.48, F.S., for survey-approved projects including: submission of project documents for approval; award of contracts consistent with board pre-approved project time, scope, and budget; and approval of change orders within pre-established amounts. The board must have approved policies for delegation of these responsibilities, as required by statute.*
- (a) **Construction Manager.** The contract for the construction manager at risk provides for a project with a guaranteed maximum price (GMP) pursuant to Section 1013.45, F.S., or a continuing contract. *A construction manager (CM) generally takes the place of the contractor, holds each subcontract; and manages and coordinates, as well as monitors, the progress of construction; may have a continuing contract with several projects and limited to one million dollars (\$1,000,000) in construction costs as defined in Section 287.055(2)(g), F.S.*
- (b) **Total Program Manager.** *A total construction program manager (TPM) provides a variety of services to manage the design and construction of a total building program within the board's budget limitations and the program master schedule. The contract may include preconstruction services, land acquisition assistance, selection of design and construction professionals, planning coordination,*

*administration, management of individual projects, and other services as required by the board to implement the total building program. The total program manager holds each contract for the design and construction consultants.*

- (c) Considerations.** *In making a determination if CM/TPM is in the best interest of the district, the board should consider such factors as a need for highly detailed scheduling, value engineering, specialized expertise for complex projects, central coordination of large or complex projects, and provision of continuing contract services for minor works programs as defined in Section 287.055, F.S.*
- (d) Competitive Selection.** *After a board has determined the CM/TPM services required, it should use the following process to select a construction manager:*
- 1. Advertisement for services, as the board deems required for a project, should be made as required in Section 287.055, F.S., for selection of professional services.*
  - 2. Upon receipt of qualifying proposals, the board should convene a selection committee. The committee should be comprised of no fewer than five (5) persons who should serve until selection of a CM/TPM is completed.*
  - 3. The committee should evaluate statements of qualification data submitted by firms proposing to provide services and should determine the relative ability of each firm to perform the services required for the project. The committee should conduct discussions and may require public presentation by no fewer than three (3) firms regarding their qualifications, approach to the project, and ability to furnish the required services. Selection should include evaluation criteria, set forth in an evaluation scoring form. The evaluation scoring form should include a point system and should rate, at a minimum, the following criteria:*
    - a. The company's history, structure, personnel, licenses, and experience.*
    - b. Related projects similar in scope or amount completed by the company, including name of client or its representative.*
    - c. Financial information such as balance sheet and statement of operations.*
    - d. Project management, scheduling, and cost control systems the company uses for similar projects.*
    - e. Proposed minority business involvement in the project.*
    - f. Cost control and value engineering techniques.*
    - g. Description of litigation, major disputes, contract defaults, and liens in the last five (5) years.*
    - h. Interview.*
    - i. Confirmation of references.*
  - 4. The selection committee should, based upon points received during the evaluation process, select no fewer than three (3) firms, in order of preference, deemed to be the most highly qualified to perform the required services. The committee should recommend its selections to the board for action.*
- (e) Competitive Negotiations.** *Once the board selects the CM/TPM, the superintendent, president, or designated representative should negotiate a contract for services for fees to provide direct management cost of the CM/TPM. CM/TPM contracts should maintain an "open book" project accounting process, with any savings returned to the board.*
- 1. Should the negotiations not result in a contract with the firm considered to be the most qualified at a price the board determines to be fair, competitive, and reasonable, negotiations with that firm shall be formally terminated. The board, or its designee, should undertake negotiation with the second most qualified firm and thereafter, if necessary, with the third.*
  - 2. Should the board be unable to negotiate a satisfactory contract with any of the selected firms,*

*additional firms should be selected in accordance with the above described procedure. Negotiation should continue in accordance with Section 287.055, F.S., or until the board determines not to proceed and to re-advertise and begin the process again.*

**(f) Construction Manager/Total Program Manager Duties.** *Depending upon the requirements for CM/TPM services, duties of the manager may include, but are not limited to, the following:*

- 1. Pre-design activities:**
  - a. Provide or review project requirements, educational specifications, on- and off-site development, survey requirements, and preliminary budget. Make recommendations for revisions.*
  - b. Prepare project schedule, including critical path elements, responsibilities of the owner, CM/TPM, architect, contractor, and outside agencies, and update schedule monthly throughout the duration of the contract.*
  - c. Where the program includes renovation, remodeling, or expansion of existing structures, prepare an analysis package outlining the condition of existing structures, existing finishes and existing equipment, code deficiencies, energy use, and life expectancy of other building systems. The package should contain recommendations and cost estimates.*
  - d. Provide project delivery options for the design, bid, and bid packaging of projects for efficient scheduling, cost control, and financial resource management.*
  - e. Procure design services or assist the owner with selection of design professionals.*
  - f. Utilize an information and reporting system to provide the board with accurate and current cost control and work status, including but not limited to work narrative, work completed/anticipated, schedules, estimated expenditures, and project accounting systems of the project at all times.*
  - g. Provide a project manual that shall describe, at a minimum, the work plan, job responsibilities, and written procedures for reports, meetings, inspections, and changes to the project.*
  - h. Provide market analysis and motivation for contractor interest for the publicly opened bids, and recommendations for minority business participation.*
- 2. Design phase:**
  - a. Provide value engineering recommendations to maximize the board's capital outlay and operations resources.*
  - b. Attend all project-related meetings and record proceedings.*
  - c. Periodically review all design documents for constructability and compliance with applicable laws, rules, codes, design standards, and ordinances.*
  - d. Periodically update cost estimates and make recommendations to keep the project within the budget.*
  - e. Periodically update the project schedule and make recommendations for recovery of lost time.*
  - f. Secure and monitor the review and approval process of governing authorities.*
- 3. Bid and award phase:**
  - a. Maintain a list of potential bidders and subcontractors and solicit bidders, including minority participation.*
  - b. Monitor and review all addenda and coordinate code review compliance.*
  - c. Prepare and issue bid packages, open or assist in the opening and evaluation of bids from at least two bidders for each trade package, and provide written recommendations.*

- d. Receive and review pre-contract documents as required.*
- e. Review the schedule-of-values for balance of tasks versus dollars and compliance with the project schedule.*
- f. Review contracts and make recommendations.*
- g. Provide a guaranteed maximum price (GMP).*
- h. Provide value engineering during subcontractor bidding phase.*
- i. Hold contracts and subcontracts; provide bonding for projects.*
- 4. *Construction phase:*
  - a. Schedule, conduct, and/or attend the preconstruction conference.*
  - b. Provide contract administration and approval of payments; monitor and record the construction progress; review and approve as-builts and maintenance and warranty manuals from all subcontractors; provide limited construction services; and keep a log of all site visits and observations.*
  - c. Develop and implement procedures to monitor, record, review, and approve all submittals, shop drawings, change orders, pay requests, and field orders for budget and schedule impact, and compliance with the contract documents.*
  - d. Provide inspection of all work, materials, and tests, including substantial completion and occupancy inspections by appropriately certified inspectors.*
  - e. Coordinate code compliance inspections required by the Florida Building Code.*
  - f. Ensure that as-builts are being kept up to date.*
  - g. Make recommendations for correction of nonconforming or substandard work.*
  - h. Coordinate ordering and delivery of owner-supplied equipment.*
  - i. Coordinate the testing, inspections, and approvals of project; delivery of instructions for operating all building systems; and training of maintenance staff for the owner.*
  - j. Prepare final project accounting and provide written evaluation of the A/E, general contractor, and major subcontractors.*
  - k. CM/TPM may perform construction services if approved by board and upon justification of benefits to contract such as savings in cost, savings in time, improved quality, and other issues relevant to delivery of the project within terms of the contract. CM/TPM may perform construction services as authorized by law in cases of emergency under procedures approved by the board.*
- 5. *Minimum One-Year Warranty:*
  - a. Assist owner in completion of warranty work during the warranty period.*
  - b. Assist owner in the warranty inspections and completion of required work generated by the inspections.*
  - c. Assist in the transfer of the project to the maintenance department including the delivery of as-builts, warranties, guaranties, and operating instructions.*
- (g) *Board's Duties.* *The duties of the board should include, but not be limited to:*
  - 1. Determine project scope, time frame for construction, funding source(s), and project budget.*
  - 2. Depending on the scope of CM/TPM contract for services, the board may also have to provide a site survey, educational plant survey or survey update, educational specifications/program, approvals, easements, assessments, coordination with local government, architectural or engineering services, inspection services, drawings, and specifications.*
  - 3. Provide a project representative with authority to render decisions promptly and furnish information expeditiously.*

4. *Provide the CM/TPM with a description of applicable requirements, state and federal laws, board policies and processes, time frames, interface/approvals required, payment policies, change orders, inspections, and approval procedures.*
- (6) **Design-Build.** Pursuant to Section 1013.45, F.S., a board can use a design-build process for design and construction of educational and ancillary facilities using processes and selection criteria as described in Section 287.055, F.S. Design and construction professionals providing design-build services to the boards shall include design professionals and contractors certified, licensed, or registered to do business in Florida in conformance with Chapter 471, F.S., for engineers; Chapter 481, F.S., for architects; and Chapter 489, F.S., for contractors. The board shall assure that design-build projects are in compliance with applicable state and federal laws and building and life safety codes. Boards shall develop policies and procedures for design-build processes that include, as a minimum, the requirements of Section 287.055, F.S.; the selection of professionals; evaluation of professional services; certification as qualified pursuant to law and regulations of the board; and establishment of criteria, procedures, and standards for evaluation of design-build contract proposals or bids. To select a design-build contractor, a board can use either a qualifications-based selection process, as described in Sections 287.055(3), (4), and (5), F.S., or may use a competitive proposal selection process, which is described in Section 287.055(9)(c), F.S. Design-build contracts shall include a guaranteed maximum price and a guaranteed completion date. *Section 287.055(9), F.S., provides that evaluations must be based on price, technical and design aspects, and weighted for a specific project. The following procedures reiterate a portion of the requirements of statute, which are identified with "shall":*
- (a) **Design Criteria Professional.** *A board shall select a design professional in accordance with Section 287.055, F.S. (CCNA), or may use its staff design professional, who shall prepare and seal the design criteria package (schematic plans and performance specifications) for competitive proposals or bidding the project. This design professional shall be independent of the design-build entity, and shall assist the board in the evaluation of the responses or bids submitted by the design-build firms, provide supervision and/or approval of the detailed working drawings, and evaluate the project construction against the design criteria package.*
- (b) **The Design Criteria Package.** *The design criteria package shall include, but not be limited to, performance-oriented drawings and/or specifications incorporating the legal description of the site, site survey, interior space requirements, and material quality standards, schematic layout; conceptual design criteria; cost or budget estimates; design and construction schedules; site development requirements; provisions for storm water retention and disposal; parking requirements; and statement of required compliance with the State Requirements for Educational Facilities, the Florida Building Code, and the Florida Fire Prevention Code as applicable. The design criteria package should include: design-build firm selection criteria, procedures, and standards for the evaluation of design-build contract proposals or bids based on price, technical, and design aspects weighted for the project; provisions for contracts; competitive proposal or bid form as board determines; insurance requirements; general and special conditions; description of proposed plan to provide utility and other services and to construct facility; description of responsibilities for permits for connections to utilities, storm water, roads, to meet environmental regulations, and growth management requirements; testing; and soil borings.*
- (c) **Board Approval.** *The design criteria package, including the funding sources, shall be reviewed and approved pursuant to Section 1013.38, F.S., for compliance with the State Requirements for Educational Facilities, and other state and federal laws and rules that apply to the project.*
- (d) **Advertise Request For Proposal.** *The board shall advertise in accordance with Section 287.055,*

- F.S. The public announcement shall include a general description of the project and indicate how interested consultants may apply.*
- (e) Select Short List.** *The board, or its designated selection committee, using CCNA and the following criteria as a minimum, shall select at least three (3) design-build firms that will be allowed to submit competitive proposals or bid on the design criteria package (project).*
- 1. Qualification: The ability and professional qualifications of the design-build firm and its members/partners to perform the work and to complete the work in a timely and cost-efficient manner, and/or whether the firm is a certified minority business enterprise.*
  - 2. Availability: Compare the location of the responding design-build firms in relation to the project site. Evaluate the firm's current and projected workload in relation to the project's proposed schedule.*
  - 3. Past Work: Compare similarity and dollar value of past work to proposed project, including knowledge of the State Requirements for Educational Facilities. Consider dollar value and volume of work previously awarded to the design-build firm by the board, with the objective of effecting equitable distribution of contracts among qualified firms, providing such distribution does not violate the principle of selection of the most highly qualified. Conduct reference checks with previous clients of the design-build firm to confirm that past projects were completed within time schedule and project budget. Include the contractor's ability to furnish performance and payment bond and other required insurance.*
  - 4. Project Scheduling: Evaluate the design-build firm's proposed design and construction phasing and projected project scheduling.*
  - 5. Response to the design criteria package: Demonstrate understanding of the board's program and project requirements and incorporate such understanding in the technical and design aspects of the project.*
  - 6. Price: Where a bid is not utilized to award a contract from among the short-listed design-build entities, include in evaluation criteria a guaranteed maximum price for the project, applying points in the evaluation of price relative to other factors of importance such as technical and design aspects needed for a successful completion of the project.*
- (f) Competitive Proposal or Pre-Bid Conference.** *The board may hold a conference for prospective or interested design-build entities and may issue addenda to the design criteria package.*
- (g) Competitive Proposals or Bids.** *At the board's option, the board may receive, at a preappointed time and place, competitive proposals or sealed bids from the selected design-build firms. Where sealed bids are utilized, the sealed bids shall be opened and read publicly at the appointed time and place.*
- (h) Evaluation.** *Where competitive proposals are received, each short-listed firm's design solution shall be evaluated by the selection committee and the design criteria professional for conformance with the design criteria package. As an option, the committee may request that the selected design-build firms publicly present their responses to the design criteria package. The board shall establish evaluation criteria and assign numerical values according to their relative importance. The evaluation criteria shall include price, technical, and design aspects of the response. The evaluation criteria may include, but is not limited to, the following elements:*
- 1. Foundation and structural systems.*
  - 2. Exterior materials.*
  - 3. Mechanical systems, including operational characteristics and costs.*
  - 4. Plumbing, including fixtures.*

5. *Interior finishes and hardware.*
  6. *Interior wall, floor, and ceiling systems.*
  7. *Electrical and lighting systems.*
  8. *Roofing system.*
  9. *Site work, drainage, roads, parking, play fields, and landscaping.*
  10. *Project cost.*
  11. *Energy conservation design elements.*
  12. *Long-term maintenance and life cycle cost design elements.*
  13. *Fire suppression and containment, life safety, and safe school concepts.*
  14. *Esthetics.*
  15. *Applicable building codes and ordinances, state and federal laws.*
  16. *Time of completion.*
  17. *Value engineered alternates to the design criteria.*
  18. *Compliance with design criteria package.*
- (i) **Contract Award.** *The board may reject all competitive proposals or bids or may award the contract. Contract award may be to the best qualified design-build firm having the most responsive competitive proposal or to the lowest responsive bid.*
- (j) **Approval of Documents.** *After the contract award, the board shall submit the design-build firm's construction documents to its review entity for approval pursuant to Section 1013.38, F.S., including addenda and/or change orders.*
- (k) **Design-Build Responsibility.** *The design-build firm shall be responsible for the design and construction of the project in conformance with the State Requirements for Educational Facilities, the Florida Building Code, the Florida Fire Prevention Code and other state and federal laws and rules, where applicable. All construction documents shall be signed and sealed by architects and engineers registered in Florida, as required by law.*
- (l) **Board Responsibility.** *The board shall ensure that the project conforms to the State Requirements for Educational Facilities, the Florida Building Code, the Florida Fire Prevention Code, other state and federal laws and rules where applicable, and the design criteria package. Upon completion of the project, required reports, including FISH and cost of construction, shall be submitted to the Office.*
- (7) **Prequalification of Contractors for Educational Facilities Construction.** A board shall prequalify contractors for a one- (1) year period or for a specific project. This section prescribes uniform and consistent requirements for prequalification of all construction services contractors. This section is applicable to bids, construction management, design-build, and any other construction services application.
- (a) **Criteria.** Contractors shall be prequalified by a board on the basis of the following criteria and such other criteria as the local board adopts:
1. Proof that the contractor holds a valid contractor's license that authorizes the contractor to supervise the work within the scope of the construction project.
  2. Evidence that the applicant has financial resources to start up and follow through on projects and to respond to damages in case of default as shown by written verification of bonding capacity equal to or exceeding the amount of any project for which the contractor seeks prequalification. The written verification must be submitted by a licensed surety company rated excellent ("A-" or better) in the current A.M. Best Guide and qualified to do business within the State. In the absence of such written verification, the board can require the applicant to submit any audited financial information necessary to evaluate an applicant's financial ability to perform the project

- and to respond to damages in the event of default.
3. Evidence of experience with construction techniques, trade standards, quality workmanship, project scheduling, cost control, management of projects, and building codes for similar or less cost or scope projects as shown by the successful completion within the past five (5) years of at least two (2) other projects of similar size.
  4. Evidence of satisfactory resolution of claims filed by or against the contractor asserted on projects of the same or similar size within the five (5) years preceding the submission of the application. Any claim against a contractor shall be deemed to have been satisfactorily resolved if final judgment is rendered in favor of the contractor or any final judgment rendered against the contractor is satisfied within ninety (90) days of the date the judgment becomes final.
  5. Type of work for which the contractor is licensed.
- (b) **Procedures.** A board shall comply with the following:
1. Hold a public hearing to discuss its intent to prequalify contractors and the proposed policy, procedures, and rules. Publish two (2) notices of hearings in a local newspaper having general circulation throughout the district at least thirty (30) days prior to the hearing and again seven (7) days prior to the hearing. The notice shall contain the purpose, date, time, and place of the hearing, at a minimum.
  2. Adopt procedures, pursuant to Chapter 120, F.S., and in compliance with this section, for prequalification of contractors.
    - a. Prescribe procedures that will not restrict competition, prevent the submission of a bid, or prohibit the consideration of a bid submitted by a prequalified contractor.
    - b. Prescribe procedures that will allow prequalification of any responsible contractor who meets the uniform criteria established in this section, whether resident or non-resident within the geographic area served by the board.
    - c. Prescribe procedures governing the submission of financial information by contractors.
    - d. Prescribe procedures for reviewing and evaluating applications and making recommendations for type of project, dollar volume, and limits allowed within the scope of the prequalification. *The committee can include a contractor, parent, design professional, CPA, facilities planner, and others as determined by the board.*
    - e. Prescribe procedures that will not supersede any small business, woman-owned, or minority-owned business-enterprise preference program adopted by the board.
    - f. Adopt procedures by which the board can reject applications that contain inaccurate information, declare a contractor delinquent, and suspend or revoke a prequalification certificate.
  3. The board shall receive and either approve or reject each application for prequalification within sixty (60) days after receipt by the board's administrator. Approval shall be based upon the criteria established in this section.
- (c) **Application.** In order to allow the board to apply the uniform criteria in subsection (a), a board shall require each contractor, firm, or person requesting prequalification to submit separate applications that include the following:
1. Detailed information on board-prescribed forms setting forth the applicant's competence, past performance, experience, financial resources, and capability, including a Public Entity Crime statement and references.
  2. Audited financial information current within the past twelve (12) months, such as a balance sheet and statement of operations, and bonding capacity. The requirement for financial information

- may be satisfied by the contractor providing written verification of the contractor's bonding capacity.
3. General information about the contractor company, its principals, and its history including state and date of incorporation.
  4. Contractor trade categories and information regarding the state and local licenses and license numbers held by the applicant.
  5. A list of projects completed within the past five (5) years, including dates, client, approximate dollar value, and size.
  6. Certificates of insurance confirming current worker's compensation, public liability, and property damage insurance as required by law.
  7. A list of all pending litigation and all litigation within the past five (5) years, including an explanation of each. Litigation initiated by the contractor to protect the contractor's legal rights shall not be used as a basis for rejecting prequalification.
  8. The completed application and financial information shall be attested to and signed by an authorized officer of the company, the owner, or sole proprietor, as appropriate, and the signature shall be notarized.
  9. Exception: When two (2) or more prequalified contractors wish to combine their assets for a specific project, they can do so by filing an affidavit of joint venture on board-prescribed forms. Such affidavit shall be valid only for that specific project.
- (d) **Issuance of Certificate.** The board shall issue a certificate valid for one (1) year or the duration of the specific project. The certificate shall include:
1. A statement indicating that the contractor is authorized to bid for projects during the time period specified.
  2. A statement establishing the total dollar value of work the contractor will be permitted to have under contract at any one time as determined by the contractor's bonding capacity or ten (10) times the net quick assets.
  3. A statement establishing the maximum dollar value of each individual project the contractor will be permitted to have under contract with the board at any one time. The maximum value of each project can be up to twice the value of the largest project previously completed but shall not exceed the contractor's bonding capacity or ten (10) times the net quick assets.
  4. A statement establishing the type of work the contractor will be permitted to provide.
  5. The expiration date of the certificate.
- (e) **Renewal of Certificate.** Certificates not for a specific project shall be renewed annually.
1. Financial statements or written verification of bonding capacity on file with the board shall be updated annually. Failure to submit a new statement or verification of bonding capacity, after at least thirty (30) days written notice by the board, shall automatically revoke a prequalification certificate.
  2. The board can allow prequalified contractors to request a revision of their prequalification status at any time they believe the dollar volume of work under contract or the size and complexity of projects should be increased if experience, staff size, staff qualifications, and other pertinent data justify the action.
- (f) **Delinquency.** The decision to declare a contractor delinquent can only be made by the superintendent or president and must be ratified by the board at its next regular meeting following such decision by the superintendent or president. If a contractor is determined to be delinquent, after notice and an opportunity for a fair hearing, the board shall notify the contractor and his surety, in

writing, that the contractor is disqualified from bidding work with the board as long as the delinquent status exists. A delinquent condition can be determined to be in effect when one (1) or more of the following conditions occur without justifiable cause:

1. A substantial or repeated failure to comply with contract documents after written notice of such noncompliance.
  2. A substantial or repeated failure to provide supervision and coordination of subcontractor's work after written notice of such failure.
  3. Substantial deviation from project time schedules after written notice of noncompliance.
  4. Substantial or repeated failure to pay subcontractors after the board has paid the contractor for the work performed by the subcontractors and in accordance with approved requisitions for payment.
  5. Substantial or repeated failure to provide the quality of workmanship compatible with the trade standards for the community after written notice of such failure.
  6. Substantial or repeated failure to comply with the warranty requirements of previous contracts after written notice of such failure.
  7. Failure to maintain the required insurance coverage after written notice of such failure.
- (g) **Suspension or Revocation.** The board can, for good cause, suspend a contractor for a specified period of time or revoke the prequalification certificate. Causes for suspension or revocation shall include, but not be limited to, one or more of the following:
1. Inaccurate or misleading statements included in the contractor's application.
  2. Contractor declared in default by a board.
  3. Contractor adjudged to be bankrupt.
  4. Performance, in connection with contract work, becomes unsatisfactory to a board based on the board asserting and recovering liquidated damages in an action against the contractor.
  5. Payment record, in connection with the contract work, becomes unsatisfactory to the board based on the contractor's failure to comply with the Construction Prompt Pay Law (Section 715.12, F.S.).
  6. Contractor becomes delinquent on a construction project pursuant to (f) above.
  7. Contractor's license becomes suspended or is revoked.
  8. Contractor no longer meets the uniform prequalification criteria established in this section.
- (h) **Appeal.** A contractor whose application has been rejected or whose certificate has been suspended or revoked by a board shall be given the benefit of reconsideration and appeal as follows:
1. The aggrieved contractor can, within ten (10) days after receiving notification of such action, request reconsideration in writing. The contractor can submit additional information at the time of the appeal.
  2. A board shall act upon a contractor's request within thirty (30) calendar days after the filing and shall notify the contractor of its action to adhere to, modify, or reverse its original action. The board can require additional information to justify the reconsideration.

See Rule 6A-2.0010, Florida Administrative Code, and Sections 1013.02, 1013.03, 1013.12, 1013.37, 1013.40, 1013.45, 1013.46, Florida Statutes.



**General Contract Procedures.** A board that undertakes construction, remodeling, renovation, lease, or lease-purchase of any educational plant or ancillary facility, or day labor project, regardless of cost or fund source, shall use contracts that comply with laws governing public facilities contract and construction requirements, SREF, Chapters 50 and 1013, F.S., and Sections 255.05, 255.20, 255.551 through 255.565, 287.0935, 287.133, 489.113(4)(c), and 553.60 through 553.64, F.S. Finance and facilities construction reports, as required by Chapter 1013, F.S., shall be provided to the Department for legislative information.

**(1) Bonds and Insurance.**

**(a) Bonds.** Bonds are required on projects costing \$200,000 or more. The board shall establish criteria for qualifying surety companies; however, when a bond is required on projects costing \$500,000 or less, surety companies meeting the criteria of Section 287.0935, F.S., shall be accepted by the board. The amount of the bonds shall equal the contract price except as provided in Section 255.05, F.S.

1. *Bid Bond or Security shall equal five (5) percent of the base bid. Security shall be in the form of a certified check, cashier's check, treasurer's check, or bank draft of any national or state bank.*
2. *Performance Bond and Materials and Payment Bond. Each bond shall equal one hundred (100) percent of the contract amount, and shall be with a surety insurer authorized to do business in Florida and complying with Section 255.05, F.S.*
3. *Where the contract amount does not exceed \$500,000, the board shall not refuse a bonding company that meets the provisions of Section 287.0935, F.S.*
4. *On projects that cost less than \$200,000, bonds shall be at the discretion of the board.*

**(b) Proof of Insurance.** The board shall verify that the contractor has a valid license, as required by Chapter 489, F.S., and, through a Letter of Insurability or Certificate of Insurance, is maintaining the insurance coverages and limits as required by law. The board can deny contract approval on this basis, as permitted by Section 489.113(4)(c), F.S. *The project shall be covered by the following insurance, with limits as required by law:*

1. *Workers' compensation and employer's liability.*
2. *Public liability to include personal injury, bodily injury, and property damage.*
3. *Products and completed operations liability.*
4. *Owner's protective liability.*
5. *Business automobile liability, including owned, non-owned, and hired automobiles.*
6. *Property all-risks coverage to one hundred (100) percent of the value at risk. This is subject to the deductibles acceptable to the board.*
7. *Boiler and machinery insurance as required.*

**(c) Asbestos Contractor Liability Insurance.** *A board shall verify that an asbestos abatement contractor has liability insurance with a pollution endorsement against claims or claim expenses arising from any abatement project. Upon receipt of written documentation that such coverage is unavailable in the insurance market, the board shall require that the contractor post a surety bond in at least the minimum amount required by law. For projects, including asbestos abatement, a board can indemnify and hold harmless an asbestos consultant against acts of omission or release of contaminants during asbestos abatement activities in accordance with Sections 255.551 through 255.565, F.S.*

**(d) Indemnification Agreement.** *When an indemnification or hold harmless agreement is used in a construction contract, it shall comply with Section 725.06, F.S.*

**(e) Flood Insurance.** *When a board is eligible, and proposes to obtain flood insurance, it shall comply with appropriate federal standards for construction in addition to the Florida Building Code, Florida Fire Prevention Code, and the State Requirements for Educational Facilities.*

**(2) Advertising, Bidding, and Awarding Contracts.** Construction projects estimated to cost \$200,000 or

more and electrical projects that are estimated to cost \$50,000 or more shall be advertised in conformance with the procedures outlined in this section. Projects estimated to cost less than \$200,000 that the board will complete using contracted services shall be advertised for a minimum of one week. Unless other authorized contract processes are used, the bidding process shall be used to award all construction projects of \$200,000 or more and electrical projects of \$50,000 or more, as required by Section 255.20, F.S. *Section 255.101, F.S., requests public entities to be sensitive to job-size barriers on minority businesses and encourages the use of competitive bids for construction projects valued at over \$100,000. Sections 287.093 and 1013.46, F.S., provide that a board may set aside up to ten (10) percent of its capital outlay funds for competitive bids only among minority business enterprises as defined in Florida Statutes.*

- (a) **Legal Notice.** The board shall publish legal notice in accordance with Chapter 50, F.S., providing at least the following information:
1. Project name and name of board.
  2. Location of the project.
  3. Brief statement describing the work.
  4. Date, time, and place of bid opening.
  5. From whom and when contract documents are available, including deposit or charge.
  6. Other information for bidders: prequalification of bidders, notice of pre-bid conference, bid security, insurance, plan deposit, and board's intention to waive technicalities.
- (b) **Minimum Notice.** This notice shall be published a minimum of once a week for three (3) consecutive weeks in a local newspaper with general circulation throughout the district. The last such notice shall appear at least seven (7) days prior to the date set for the bid opening.
1. Any correction or change in the advertisement shall be made at least seven (7) days prior to the date set for bid opening.
  2. The original date set for bid opening can be changed and extended at any time within the final seven- (7) day period provided the notice to bidders is published again for one (1) time at least seven (7) days prior to the new bid date, and each known prospective bidder is notified in writing of the change.
  3. Complete drawings and project manual shall be available to contractors on the date of the first legal advertisement.
- (c) **Invitation to Bid.** In addition to publication of the notice, the board shall require that the invitation to bid be mailed or delivered to no fewer than three (3) prospective bidders or shall be distributed to area plan rooms.
- (d) **Include with Bid.** Contractors' bids shall include the following information, as required by law:
1. Public Entity Crime Law. Assurance of conformance with Public Entity Crime Law, Section 287.133(2)(a), F.S.
  2. Trench Safety Act. Reference to the trench safety standard, where relevant, and written assurance that the contractor will comply with the Trench Safety Act, Sections 553.60 through 553.64, F.S.
  3. Subcontractors listed in the bid shall not be replaced without cause, once the list has been opened and made public, in accordance with Section 255.0515, F.S.
- (e) **Bid Opening.** Bids shall be publicly opened, read, and tabulated at the designated time and place by an employee of the board or other appointed individual.
- (f) **Alternates.** Alternates listed in the bidding documents can be accepted at any time after the contract award by change order provided the contractor remains the low bidder on the combination of the base bid and the alternates selected. *Deductive alternates must be used to obtain a reduced project scope*

- and are required by statute when bidding is to take place on a project where funds are in jeopardy of reversion and a rebid process would not be possible within remaining time available and the board wants to preserve the option to negotiate with the apparent low bidder if bids exceed available project funds.*
- (g) **Waive Technicalities.** The board can reserve the right to waive minor technicalities, if so stated in the bid advertisement.
  - (h) **Contract Award.** The board shall consider all bids received and either reject all bids or identify the apparent low bidder, considering base bid and accepted alternates, and award a contract for a fixed amount for the work. The contract shall include a time limit by which the construction is to be completed.
  - (i) **Optional Bid Protest Bond.** *If a board uses bid protest procedures pursuant to Section 120.53(3), F.S., then the board is authorized to require the protestor to post a bond in accordance with Section 255.0516, F.S.*
  - (j) **Delegated Authority.** *The board can adopt policies and procedures to delegate authority to the superintendent or president to award contracts subsequent to and consistent with the board's approval of the scope, time frame, fund source, and budget of a survey-recommended project.*
- (3) **Payments to Contractor and Project Close-Out.** Each board shall adopt policies and procedures to be followed for all construction contracts and for making payments to the contractor. Final payment shall not be made until an Occupancy Certificate has been issued, the project has been completed, and the board has accepted the project. The adopted policy and procedures shall be implemented in the contract documents. *The board policies shall specify, but not be limited to, the following:*
- (a) **Payments.** *Notice of time limit and method of payment to the contractor, including final payment shall include the criteria for making payment during the construction process, such as materials suitably stored on the site and percentage of work completed.*
  - (b) **Retainage, Penalties, and Incentives.** *Where required by the board, the amount retained and the conditions for its payment, or the penalty to be paid by the contractor for failure to comply with the time limits of the contract. Boards are authorized to include incentives for early completion of the project.*
  - (c) **Federal Wage Rates.** *Federal wage rates and hourly scales shall be used where required by federal fund source. Federal wage rates shall be secured from the U. S. Department of Labor. When using a federal wage rate, federal Workers' Compensation must also be used. Federal wage rates are not required for construction projects financed totally from local or state funds.*
  - (d) **Project Closeout.** *The board should establish policy and procedures for final acceptance of a construction project including the criteria and conditions for project completion, substantial completion, punch lists, inspection and procedures for occupancy, warranties, the design professional's inspection and concurrence, equipment manuals, as-built documents, final acceptance of project by the board including final payment to the contractor, the value of incomplete items if the board should accept the facility for full and complete occupancy prior to the satisfactory completion of such items, and other issues as appropriate. Upon completion of a threshold building, the threshold inspector shall file a signed and sealed statement with the board indicating that, to the best of his/her knowledge and belief, the building's structural load-bearing components comply with the permitted documents and the shoring and reshoring conform with the shoring and reshoring plans previously submitted to the board.*
  - (e) **Asbestos.** *The federal Asbestos Hazard Emergency Response Act (AHERA) requires the architect or engineer of record to sign a statement that no asbestos-containing building materials were specified, or, to the best of his/her knowledge, no asbestos-containing building materials were used*

*as a building material in the project. The contractor should certify to the board that, to the best of his/her knowledge, no asbestos containing building materials were used as a building material in the project. Section 255.40, F.S., prohibits the use of asbestos-containing materials in the construction of new public buildings.*

- (f) **Board's Acceptance of the Project and Final Payment.** The criteria and conditions for final payment to the contractor shall be established and included in the contract.*
- (4) **OEF Form 209 - Certificate of Final Inspection.** Submit one (1) copy to the Office for all projects over \$200,000 after the project has been inspected for occupancy, signed by the architect or engineer of record, signed by the building official/inspector, and approved by the board.
- (5) **Change Order.** Changes to contracts shall be initiated by change order. Changes to the approved construction documents shall be reviewed for compliance with building code and life safety code as required. The board shall act to approve all changes in construction after award of the contract, or may develop policy to delegate approval as authorized in Section 1013.48, F.S.
- (a) **Delegate Authority.** To expedite the change order process and not delay construction in progress, the board may by policy delegate authority to approve change orders up to a designated amount to an administrator or other individual in the name of the board. Change orders shall be reported to the board and entered into the official minutes on a schedule or as otherwise required by the board.*
- (b) **Increase or Decrease.** Performance and payments bonds and insurance coverages shall increase or decrease in response to a change order.*
- (6) **Toxic Substance Safety Precautions.** Boards shall develop policy and procedures to address toxic substances used during work on occupied facilities. Consideration should be given to the time required for the toxic substance to dissipate to safe levels and removal of occupants during the application phase as recommended by the material manufacturer.
- (a) **Contractor.** When toxic substances are to be used during the renovation, remodeling, or addition to an existing facility, the contractor shall notify the administrator in writing at least three (3) working days before any toxic substance is used. The notice shall indicate the name of each of the toxic substances that will be used, where and when they will be used, and a copy of a material safety data sheet (MSDS) for each toxic substance. The contractor shall comply with the safety precautions and handling instructions set forth in the material safety data sheet. Copies of hazardous waste manifests documenting disposal should be provided.*
- (b) **Administrator.** The administrator shall notify occupants of the anticipated presence of toxic substances during the renovation, remodeling, or addition to an existing facility. The administrator shall take all reasonable actions to ensure that the contractor complies with the safety precautions and handling instructions set forth in the material safety data sheet for each substance used so that usage of the substance poses no threat to the health and safety of students, school personnel, or the general public.*
- (7) **Testing.** Boards shall develop a policy setting forth who should pay for standard tests of concrete, plumbing, electrical, steel, and other materials as required by industry standards. Provisions shall also be set forth designating who should pay for the testing of questionable installations, procedures, products, or materials in the construction phase. Test and balance services for HVAC systems should be provided by a company employed by the board.
- (8) **Sole Source.** When sole source materials or systems are recommended for use, the board shall follow the requirements set forth in Section 255.04(1), F.S.
- (9) **Wood Products.** Boards should specify use of Florida forest products, where permitted and available, in accordance with Section 255.20(3), F.S.
- (10) **Preference to Home Industry.** Boards may give preference to Florida materials and a preference to

*suppliers, contractors, architects, and engineers who reside within the State in conformance with Section 255.04, F.S.*

See Rule 6A-2.0010, Florida Administrative Code; 1001.42(9), 1013.02, 1013.37, 1013.40, 1013.46, 1013.47, Florida Statutes.



**Documents and Submittals.** A board that undertakes the construction, remodeling, renovation, lease, or lease-purchase of any educational plant or ancillary facility, or day labor project, regardless of cost or fund source, shall develop policies and procedures for the review of contract and construction documents as outlined in Section 1013.38, F.S., and the issuance of building permits as outlined in Section 553.79, F.S. Boards shall use the Uniform Building Code (UBC), which is a part of the Florida Building Code (FBC), and the Florida Fire Prevention Code (FFPC) as the state building codes and life safety codes for public educational facilities. Board authorized building departments, where provided, shall comply with the requirements of: the FBC; the certification requirements of Chapter 468, F.S., for building code administrators and inspectors; Chapter 553, F.S., and Chapter 1013, F.S. Boards shall also provide for permanent archiving of plans and submission of project data as requested to the Department pursuant to Section 1013.50, F.S. Boards can submit construction documents to the Office for review and approval as prescribed in this section for new construction, remodeling, and renovation, regardless of estimated project cost. Documents for projects submitted to the Office for review shall conform to the appropriate sections of SREF.

- (1) **Construction Documents (Phase III).** Construction/Phase III documents may be sent to the Office for code review and approval.
  - (a) **Delegation of Authority.** Pursuant to Section 1013.371(1)(c), F.S., a board is authorized to adopt policies and procedures for delegation of authority to the superintendent or president for submitting documents to the Office for review and approval subsequent to and consistent with the board's approved scope, time frame, funding source, and budget of a project.
  - (b) **Approval or Approval Withheld.** Notice of approval of construction/Phase III documents and approval withheld of construction/Phase III documents will be issued to the administrator and the project design professional. If approval is withheld from the construction/Phase III documents, the board shall correct cited mandatories. Corrections to Phase III documents reviewed by the Office shall be resubmitted, highlighting any changes from the original; when all mandatories are satisfied, the administrator/project design professional will receive a letter of approval from the Office of Educational Facilities.
  - (c) **Construction Projects of \$200,000 or More.** For each construction project of \$200,000 or more, school districts and community colleges shall provide the following information to the Office:
    1. Prior to the completion of Phase III Construction Documents — information regarding the design firms for the project, plan review entity to be used for plan review, building official, construction techniques to be used to manage and construct the project, cost of construction, number of student stations, and building area (OEF Form 110A).
    2. At the completion of the project — the intended date of occupancy, certification of architect's and/or engineer's inspection of the construction project, inspector's and building official's certification of inspection, information about the contractor and threshold inspector (if applicable), and construction cost information (OEF Form 110B).
  - (d) **Building Permits.** All construction projects shall be permitted pursuant to Sections 553.79 and 553.80, F.S. If the board requests a building permit from the Office, the board shall comply with the following criteria:
    1. The board-designated certified fire inspector shall review and approve the Phase III construction documents.
    2. All mandatories cited in the Phase III review letter shall be corrected.
    3. The Board shall obtain all other required permits for the project.
    4. The board shall verify that the contractor meets all insurance requirements and that the contractor's license is current.

5. Submit to the Office a completed Building Permit Application, OEF 220, and two completed, signed, and sealed sets of corrected construction documents that also have affixed all other required permit stamps.

Upon receipt of the documents, verification that all mandatories have been satisfied, and verification that the contractor's license is current, the Office will issue a Building Permit, OEF 225. One set of documents will be stamped and returned to the district along with the building permit. The Building Permit OEF 225 shall be posted on the job site.

- (e) **Annual Maintenance Permit.** Pursuant to Section 553.80(6)(d), F.S., the board can use an annual maintenance permit to facilitate routine maintenance work. If the board wishes to obtain an annual maintenance permit from the Office, and the Office is issuing building permits for the board, then the board shall submit to the Office a request in writing that includes a description of how the board will enforce the requirements of statutes, the Florida Building Code, and the Florida Fire Prevention Code for projects under the annual maintenance permit. The description should name the entity that will perform all required inspections and explain how each project is going to be documented and tracked for code compliance. Upon receipt of the above information, an Annual Maintenance Permit, OEF 226, will be issued to the board.
- (2) **Reuse or Prototype Projects.** The facilities list and construction documents shall be updated, highlighting any changes from the original, to adapt to the new site and to comply with SREF and other current rules or codes in effect relating to life safety, health and sanitation, physical disabilities, and any laws in effect at the time of the building permit application. Construction documents permitted shall comply with the Florida Building Code and the Florida Fire Prevention Code. FEEC and LCCA documents shall also be updated to evaluate energy use and energy efficient designs. An analysis shall be included that evaluates building materials and systems, and compares life cycle costs for maintenance, custodial, operating, and life expectancy against initial costs, as described in Section 1013.37(1)(e), F.S. Standards for evaluation of materials are available from the Office in a publication entitled "Life Cycle Cost Guidelines for Materials and Building Systems for Florida's Public Educational Facilities."
- (3) **Document Submittals.** When the board chooses to send documents to the Office for review, one (1) set of contract documents shall be submitted as follows:
  - (a) **General Requirements.**
    1. Submit OEF Form 208 - Letter of Transmittal with construction documents for review.
    2. Record set, signed and sealed documents, and statements of compliance. Only complete construction documents signed and sealed by the design professionals, in accordance with the Board of Architecture and the Professional Engineering Board, will be accepted for review. These documents shall contain a statement of compliance by the architect or engineer of record that, "To the best of my knowledge, these drawings and the project manual are complete and comply with the Florida Building Code." This submittal is the official record set of the bid documents, which will be permanently archived by the Office for the benefit of future boards.
    3. When requested by the Office, engineering calculations for mechanical, electrical, and structural systems shall be submitted separately from drawings and the project manual.
    4. Changes to the construction documents made prior to contract award shall be by addenda and/or resubmittal of documents graphically indicating the changes. Addenda and revised drawings shall be signed and sealed by the design professionals and submitted to the Office as they occur during the bidding process for complete record set documentation.
    5. Life Cycle Cost Analysis (LCCA) Data Summary Sheets 1, 2, and 3. LCCA shall be signed and sealed and submitted with the construction documents to the Office for review and approval.

6. Florida Energy Efficiency Code for Building Construction (FEEC), Chapter 13, FBC. Submit one (1) copy Florida Energy Efficiency Code for Building Construction (FEEC) compliance forms, signed and sealed by a State of Florida registered design professional, including calculations for mechanical systems, documenting energy efficiency ratio rating of HVAC equipment, electrical systems, insulation, and building envelope.
  7. "OEF Facilities Space Chart/Net and Gross Square Footage" (OEF 208A) or equivalent chart indicating all room names in the project, SREF design codes, room numbers, the number of square feet in each room, and design occupant capacity.
  8. OEF Form 110A, information regarding the design firms for the project, plan review entity to be used for plan review, building official, construction techniques to be used to manage and construct the project, cost of construction, number of student stations, and building area.
  9. An analysis shall be included, as required by Section 1013.371(2), F.S., that evaluates building materials and systems, and compares life cycle costs for maintenance, custodial, operating, and life expectancy against initial costs, as described in Section 1013.37(1)(e)4., F.S. Standards for evaluation of materials are available from the Office in a publication entitled "Life Cycle Cost Guidelines for Materials and Building Systems for Florida's Public Educational Facilities."
- (b) Drawings.** Documents shall be submitted on sheet sizes not to exceed thirty-two (32) inches by forty-two (42) inches. The drawings shall include the following:
1. Site plans, including, but not limited to, area location map, legal description of property, demolition, excavation, utilities, finish grading, landscaping, mechanical, electrical, civil/structural, and architectural site plans:
    - a. Acreage; points of the compass; scale; contours and general topographical conditions; flood zone and floodplain elevation; overall dimensions; adjacent highways; roads; emergency access; fire hydrants; power transmission lines; ownership and use of adjacent land; walks and paths; vehicle and bike parking areas; accessibility for persons with disabilities; service areas; play areas; bus and car loading zones; existing buildings and use; location of proposed building(s) and future additions; community use buildings; and phased construction.
    - b. A statement should be included on the site plan identifying the FIRM (Florida Insurance Rate Map) flood zone and floodplain elevation where the project is located. The statement shall be signed and dated by the Architect/Engineer (A/E) of record.
    - c. Drainage, water retention ponds, sewage disposal, and water supply systems, and such physical features that can adversely affect or enhance the safety, health, welfare, visual environment, or comfort of the occupants.
    - d. Soil testing results.
  2. Plans and details including, but not limited to:
    - a. Title sheets including a table of contents and statement of compliance by the architect or engineer of record. Each discipline shall have a list of abbreviations, schedule of material indications, and schedule of notations and symbols at the beginning of its section of the plans.
    - b. Architectural sheets including floor plans, door, window and room finish schedules, roof plans, elevations, sections, and details.
    - c. Floor plans showing points of the compass, overall dimensions, identity of each space, proposed door locations, accessibility for persons with disabilities, Florida Inventory of School House (FISH) numbers, occupant load of each space, proposed passive design and low-energy usage features, possible community service areas and instructional spaces that can

be converted to community use areas, any existing buildings and use, future additions, and phased construction. Indicate emergency public shelter design features, if applicable.

- d. A life safety plan showing area and occupant load of each room, means of egress, accessibility for persons with disabilities, fire walls, fire-resistance rated walls, rated doors, emergency wall openings, smoke vents, master valves and emergency disconnects, emergency lighting, emergency power equipment, fire extinguishers, exit signs, smoke and fire dampers, stage protection, range and fume hoods, eye wash and emergency showers, protected corridors, smoke barriers, fire alarm systems, room names and FISH numbers, and any other life safety features relevant to the facility. The life safety plan shall also show the fire sprinkler system if proposed. By symbol, indicate connections and tie-ins to existing equipment.
- e. A floor plan drawn to an architectural scale that will allow the entire facility to be shown on one sheet, without break lines.
- f. Floor plans for additions to an existing facility shall indicate the connections and tie-ins to the building, including all existing spaces, exits, plumbing fixtures and locations, and any proposed changes thereto. Distinguish between new and existing areas for renovation, remodeling, or an addition.
- g. Existing facilities to be remodeled or renovated can use accessibility lifts provided: sketches of proposed vertical platform lifts shall include layout drawings showing the effect of the lift on existing corridor width and exiting from the affected facility; sketches of proposed inclined wheelchair lift shall include layout drawings showing the effect of the lift on the stairway width in the folded and unfolded position, as well as the upper and lower platform storage locations, and the sketches shall also show the effect on exiting from the affected areas of the facility.
- h. When planning open space schools, a floor plan should be developed showing the methods used to permanently define the means of egress, such as surface finish or color.
- i. Exterior building elevations as necessary to show the general character of the facility.
- j. Typical building sections to show dimensions, proposed construction materials, and elevations of finished floors and finished ground grades. Plans and details shall show how structural and fire-resistance integrity will be maintained at penetrations.
- k. Civil/Structural sheets including: paving; drainage; water; sanitary sewer; fire protection; foundation plans; floor plans; roof plans; structural plans; sections; details; and pipe, culvert, beam, column, wall, and footing schedules.
- l. Mechanical sheets including: floor plans; room names and FISH numbers; piping runs; sections; details; riser diagrams; kitchen exhaust hoods; equipment, fan, and fixture schedules; fixture locations; fixture unit calculations; mechanical room layout; and control diagrams.
- m. Electrical sheets including: floor plans; room names and FISH numbers; sections; details; riser diagrams; fixture and panel schedules; and technology, communications, and data.
- n. A threshold building inspection plan, prepared by the A/E of record, as set forth in Section 553.79(5), F.S., including the name of a certified threshold building inspector, shall be submitted to the Office for review and approval. *A threshold building is any building greater than three (3) stories or fifty (50) feet in height, or any building with an assembly space that exceeds five thousand (5,000) square feet in area and has an occupant load of more than five hundred (500) persons.*

- (c) **Project Manual.** The project manual shall include, but not be limited to, the following:
1. Title Page including a statement of compliance by the architect or engineer of record.
  2. Table of Contents.
  3. Schedule of Drawings.
  4. Invitation to Bid and Advertisement for Bids. *Include a statement regarding provisions of Public Entity Crime Law, Section 287.133(2)(a), F.S.*
  5. Instructions to Bidders, including date and time of bid opening and notice of pre-bid conference.
  6. Sample Forms. *Owner/Contractor Agreement; Performance and Payment Bond; Change Order; Bid Form, which may require the general contractor's license number, and may include a subcontractors list and license numbers; and other project forms.*
  7. Bonding Requirements. *Bonds are required on projects costing \$200,000 or more. On projects with costs less than \$200,000, bonds shall be at the discretion of the board.*
    - a. *Bid Security equaling five (5) percent of the base bid, as required by Section 255.051, F.S. Security shall be in the form of a certified check, cashier's check, treasurer's check, or bank draft of any national or state bank.*
    - b. *Performance Bond and Materials and Payment Bond. Each bond shall equal one hundred (100) percent of the contract amount, and shall be with a surety insurer authorized to do business in Florida and complying with Section 255.05, F.S.*
    - c. *Where the contract amount does not exceed \$500,000, the board shall not refuse a bonding company that meets the provisions of Section 287.0935, F.S.*
  8. Insurance Requirements. *The project shall be covered by the following insurance, with limits as required by law:*
    - a. *Workers' Compensation and employer's liability.*
    - b. *Public liability to include personal injury, bodily injury, and property damage.*
    - c. *Products and completed operations liability.*
    - d. *Owner's protective liability.*
    - e. *Business automobile liability, including owned, non-owned, and hired automobiles.*
    - f. *Property all-risks coverage at one hundred (100) percent of the value at risk, subject to the deductibles acceptable to the board.*
    - g. *Boiler and machinery insurance as required.*
  9. General Conditions and Supplementary Conditions. *The contract should include, but not be limited to, the following:*
    - a. *Deductive alternates must be used if bidding is to take place on a project where funds are in jeopardy of reversion and a rebid process would not be possible within remaining time available, and the board wants to preserve the option to negotiate with the apparent low bidder.*
    - b. *Notice of time limit and method of payment to the contractor, including final payment.*
    - c. *Time limit by which the construction is to be completed.*
    - d. *The penalty to be paid by the contractor for failure to comply with the time limits of the contract.*
    - e. *Federal wage rates and hourly scales shall be used where required by federal fund source. Federal wage rates shall be secured from the Federal Department of Labor. When using a federal wage rate, federal workers' compensation must also be used. Federal wage rates are not required for construction projects financed totally from local or state funds.*
    - f. *Where projects include trenching that exceeds a depth of five (5) feet, reference shall be*

- made to the trench safety standard as required by Sections 553.63 and 553.64, F.S.*
- g. For projects including asbestos abatement, a board may indemnify and hold harmless an asbestos consultant against acts of omission or release of contaminants during asbestos abatement activities in accordance with Sections 255.551 through 255.565, F.S.*
  - h. If toxic and/or hazardous substances are to be used in the construction, repair, or maintenance of educational facilities, then before use the contractor shall notify the district superintendent or community college president and the administrator in writing at least three (3) working days prior to using the substance. The notification shall contain: the name of the substance to be used, where the substance is to be used, and when the substance is to be used. A copy of a Material Safety Data Sheet (MSDS) for each such substance shall be included in the notification. The administrator shall take all reasonable actions to ensure that the contractor complies with the safety precautions and handling instructions set forth in the material safety data sheet for each substance used so that usage of the substance poses no threat to the health and safety of students, school personnel, or the general public.*
  - i. A provision setting forth who should pay for standard tests of concrete, plumbing, electrical, steel, and other materials as required by industry standards.*
  - j. A provision setting forth who should pay for the testing of questionable installations, procedures, products, or materials in the construction phase.*
  - k. Test and balance services for HVAC systems should be provided by a company employed by the board.*
  - l. The board may include an incentive in the contract for early completion of the project.*
10. Specifications. Written requirements for materials, equipment, construction systems, standards, workmanship, and performance of related services.
11. Addenda.
- (4) **Community College Master Plan.** Proposed buildings shall conform to the approved campus development plan. Campus development plan shall be updated every five (5) years.
- (5) **Police and Fire Protection Authorities.** Each school board and community college shall provide a copy of the floor plans and other relevant documents for each educational facility to the law enforcement agency and fire department that have jurisdiction over each educational facility in the district. By October 1 of each year, the school boards and community colleges shall submit revised floor plans and other relevant documents for each educational facility that was modified during the preceding year.
- (6) **Schematic Design Documents (Phase I).** *As a guide, boards may request the following information for schematic phase documents. Concept drawings/documents should include, but not be limited to:*
- (a) Site Plan. A site plan showing acreage; points of the compass; scale; contours and general topographical conditions; floodplain elevation and velocity zone; overall dimensions; adjacent highways, roads, emergency access; fire hydrants; power transmission lines; ownership and use of adjacent land; walks and paths; vehicle and bike parking areas; accessibility for persons with disabilities; service areas; play areas; bus and car loading zones; existing buildings and use; location of proposed building(s) and future additions; community use buildings; phased construction; and preliminary soil borings.*
  - (b) Floodplain. A statement should be included on the site plan identifying the FEMA flood zone and floodplain elevation where the project is located. The statement shall be signed and dated by the A/E of record.*
  - (c) Environmental Studies. Evidence showing that required environmental studies have been completed and sensitive site areas have been identified as required by Section 1013.33, F.S.*

- (d) **Floor Plans.** Floor plans showing points of the compass, overall dimensions, identity of each space, proposed door locations, accessibility for persons with disabilities, Florida Inventory of School Houses (FISH) numbers, occupant load of each space, proposed passive design and low energy usage features, possible community service areas and instructional spaces that can be converted to community use areas, any existing buildings and use, future additions, and phased construction.
- (e) **Public Shelter.** Indicate emergency public shelter design features, if applicable.
- (f) **Life Safety Plan.** A life safety plan showing exits, accessibility for persons with disabilities, fire walls, fire-resistance rated walls, protected corridors, smoke barriers, fire alarm systems, room names and FISH numbers, or any other life safety features relevant to the facility. The life safety plan shall also show if a fire sprinkler system is proposed.
- (7) **Design Development Documents (Phase II).** A board may approve the Phase II design development documents as appropriate and may request the following information:
- (a) **Documents.** Design development documents should continue the development of the schematic phase documents and should include the following:
1. Site plan showing, in addition to Phase I requirements, landscaping, drainage, water retention ponds, sewage disposal and water supply systems, and such physical features that may adversely affect or enhance the safety, health, welfare, visual environment, or comfort of the occupants.
  2. A statement on the site plan identifying the number of existing, required, and new trees to be planted. The statement shall be signed and dated by the design professional.
  3. Soil testing results. Identify the proposed method of treatment for special foundation problems.
  4. Floor plans including, but not limited to, the following:
    - a. A floor plan showing the entire facility on one sheet, without break lines.
    - b. Floor plans drawn on a larger scale showing typical student-occupied spaces or special rooms with dimensions, equipment and furnishing layouts, sanitary facilities, stairs, elevators, and identification of accessible areas for persons with disabilities.
    - c. Floor plans for additions to an existing facility shall indicate the connections and tie-ins to the building, including all existing spaces, exits, plumbing fixtures and locations, and any proposed changes thereto. Distinguish between new and existing areas for renovation, remodeling, or an addition.
  5. Existing facilities to be remodeled or renovated may use accessibility lifts provided:
    - a. Sketches of proposed vertical platform lifts shall include layout drawings showing the effect of the lift on existing corridor width and exiting from the affected facility.
    - b. Sketches of proposed inclined wheelchair lift shall include layout drawings showing the effect of the lift on the stairway width in the folded and unfolded position, as well as the upper and lower platform storage locations, and the sketches shall also show the effect on exiting from the affected areas of the facility.
  6. Life safety plan to show exit strategy, rated doors, emergency wall openings, working stage protection, range and fume hoods, eye wash, and emergency showers:
    - a. By symbol, indicate fire sprinklers, fire alarm equipment, smoke vents, master valves and emergency disconnects, emergency lighting, emergency power equipment, fire extinguishers, exit signs, smoke and fire dampers, and other life safety equipment relevant to the facility.
    - b. By symbol, indicate connections and tie-ins to existing equipment.
  7. When planning open-space schools, a floor plan should be developed showing the methods used to permanently define the means of egress, such as surface finish or color.

8. *Plumbing fixture locations and fixture unit calculations.*
  9. *A minimum of two (2) exterior building elevations to show the general character of the facility.*
  10. *Typical building sections to show dimensions, proposed construction materials, and relationship of finished floor to finished grades.*
  11. *Outline specifications giving general description of finishes, materials, and systems, including HVAC, electrical, plumbing, and specialty items, including fire sprinklers, if proposed.*
- (b) Life Cycle Cost Analysis (LCCA). LCCA shall be prepared for review along with design development documents.*
- (c) Florida Energy Efficiency Code for Building Construction (FEEC), Chapter 13, FBC. FEEC forms, including calculations for mechanical systems, documenting energy efficiency ratio rating of HVAC equipment, electrical systems, insulation, and building envelope, should be prepared for review along with the design development documents.*

See Rule 6A-2.0010, Florida Administrative Code, and Sections 1013.02, 1013.12, 1013.37, 1013.38, 1013.40, 1013.45, 1013.47, 1013.50, Florida Statutes

**Inspectors and Inspections.** The board shall ensure that all educational facilities, pre-Kindergarten (pre-K) through grade twelve (12), community colleges, and ancillary plants meet the requirements of law, rule, the Florida Building Code, the Florida Fire Prevention Code, and SREF that provide for enforcement of the life safety, health, sanitation, and other standards. The board is authorized to employ qualified persons to enforce these requirements, to inspect facilities, and to provide for the inspection of its facilities by other certified persons or agencies.

- (1) **Building Code Compliance Inspectors.** Each board shall secure the services of licensed inspectors who shall be familiar with all construction documents and provide periodic inspections of the board's new construction, remodeling, renovation, relocatable, lease, lease-purchase, maintenance, repair, and day labor projects to determine compliance with the requirements of law, rule, the Florida Building Code, the Florida Fire Prevention Code, and SREF. It is the board's responsibility to employ and/or discharge inspectors as necessary and to be responsible for their performance. Building code compliance inspectors include: Florida-registered architects, Florida-registered engineers, and/or building code inspectors who have been certified under the process and requirements of Chapter 468, F.S. Local building department inspectors can also inspect facilities for compliance with requirements of the law, rule, code, and SREF if the local building inspector has been certified by the Office.
- (2) **Threshold Building Inspectors.** The board shall require a qualified threshold inspector, who shall be a consulting architect or engineer, the architect or engineer of record, or a board employee, who is certified by the State of Florida, Department of Community Affairs, Board of Building Codes and Standards, to perform structural inspections on threshold buildings as required by Chapter 553, F.S. Threshold buildings are greater than three (3) stories or fifty (50) feet in height, or contain an assembly space that exceeds five thousand (5,000) square feet and has an occupant load of more than five hundred (500) persons.
- (3) **Architect/Engineer of Record (A/E of Record).** The A/E of record shall not perform the inspections or final occupancy inspection on projects he/she designed. The A/E of record may provide verification of compliance with rules, statutes, and codes on non-occupancy projects such as roofing, paving, and replacement of equipment.
- (4) **Other State or Local Agencies.** Other state or local agencies may inspect new construction or existing facilities when required by law; however, such inspections shall be in conformance with SREF and the required codes. The board can authorize local government agency inspectors to inspect new construction or existing educational and ancillary facilities pursuant to Section 1013.371(2), F.S. Any inspection by local inspectors shall be based on applicable federal and state laws, rules, building codes, life safety codes, and SREF. Leased property can be constructed and inspected using the state minimum building and life safety codes as provided in Chapter 553, F.S. Lease-purchase projects shall be constructed and inspected in accordance with the state minimum building code, life safety codes, and SREF. New construction and existing facilities may require additional inspections by other state agencies using rules as authorized by law, which include, but are not limited to, inspections for: elevators, on-site water and sewer, swimming pools, underground fuel storage tanks, work-place safety, kitchens, traffic control and roads, and storm water runoff. Other state agencies having jurisdiction include, but are not limited to, the following:
  - (a) Department of Children and Families (DCF).
  - (b) Department of Health (DOH).
  - (c) Department of Business and Professional Regulation (DBPR).
  - (d) Department of Environmental Protection (DEP).
  - (e) Department of Transportation (DOT).

- (f) **Department of Community Affairs (DCA).** Boards shall provide for the inspection of relocatable classrooms during construction in accordance with DCA rules for factory-built school buildings.
- (f) **Department of Labor and Employment Security (DLES).**
- (g) **Water Management District (WMD).**
- (5) **Fire Safety Inspectors.** Fire safety inspectors shall be certified by the State of Florida, Department of Financial Services, Division of State Fire Marshal. The board shall ensure that every building on each site within its jurisdiction, whether owned, leased, or lease-purchased, receives two annual comprehensive fire safety inspections conducted by inspectors in conformance with Section 1013.12, F.S., and that reports include a plan of action and schedule for correction of deficiencies. Inspections are provided by both the Board fire safety inspector and the local fire control district's fire safety inspector. These reports shall be forwarded to the Division of State Fire Marshal with copies to be kept on file in the board offices. The board shall withdraw a facility from use immediately if life-threatening deficiencies are found.
- (6) **Sanitation and Casualty Safety Inspectors (SCSI).** Each board shall secure the services of an SCSI who shall provide annual safety inspections of the board's existing facilities to determine compliance with the casualty and sanitation codes and requirements. It is the board's responsibility to employ and/or discharge SCSIs as necessary and to be responsible for their performance. The board shall ensure that every building on each site within its jurisdiction, whether owned, leased, or lease-purchased, receives an annual comprehensive sanitation and casualty safety inspection conducted by an inspector in conformance with Section 1013.12, F.S., and that reports are kept on file in board offices. Duties, as assigned by the board, shall include, but not be limited to, the following:
  - (a) **Annual Inspection.** Annually inspect the board's facilities for compliance with SREF and the Florida Fire Prevention Code for existing facilities.
  - (b) **Maintain Records.** Keep a file of inspection reports for each facility in the administrator's office.
  - (c) **Noncompliance Notification.** Notify the immediate supervisor, in writing, if a condition or procedure is observed to be incompatible with the state minimum building code, life safety codes, and required standards.
  - (d) **Facility Operation.** Participate in the instruction of all concerned facility staff on the operation of all life safety features of the facility.
- (7) **Annual Inspections of Relocatables.** Annual inspections are required for all relocatable classrooms, including those currently being used by students. Standards are included in SREF, Section 5(14), and State Fire Marshal Rule 69A-58, Existing Relocatable Buildings. Inspection reports shall be filed with the board and posted in each relocatable.
- (8) **Other Inspections as Required by Code or Law.** Provide periodic inspections by certified inspectors of fire alarms, fire sprinklers, fire extinguishers, elevators, bleachers, and other equipment, as required by law, rule, or code.

See Rule 6A-2.0010, Florida Administrative Code, and Sections 255, 440, 442, 468, 553.63, 553.64, 553.71(7), 553.79(5), 553.79(7), 553.80, 1013.02, 1013.37, 1013.40, 1013.45, 1013.47, Florida Statutes.

**Existing Facilities.** This section is intended to provide for the safety, comfort, and health of occupants in existing educational, auxiliary, and ancillary facilities under a school board or a community college board of trustees' jurisdiction. Except where a specific allowance is referenced, all existing educational facilities shall be held to the requirements of this edition of SREF, Chapter 5, regardless of the design date of a particular existing facility. Nothing in this section is intended to be more restrictive than a similar requirement for new construction. Each board shall establish policies and procedures for a comprehensive program of accessibility, safety, maintenance, and sanitation for the protection of occupants in its facilities. Board policies shall include procedures for withdrawal of sites and facilities from use until unsafe or unsanitary conditions are corrected. Upon failure of the board to take corrective action within a reasonable time, the Commissioner is authorized to order appropriate action or removal of the facility from use in accordance with the language of Section 1013.12(3), F.S.

**(1) Administration.** Boards shall adopt policies and procedures for the maintenance, sanitation, and housekeeping of existing facilities to ensure the health and safety of occupants. Each board shall conduct at least one (1) fire safety, one (1) casualty safety, and one (1) sanitation inspection of each building of each educational and ancillary plant in its jurisdiction, whether owned or leased, each fiscal year, to determine compliance with this section.

**(a) Annual Fire Safety, Casualty Safety, and Sanitation Inspections.** Annual fire safety, casualty safety, and sanitation inspections on new construction, remodeling, or renovations shall begin one (1) year after the facility has been occupied. All board-owned, lease-purchased, and leased, permanent buildings; relocatable buildings; auxiliary and ancillary facilities; and related sites shall be inspected annually to assess compliance with minimum fire safety, casualty, and sanitation standards for existing facilities. In addition to school board annual inspections, the local fire control authority shall inspect educational facilities within its fire control district. All inspectors for fire safety shall inspect educational facilities using the Florida Fire Prevention Code and State Fire Marshal Rule 69A-58, FAC.

**1. Annual Local Fire Control Inspections of All Buildings by Local Fire Control Authorities.** Local fire control authorities, certified by the Division of State Fire Marshal in accordance with Section 633.081, F.S., are required to inspect educational facilities within their fire control districts. Reports shall be filed with the school board, the local site administrator, and the State Fire Marshal's Office. A schedule for correction of each deficiency shall be adopted by the board.

**2. Annual Fire Safety, Casualty, and Sanitation Inspection of All Property Shall Be Provided by the Board.** The fire safety, casualty, and sanitation inspection reports required by Section 1013.12, F.S., for all permanent and relocatable buildings, shall be submitted to the board by June 30 of each year. *Fire inspections required of the board shall be performed by inspectors certified by the Division of State Fire Marshal in accordance with Section 633.081, F.S., and shall follow the requirements in the State Fire Marshal Rule 69A-58, FAC. The board shall adopt a plan and a schedule for the correction of each deficiency, and incorporate the plan in the annual update of the board's 5-year work program. Life threatening deficiencies, as defined by State Fire Marshal Rule 69A-58, FAC, require prompt corrective action by the board or withdrawal of the educational or ancillary facility, or portion of the facility, from use until such deficiencies are corrected.* Casualty and sanitation inspections shall be performed by persons proficient with applicable rules and standards.

**a.** The inspection report shall be approved by the board, which should forward one (1) copy of the completed inspection report to the person in charge of the facility and retain one (1) copy for its files. Fire safety inspection reports shall be forwarded to the State Fire Marshal's office in a manner described in Rule 69A-58, FAC. Each building of each facility shall be

accounted for on the inspection form.

- b. Inspection reports shall be available for public review.
  - c. The board shall maintain with each yearly inspection report a list of corrected deficiencies from the prior fiscal year report.
- (b) Other Agencies.** Additional state and local agencies are authorized to inspect educational and ancillary facilities. Such agencies shall use the standards adopted by the Commissioner of Education, including SREF Chapter 5. In the case of conflicting requirements within the UBC, the safer or safest requirement shall apply. A specific requirement in the UBC (Florida Building Code, Florida Fire Prevention Code, and SREF) shall prevail over requirements found in other standards or rules.
- (c) Existing University and the Florida School for the Deaf and the Blind Facilities.** Existing university and FSDB facilities are excluded from SREF.
- (d) Maintenance and Operations of Existing Educational Facilities.** Existing educational facilities housing pre-K through grade 12, auxiliary, vocational facilities, community colleges, and ancillary facilities shall comply with this section for maintenance and operation of existing educational facilities. Maintenance and operations activities shall be in compliance with the appropriate sections of these standards, building codes, Florida Building Code, Florida Fire Prevention Code, State Fire Marshal Rule 69A-58, other applicable NFPA codes for existing educational facilities, OSHA regulations, and other applicable state and federal laws, codes, and regulations.
1. Annual maintenance permits can be issued by the authority having jurisdiction to facilitate routine maintenance, emergency repairs, building refurbishment, and minor renovations of systems and equipment. The permit shall be for one (1) year. A detailed log of alterations and inspections shall be maintained. If a pattern of code violations is found, future annual maintenance permits may be withheld. See Section 553.80(6)(d), F.S.
  2. Maximum individual project limits shall not exceed \$200,000.
- (e) Board Policies.** The board's policies and procedures for maintenance, safety, casualty, sanitation and housekeeping shall cover both existing and new facilities. These policies and procedures shall provide for program organization, financing, fiscal control, staffing, scheduling of work, and evaluation, including the following:
1. A timetable, priority listing, and funding for the correction of deficiencies found during the annual comprehensive safety inspection.
  2. Communicable disease control programs in accordance with rules in DOH Chapter 64D-3, FAC.
  3. Provide work areas free from recognized hazards and conduct employee safety and health programs to comply with OSHA 29 CFR.
  4. Conduct approved fire safety training for building users, on-site facility managers, faculty, and staff involved in the process of correction of life safety violations noted in annual board safety inspections and the annual fire safety inspections conducted by local fire control authorities.
  5. Pest management programs in accordance with the EPA's Integrated Pest Management in Schools guidelines (<http://schoolipm.ifas.ufl.edu/>).
  6. Compliance with all applicable EPA and DEP hazardous waste regulations, including EPA Resource Conservation and Recovery Act, Subtitle C, and Florida DEP Rule 62-730, FAC.
  7. Safety Checklist Program for Schools, developed by National Institute for Occupational Safety and Health (NIOSH), shall be considered (<http://www.cdc.gov/niosh/docs/2004-101/default.html>).
  8. Occupied facilities shall be cleaned and serviced in accordance with an established schedule and prescribed methods:

- a. Student-occupied areas, including interior places of assembly, classrooms, corridors, and all other areas designed for occupancy by more than two (2) persons, are cleaned daily. Administrative and faculty offices designed for single or double occupancy shall be cleaned at least once per week.
  - b. Toilet rooms, shower and locker rooms, drinking water fountains, and clinics shall be cleaned and disinfected daily using an appropriate germicidal detergent (see definition). Note: Drinking water fountains are rinsed or flushed with plain water after disinfection.
  - c. Food service areas are cleaned and sanitized daily using an appropriate cleaning agent (tuberculocidal disinfectants do not have to be used on food service floors).
  - d. Floor drains are sanitized and water flushed at least once per day.
  - e. Trash and waste containers are provided in all areas, sufficient in number to handle the daily accumulation of trash. Containers are emptied daily and trash stored in bins or containers in a central waste disposal area until removed from the facility.
  - f. Filters used in conjunction with HVAC equipment are kept clean, serviceable, and orderly at all times, and sized to prevent unfiltered air from entering the airstream.
  - g. Light fixtures and window surfaces, both inside and outside, are kept clean, serviceable, and in good repair at all times.
  - h. Custodial areas are kept clean, safe, and orderly at all times. Custodial equipment is kept safe, serviceable, and in good repair at all times. Custodial and maintenance supplies and equipment shall not be stored in mechanical and electrical rooms. EXCEPTION: Air-conditioning filters can be stored in mechanical rooms.
  - i. Building components and finishes are kept clean and in good repair.
  - j. Each district shall develop a policy regarding animals on district property or in school classrooms, taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement. Animals in classrooms are kept in a healthy condition and in appropriate cages or tanks that are maintained in a clean and safe condition.
- (f) **Remodeling and Renovation.** Remodeling, renovation, and correction of deficiencies of existing educational, auxiliary, and ancillary facilities shall comply with the new construction requirements found in the Florida Building Code and the Florida Fire Prevention Code.
- (g) **Floor Plans.** On or before October 1 of each year, all school boards and community colleges shall provide a copy of revised floor plans and other relevant documents to the law enforcement agency and fire department that have jurisdiction over each educational facility for all facilities that were modified during the preceding year.
- (h) **Returning Facilities to Instructional Use.** Any existing facility that has been removed from instructional use shall be inspected for deficiencies in accordance with the Florida Fire Prevention Code for an existing building and SREF Section 5 before returning it to instructional use. Any remodeling, renovation, or correction of deficiencies shall be brought into compliance with the requirements in the state minimum life safety codes, Florida Building Code, the Florida Fire Prevention Code, state and federal laws and rules, as applicable.
- (i) **Abandoned Facilities.** Board facilities no longer in use and abandoned, but still owned, shall be maintained and secured in such a manner that will prevent safety and sanitation hazards, unlawful entry, and vandalism from occurring.
- (2) **Site.** The site meets the following minimum safety, casualty, and sanitation requirements for landscaping, signage, fencing, etc., as applicable.
- (a) **Landscaping.** Landscaping on the site shall comply with the following minimum standards:

1. Areas are landscaped by the use of trees, shrubs, grass, ground cover, mulch, hedges, or boulders.
  2. The site is free of any poisonous, toxic, and hazardous plants.
  3. A program is in place to remove all invasive non-native plants, such as Punk tree (*Melaleuca Quinquenervia*), Brazilian Pepper (*Schinus Terebinthifolius*), Australian Pine (*Casuarina-equisetifolia*), and Catclaw Mimosa (*Mimosa Pigra*).
  4. Water conservation policies are to be incorporated in landscape maintenance programs. *Xeriscape landscaped areas do not require watering. Building landscaped areas that do require watering include a means of automatic or manual watering using gray water or other recycling techniques and the irrigation system is operational. Gray water, where used for landscape sprinkler systems, shall meet Department of Health and Department of Environmental Protection water quality standards.*
  5. Trees and landscaped areas around the perimeter of buildings are maintained to prevent blind spots or provide access to the roof. Trees are healthy; disease-free; and trimmed of dead, diseased, and broken branches.
  6. Road intersection visibility, on or off site, is achieved by providing a clear sight line at intersections.
  7. The site is free of broken glass, metal, trash, undergrowth, and any debris that constitutes a hazard or that encourages the harborage and concealment of pests.
  8. The entire site is graded and drained to prevent washouts or an unintentional accumulation of standing surface water and debris.
  9. Washouts around buildings and entrance slabs are filled and stabilized to remove hazardous conditions and to prevent any further washout damage.
  10. Temporary storage containers are maintained in a safe and secure condition and are not to be used for long-term use.
- (b) **Exterior Signage.** Site signage complies with the following:
1. Permanent or temporary exterior site signage is provided.
  2. Site signage does not create visual barriers at entrances, sidewalks, roads, or road intersections.
  3. Accessible routes, including parking, building directories, building identification, and accessible entrances are marked by exterior signage in conformance with federal and state accessibility laws.
  4. External illumination of signs complies with NFPA 70, the National Electric Code (NEC).
  5. A program is in place to have existing permanent and temporary freestanding exterior signs certified by a design professional to withstand hurricane force winds. *(Certification is on file in the district office.)*
  6. Wall-mounted individual letters and signs are attached to the building in such a way so as to prevent removal, discourage climbing, and prevent building access.
- (c) **Flag poles.** Flag poles, pulleys, and ropes are in safe and workable order.
- (d) **Fencing.** Security/boundary fencing complies with the following:
1. Play areas and athletic fields provide pedestrian egress at all times. One (1) gate shall be provided to allow access of service equipment.
  2. All kindergarten play areas are separately fenced.
  3. Mechanical, plumbing, and electrical equipment, when exposed, is locked and secured to prevent unauthorized access, but access is allowed for maintenance and repair.
  4. Special hazards (e.g., on-site sewage disposal plants; above-ground LP gas and fuel oil tanks; for Kindergarten through Grade 5, retention ponds with depths exceeding one (1) foot; deep

- drainage ditches; canals; highways; play fields adjacent to roadways; etc.) are locked and secured to prevent unauthorized access, but access is allowed for maintenance and repair.
5. District warehouse, maintenance, and bus compounds are locked and secured to prevent unauthorized access.
  6. Only agricultural plots not contiguous to an educational facility site have barbed wire fencing, or existing barbed wire on an educational or ancillary site is six (6) feet or more above the ground. The barbs on chain link fencing are turned over. (New barbed wire shall not be installed on existing educational or ancillary sites).
  7. Fencing and gates are constructed of non-flammable, non-electric, safe, durable, and low maintenance materials.
  8. Footings and foundations are protected from exposure and tripping hazards.
  9. Fencing and gates are located so they do not provide access to roofs by unauthorized persons.
  10. Fences are maintained in a safe condition and are free from hazards.
- (e) **Guy Wires.** Guy wires are protected with guards or markers. Guy wire anchors do not present a tripping hazard.
- (f) **Walks, Roads, Drives, and Parking Areas.** Walks, roads, drives, and parking areas on educational and ancillary sites comply with the following:
1. Walks, roads, drives, and parking areas are paved.
  2. Paved areas are bitumen or concrete surfaced. Overflow parking spaces can use alternative surfaces.
  3. Paved roads, drives, and parking areas are striped and maintained in a condition that defines the function of the area.
  4. All paved areas have positive drainage.
  5. All paved areas are clean and free of debris and broken or hazardous paving.
  6. Vehicular/Pedestrian Interface:
    - a. Passenger drop-off/loading zones are as close to accessible entrance(s) as possible.
    - b. A curb cut or ramp is provided.
  7. Walks/Accessible Routes:
    - a. Building entrance(s) are connected by an accessible walk to all accessible parking and loading/drop-off zones.
    - b. When provided, gutters and downspouts prevent storm water from pouring onto or draining across accessible walks.
    - c. Soil, grass, or planting beds provide positive drainage away from accessible walk(s).
    - d. When provided, drains, grates, drop inlets, catch basins, and other drainage elements are to the side of accessible walks.
    - e. Walls, railings, or other physical barriers define and protect any vertical drop of more than eighteen (18) inches.
  8. Roads and streets:
    - a. On-site driveways are restricted from completely encircling the school plant.
    - b. Vehicular and pedestrian traffic is prevented from crossing each other on the site or appropriate safety devices are provided where vehicular and pedestrian traffic cross.
  9. Bus Drives:
    - a. The turning radius for turning off public access streets is sixty (60) feet to the outside curb for one-way traffic and sixty (60) feet to the centerline of the driveway for two-way traffic.
    - b. Bus drives and drop-off/pickup areas are provided so that buses do not have to back up.
    - c. Bus driveways and parent pickup areas are separated or appropriate safety devices are

- provided where bus drives and parent pickup areas are not separated.
10. Vehicle parking areas:
    - a. Vehicle parking areas are located to facilitate supervision from the building or other vantage points.
    - b. Parking areas comply with the minimum parking space requirements for the facility being inspected: Faculty and staff = one (1) space for each member; High schools = one (1) space for every ten (10) students above grade ten (10); Vocational schools = one (1) space for every two (2) students; Community colleges = one (1) space for every two (2) students. Visitor parking = appropriate spaces for the facility.
    - c. The total number of accessible spaces is provided as required by the Florida Accessibility Code for Building Construction (FACBC), found in Chapter 11, FBC.
    - d. Parking spaces are separated from bus and parent drop-off/pickup drives or appropriate safety devices are provided.
  11. Bicycle parking areas, when provided, are separated from vehicular areas, and located for easy supervision from building windows, adjacent streets, or other vantage points.
- (g) **Lighting.** Exterior light standards, guy wires, fixtures, and wiring for educational and ancillary facilities comply with the following:
1. When the facility is occupied after dark, security lighting is provided for:
    - a. Auto, bus, and service drives and loading areas.
    - b. Parking areas.
    - c. Athletic complexes.
    - d. Building perimeter.
    - e. Covered and connector walks between buildings.
    - f. Covered and connector walks between buildings and parking.
  2. Parking area lighting standards and guy wires are located in landscaped islands or perimeter planting areas, or are equipped with suitable protection to eliminate potential hazards.
  3. Parking and related areas are illuminated to an average maintained horizontal footcandle level as follows:
    - a. Parking areas = one (1) footcandle.
    - b. Covered and connector walks = one (1) footcandle.
    - c. Parking entrances/exits = two (2) footcandles.
  4. Athletic playing field surfaces and exterior spectator seating areas are illuminated if needed for night-time use.
  5. Recessed doors and windows around the exterior perimeter of a building are illuminated at night when the facility is occupied and maintained in an observable condition. Building exteriors, perimeters, and entrances are illuminated as follows:
    - a. Entrances = five (5) footcandles.
    - b. Building perimeters = one (1) footcandle.
  6. Exterior lighting poles and fixtures are grounded.
  7. Motion detectors, photo cells, and time clocks are used to control night lighting systems to provide security and to maximize energy conservation.
  8. All exterior lighting is shielded from adjacent properties.
- (h) **Transmission Line Right-of-Way.** High-voltage transmission power line rights-of-way are kept free of activity and equipment that might impede power company access to the right-of-way.
- (i) **Storm Water Drainage.** A storm water drainage system for the site is provided, free of sand and

- debris, and is maintained in an operational condition at all times.
- (j) **On-Site Wells and Sewage Systems.**
1. On-site potable water system is in proper working order.
  2. Samples of on-site treated and raw water are taken monthly and tested for the purpose of bacteriological examination, the water supply has been determined to be safe; and the certificate is on file and available for inspection.
  3. On-site sewage disposal system is in proper working order. The system has been tested monthly and proved to be functioning properly, and the certificate is on file and available for inspection.
- (k) **Playgrounds, Equipment, and Athletic Fields.** Playgrounds, equipment, and athletic fields are maintained in a safe and acceptable condition for the intended function. *Use as a guideline appropriate sections of the "Handbook for Public Playground Safety" by the U.S. Consumer Product Safety Commission.*
1. Play areas and athletic fields where fencing is provided shall have at least one (1) gate to the exterior large enough to accommodate pedestrian egress and one (1) gate to the exterior large enough to accommodate service equipment access.
  2. Pre-kindergarten, kindergarten, or day care play areas are fenced, separated from other play areas, and have direct access to and from their related classrooms.
  3. Athletic and playground equipment are structurally sound, maintained firm and stable, vermin-proof, free of pockets or crevices where water will collect or vermin and pets may hide, and free from jagged or sharp projections, edges, or corners. Playground equipment includes the equipment itself (backstops, swings, slides, etc.) and its structural components (foundations, supporting members, exposed fasteners, etc.).
  4. The ground under playground equipment is resilient material, either unitary or loose-laid, and is maintained to prevent injury.
  5. Direct access from the facility is provided to play areas and athletic fields without crossing roads, traffic lanes, drives, or parking lots, or appropriate safety devices are provided where access crosses parking or drives.
  6. Covered play areas, when provided, have positive drainage away from the center of the floor.
  7. Related facilities such as toilets, concessions, storage, shower and locker rooms, bleachers, press boxes, observation platforms, scoreboards, and dugouts, when provided, have been inspected under the appropriate area of this section.
  8. Accessibility is provided to playgrounds, equipment, athletic fields, and related facilities.
- (l) **On-Site Waste Burners.** On-site waste burners, when permitted, are located at least one-hundred (100) feet from any building, are equipped with a three-quarter ( $\frac{3}{4}$ ) inch mesh wire screen, and are used for burning paper and trash only.
- (3) **Concrete.** Exposed concrete meets the following minimum safety, casualty, and sanitation requirements for structural members, light and flag poles, walks, drives, etc., including relocatables, as applicable:
- (a) **Structural Members.** Concrete structural members, foundations, retaining walls, and framing are maintained in a safe condition and are free from hazards, including cracks, spalling, and exposed reinforcing steel.
  - (b) **Concrete Poles and Furniture.** Light and flag poles, benches, tables, planters, etc., are maintained in a safe condition and are free from hazards.
  - (c) **Walks and Drives.** Concrete walks, drives, loading docks, swimming pool decks, parking areas, etc., are maintained in a safe condition and are free from hazards.
  - (d) **Concrete Parking Structures.** Concrete parking structures, covered walkways, etc., are maintained in a safe condition and are free from hazards.

- (4) **Masonry.** Exposed masonry meets the minimum safety, casualty, and sanitation requirements for masonry veneers, framing, benches, tables, etc., including relocatables, as applicable. Masonry veneers, walls, retaining walls, and framing are maintained in a safe condition and are free from hazards, including cracks, spalling, and exposed reinforcing steel.
- (5) **Metals.** Structural steel and light gauge metal framing meets the following minimum safety, casualty, and sanitation requirements for structural members, framing, light and flag poles, benches, tables, etc., including relocatables, as applicable:
- (a) **Structural Steel.** Structural steel members and light gauge metal framing for buildings are maintained in a safe condition and are free from hazards, including rust and loose fastenings.
  - (b) **Poles and Furniture.** Light and flag poles, benches, tables, etc., are maintained in a safe condition and are free from hazards, including rust and loose fastenings.
  - (c) **Parking Structures.** Steel parking structures, covered walkways, etc., are maintained in a safe condition and are free from hazards.
- (6) **Wood.** Structural wood, casework, and cabinets meet the following minimum safety, casualty, and sanitation requirements for structural members, framing, benches, tables, etc. See Section 5(14) for existing relocatable buildings:
- (a) **FRTW.** Permanent educational facilities are free of fire-retardant treated wood, or appropriate safety measures, such as paint and preservatives, have been taken to protect the wood from deterioration and FRTW and fasteners are free of corrosion and deterioration.
  - (b) **Structural Members.** Wood columns, beams, joists, trusses, heavy timber construction, and other structural members are maintained in a safe condition and are free from hazards, including loose fastenings, wood rot, chips, splits, cracks, and wood-destroying insects.
  - (c) **Handrails and Ramps.** Miscellaneous blocking; trim; handrails; guardrails; boardwalks; relocatable platforms, ramps, and steps; stage and gymnasium flooring; casework; cabinets; and paneling are maintained in a safe condition and are free from hazards, including loose fastenings, wood rot, chips, splits, cracks, and wood-destroying insects.
  - (d) **Chemical Treatment.** Wood in contact with concrete or masonry, or within eight (8) inches of soil is protected against decay and termites by chemical treatment, termite shields, etc.
  - (e) **Built-Ins and Casework.** Built-ins and casework, including plastic laminates, are free of sharp corners, splinters, or any construction feature, such as protruding hardware, that would be hazardous to occupants and users.
  - (f) **Wood Floors.** Wood floors are free of loose or broken boards, holes, uneven projections, protruding nails, splinters, and other tripping hazards.
- (7) **Insulation and Moisture Protection.** Insulation and moisture protection (including for relocatables) meet the following minimum safety, casualty, and sanitation requirements for roofing, fireproofing, firestopping, etc., as applicable:
- (a) **Thermal Insulation.** Thermal insulation, when provided, must be visible for inspection in such spaces as attics, crawl spaces, duct work, mechanical rooms, etc., and must be protected from the weather and held securely in place.
  - (b) **Vapor Barriers.** Vapor barriers, when provided, are visible for inspection in such spaces as attics, crawl spaces, mechanical spaces, insulated ducts, chilled water lines, etc., and located on the exterior side of thermal insulation, protected from the weather, and held securely in place.
  - (c) **Roofing.** Roofing systems, including flashing, gutters, roof drains, membrane, roof penetrations, etc., are watertight, held securely in place, free of debris, and maintained in a good condition.
    - 1. Positive drainage is provided for all portions of the finished roof surface to the edge of the roof or

- to roof drains.
2. Roofs are maintained so that water does not pond.
  3. Accessories such as flashing, gravel stops, drip edging, expansion joints, gutters, scuppers, and roof drains, when provided, are maintained in a good condition.
  4. Structural members, including decks, beams, fascia, etc., are in good repair and structurally sound.
- (8) **Doors and Windows.** Doors and windows (including relocatables) shall meet the following minimum safety, casualty, and sanitation requirements, etc., as applicable. Doors and windows in a means of egress shall meet the specific requirements of Rule 69A-58, FAC, for fire safety.
- (a) **Doors and Windows.** Doors and windows are maintained in an operable, safe and secure condition at all times and are free of splinters, sharp projections, broken glass, broken hardware, etc.
- (b) **Doors.** Doors are positioned so that there is clear floor space on the pull side of the door adjacent to the latch and the floor on both the interior and exterior sides of a door is substantially level.
1. Doors opening into interior corridors shall be either:
    - a. Recessed and hinged to swing 90 degrees; or
    - b. Not recessed and hinged to swing 180 degrees.
  2. Toilet Partition Doors. Each toilet stall shall have a door that can be latched from the inside *and may be less than thirty-two (32) inches wide and may swing in*. Doors on accessible toilet stalls shall be at least thirty-two (32) inches wide and shall swing out.
  3. Storefronts. Storefronts, including doors, shall meet the following criteria:
    - a. Glazing contains a built-in horizontal safety guard located between twenty-four (24) and thirty-six (36) inches above finished floor (AFF).
    - b. Non-rated glazed panels, within forty-eight (48) inches of a door where the bottom edge of the panel is below the top edge of the door, shall have tempered glass, safety glass, or safety plastic.
    - c. Non-rated glazed panels beginning eighteen (18) inches or less from the floor, where the panel is greater than nine (9) square feet in area, and there is a walking surface within thirty-six (36) inches of the panel, shall have tempered glass, safety glass, or safety plastic.

**(c) Hardware.**

1. Locksets. All doors shall be equipped with locksets that are not lockable from inside the space. Exception: Individual toilet rooms can be locked from the inside, and can be equipped with privacy locks that are readily opened from the inside and that can be opened from the outside without a special tool.  
Exception: The Classroom Security Function, which allows the outside lever to be locked with a key from either the inside or outside while keeping the inside lever unlocked for unrestricted egress, is permitted to be used.
2. Door Closers:
  - a. Doors subject to wind exposure are equipped with closers.
  - b. Where door closers are used, the sweep period is adjusted so that from an open position of seventy (70) degrees the door takes at least three (3) seconds to move to a point three (3) inches (76mm) from the latch, measured to the leading edge of the door.
  - c. Doors requiring closers are equipped with operable closers to prevent slamming and have back-check devices to prevent uncontrolled openings. Doors subject to wind exposure are equipped with a door-check or other suitable device to prevent slamming and uncontrolled openings.
3. Manual Hold-Open Devices. Manual hold-open devices are only used on exterior doors and in non-fire-resistance rated wall assemblies.
4. Accessible Hardware:
  - a. In accordance with FACBC (Chapter 11, FBC), accessible door hardware, where installed, has a shape that is easy to grasp with one hand and can be opened without twisting the wrist. Lever operated, push-type, and "U" shaped hardware handles are acceptable designs.
5. Thresholds. All thresholds are secure, watertight, and free of sharp edges and tripping hazards.
  - a. Exterior door thresholds are one-half (1/2) inch or less in height.

**(d) Glazing.** Glazing is secured on all sides, free of any loose or broken pieces, in good repair, and complies with the following:

1. Hazardous Locations. Glazing subject to human impact or in hazardous locations shall be safety plastic, tempered glass, or safety glass; in fire-rated assemblies, impact-resistant fire-rated glazing material shall be used. The following are specific hazardous locations for the purpose of glazing:
  - a. Non-rated doors, whether swinging, sliding, rolling, etc., have tempered glass, safety glass, or safety plastic.  
Exception: Solid core doors in one-half- (1/2) hour rated corridor partitions and smoke doors shall have wire glass or fire-rated glazing in accordance with Rule 69A-58, FAC.
  - b. Non-rated glazed panels, within forty-eight (48) inches of a door where the bottom edge of the panel is below the top edge of the door, have tempered glass, safety glass, or safety plastic.
  - c. Non-rated glazed panels beginning eighteen (18) inches or less from the floor, where the panel is greater than nine (9) square feet in area, and there is a walking surface within thirty-six (36) inches of the panel shall have tempered glass, safety glass, or safety plastic.
  - d. Non-rated display and trophy cabinets and casework shall have tempered glass, safety glass, or safety plastic. Mirrors, such as those located in dance studios, labs, and weight rooms, are tempered glass, safety glass, safety plastic, or stainless steel.
  - e. Enclosures for whirlpools, saunas, steam rooms, and showers shall have tempered glass,

- safety glass, or safety plastic.
2. Glazed panels are subdivided by built-in vertical and horizontal members and contain a built-in horizontal guard between twenty-four (24) and thirty-six (36) inches AFF.
  3. Other interior glazing, such as glass block, glass railings, sloped glass, and float glass are secure, free of sharp or broken pieces, and maintained in a safe condition.
  4. Areas of exterior glazing are maintained in a safe and secure manner and are free of loose or broken pieces.
- (e) **Windows.** Windows, when provided for natural light, ventilation, and access panels, are maintained in an operable, safe, and secure condition and are free of any loose or broken pieces. Projecting and awning windows with sharp or protruding corners, below door head height, if in or adjacent to a corridor or walkway, are rendered safe and secure.
- (9) **Finishes.** Finishes meet the following minimum safety, casualty, and sanitation requirements for interior and exterior wall, ceiling, and floor finish materials, etc., including relocatables, as applicable. (Finish materials are permanently affixed to an educational and ancillary facility and include interior movable walls and partitions.)
- (a) **Interior Finish General Requirements.** Educational and ancillary facilities are free of any interior finish material shown by test or known to present a safety or health hazard due to its flammability or the character of the products of decomposition.
1. Wall or ceiling finishes are free of textile materials, including carpet, having a napped, tufted, looped, woven, non-woven, or similar surface.
  2. Interior finishes, including interior plywood paneling, which have a higher flame-spread rating than permitted, must be rendered safe by the application of fire-retardant paint, coating, or penetrant.
- (b) **Ceilings.** The minimum ceiling height is such that ceiling fans, light fixtures, HVAC equipment, fire system, and life safety equipment will not endanger, or be disabled by, the occupants.
1. Ceilings in group toilet rooms, kitchens, sculleries, can-wash areas, showers, and locker rooms shall be impervious.
  2. Ceiling finish is free of any carpet.
- (c) **Walls.** Toilet partitions and toilet room walls; shower partitions and shower room walls; kitchen, food preparation, scullery, and can-wash room walls are finished with dense non-absorbent and non-corrosive materials having a smooth, impervious surface.
- (d) **Floors.** Floor finish materials are permanently affixed to an educational or ancillary facility and comply with the following:
1. All interior floors are non-slip and exposed concrete floors are sealed against dusting.
  2. Interior floors have surfaces that are even and substantially level.
  3. Interior and exterior means of egress have floor surfaces that are even, substantially level, and free from irregularities, except for tactile warnings.
  4. Floors in toilet rooms, locker rooms, shower rooms, drying areas, kitchens, food preparation areas, scullery areas, can wash areas, and other floors that can become slippery when wet have a non-slip impervious surface.
  5. Individual toilet room floors and base are non-slip and impervious.
  6. Art rooms, vocational shops, industrial arts shops, gymnasium exercise rooms, areas under fixed seating at auditoriums, mechanical rooms, storage rooms, and ancillary facilities where activities involved make the use of other floor materials impractical, have integrally hardened and sealed concrete floors.
  7. Ramp and stair walking surfaces shall be slip-resistant.

8. Clinics and food service areas have floor finishes that can be cleaned daily with a germicidal detergent. (Note: Food service area floors do not require cleaning with a tuberculocidal disinfectant.)
- (e) **Acoustics.** Each interior instructional space is acoustically treated to control reverberation, echo, and excessive deadness.
  1. *Occupied spaces are free of mechanical equipment vibrations and noises.*
  2. *Special acoustical attention is given to areas of high noise generation such as:*
    - a. *Mechanical rooms.*
    - b. *Auditoriums, theaters, and places of assembly.*
    - c. *Music instruction rooms.*
    - d. *Broadcast studios.*
    - e. *Shops.*
    - f. *Spaces for speech and hearing impaired instruction.*
    - g. *Administrative and guidance suites.*
    - h. *Exterior traffic noises.*
- (10) **Specialties.** Specialties meet the following minimum safety, casualty, and sanitation requirements for special safety requirements, fixed instructional aids, informational aids, etc., including relocatables, as applicable.
  - (a) **General Safety Requirements.** Existing facilities are in compliance with the special safety provisions, means of egress, separation of spaces, and other requirements found herein.
    1. Platforms, corridors, floors, and loading docks eighteen (18) inches or more above the ground, and designated machinery have bright yellow safety lines, four (4) inches wide, painted on the exposed edge or floor.
    2. Stairs and balconies serving as a means of egress and connecting buildings are roofed.
    3. Exterior (open) corridors or balconies of 18 inches or more above grade serving as a required means of egress shall be open to the outside air and shall be enclosed only by a guardrail or balustrade. Balconies shall have guardrails or balustrades as follows:
      - a. A minimum of forty-two (42) inches high with balusters spaced not more than 4 inches apart.
      - b. A bottom rail shall be spaced not more than 2 inches above finished floor.
      - c. EXCEPTION: In facilities designed prior to October 18, 1994, the maximum spacing of balusters can be 6 inches apart.
    4. The space under stairs and ramps are kept free of any storage or other purpose.
    5. The maximum difference in floor elevation at doorways in a path of egress shall be one-half (1/2) inch.
    6. All exit ramps are at least forty-four (44) inches wide and the surface finish of ramps is non-slip.
    7. Differences in floor elevations that require fewer than three (3) risers shall be ramped.
    8. Handrails shall be maintained in a safe and secure condition at all times and shall be capable of supporting a human impact applied at any point and in any direction.
    9. Stair treads and landings shall be free of projections that would present a tripping hazard.
    10. Interior stairs, exterior stairs, and smoke proof towers shall:
      - a. Be maintained in a safe and secure condition at all times.
      - b. Be free of any loose or broken treads or risers.
  - (b) **Potential Hazards.** Uninsulated heating pipes, window projections, protruding sharp corners, audio-visual aids, or other potential hazards are at least six (6) feet eight (8) inches above finished floor or are rendered safe by padding, signage, limited access, or other means.

- (c) **Separation of Spaces.** Hazardous areas such as boiler rooms and kitchens are maintained in the original fire- and smoke-tight condition.  
**Exception:** One-hour separation at a kitchen is not required where an approved NFPA 96 Hood suppression system is in place.
- (d) **Marker Boards and Tackboards.** Marker boards, tackboards, chalkboards, map rails, and trays are provided in instructional spaces. Wherever provided, they are maintained in a safe, secure, and usable condition.
- (e) **Toilet Partitions.** Toilet compartments, partitions, and doors are provided and are finished with non-corrosive impervious materials. Toilet compartments shall be provided with a door and privacy latch.
- (f) **Toilet and Bath Accessories.** Toilet and bath accessories, including grab bars, paper and soap dispensers, napkin disposal units, shelving, mirrors, and changing tables, when provided, are maintained in a safe and secure condition at all times.
- (g) **Pest Control.** Pest control and termite protection of buildings and grounds is provided in accordance with Department of Agriculture regulations and certificates are on file and available for inspection. Integrated Pest Management (IPM) is practiced by the school. (<http://schoolipm.ifas.ufl.edu/>)
- (h) **Interior Signage.** Interior signage and graphics comply with the following (exterior signage complies with requirements found elsewhere in Section 5 of SREF):
1. Permanent and temporary interior signage is uniform in color, height, size, and graphics.
  2. Interior signage includes the following:
    - a. Room numbers and names are provided for each space.
    - b. Signs indicating accessible routes, entrances, and rooms within a building.
  3. Hazardous work and storage areas are identified by appropriate caution signs.
  4. Means of egress, capacity, accessibility, directional and exit information, FISH numbers and room names, and evacuation routes are identified with appropriate signage.
  5. In educational facilities that house grades Pre-K through 12, auxiliary facilities, community colleges, vocational centers, ancillary facilities, and other facilities primarily used by adults, signage is mounted at sixty (60) inches above finished floor on the latch side of doors and contains raised and Braille characters and the international accessibility symbol.
  6. Internal illumination of signs is maintained.
  7. Wall-mounted signs and graphics are attached to the building in such a way so as to discourage vandalism.
- (i) **Demountable Partitions.** Demountable partitions and other wall systems designed to be disassembled, moved, and reassembled are maintained in a safe and secure condition at all times.
- (11) **Equipment.** Equipment meets the following minimum safety, casualty, and sanitation requirements for instructional, health, sanitation, safety, recreational, and operational features, etc., including relocatables, as applicable:
- (a) **Fire Blankets.** Fire blankets are provided as follows:
1. Fire blankets are readily visible and are placed in locations that are readily accessible and suitable for the hazard present.
  2. Fire blankets are on shelves or in cabinets so that the top of the fire blanket is five (5) feet or less AFF.
  3. Fire blankets are located in each laboratory and each shop where a personal fire hazard may exist.
- (b) **Vault Doors and Security Systems.** Where a vault or security system is provided, vault doors and facility exit doors are operable from the inside at all times without the use of special keys, tools, or

- equipment.
- (c) **Waste Compactors and Destructors.** Waste compactors and destructors at educational facilities are accessible for maintenance and sanitation and fenced or otherwise made inaccessible to students.
  - (d) **Waste Chutes and Collectors.** Waste chutes and collectors, including dumpsters, are accessible for maintenance and sanitation and fenced or otherwise made inaccessible to students, and collectors and dumpsters are located on a concrete slab.
  - (e) **Residential Appliances.** Residential-type appliances, such as stoves, hoods, refrigerators, washers, dryers, ovens, and unit kitchens when used in classrooms, laboratories, lounges, or shops, are maintained in a safe and secure condition at all times.
  - (f) **Built-In Cabinets and Casework.** Cabinets and casework, such as in kitchens, toilets, classrooms, etc., are accessible, free of hazards, and maintained in a safe and secure condition at all times.
  - (g) **Shooting Range.** Shooting range equipment is maintained in conformance with manufacturer's specifications to minimize hazards to occupants and users, and indoor shooting ranges have fresh air intake and positive exhaust of noxious fumes to the outside.
- (12) **Furnishings.** Furnishings meet the following minimum safety, casualty, and sanitation requirements for furnishings, decorations, etc., including relocatables, as applicable:
- (a) **Hazardous Materials.** Educational and ancillary plants shall be free of furnishings and decorations made of explosive, highly flammable, or toxic materials.
  - (b) **Freestanding Manufactured and Custom Casework.** Manufactured and custom casework, such as in classrooms, media centers, etc., is accessible, free of hazards, and maintained in a safe and secure condition at all times.
  - (c) **Plastic Laminate.** Plastic laminate used on casework is free of any hazard such as loose, broken, or jagged pieces.
  - (d) **Window Coverings.**
    1. Interior blinds, shades, and shutters, when provided, are capable of darkening the room sufficiently to allow audio-visual presentations.
    2. Interior blinds, shades, and shutters, when provided, are maintained free of torn material, broken slats, pulleys, and cords, and are in an operational and safe condition at all times.
  - (e) **Floor Mats and Grates.**
    1. Floor mats and grates, when used, are flush with, or secured to, the surrounding floor surface.
    2. Mats and grates used around pools and shower rooms are free of any hazard to bare feet.
  - (f) **Auditorium and Theater Seating.** Auditorium and theater fixed and movable seats are accessible and maintained in a safe and operational condition at all times and are free of any torn or loose materials and fittings that pose a hazard to the users.
  - (g) **Built-in Tables and Fixed Seating.** Built-in tables and fixed seating are accessible and maintained in a safe and operational condition at all times and are free of any torn or loose materials and fittings that pose a hazard to the users.
- (13) **Special Construction.** The spaces and facilities listed in this section meet the following minimum safety, casualty, and sanitation requirements for special construction, including relocatables, as applicable:
- (a) **Accessibility Requirements.** Accessibility for children and adults with disabilities complies with the applicable state and federal standards governing accessibility requirements. (For the purpose of SREF, "children" are defined as students in grades pre-K through grade five (5) or grade six (6), depending on the structure of the elementary schools and middle or junior high schools in the district as applicable. "Adults" are defined as students in grade six (6) or grade seven (7) through grade

twelve (12), faculty, staff, parents, and the general public using any public educational facility. Students housed in vocational/technical centers, and community colleges are also defined as “adults.”)

- (b) **Ancillary Facilities.** Casualty safety and sanitation safety inspections comply with other portions of this section. Use the following occupancy classifications for ancillary facilities:
1. Assembly Occupancy = district meeting rooms, conference rooms, dining rooms, gymnasiums, and auditoriums.
  2. Business Occupancy = district administration buildings, including offices, data processing centers, kitchens, and media centers.
  3. Storage Occupancy = district warehouse and maintenance facilities, repair shops, bus garages, parking structures, and parking lots.
- (c) **Assembly Occupancies (Within Educational Facilities).** Inspection of assembly occupancies include the adjacent and related spaces associated with the main seating area such as stages, dressing rooms, storage, lobby, public restrooms, kitchens, and work rooms. (Assembly occupancies are buildings, portions of buildings, or spaces used for gatherings of fifty (50) or more persons, such as auditoriums, gymnasiums, multipurpose rooms, classrooms and laboratories, cafeteria, stadiums, media centers, and interior courtyards.)
1. Auditoriums and other assembly occupancies are provided with special acoustics, listening devices, and accommodations for physically disabled and hearing impaired individuals in compliance with state and federal accessibility requirements.
  2. In assembly areas with fixed seating, space is provided for wheelchairs.
  3. In areas that include fixed tables, clear access is provided behind the table and the next adjacent table or wall for wheelchair access.
  4. Fixed seats are maintained in a secure and safe condition at all times and are free of any hazard such as loose or torn materials or fittings.
- (d) **Auxiliary Spaces.** Auxiliary spaces within an educational plant, such as administrative suites, libraries, and food service areas, are considered as educational occupancies and are included in the annual fire, casualty, and sanitation inspections of existing facilities and comply with the provisions found elsewhere in SREF.
- (e) **Boiler Rooms.** Boiler rooms shall be free of any equipment or materials not required for operation of the boiler.
- (f) **Child Care/Day Care Facilities.** Child care/day care facilities located on board-owned property comply with the requirements found elsewhere in this section and the specific requirements as follow:
1. Facilities include an accessible toilet room for children opening directly into the instructional space. (The toilet can be used by both sexes and contains a water closet, lavatory, and related accessories.)
  2. If child care facilities are provided with a bathing area, it is within or adjacent to the child care area and contains either a shower with handheld sprayer or a tub. The water temperature is controlled by a mixing valve.
  3. Toilet facilities have a non-slip impervious floor, impervious base, and minimum four- (4) foot high impervious wainscot.
  4. At least one (1) drinking fountain is provided and is within close proximity of the child care facility.
  5. If hot water is provided at a child's hand washing sink, a mixing valve shall be provided that limits water temperature to a maximum 110° F. A towel and a soap dispenser are provided at each sink. (Adult hand wash areas are permitted to be provided with hot and cold water.)

6. A residential-type kitchen, when provided, includes a residential-type range with a hood vented to the outside, a refrigerator, and a non-slip floor.
  7. The child care facility is free of any storage of cleaning agents, chemicals, or other hazardous materials.
  8. Outdoor play areas are provided and are protected from access to streets or other dangers. The play area is fenced or walled to a minimum height of four (4) feet and any latches on maintenance gates are secured or beyond the reach of the children.
  9. Shade is provided in the play area.
  10. Play equipment is firmly anchored, free of sharp corners or pointed surfaces, and has cushioning surfaces such as mats or sand beneath.
  11. The grounds are free of undergrowth or harmful plant material.
  12. **Exception:** Child care/day care facilities requiring a Department of Health or Department of Children and Family license may also be required to comply with the Florida Building Code and other agency construction requirements. If there is a conflict between SREF, Florida Building Code, and other agency requirements, the most stringent requirement prevails.
- (g) **Clinics (School).** The school clinic includes a reception area/office, storage, toilet room, and bed space.
1. Sanitary facilities are provided as follows:
    - a. Elementary school clinics, including pre-K, have one (1) accessible toilet room, to serve male and female students, complete with a water closet, lavatory, and accessories.
    - b. Secondary schools include one (1) accessible toilet room for males complete with water closet, lavatory, and accessories and one (1) accessible toilet room for females complete with water closet, lavatory, and accessories.
    - c. Toilet rooms in clinics include both hot and cold water at the lavatory and shower, if provided. Hot water is 110° F or lower.
    - d. Toilet rooms have exhaust fans vented to the exterior.
  2. Space for student beds is provided in each clinic. Space for beds in secondary schools is separated for male and female students.
    - a. Each bed is provided with a cleanable plastic-covered mattress and pillow.
    - b. Clean, disposable mats are provided for each patient.
  3. The reception area/office is able to maintain visual supervision of the bed area.
- (h) **Clinics (Full-Service School Program).** Full-service school clinics include one (1) accessible toilet room for males complete with water closet, lavatory, and accessories, and one (1) accessible toilet for females complete with water closet, lavatory, and accessories. One accessible toilet room has an accessible shower.
1. Hot and cold water are provided in toilet rooms at the lavatory and shower. Hot water is 110° F or lower.
  2. Toilet rooms have exhaust fans vented to the exterior.
  3. The nurse's station is able to maintain visual supervision of the bed areas.
  4. Lockable storage rooms are provided for a refrigerator, files, equipment, and supplies, and the door shall be readily operable from the inside.
  5. Data outlets are provided for computer hookups and computer networking and additional electric outlets are provided for hearing and vision testing machines.
  6. Full-service school clinics are located to provide direct access from the exterior and have direct access from the interior or are connected by a covered walk.

7. Full-service school clinics are provided with designated parking spaces immediately adjacent to the clinic, one (1) of which is accessible to persons with disabilities.
- (i) **Clinics (Community Colleges).** Where community college clinics are provided:
1. Clinics include one (1) accessible toilet room for males complete with water closet, lavatory, and accessories, and one (1) accessible toilet room for females complete with water closet, lavatory, and accessories.
  2. Hot and cold water are provided at lavatories in toilet rooms and at optional shower. Hot water is 110° F or lower.
  3. Toilet rooms have exhaust fans vented to the exterior.
  4. Community college clinics provide bed(s) for female students and bed(s) for male students.
    - a. Each bed is provided with a cleanable, plastic-covered mattress and pillow.
    - b. Clean, disposable mats are provided for each patient.
- (j) **Community Colleges.** Community college facilities and buildings comply with the general requirements found elsewhere in SREF and the business occupancy requirements found in the Florida Fire Prevention Code.
- (k) **Energy Conservation.** Solar water heating systems, passive natural ventilation, and other energy conservation measures are in good repair and functioning as intended.
- (l) **Incinerators.** Incinerators shall be maintained in a safe and secure condition at all times.
- (m) **Stadiums, Grandstands, and Bleachers.**
1. Structural members for stadiums and bleachers, including seats and related facilities, are maintained in a safe condition and are free from hazards, including cracks, spalling, exposed reinforcing steel, rust, and loose fastenings.
  2. Inspections.
    - a. Annual inspections are performed by board staff and a certificate of inspection is kept on file in the district office.
    - b. Biennial inspections are performed by a structural engineer for all concrete, structural members, stadiums and bleachers, and a certificate of inspection is kept on file in the district office.
    - c. Certificates of inspection shall be made available to the fire official upon request.
  3. Railings at least forty-two (42) inches high shall be provided at the top and sides of bleachers and grandstands.
- (n) **Kilns.** Kiln rooms and areas are provided with adequate exhaust to dispel emitted heat to the exterior.
1. Kiln rooms are not used for storage.
  2. Kilns are located in separate rooms when serving students through grade 3.
- (o) **Kitchen and Food Service Facilities.** Food service facilities and instructional kitchens are in compliance with DOH Chapter 64E-11, FAC, the general requirements found elsewhere in this section, and the following:
1. A toilet room(s) with self-closing door(s) opening into a vestibule is provided for kitchen staff.
  2. Each staff toilet room is provided with at least one (1) water closet and one (1) lavatory and is provided with hot and cold water at the lavatory.
  3. Separate sinks are provided in the kitchen area for preparation of food, washing of utensils, and hand washing, and hot and cold water is supplied to all sinks in the kitchen area.
  4. Floor drains are provided in the food serving area, kitchen area, scullery, garbage and rubbish rooms, and can-wash area.

5. Each floor drain in the food service area is flushed on a regular basis to ensure a continuous wet seal.
  6. Wastewater from cleaning operations is disposed of through the building sewer system.
  7. Garbage and rubbish rooms are well ventilated, screened, and vermin-proof.
  8. All openings to the exterior from areas where food is prepared, served, or consumed are protected from flying insects by self-closing doors, screens, or controlled air currents.
  9. Areas where odors or contaminants are generated, including kitchens, sculleries, and storage rooms, are mechanically ventilated.
  10. Kitchen and food service equipment is serviced regularly and maintained in a safe, secure, and operational condition at all times.
  11. Grease traps are inspected at least annually and cleaned out as needed.
- (p) **Laboratories and Shops.** Laboratories and shops comply with the general requirements found elsewhere in this section as well as the special safety provisions found herein. Examples of laboratory type spaces are chemistry, physics, and home economics labs. Examples of shop type spaces are automobile, wood working, and welding shops.
1. Every science room, laboratory, or shop where students handle materials or chemicals potentially dangerous to human tissue is provided with a dousing shower, floor drain, and eye wash facilities.
  2. Automotive repair shops have engine exhaust systems.
  3. Working machinery with component parts is color-coded per ANSI Z53.1, "American National Standard Safety Color Code for Marking Physical Hazards."
  4. All equipment permanently mounted is securely anchored to its supporting surface.
  5. Safety zone lines are marked on the floor areas surrounding working machinery.
  6. Master control valves or switches shall be provided in each laboratory type space and each shop type space that is equipped with unprotected gas cocks, compressed air valves, water service, and electric service that is easily accessible to students.
    - a. The master control valves and switches shall be clearly labeled and located in a non-lockable space strategically placed no more than 15 feet from the instructor's work station to allow for emergency cut-off of services and shall be in addition to the regular main gas supply cut-off.
    - b. Valves shall be completely shut off with a one-quarter (1/4) turn.
    - c. The main supply cut-off shall shut down upon activation of the fire alarm system.
    - d. Emergency shut-offs are not required for ordinary office machines, computers, non-hazardous machines, and domestic sewing machines.
  7. Woodworking areas shall have dust collectors and exhaust systems.
  8. Welding shops shall have fume-removal and exhaust systems.
  9. Hazardous work and storage areas shall be marked with warning signs.
- (q) **Library and Media Centers.** Library and media centers comply with the general requirements found elsewhere in this section. The width of aisles, reach ranges, and seating in stacks and reading rooms comply with federal and state accessibility requirements. Libraries and media centers are kept below sixty (60) percent relative humidity.
- (r) **Open Plan Schools.** An open plan building, or portions of a building, is/are subdivided into smaller areas by use of partial partitions, movable partitions, or movable furnishings, which by location and type make it possible for persons in one area of the plan to be immediately aware of an emergency situation in any other area of the plan.
1. Demountable or movable partitions in open plan classroom areas are a maximum of five (5) feet in height, terminate a minimum of five (5) feet from any permanent wall, and all circulation

- openings in open plan areas are a minimum of five (5) feet wide and are open from floor to ceiling.
2. Movable furnishings have a stable base.
  3. Partitions that abut a permanent wall in classroom areas have a side swinging door a minimum of three (3) feet wide.
- (s) **Performing Arts Theaters and Auditoriums (Serving the Public).** Performing arts theaters and auditoriums, including the adjacent and related spaces associated with the main seating area such as stages, dressing rooms, storage, lobby, public restrooms, work rooms, and kitchens, are in compliance with this section for casualty and sanitation safety and the Florida Fire Prevention Code for fire safety requirements.
- (t) **Pools.** Swimming pools, wading pools, and therapeutic pools conform to the requirements in FBC and DOH requirements for swimming pools.
1. Equipment rooms, dressing rooms, sanitary facilities, pool deck, and spectator areas, when provided, are in compliance with this section.
  2. Pools are accessible to persons with disabilities.
  3. Pools, if heated, are heated by either a solar energy system or a waste heat recovery system.
- (u) **Shade/Greenhouses.**
1. A minimum of one (1) accessible walkway is provided inside the shade/greenhouse. The accessible walkway is connected to doors leading to an accessible route to the permanent structure.
  2. The exterior siding shall consist of breakaway type panels constructed of material other than glass, such as tear-away fabric, which is securely fastened to the structural frame.
  3. Space heaters, when provided, shall be mounted at least six (6) feet eight (8) inches above finished floor.
- (v) **Stages.** Legitimate stages, regular stages, platforms, and thrust stages, including props and equipment, in grades pre-K through twelve (12) and community college educational facilities conform to the general requirements found elsewhere in SREF, as well as the specific requirements that follow:
1. Each stage is accessible to persons with disabilities.
  2. Legitimate Stage. A legitimate stage complies with the following:
    - a. Openings through stage floors (traps) are maintained in a safe and secure condition at all times and are equipped with tight fitting trap doors having safety locks.
    - b. The space between the floor and the stage of a platform above shall be free of storage or any use other than electrical wiring or plumbing to stage equipment.
    - c. *All combustible or flammable paint, liquids, or gases used in workshops shall be stored in a safe, secure, and orderly condition at all times.*
- (w) **Storage.**
1. General Storage. General storage areas are kept separated from mechanical spaces and are equipped with shelving, racks, bins, or other devices necessary to protect the stored materials, supplies, equipment, and books.
  2. Rooms and cabinets used for the storage, handling, and disposal of chemicals and hazardous materials shall be:
    - a. Lockable.
    - b. Vented to the exterior.
    - c. Kept at the manufacturer's recommended temperatures for the materials stored therein.

- d. Well illuminated.
  - 3. Buildings and rooms used for the storage, handling, and disposal of poisonous or hazardous materials or liquids, and equipment powered by internal combustion engines and their fuels, shall be kept in a safe, secure, and orderly condition at all times.
  - 4. A separate storage space shall be provided for all material that is poisonous or hazardous, and all equipment powered by internal combustion engines and fuels. These separate storage spaces shall be enclosed and shall open only to the exterior.
  - 5. Custodial Storage and Work Areas. Custodial storage and work areas for custodial supplies, cleaning, and sanitation materials include appropriate shelving for storage of materials and are kept in a safe, secure, and orderly condition at all times.
  - 6. Custodial Closets and Storage. Custodial closets are kept in a safe, secure, and orderly condition at all times.
  - 7. Lockers and Personal Storage. Corridors and lobbies are free of any storage of clothing or personal effects, except where provided for in metal lockers.
  - 8. Storage Shelving. Shelving is free of any sharp corners, splinters, or any construction feature that would be hazardous to the occupants, and is constructed to carry the loads imposed.
    - a. Shelving in science rooms, laboratories, shop storage rooms, and other places that contain hazardous materials has a one-half ( $\frac{1}{2}$ ) inch lip on the front edge of each shelf and is constructed of non-corrosive material.
    - b. Custodial, maintenance, and paint storage areas have shelves constructed of non-corrosive and non-combustible materials.
- (x) **Time-Out Rooms.**
- 1. Door Requirements. The door shall have only a push plate exposed on the interior of the room.
    - a. The door shall swing out of the room and shall be equipped with a fully concealed track type closer.
    - b. The only permissible locking device shall be the electromagnetic locking device as allowed by State Fire Marshal Rule 69A-58.
  - 2. Finishes. The ceiling, floor, and walls are free of any loose, torn, or potentially hazardous materials. All surfaces are kept smooth and free of any hooks, outlets, switches, or similar items.
- (y) **Walk-In Coolers and Freezers.** Interior surfaces are kept clean and sanitary at all times.
- (z) **Public Shelters.** *The criteria for design of public shelters decisions after the adoption of SREF, 1999 Edition, are found in the Florida Building Code, Section 423.25, and apply to the inspection of facilities designed thereafter. All shutter systems, roofs, overflow scuppers, and shelter structural systems should be inspected and maintained annually prior to hurricane season and after a major weather event.*
- (14) **Relocatable Buildings.** All relocatable units shall comply with the general requirements found elsewhere in SREF and the specific criteria that follow:
- (a) **Annual Inspection of Existing Property Required.** Additional inspections and standards required for existing “satisfactory” relocatable classroom units are:
    - 1. **Board Provided Inspections of Relocatables.** Existing relocatable buildings, whether owned, leased, or lease-purchased, shall be inspected for compliance with the standards for existing “satisfactory” buildings as described in this section. Annual inspection reports shall be filed for all relocatables designed as classrooms or spaces intended for student occupancy. Correction plans shall be adopted by the board. The inspection report for each relocatable shall be posted therein.

2. **Inventory/Date of Construction.** Each relocatable, whether owned, leased, or lease-purchased, shall be identified by a FISH inventory number that links the unit to a date of construction. “Satisfactory” relocatables shall comply with standards for existing relocatables. Where an exact date of construction cannot be determined, an estimated date of construction of the facility should be provided. Owned and leased buildings shall be included in the inventory. Each student-occupied relocatable shall bear a current DCA insignia and the insignia number shall be reported in the FISH inventory. The DCA insignia number shall be recorded in the “DCA Insignia” field in FISH. All other relocatables not used for student occupancy shall be reported in the FISH inventory, but do not require a DCA educational insignia.
  3. **Inspection Report.** The inspection report identifying each relocatable building by district inventory identification nomenclature shall be conspicuously posted within the building.
- (b) **Standards for Existing “Satisfactory” Relocatable Classroom Buildings.** Existing relocatables, whether leased, lease-purchased, or owned, if constructed before the effective date of these rules, that meet these standards shall be identified as “satisfactory” in the Florida Inventory of School Houses (FISH) and shall bear a current insignia issued by the Department of Community Affairs upon evidence of compliance with standards required by DCA rules. All relocatables used as classrooms or spaces intended for student occupancy shall have an annual inspection, meet the standards of this section, and bear a current DCA insignia. These buildings shall be included in a corrective action plan filed with the board and posted in each relocatable. District school boards shall include a plan for the use of existing relocatables within their 5-year district facilities work program. Relocatables that failed to meet the standards after the completion of the plan approved by the Commissioner on January 1, 2003, shall not be used as classrooms. The standards are as follows:
1. **Construction Type.** Relocatable units are of FBC Type I, II, or IV (non-combustible), or Type III or Type V (combustible) construction as follows:
    - a. **Non-combustible.** Type I, II, or IV (non-combustible) construction is used where several relocatable units are joined under a single roof to create multi-classroom or other use spaces in excess of two thousand (2,000) square feet. Relocatables manufactured on or after January 5, 2000, shall be of Type I, II, or IV (non-combustible) construction or better if used as a classroom or other student-occupied space.
    - b. **Wood Frame.**
      - (1) Existing relocatables of Type III or Type V (combustible) construction owned by a school district are permitted to be used as permitted by this rule.
      - (2) Existing relocatables of Type III or Type V (combustible) construction leased by a school district are permitted to be used as permitted by this rule.
      - (3) Existing relocatables of Type III or Type V (combustible) construction can be used only for a single classroom unit of one thousand (1,000) gross square feet or less.
      - (4) Two (2) classroom units of Type III or Type V (combustible) construction can be joined together, if for a single use such as exceptional education, Teenage Parent Program (TAP), or science, provided the single classroom does not exceed two thousand (2,000) gross square feet, is without interior partitions (not including office, storage, and toilet), and has at least two (2) remotely located exit doors.
      - (5) Type III or Type V (combustible) construction is permitted to be used for district administrative functions.
  2. **Accessibility.** Relocatables shall comply with federal and state accessibility laws. Where inspection reports identify otherwise satisfactory classroom relocatables not in compliance,

the board shall develop a transition plan for achieving compliance for accessibility and post the transition plan with the annual inspection report in the documents compartment.

3. **Sites/Master Plan.** For sites where relocatables have been in use for four years or more and where there is no identifiable permanent replacement facility under construction to house the students or programs, campus master plans shall be developed indicating: the maximum design capacity of core facilities, the locations of relocatables, the locations of covered accessible walks, and related infrastructure.
  - a. **Covered Walks.** Relocatables used as classrooms or spaces intended for student occupancy, including “modular schools,” which have been in use at a school site for four (4) years or more shall be connected to the core facilities by covered accessible walkways. Where cost precludes compliance with this requirement within stipulated time limits, a transition plan shall be included in the board’s 5-year district facilities work program.

**Exception:** Temporary relocatables. The term “temporary relocatable” means relocatables that are used for less than four years to provide temporary housing while permanent replacement classrooms and related facilities are under construction, renovation, or remodeling. The term “temporary relocatable” does not apply to relocatables that have been located on a school site for four (4) years or more and used for classrooms or for student occupancy.
  - b. **Separation of Units.** Relocatable units shall be separated from each other and any permanent buildings in accordance with State Fire Marshal Rule 69A-58, FAC, and by sufficient distance in each direction to prevent the spread of fire, and located to allow access by emergency vehicles. The locations are determined jointly with the local fire control authorities that service the site.
  - c. **Clusters of Relocatables.** Refer to State Fire Marshal Rule 69A-58, FAC, for requirements.
  - d. **Minimum Setbacks.** The minimum setback for relocatable units is at least twenty-five (25) feet from a property line, unless a smaller setback is permitted by local zoning.
  - e. **Floodplain.** Relocatable units located in a one hundred (100) year floodplain shall have the finished floor at least twelve (12) inches above the base flood elevation and are anchored to resist buoyant forces, if applicable.
4. **Structure.** Structural integrity of the relocatable is sound including roof, wall, foundations, and floor systems.
  - a. **Wind Uplift.** Wind uplift forces are countered by providing anchors from the roof to the walls, from the walls to the floor structure, and from the floor structure to the foundation.
  - b. **Connections and Reconnections.** Existing structural connections are not damaged from movement, not rusted, and required nails or screw connectors are secure. Existing mechanical and electrical systems are not damaged from movement and are reconnected to ensure proper operation of all systems.
  - c. **Foundations.** Foundations for relocatables shall meet the Florida Building Code for wind uplift and overturn conditions and load requirements for soil conditions as cited.
  - d. **Foundation Standards for New Construction Apply When Moved.** When relocatables are moved to a new location on a new site or on the same campus, new foundations shall comply with new construction requirements of the Florida Building Code and ASCE-7 as adopted by the Florida Building Code. Foundations and tie-down

or anchoring system plans shall be updated to meet wind uplift and overturn conditions and soil conditions.

- e. **Inspection.** The foundation and anchoring system has been inspected by a certified building inspector and the inspection approval document is on file with the district. Whenever an existing relocatable is moved, reconnection of mechanical and electrical systems shall be inspected by a certified building inspector and a fire safety inspection shall be performed by a certified fire safety inspector.
  - f. **Tie-downs.** Tie-downs from the foundations to the relocatable structure are not damaged or rusted. Relocatable units located in a floodplain are anchored to resist buoyant forces, if applicable.
5. **Fire-Retardant Wood.** Inspections of relocatables with roof structure constructed of fire-retardant treated wood products, as allowed in Type I, II, or IV (non-combustible) construction, shall include the condition of metals, including structural connectors for the walls, roof, foundations, electrical equipment, mechanical equipment, and fire alarms.
  6. **Roofing/Moisture Protection.** Weatherproofing systems are intact; roofing, caulking/sealants at penetrations in walls, roofs, underside, and sealers at windows/doors have not been damaged and remain watertight; and holes and cracks have been sealed.
  7. **Doors.** Doors in relocatable units shall be provided as required by State Fire Marshal Rule 69A-58, FAC.
    - a. Exit doors are equipped with a lockset, which is readily opened from the side from which egress is to be made, heavy-duty hinges, a closer that prevents slamming, and a maximum one-half- (1/2) inch high threshold.
    - b. Accessible hardware is provided on all doors in a standard classroom unit.
    - c. Interior and exterior doors shall be a minimum of three (3) feet wide and six (6) feet eight (8) inches high.
  8. **Platform.** All exterior doors open onto a five (5) foot by five (5) foot platform that is level with the interior floor and connects with an accessible ramp or steps equipped with handrails and guardrails. An accessible ramp need only be provided at one (1) of the two (2) required doors from a standard classroom unit.
  9. **Operable Windows.** Classroom units constructed (meaning contracted, leased, or otherwise acquired) on or after July 1, 1990, have a combination of exterior doors and operable windows equal to at least five (5) percent of the floor area of the classroom.
    - a. **Projections.** Walks, ramps, steps, and platforms are free of any awning, casement, or projecting windows.
  10. **Finishes.** Finishes in single classroom units and multi-classroom buildings, including "modular schools," comply with the following:
    - a. **Toilet Rooms.** Ceilings in toilet rooms are of moisture-resistant materials. Walls in toilet rooms are finished with impervious materials to a minimum height of four (4) feet. Vinyl wall covering is not permitted in toilet rooms. Floor and base in individual or group toilet rooms are impervious.
    - b. **Classrooms.** Classroom units and auxiliary area floors are covered with resilient materials or carpet and are kept in a clean and sanitary condition at all times.
    - c. **Time-Out.** Walls and ceilings in time-out rooms are finished with durable, vandal-resistant materials and are free of any loose or potentially hazardous materials.
  11. **Child Care/TAP.** Child Care/TAP are permitted to be housed in standard classroom units of

- Type III or V (combustible) construction housing birth to age three (3) children, including Teenage Parent Programs (TAP), not to exceed two thousand (2,000) gross square feet. Where a residential-type kitchen is provided in these units, it shall include a residential range hood mechanically exhausted to the outside.
12. **HVAC.** Heating/Ventilation/Air Conditioning system has been checked to ensure proper operation. It maintains design temperatures of at least 78 degrees Fahrenheit in the summer and 68 degrees Fahrenheit in the winter; adequate humidity control is provided; filters have been cleaned; coils are clean; condensate lines are clean; air flow and air distribution systems are functional; system provides fresh air; outdoor intakes are clear of pollutant sources; and outdoor damper is operating properly. Adverse indoor air quality indicators are not in evidence. There are no signs of mold or mildew on carpet, walls, in or around HVAC system, or toilet rooms.
  13. **Plumbing.** Plumbing systems and toilet rooms, where included, shall meet code requirements for connections to water and sewer, do not leak or drip, and are clean and sanitary.
  14. **Electrical.** Electrical systems have been checked for damage, and operate properly. Technology systems, communication systems, life safety systems, and emergency systems have been tested and operate properly.
    - a. **Illumination.** Lighting fixtures shall be maintained in a safe, secure, and operational condition at all times.
    - b. **Technology.** Relocatables used as classrooms or spaces intended for student occupancy that have been in use at a school site for four (4) years or more shall contain wiring and computer technologies for teaching and learning that are equivalent to and connected with the school's technology infrastructure found in permanent classrooms.
  15. **Fire Safety Systems.** Fire safety systems and equipment shall comply with State Fire Marshal Rule 69A-58, FAC, for relocatables.
  16. **Moving Relocatables.** Relocatable units designed to be moved on state roads shall comply with the maximum unit height, length, and width requirements of the Department of Transportation. Relocatable units shall be properly reinstalled at the new site.
  17. **Abandoned or Warehoused Relocatable Facilities.** Board facilities no longer in use that are abandoned or in storage but still owned, shall be secured in such a manner as to prevent safety and sanitation hazards, unlawful entry, and vandalism from occurring. Abandoned or stored facilities returned to use shall be inspected and certified as meeting the standards for existing "satisfactory" relocatables prior to occupancy.
- (15) **Conveying Systems.** Conveying systems meet the following minimum safety, casualty, and sanitation requirements for elevators, dumbwaiters, platform lifts, etc., including relocatables, as applicable:
- (a) **Elevators.** Passenger elevators comply with applicable state and federal accessibility requirements. Passenger and service elevators are inspected by qualified elevator inspectors certified by the Bureau of Elevator Safety, Department of Business and Professional Regulation.
  - (b) **Dumbwaiters.** Car and counterweight safety devices are maintained in an operable condition, will lock the car or counterweight to the guide rails, and disconnect power if hoist cables part or become slack.
  - (c) **Vertical Platform Lifts and Inclined Wheelchair Lifts.** Vertical platform and inclined wheelchair lifts comply with the following:
    1. Lifts have shielding devices to protect users from the machinery or other hazards and

- obstructions.
2. Lifts are inspected by inspectors certified by the Bureau of Elevator Safety, Department of Business and Professional Regulation.
  3. Lifts are provided with emergency power so that the lift continues with its operation if power is interrupted while the unit is in use.
  4. Vertical platform lifts comply with the following:
    - a. A lift installed at a stage is free of a warning light or alarm.
    - b. A lift installed in a corridor allows free and clear ingress and egress at all times.
    - c. The audio-visual alarm is operational at all times and activates when the lift is in operation.
  5. Inclined wheelchair lifts comply with the following:
    - a. The platform/ramp bi-directional sensing device is operational and will stop travel if obstructions are encountered.
    - b. Guide rails are maintained to be smooth and continuous and are free of sharp edges or obstructions. All drive system components contain safety features for protection of users, and cables and pulling devices are shielded.
    - c. The lift audio-visual alarm will activate when the lift is in operation.
- (d) **Vehicle Lifts.** Vehicle lifts comply with the following:
1. Vehicle lifts are provided with mechanical safety locks to hold the lift in position in the event of a power or hydraulic failure.
  2. The maximum lifting height for vehicle lifts is sixty-eight (68) inches.
  3. Underground reservoirs for hydraulic lifts that are not accessible for inspection comply with DER and EPA regulations.
- (16) **Mechanical.** Mechanical systems meet the following minimum safety, casualty, and sanitation requirements for ventilation, building service equipment, plumbing, etc., including relocatables, as applicable:
- (a) **Ventilation.** All occupied rooms and other rooms where odors or contaminants are generated are provided with either natural or mechanical ventilation.
1. Windows, louvers, or other openings used for natural ventilation are maintained in an operable condition at all times.
  2. Mechanical ventilation systems are maintained in an operable condition at all times.
  3. The HVAC system has been inspected to ensure the system is operating as designed or has been re-evaluated if space use changes have occurred or if unusual contaminants or unusually strong sources of specific contaminants were introduced into the space since the most recent inspection.
  4. Exhaust systems from toilet rooms, custodial closets, food service kitchens, kitchen storage rooms, shower and locker rooms, athletic equipment rooms, etc., are maintained in an operable condition at all times.
  5. Science laboratory fume hoods and laboratory emergency fans are maintained in an operable condition. Science laboratories should be provided with a ventilation rate of four (4) to twelve (12) air changes per hour.
  6. Building Service Equipment:
    - a. Mechanical equipment rooms and air-handler rooms are free of any type of storage except for filters required for the air-handling equipment in the room.
    - b. Electric heaters used for supplementary heating in toilet rooms, storage rooms, offices, etc., have heating elements protected.

- c. Through-wall and window-type air-conditioning units are maintained in a clean, safe, and secure condition at all times.
  7. Cooling towers conform to the following:
    - a. Towers with combustible interior or exterior construction installed over buildings have fire sprinkler systems maintained in an operational condition at all times.
    - b. Towers located on the ground are enclosed by a fence that is maintained in a safe and secure condition at all times.
    - c. Open spaces or areas between the base of the tower and ground or roof of the building upon which it is located are screened to prevent the accumulation of combustible waste material under the tower and to prevent use of such space or area under the tower for storage of combustible materials.
  8. Walkway and building roofs are free of mechanical system piping (fluid system) and ducts (air system) unless written permission to do otherwise from the authority having jurisdiction is on file in the administrator's office.
  9. Mechanical systems are connected to a properly functioning energy management system (EMS), programmable time clock, setback thermostat, heat-recovery equipment, or equivalent that will reduce energy consumption during off-scheduled hours, nights, or weekends. The energy conservation device is maintained in an operable condition at all times or a program is in place to install one of these devices. Acceptable humidity levels are maintained.
  10. Exhaust from paint booths and rooms is orientated away from occupied areas, parking lots, and other areas that can be adversely affected by the exhaust.
- (b) Plumbing.** Every educational facility is provided with toilet and hand washing facilities for all occupants.
1. Toilet facilities are maintained in a satisfactory state of repair at all times.
  2. Toilet facilities are cleaned, disinfected and serviced as follows:
    - a. Water closets, urinals, lavatories, faucets, flush valves, dispensers, partitions, lower half of walls, and floors are cleaned at least once per day with an appropriate germicidal detergent, and the facility is maintained in a clean and sanitary condition at all times. See "germicidal detergent" definition in Section 1.2(41).
    - b. Water closet seats are free of any acidic bowl cleaner or other substance that is hazardous to the occupants.
    - c. Floor drains are water flushed and sanitized at least once per day.
    - d. Dispensers are maintained in proper working condition at all times.
  3. All toilet facilities are accessible from all student-occupied spaces.
  4. In group toilet rooms, a partition is placed between each water closet. Water closet stalls are provided with doors. The partitions and doors are maintained in a safe, secure, and operational condition at all times.
  5. Each floor drain trap seal subject to evaporation is maintained in a "wet" condition at all times.
  6. Drinking fountains are maintained in a clean, sanitary, and operational condition at all times.
  7. Shower facilities are maintained in a clean and sanitary condition at all times; water is heated and the temperature at the shower head is one hundred ten degrees Fahrenheit (110°F) or less.
- (17) Electrical.** Electrical systems (including those for relocatables) meet the following minimum safety, casualty, and sanitation requirements as applicable.
- (a) Illumination.**

1. Lighting fixtures are cleaned and maintained to provide the minimum required footcandles.
  2. General illumination is maintained so that the failure of any single lighting unit, such as an electric bulb, will not leave any occupied area or means of egress in darkness.
- (b) **Power.** Electrical wiring and equipment are maintained in a safe and secure condition at all times and comply with the following:
1. Electrical outlets:
    - a. All outlets are grounded.
    - b. All convenience outlets installed within two (2) feet (for construction prior to SREF 1997) or within six (6) feet (for construction under SREF 1997 or later) of water supplies, wet locations, toilet rooms, and the exterior with direct grade level access have a ground fault circuit interrupt (GFCI) protection device. (The ground fault circuit interrupt protection device is not required for grounded receptacles serving only water coolers, if the receptacle is single or covered behind the water cooler enclosure.)
    - c. Outdoor ground fault interrupter protected outlets are provided for all buildings.
    - d. Flammable storage rooms are free of electrical receptacles.
    - e. Extension cords shall not be stapled to any surface or shall not be run through or over doors, windows, or walls. They are used only in continuous lengths and without splice or tape. Adapters comply with Underwriters Laboratory (UL) and have over-current protection with a total rating of no more than fifteen (15) amperes.
  2. Lighting and power controls:
    - a. Electric panels, cabinets, and rooms are accessible only to authorized persons.
    - b. Main service panels and switches are located in a dedicated, lockable room.
    - c. Electrical rooms are free of any storage.
    - d. Unobstructed access is provided to all electrical panels.
  3. Emergency Shut-Off Switches.
    - a. Every laboratory space that has electrical receptacles at student work stations has an unobstructed emergency shut-off switch strategically placed no more than fifteen (15) feet from the instructor's work station to allow for easy access by the instructor.
    - b. Every shop space that has power machinery accessible to students has two (2) unobstructed emergency shut-off switches that shut off power to student-accessible machines and student-accessible receptacles in the shop. One (1) emergency shut-off switch is located near the machinery and one (1) emergency shut-off switch is located in the instructor's office, if there is a clear view of the entire shop area. (Non-hazardous machines not requiring emergency shut-off include office machines, computers, sewing machines, potter's wheels, and residential cooking equipment in home economics labs.)
    - c. A "panic" switch to deactivate power to the heating equipment is provided inside sauna and steam room(s). The switch is labeled to indicate the intended function.
- (c) **Site Lighting.** Light fixtures, poles, and foundations used for site lighting are maintained in a safe, secure, and operable condition at all times. Each site lighting pole is grounded.

See Rule 6A-2.0010, Florida Administrative Code, and Sections 1001.02, 1001.64(4), 1013.02, 1013.03(9), 1013.12, 1013.37, 1013.371, 1013.40, 1013.45, Florida Statutes.

**Size of Space and Occupant Design Criteria.** All boards shall use the Size of Space and Occupant Design Criteria contained in this section for planning Educational Plant Survey recommended projects for new construction, remodeling, and renovation, to be funded from state PECO, state Lottery, state General Revenue, or any other state capital outlay sources, and from the local 2 mill capital outlay millage, and for evaluating existing educational, auxiliary, and ancillary facilities. The Size of Space and Occupant Design Criteria should also be used for all other school district capital outlay projects in case it becomes necessary to use state funds for those projects.

**Procedures for Use of Size of Space and Occupant Design Criteria:**

(1) Boards, including the School Boards, Community College Boards of Trustees, University Boards of Trustees, Board of Governors, and public broadcasting stations may use the size of space and occupant design criteria contained in this section to develop educational specifications and user requirements for use by designers in the development of phase I, II, and III documents.

(2) In all the Size of Space and Occupant Design Criteria tables, the square footage is provided for the convenience of selecting a nominal size.

In Table (A) for Public Schools and Vocational-Technical Schools, the indicators for Grade Level are: "N" for nursery, "P" for preschool, "K" for kindergarten, "1-12" for grades one through twelve, and "PS" for postsecondary vocational programs. Instructional spaces that contain student stations are marked with an asterisk (\*).

In Table (B) for Community Colleges, the Information Classification Structure (ICS) Code identifies the type of program or function associated with a given set of spaces. The same ICS Codes are used in the Room Inventory of the Community College Facilities Inventory.

In Table (C) for State Universities, the Classification of Instructional Programs (CIP) Code identifies the particular academic discipline associated with various classroom, teaching laboratory, and research laboratory spaces.

(3) When using the Size of Space and Occupant Design Criteria tables to calculate net square footage, the following procedure may be used. Select the desired facility space. For some facility spaces, the recommended range of sizes is listed to the right.

For most non-core curricula classroom facility spaces, the recommended size depends on the number of occupants, or other kind of unit, the facility space needs to house. In these cases, the number of occupants, or other unit, is multiplied by the square feet per occupant or unit to get the size of the main space. Core-curricula classrooms are assigned student stations based on the type classroom.

Related spaces are suggested for many facility spaces. They are indicated by FISH (Florida Inventory of School Houses) codes for Public Schools and Vocational-Technical Schools, and by alphanumeric codes for Community Colleges and State Universities. The codes are shown in the far right column. They are used to look up the names and sizes of the related spaces, which are found at the end of Table (A) for Public Schools and Vocational-Technical Schools and in the separate Table (D) Related Spaces for Community Colleges and State Universities. The square footage for the related spaces is added to the size of the main space to get the total net square footage for the program.

(4) Once program net square footage is determined, other building space may be estimated as follows:

The aggregate amount of program net square footage may be increased up to six (6) percent for interior enclosed space needed for electrical, mechanical, and HVAC equipment. The result is total net square footage for the building.

The square footage for groupings of instructional spaces without fixed seating and without floor-to-ceiling walls may be enlarged by four (4) additional square feet per student for circulation space. This additional circulation space should be excluded from the building net square footage amount used to

figure the net-to-gross difference explained below.

The total building net square footage may be supplemented for general circulation, interior and exterior walls, open malls, and roof overhangs. The additional space is the net-to-gross square footage difference for the building. The recommended amounts are as follows:

- (a) Elementary school (grades N-6): twenty-seven (27) percent of building net square footage.
- (b) Middle school (grades 6-9): thirty-two (32) percent of building net square footage.
- (c) High school (grades 9-12): thirty-four (34) percent of building net square footage.
- (d) Community college, state university, ancillary, and public broadcasting: thirty-four (34) percent of building net square footage.

Refer to the Facility Space Chart (OEF Form 208A, which is a supplement to OEF Form 208, Letter of Transmittal) following these tables, for methods of measuring and calculating net square footage, net-to-gross difference square footage, and gross square footage.

- (5) Five Size of Space and Occupant Design Criteria tables are provided:
  - Table (A) Public School, Vocational-Technical, and Related Spaces for Public Schools and Vocational-Technical Schools.
  - Table (B) Community Colleges.
  - Table (C) State Universities.
  - Table (D) Related Spaces for Community Colleges and State Universities.
  - Table (E) Public Broadcasting Stations.
- (6) District school boards have the option to continue an interlocal agreement that was developed using data from the Florida Inventory of School Houses (FISH) as of October 1, 2004. After December 1, 2008, a new interlocal agreement will be required based on up-to-date FISH data and all local planning must be consistent with provisions established in Sections 163.31777 and 163.3180, F.S., and other laws, rules, and regulations that apply or will apply after promulgation by appropriate governing bodies.
- (7) For each change in any educational facilities space that results in an increase or decrease in net square footage of the space, student stations, the actual design of a space, or the condition of a space, school districts shall report the change as follows:
  - (a) The facilities inventory shall be corrected by submitting on-line transactions through the Educational Facilities Information System (EFIS).
  - (b) A district's facilities inventory shall be corrected when new additions or remodeling occurs, during a validation study, or in any other event that causes or results in a change in square footage, student stations, design of a facilities space, or the condition of a facilities space.
    - 1. New construction shall be added to the facilities inventory when a construction contract is issued.
    - 2. Areas that are scheduled to undergo remodeling shall be updated in the inventory when a construction contract is issued.
    - 3. When a remodeling project is conducted by district staff, the inventory shall be updated when the project is substantially completed.
  - (c) Prior to April 1 of each year, each district shall review the Florida Inventory of School Houses (FISH) and shall certify to the Office that the inventory is current and accurate. Use form OEF FISH – Certification of Facilities Data.

See Rule 6A-2.0020, Florida Administrative Code, and Sections 1013.03, 1013.33, and 1013.35, Florida Statutes. Amended: 8-22-05.

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(A) Public School, Vocational-Technical, and Related Spaces  
for Public Schools and Vocational-Technical Schools**

# = Special code used only in the Florida Inventory of School Houses (FISH)

\* = Student space used to determine school capacity

FISH Code	Grade Group	Facility Space Name	Recommended Occupants	Teacher Stations	NSF/ Occupant	Related Space
<b>1. GENERAL EDUCATION SPACE (N-12)</b>						
<b>a. Core-curricula</b>						
001	PK-3	Primary	*18	1	49	808, 811, 813, 814
002	4-8	Intermediate/Middle	*22	1	39	808, 811, 815, 816
003	9-12	Senior High	*25	1	32	808
010	PK-3	Primary - Skills Lab (1 per each 350 student stations or major portion thereof without FISH capacity, additional rooms will have capacity)	*18	1	49	808, 813, 814
011	4-8	Intermediate/Middle - Skills Lab	*22	1	39	808, 815, 816
012	9-12	Senior High - Skills Lab	*25	1	32	808
020	4-8	Intermediate/Middle - Science Demonstration	*22	1	37	808, 812
021	4-8	Intermediate/Middle - Science Lab	*22	1	51	808, 812
022	9-12	Senior High - Science Demonstration	*25	1	37	808, 812
023	9-12	Senior High - Science Lab	*25	1	51	808, 812
030	PK-3	Primary - Open Plan	*36, 54, 72	2, 3, 4	38	808, 813, 814
031	4-8	Intermediate/Middle - Open Plan	*44, 66, 88	2, 3, 4	32	808, 815, 816
032	9-12	Senior High - Open Plan	*50, 75, 100	2, 3, 4	27	808
060	N-PK	ESE Pre-K	*5	1	95	800, 813, 817
061	PK-12	ESE Part-Time	*15	1	65	808, 813, 815, 816
062	PK-12	ESE Full-Time	*10	1	95	808, 813, 815, 816, 817
063	PK-12	ESE Vocational	*12	1	95	808, 815, 816

Note 1: All fund sources that require an approved survey recommendation and compliance with the cost per student station as specified in Section 1013.64(6)(b)1, F.S., must not exceed the specified cost per student station based on the maximum allowable NSF per student station for the total project. The cost per student station maximum does not apply to projects with a fund source that is not regulated by an approved survey recommendation and the student station cost maximums established in Section 1013.64(6)(b)1, F.S.

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(A) Public School, Vocational-Technical, and Related Spaces  
for Public Schools and Vocational-Technical Schools**

# = Special code used only in the Florida Inventory of School Houses (FISH)

\* = Student space used to determine school capacity

FISH Code	Grade Group	Facility Space Name	Recommended Occupants	Teacher Stations	NSF/ Occupant	Related Space
<b>b. Non-Core-Curricula Instructional Support</b>						
040	PK-12	Resource Room (1 per each 150 stations or major portion thereof in elementary schools and 1 per each 250 stations or major portion thereof in middle/high schools without FISH capacity; additional resource rooms will have capacity)	*10	1	29	808
050	PK-5	Art - Elementary (1 per each 500 student stations or major Portion thereof without FISH capacity; additional rooms will have capacity)	*22	1	1,000	808, 812
051	4-8	Art - Intermediate/Middle	*30	1	42	803, 805, 808, 812
052	9-12	Art - Senior High	*30	1	53	803, 805, 808, 812
064	PK-12	ESE PT/OT	5	1	95	808, 813, 817
065	PK-12	ESE Resource (1 per each 350 stations or major portion thereof without FISH capacity; additional ESE resource rooms will have capacity)	*4	1	95	808, 813
066	PK-12	ESE Supplemental Instruction	2	1	50	808
067	PK-12	ESE Observation Booth			150	
068	PK-12	ESE Time Out			40	
069	PK-12	ESE Audiology Lab			250	808
070	PK-12	Itinerant	4	1	50	808
071	PK-12	Therapy Pool (Profound centers only)	one		1,000	808, 818(2)

Note 2: ESE spaces are generated at 1 per each 500 stations or major portion thereof. ESE vocational classrooms are generated at 1 per each 1,000 stations or major portion thereof in secondary schools. ESE audiology lab is typically only for specialized centers.

**c. Music**

055	PK-5	Music (1 per each 500 student stations or major portion thereof without FISH capacity; additional rooms will have capacity)	*22	1	1,000	806, 808, 831
075	6-12	Vocal Music Classroom	*25	1	57	806, 808, 830, 831,

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(A) Public School, Vocational-Technical, and Related Spaces  
for Public Schools and Vocational-Technical Schools**

# = Special code used only in the Florida Inventory of School Houses (FISH)  
\* = Student space used to determine school capacity

FISH Code	Grade Group	Facility Space Name	Recommended Occupants	Teacher Stations	NSF/ Occupant	Related Space
076	6-12	Band Classroom **	one	1	2,000	833, 836, 837 806, 808, 830, 831, 832, 834, 835, 836, 837
077	6-12	Orchestra Classroom	*25	1	57	806, 808, 830, 831, 832, 836, 837
078	6-12	General Music Classroom	*25	1	37	808, 832
079	6-12	Guitar Laboratory	*25	1	37	808, 832
808	6-12	Piano Laboratory	*25	1	37	808
081	6-12	Recording Room	5		45	
082	6-12	Instrument Repair	one		110	
083#	6-12	Music Related Space (use for spaces not found in design codes 830-837)				

\*\*Student stations are assigned to design code 076 for band classrooms as follows:

<u>Total Satisfactory Student Stations (Excluding gymnasiums and band classrooms)</u>	<u>Assign Band Stations</u>
240 or less	30
241 - 820	35
821 - 1080	40
1081 - 1340	45
1341 and above	50

**d. Physical Education**

013	PK-5	Physical Education Storage	one		315
014	PK-5	PE Covered Play Area (one per school)	10% cap		36
090	6-12	Dressing Room - Male	5% cap		12
091	6-12	Dressing Room - Female	5% cap		12
092	6-12	Lockers - Male	5% cap		2
093	6-12	Lockers - Female	5% cap		2
094	6-12	Showers - Male	5% cap		2
095	6-12	Showers - Female	5% cap		2
815	6-12	Restroom - Male	5% cap		2
816	6-12	Restroom - Female	5% cap		2
096	6-12	Drying Area - Male	5% cap		2
097	6-12	Drying Area - Female	5% cap		2
098	6-12	Storage	5% cap		9
099	6-12	Teachers Shower - Male	one		22

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(A) Public School, Vocational-Technical, and Related Spaces for Public Schools and Vocational-Technical Schools**

# = Special code used only in the Florida Inventory of School Houses (FISH)  
 \* = Student space used to determine school capacity

FISH Code	Grade Group	Facility Space Name	Recommended Occupants	Teacher Stations	NSF/ Occupant	Related Space
100	6-12	Teachers Shower - Female	one		22	
110	6-12	Multipurpose/Instruction	one		1,050	
111	6-9	Gymnasium Floor ***	one	1	5,800	
112	9-12	Gymnasium Floor ***	one	1	6,500	
113	6-12	Gymnasium Seating	10% cap		32	
114	6-12	Laundry/Towel Distribution	5% cap		2	
115	6-12	First Aid	5% cap		2	
116	6-12	Training Room (with whirlpool)	one		250	
117	6-12	Weight Room	one		1,000	
118	6-12	Wrestling Room	one		1,680	
119	6-12	Gymnastics/Dance	one		1,050	
120	6-12	Gymnasium Storage	5% cap		3	
121#	6-12	Other Physical Education Space (use for spaces not found in design codes 800-827)				

\*\*\* Student stations are assigned to design codes 111 and 112 for gymnasiums as follows:

Total Satisfactory Student Stations (Excluding gymnasiums and band classrooms)	Grades 6-8 Assign PE Stations	Grades 9-12 Assign PE Stations
240 or less	40	30
241 - 820	60	40
<del>281</del> 821 - 1080	80	50
1081 - 1340	120	60
1341 and above	160	70

**2. VOCATIONAL-TECHNICAL SPACE (6-PS)**

**a. Agricultural Education**

200	6-9	Orientation & Exploration Laboratory	*22	1	40	808, 812, 840, 841
201	9-12	Practical Experience Laboratory	*25	1	50	806, 810, 840, 841, 847, 848, 850
202	9-PS	Small Education Laboratory	*20	1	55	806, 810, 818(2), 840, 841, 847, 848, 850
203	9-PS	Medium Education Laboratory	*20	1	80	806, 810, 818(2), 840, 841, 847, 848, 851

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(A) Public School, Vocational-Technical, and Related Spaces  
for Public Schools and Vocational-Technical Schools**

# = Special code used only in the Florida Inventory of School Houses (FISH)

\* = Student space used to determine school capacity

FISH Code	Grade Group	Facility Space Name	Recommended Occupants	Teacher Stations	NSF/ Occupant	Related Space
204	9-PS	Large Education Laboratory	*20	1	128	806, 810, 818(2), 840, 841, 847, 848, 851
<b>b. Business Education</b>						
210	6-9	Orientation & Exploration Laboratory	*22	1	55	808
211	9-12	Practical Experience Laboratory	*25	1	62	808
212	9-PS	Education Laboratory	*20	1	73	808
<b>c. Distributive and Diversified Education</b>						
220	6-9	Orientation & Exploration Laboratory	*22	1	40	808
221	9-12	Practical Experience Laboratory	*25	1	42	808
222	9-PS	Small Education Laboratory	*20	1	55	812, 840
223	9-PS	Medium Education Laboratory	*20	1	100	808, 812, 840
224	9-PS	Large Education Laboratory	*20	1	200	810, 812, 840
<b>d. Family and Consumer Sciences</b>						
230	6-9	Orientation & Exploration Laboratory	*22	1	70	808, 812, 842, 843, 852
231	9-12	Practical Experience Laboratory	*25	1	64	808, 843, 852
232	9-PS	Small Education Laboratory	*20	1	55	812, 852
233	9-PS	Medium Education Laboratory	*20	1	69	808, 842, 843, 852
234	9-PS	Large Education Laboratory	*25	1	90	812, 842, 843, 852
<b>e. Technology Education</b>						
240	6-9	Orientation & Exploration Laboratory	*22	1	95	808, 849, 851, 852
241	9-12	Small Education Laboratory	*25	1	65	808, 852
242	9-12	Medium Education Laboratory	*25	1	95	810, 852
243	9-12	Large Education Laboratory	*25	1	135	808, 810, 849, 851, 852
<b>f. Industrial Education</b>						
244	9-PS	Small Education Laboratory	*20	1	55	808, 840
245	9-PS	Medium Education Laboratory	*20	1	90	808, 810, 840, 849,

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(A) Public School, Vocational-Technical, and Related Spaces  
for Public Schools and Vocational-Technical Schools**

# = Special code used only in the Florida Inventory of School Houses (FISH)

\* = Student space used to determine school capacity

FISH Code	Grade Group	Facility Space Name	Recommended Occupants	Teacher Stations	NSF/ Occupant	Related Space
246	9-PS	Large Education Laboratory	*20	1	200	850 808, 810, 840, 847, 849, 850
<b>g. Health Occupations Education</b>						
250	6-9	Orientation & Exploration Laboratory	*22	1	46	808
251	9-12	Practical Experience Laboratory	*25	1	56	808
252	9-PS	Small Education Laboratory	*20	1	60	804, 808, 812, 840
253	9-PS	Medium Education Laboratory	*20	1	110	804, 806, 808, 810, 812, 840, 849
254	9-PS	Large Education Laboratory	*20	1	165	804, 806, 810, 818, 840, 849
<b>h. Public Service Education</b>						
260	6-9	Orientation & Exploration Laboratory	*22	1	46	808, 810
261	9-12	Practical Experience Laboratory	*25	1	55	808
262	9-PS	Small Education Laboratory	*20	1	40	808
263	9-PS	Medium Education Laboratory	*20	1	65	810, 840
264	9-PS	Large Education Laboratory	*20	1	98	810, 840
<b>i. Vocational Resource Space</b>						
270	9-PS	Work Evaluation Laboratory (one per school without capacity)	*15	1	74	810, 853
271	9-PS	VPI Vocational Preparatory Instruction (one per school without capacity)	*15	1	47	802, 808, 840, 846, 853
272#	9-PS	Vocational Laboratory Support (use for spaces not found in design codes 840-870)				

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(A) Public School, Vocational-Technical, and Related Spaces  
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FISH Code	Grade Group	Facility Space Name	Recommended Occupants	Teacher Stations	NSF/ Occupant	Related Space
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Note 3: Related and select spaces may be added or deleted based on the unique vocational program needs as supported by enrollment, projections, COFTE, and other data.

Note 4: As per Section 1013.31, F.S., the Division of Workforce Development shall establish and transmit to the Office documentation of the need for programs.

Capacity: The number of students that may be housed in a facility at any given time is based on a utilization percentage of the total number of existing satisfactory student stations:

<u>Type School</u>	<u>Utilization Factor Percentage</u>	<u>Satisfactory Student Stations</u>
Elementary	100%	All
Middle & Junior High	90%	All
Senior High	70%	300 or less
	75%	301 - 600
	80%	601 - 900
	85%	901 - 1,200
	90%	1,201 - 1,500
	95%	1,501 - or more
Combination Schools	90%	All
Exceptional Student Centers	100%	All
Alternative Education Centers	100%	All
Designated Area Vocational Centers	120%	All
Designated Adult Centers	150%	All

Note 5: Adult and Vocational Centers have increased utilization factors because of specialized day, evening, and weekend use of facilities.

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(A) Public School, Vocational-Technical, and Related Spaces  
for Public Schools and Vocational-Technical Schools**

# = Special code used only in the Florida Inventory of School Houses (FISH)

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FISH Code	Grade Group	Facility Space Name	Recommended Occupants	Teacher Stations	NSF/ Occupant	Related Space
<b>3. AUXILIARY SPACE (N-PS)</b>						
<b>a. Administration/Student Services</b>						
300	N-PS	Principal's/Director's Office	each		250	
301	N-PS	Assistant Principal/Media/Administrative/ Guidance Office	each		175	
302	N-PS	Bookkeeping Office	each		125	
303	N-PS	Secretarial Space	each		158	
304	N-PS	General Administrative Reception Area	5% cap		17	
305	N-PS	Production Workroom	5% cap		8	
306	N-PS	Conference Room	5% cap		14	
307	N-PS	Clinic	5% cap		6	
308	N-PS	Administrative Storage	5% cap		10	
309	N-PS	Records Vault/Student Records	5% cap		6	
310	N-PS	School Store	5% cap		2	
311	N-PS	Student Activities Area	5% cap		10	
312	N-PS	Computer Area	5% cap		3	
313	N-PS	Careers Room	5% cap		6	
314	N-PS	Itinerant Office (one per each 400 stations)	each		125	
315	N-PS	Teacher Planning Office	10% cap		20	
316	N-PS	Teacher Lounge/Dining	10% cap		4	
317#	N-PS	General Administrative Space (use for spaces not found in design codes 800-827)				
<b>b. Custodial</b>						
330	N-PS	Custodial Receiving	10% cap		15	
331#	N-PS	Service Closets				
332#	N-PS	Work Area				
333	N-PS	Flammable Storage	one		155	
334	N-PS	Equipment Storage	one		500	
<b>c. Food Service</b>						
340	N-PS	Dining Area	10% cap		40	
341	N-PS	Kitchen and Serving Area	10% cap		44	
342#	N-PS	Kitchen Dry Storage Area				

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(A) Public School, Vocational-Technical, and Related Spaces  
for Public Schools and Vocational-Technical Schools**

# = Special code used only in the Florida Inventory of School Houses (FISH)

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FISH Code	Grade Group	Facility Space Name	Recommended Occupants	Teacher Stations	NSF/ Occupant	Related Space
343#	N-PS	Kitchen Office				
344#	N-PS	Kitchen Garbage Wash Area				
345#	N-PS	Kitchen Non-Food Storage Area				
346#	N-PS	Kitchen Food Preparation Area				
347#	N-PS	Kitchen Dish Washing Area				
348#	N-PS	Satellite Kitchen				
349	N-PS	Chair Storage	5% cap		4	
350#	N-PS	Other Food Service (use for spaces not found in design codes 800-827)				
351	6-12	Covered Patio	10% cap		36	
<b>d. Auditorium</b> (cannot be included with multipurpose room)						
360	6-PS	Auditorium Seating	10% cap		30	
<b>e. Multipurpose</b> (cannot be included with auditorium)						
361	N-PS	Multipurpose Room	10% cap		31	
362	N-PS	Chair Storage	10% cap		2	
<b>f. Stage</b>						
363	N-PS	Stage attached to auditorium, multipurpose, gym, or dining	one		990	
364	N-PS	Storage	10% cap		5	
365	N-PS	Dressing - Male	5% cap		5	
366	N-PS	Dressing - Female	5% cap		5	
367	N-PS	Control Booth/Projection Room	one		100	
<b>g. Textbook Storage</b>						
368	N-PS	Textbook Storage Area	5% cap		7	
<b>h. Student Storage</b>						

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(A) Public School, Vocational-Technical, and Related Spaces  
for Public Schools and Vocational-Technical Schools**

# = Special code used only in the Florida Inventory of School Houses (FISH)

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FISH Code	Grade Group	Facility Space Name	Recommended Occupants	Teacher Stations	NSF/ Occupant	Related Space
369	6-PS	Student Personal Storage	10% cap		5	
<b>i. Public Use</b> (With Auditorium and/or Gymnasium Per School)						
370	6-PS	Lobby	5% cap		10	
371	6-PS	Concessions	one		200	
372	6-PS	Ticket Booth	one		30	
<b>j. School Media Center</b>						
380	P-PS	Reading Room/Stacks	10% cap		37	
381	P-PS	Technical Processing Area	10% cap		4	
382	P-PS	Production & Professional Library	10% cap		4	
383	P-PS	AV Storage Area	10% cap		6	
384	P-PS	Periodical Storage Area	10% cap		2	
385	P-PS	Closed Circuit TV (Production, Distribution, and Control)	10% cap		7	
386	P-PS	Closed Circuit Storage Area	10% cap		5	
387	P-PS	Media Production Laboratory	10% cap		5	
388	P-PS	Copying Room	10% cap		2	
389	P-PS	Small Group Room (View & Preview)	5% cap		2	
390	P-PS	Group Projects and Instruction	10% cap		5	
391	P-PS	Media Maintenance and Repair	5% cap		2	

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(A) Public School, Vocational-Technical, and Related Spaces  
for Public Schools and Vocational-Technical Schools**

# = Special code used only in the Florida Inventory of School Houses (FISH)

\* = Student space used to determine school capacity

FISH Code	Grade Group	Facility Space Name	Recommended Occupants	Teacher Stations	NSF/ Occupant	Related Space
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**4. ANCILLARY SPACE (DISTRICT)**

Total Ancillary Allocation = Survey Projected COFTE x NSF Factor

<u>COFTE</u>	<u>NSF Factor</u>
0 - 10,000	6.00
10,001 - 20,000	5.75
20,001 - 30,000	5.50
30,001 - 50,000	5.25
50,001 - 100,000	5.00
100,001 - 200,000	4.75
200,001 - 600,000	4.50

**a. Ancillary Administrative Support (38%)**

NSF allocated for ancillary administrative support is to be distributed by the district among design codes 400-415 and 417-428.

400	Superintendent	200
401	Conference Room	100
402	Superintendent's Secretary	
403	Ancillary Secretarial/Clerical Offices	
404	Ancillary Reception Area	100
405	Vault	100
406	Assistant Superintendent	180
407	Ancillary Administrative Offices	100
408	Business Operations	
409	Terminal Storage Area (Business Operations)	
410	School Plant Planning	
411	Word Processing Center	
412	Personnel Services	
413	Central Reproduction and Copy	
414	Central Administrative Supply	
415	Mail Room	
417	Central Security	
418	Ancillary Administrative Storage	

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(A) Public School, Vocational-Technical, and Related Spaces  
for Public Schools and Vocational-Technical Schools**

# = Special code used only in the Florida Inventory of School Houses (FISH)  
\* = Student space used to determine school capacity

FISH Code	Grade Group	Facility Space Name	Recommended Occupants	Teacher Stations	NSF/ Occupant	Related Space
419		Ancillary Flammable Storage				
420		Board Meeting Room			500	
421		Ancillary Staff Lounge			200	
422		Main Lobby and Switchboard				
424		Director's Office				
425		Assistant Director's Office				
426		General Office				
427		Staff Development/Instructional				
428#		Other Ancillary Administrative Support				
<b>b. Ancillary Custodial Services (2%)</b>						
NSF allocated for ancillary custodial services is to be distributed by the district for design code 416.						
416		Custodial Services				
<b>c. Ancillary Computer/Data Center (2%)</b>						
NSF allocated for ancillary computer/data centers is to be distributed by the district among design codes 500-506.						
500		Programmer Room				
501		Data Processing Technical Area				
502		Data Processing Equipment				
503		Computer Room (Raised Floor)				
504		Off-Line Equipment Room				
505		Ancillary Computer Storage				
506#		Other Central Equipment Support				
<b>d. Ancillary Support Facilities (50%)</b>						
NSF allocated for ancillary support facilities is to be distributed by the district among design codes 510-594.						
510		Warehouse				
515		Central Kitchen				
520		Carpentry Shop				
525		Glazing Shop				

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(A) Public School, Vocational-Technical, and Related Spaces  
for Public Schools and Vocational-Technical Schools**

# = Special code used only in the Florida Inventory of School Houses (FISH)

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FISH Code	Grade Group	Facility Space Name	Recommended Occupants	Teacher Stations	NSF/ Occupant	Related Space
530		Masonry Shop				
535		Small Engine Shop				
540		Electronics Shop				
545		Electrical Shop				
550		Machine Shop				
555		Plumbing Shop				
560		Paint Shop				
565		Welding Shop				
570		Air Conditioning				
575		Carpet Shop				
580		Locksmith Shop				
585		Garage Parts room				
586		Machine Shop				
587		Glass/Upholstery Shop				
588		Body Shop				
589		Paint/Flammable Storage				
590		Paint Bay			800	
591		Tire Storage & Mounting				
592		Work Bay			800	
593		Drivers' Classroom			400	
594		Ancillary Support Storage				
<b>e. Ancillary Media Services (8%)</b>						
NSF allocated for ancillary media services is to be distributed by the district among design codes 600-612.						
600		Library Warehouse/Stacks				
601		Reference				
602		Professional Library				
603		Periodical/Journal Services				
604		Central Media Processing				
605		Audio-Visual Equipment				
606		Closed Circuit TV Laboratory				
607		Closed Circuit Support				
608		Media Production Laboratory				
609		Media Copying Room				

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(A) Public School, Vocational-Technical, and Related Spaces  
for Public Schools and Vocational-Technical Schools**

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FISH Code	Grade Group	Facility Space Name	Recommended Occupants	Teacher Stations	NSF/ Occupant	Related Space
610		Media Maintenance/Repair				
611		Ancillary Media Storage				
612#		Other Ancillary Media Space				
<b>5. SPECIAL USE DESIGN CODES</b>						
700#		Inside Circulation Area				
701#		Covered Walkway				
702#		Mechanical Room				
703#		Electrical Room				
704#	K-12	In-School Suspension or Detention Room	*20	1	30	808, 815, 816
705#		Museum/Gallery/Art Display Room				
707#		Telephone Equipment Room				
708#	9-12	J.R.O.T.C.	*25	1	42	800, 801, 802, 808
<b>6. RELATED SPACES</b>						
<b>a. Combination and General Use Related Spaces</b>						
800		Arms Room			150	708
801		Firing Range (indoor)			2,400	708
802		Conference (instructional)			225	708, 271
803		Darkroom			100	051, 052
804		Dispensary			135	252, 253, 254
805		Kiln			60	051, 052
806		Reference			100	055, 075, 076, 077, 201, 202, 203, 204, 253, 254

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(A) Public School, Vocational-Technical, and Related Spaces  
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FISH Code	Grade Group	Facility Space Name	Recommended Occupants	Teacher Stations	NSF/ Occupant	Related Space
808		Storage			100	001, 002, 003, 010, 011, 012, 020, 021, 022, 023, 030, 031, 032, 040, 050, 051, 052, 055, 060, 061, 062, 063, 064, 065, 066, 069, 070, 071, 075, 076, 077, 078, 079, 080, 200, 210, 211, 212, 220, 221, 223, 230, 231, 233, 240, 241, 243, 244, 245, 246, 250, 251, 252, 253, 260, 261, 262, 271, 704, 708,
810		Storage, Material (large)			395	201, 202, 203, 204, 224, 242, 243, 245, 246, 253, 254, 260, 263, 264, 270
811		Storage, Outside			50	001, 002
812		Storage, Project (small)			150	020, 021, 022, 023, 050, 051, 052, 200, 222, 223, 224, 230, 232, 234, 252, 253
813		Storage, Student (N-3, ESE, & Vocational Education)			40	001, 010, 030, 060, 061, 062, 064, 065
814		Student Restrooms - Male/Female (PreK-3)			60	001, 010, 030
815		Student Restrooms - Male (4-12)	5% cap		15	
816		Student Restrooms - Female (4-12)	5% cap		15	
817		Restroom and Bath (ESE)			110	060, 062, 064
818		Lockers, Restrooms, and Showers (ESE & Vocational Educational)				071, 202, 203, 204, 254
819		Restrooms, Staff - Male	5% cap		4	
820		Restrooms, Staff - Female	5% cap		4	
821#		Restrooms, Staff - Male/Female				
822		Public Restrooms - Male	5% cap		2	
823		Public Restrooms - Female	5% cap		2	
824		Restrooms, Ancillary - Male	5% COFTE		2	

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(A) Public School, Vocational-Technical, and Related Spaces  
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FISH Code	Grade Group	Facility Space Name	Recommended Occupants	Teacher Stations	NSF/ Occupant	Related Space
825		Restrooms, Ancillary - Female	5% COFTE		2	
826#		Elevators, Freight/Passengers				
827#		Elevators (Passenger/Handicapped)				
<b>b. Music Related Spaces</b>						
830		Ensemble			300	075, 076, 077
831		Practice, Music, one per 40 students			70	055, 075, 076, 077
832		Storage, Instrument			600	076, 077, 078, 079
833		Storage, Robe			150	075
834		Storage, Uniform			300	076
835		Studio			180	076
836		Sheet Music Storage			150	075, 076, 077
837		Storage, Large Equipment			400	075, 076, 077
<b>c. Vocational Related Spaces</b>						
840		Classroom for Related Instruction (Stations are assigned for any space other than approved classrooms associated with vocational laboratory)	*20	1	34	200, 201, 202, 203 204, 222, 223, 224 244, 245, 246, 252 253, 254, 263, 264 271
841		Greenhouse			800	202, 201, 202, 203, 204
842		Kitchen (Family and Consumer Sciences)			125	230, 233, 234
843		Laundry (Family and Consumer Sciences)			50	230, 231, 233, 234
846		Reception (Instructional)			90	271
847		Storage, Flammable			125	201, 202, 203, 204, 246
848		Storage, Machinery			1,100	201, 202, 203, 204
849		Storage, Project (large)			310	240, 243, 245, 246, 253, 254
850		Storage, Tool (small)			195	201, 202, 245, 246
851		Storage, Tool (large)			310	203, 204, 240, 243
853		Testing			250	270, 271
852		Technology Resource Center			800	230, 231, 232, 233, 234, 240, 241, 242, 243

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(A) Public School, Vocational-Technical, and Related Spaces  
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FISH Code	Grade Group	Facility Space Name	Recommended Occupants	Teacher Stations	NSF/ Occupant	Related Space
<b>d. Vocational Select Spaces</b>						
807		Storage, Equipment			315	
844		Multipurpose Laboratory (Family and Consumer Sciences)			1,200	
845		Observation (Family and Consumer Sciences)			50	
854		Vocational Darkroom			225	
861		Animal Shelter			1,000	
862		Burn/Fire Maze Instruction			1,100	
863		Fitting Room			50	
864		Isolation Room			45	
865		Radio Control Room			100	
866		Radio/Studio (2)			900	
867		TV Control Room (2)			600	
868		TV Studio (2)			1,100	
869		X-Ray			135	
870		Test Cell			150	

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(B) Community Colleges**

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant			Related Space
			Min.	Norm	Max.	
<b>EDUCATIONAL FACILITIES</b>						
1. CLASSROOM SPACES - ALL INSTRUCTIONAL PROGRAMS						
1.00.00	Classroom	Varies	20	25	30	P-4
2. NON-VOCATIONAL LABORATORY SPACES - ADVANCED AND PROFESSIONAL PROGRAMS						
1.11.01	Agricultural & Natural Resources	Varies				
	Small		35	40	45	P-4
	Medium		50	55	60	P-5; R-4
	Large		70	75	80	P-6; R-5
1.11.02	Architectural & Environmental Design	Varies				
	Small		35	40	45	P-4; R-4
	Large		50	55	60	P-5; R-5
1.11.04	Biological Sciences	Varies				
	Small		35	40	45	P-5; R-5
	Large		50	55	60	P-6; R-6
1.11.09	Engineering	Varies				
	Small		40	50	60	P-4
	Medium		70	80	90	P-5; R-5
	Large		100	125	150	P-8; R-5
1.11.12	Health Professions	Varies				
	Small		40	50	60	P-4
	Medium		70	80	90	P-5; R-5
	Large		100	125	150	P-8; R-6
1.11.19	Physical Sciences	Varies				
	Small		35	40	45	P-4; R-4
	Large		50	55	60	P-6; R-5
1.12.10	Fine & Applied Arts	Varies				
	Art		40	50	60	G-6; P-5; R-5
	Music (Choral or Band)	Peak Load	25	35	45	E-2; 3K-5s; L-8; P-3; R-8; T-3
	Piano		40	50	60	P-5; 2K-5s
	Other Arts		35	40	45	P-5
1.13.11	Foreign Languages	Varies	35	40	45	P-5
1.13.15	Letters	Varies	20	25	30	P-4
1.14.08	Education	Varies	35	45	55	P-5
1.15.05	Business & Management	Varies	35	45	55	P-5
1.16.07	Computer & Information Science	Varies	35	45	55	P-5

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(B) Community Colleges**

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant			Related Space
			Min.	Norm	Max.	
1.16.17	Mathematics	Varies	20	25	30	P-4
1.17.03	Area Studies	Varies	20	25	30	P-4
1.17.20	Psychology	Varies				
	Small		35	40	45	P-5
	Large		50	55	60	P-6; R-5
1.17.22	Social Sciences	Varies				
	Small		35	40	45	P-5
	Large		50	55	60	P-6; R-5
1.18.06	Communications	Varies	35	45	55	P-5
1.18.13	Home Economics	Varies				
	Small		40	50	60	P-5; R-4
	Large		70	80	90	P-6; R-5
1.18.14	Law	Varies	20	25	30	P-4
1.18.16	Library Science	Varies	20	25	30	P-4
1.18.18	Military Science	Varies	20	25	30	P-4
1.18.21	Public Affairs	Varies	20	25	30	P-4
1.18.23	Theology	Varies	20	25	30	P-4
1.18.49	Interdisciplinary	Varies				
	Small		35	40	45	P-5
	Medium		50	55	60	P-5; R-4
	Large		65	75	85	P-5; R-5
1.19.00	General Degree Transfer	Varies	20	25	30	P-4
1.30.00						
3. NON-VOCATIONAL LABORATORY SPACES - ADULT GENERAL AND PREPARATORY PROGRAMS						
	Adult General & Preparatory	15	45	47	49	B-4; P-6; U-3
	Adult General & Preparatory	30	45	47	49	B-4; P-8; U-3
	Adult General & Preparatory	45	45	47	49	2B-4s; Q-2; U-3.1
	Adult General & Preparatory	60	45	47	49	2B-4s; Q-3; U-3.1
	Adult General & Preparatory	75	45	47	49	2B-4s; Q-4; U-3.1

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(B) Community Colleges**

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant			Related Space
			Min.	Norm	Max.	
4. VOCATIONAL LABORATORY SPACES - VOCATIONAL AND TECHNICAL PROGRAMS						
1.21.00	(1) AGRICULTURAL					
	Agricultural Mechanics	20	135	142	149	A-7; I-4; L-7; P-1; P-8; Q-9; S-7
	Agricultural Production & Processing	20	122	128	134	A-7; I-4; L-7; P-1; P-8; Q-9; S-7
	Agricultural Products	20	50	53	55	A-7; M-1; P-8
	Agricultural Supplies & Services	20	50	53	55	A-7; I-3; M-1; P-8
	Forestry	20	70	74	77	A-7; I-4; M-1; P-1; P-8; Q-9; S-5
	Natural Agricultural Resources	20	70	74	77	A-7; I-3; L-8; Q-4
	Ornamental Horticulture	20	48	50	52	A-7; F-7; I-4; M-1; P-2; P-8; Q-9; S-8
1.22.00	(2) DISTRIBUTIVE					
	Custodial & Housekeeping	20	34	36	38	A-7; P-8
	Forestry	20	108	113	118	A-7; M-6; P-8
	Hotel-Motel I	20	41	43	45	P-6
	Hotel-Motel II	20	54	57	59	A-7; L-8; P-6
	Management & Supervision	20	25	27	29	P-6
	Sales Merchandising I	20	54	57	59	P-6
	Sales Merchandising II	20	54	57	59	A-7; L-8; P-6
	Warehousing	20	228	240	252	A-7; D-6; H-5; P-6
1.23.00	(3) HEALTH OCCUPATIONS					
	Cardiopulmonary Technology	15	150	167	183	A-7; Q-7; U-1
	Central Service Aide	20	67	74	82	P-6
	Dental Assisting	15	68	71	75	A-7; C-1; H-7; I-4; J-7; L-4; P-6; U-7; V-3
	Dental Hygiene	15	90	95	100	A-7; C-1; H-7; I-4; J-7; L-4; P-6; U-7; V-3
	Dental Laboratory Technology	15	47	50	52	A-5; H-7; I-4; P-6; U-1
	Diagnostic Medical Sonography	15	72	80	88	A-7; Q-4; U-1
	Electrocardiograph Technology	15	84	88	92	P-8
	Electroencephalograph Technology	15	84	88	92	A-7; Q-2
	Emergency Medical Technology	15	84	88	92	A-7; Q-4; U-2
	Funeral Services	15	144	160	176	I-4; J-3; K-6; L-2.1; N-1; Q-3; T-9
	Health Care Management	20	72	80	88	Q-2

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(B) Community Colleges**

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant			Related Space
			Min.	Norm	Max.	
	Health Occupations Cooperative Education	20	50	56	62	P-8
	Health Unit Coordinator	20	67	74	82	P-6
	Hearing Aide Dispensing	15	102	107	112	D-4; P-7
	Hospital Admitting Officer	20	84	88	92	P-6
	Massage	15	60	63	66	A-7; H-7; I-4; N-2; O-5; P-5; Q-5; U-7
	Medical Assisting	15	90	95	100	A-7; K-1; Q-2; U-7
	Medical Laboratory Assisting	15	60	63	66	P-6
	Medical Laboratory Technology	15	86	91	96	A-7; O-7; Q-2; R-4; U-1
	Medical Records Technology	15	84	88	92	A-7; P-6; R-3
	Nuclear Medical Technology	15	72	80	88	A-7; C-3; Q-3; U-1
	Nursing (RN)	15	143	158	173	A-7; H-6; I-2; M-2; Q-3
	Nursing Assisting	15	56	62	68	P-6
	Occupational Therapy Assistant	15	72	80	88	A-7; Q-6; U-1; U-7
	Ophthalmic Laboratory Dispensing	15	75	79	83	D-5; P-8; R-3
	Optometric Assisting	15	60	63	66	B-1; B-5; H-2; H-3; L-4; M-3; Q-1; U-7
	Perfusionist	15	72	80	88	A-7; Q-4; U-1
	Pharmacy Assisting	15	127	133	140	A-7; P-8
	Physical Therapy Aide	15	60	64	67	G-2; H-7; I-4; P-8; U-7
	Physical Therapy Assistant	15	72	80	88	G-2; H-7; I-4; P-8; U-7
	Practical Nursing (LPN)	15	250	263	275	A-7; H-6; I-2; M-1; Q-3
	Psychiatric Technician	15	72	80	88	Q-3
	Radiation Protection Technology	15	72	80	88	A-7; C-3; P-8; U-1
	Radiation Therapy Technology	15	72	80	88	A-7; C-3; Q-4; U-1
	Respiratory Therapist	15	72	80	88	A-7; I-6; Q-3
	Respiratory Therapy Technician	15	90	95	99	A-7; I-6; Q-3
	Surgical Technology	15	90	100	110	N-3; O-6; Q-2; T-7
	Veterinary Technology	15	90	100	110	A-0; A-7; C-2; G-5; H-7; I-4; N-3; O-6; T-7; V-3
1.24.00	(4) HOME ECONOMICS					
	Apparel Manufacturing	20	90	95	100	Q-2; R-4; U-6
	Child Care Services	20	49	52	54	A-7; G-5; G-7; G-8; J-5; P-6; R-1; S-2; 2U-8s
	Clothing Production & Management	20	85	90	94	E-6; G-8; P-8; R-3; U-6
	Clothing Production Services	20	69	73	76	E-6; G-8; P-6
	Consumer Services	20	43	45	47	P-6
	Food Production & Management	20	90	95	100	C-8; F-2; F-5; G-8; I-4; M-5; O-8; P-6

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(B) Community Colleges**

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant			Related Space
			Min.	Norm	Max.	
	Home Furnishings Production	20	76	80	84	N-1; R-7; U-6
	Home Management & Supportive Services	20	60	63	66	F-8; G-7; G-8; P-8; V-2
	Interior Design	20	50	53	55	P-8; R-5
	Interior Design Technology	20	76	80	84	H-1; Q-3; R-6
	Power Sewing Machine Operation	20	90	95	100	P-8; R-5
	Upholstery	20	88	93	98	A-7; Q-3; 2R-6s; U-6
1.25.00	(5) OFFICE OCCUPATIONS					
	Accounting & Computing	20	53	56	58	P-5
	Business Data Processing	20	60	63	66	A-7; P-5
	Clerical Occupations	20	49	52	54	P-5
	Secretarial Occupations	20	55	58	61	P-5
	Word Processing	20	66	70	73	P-5
1.26.00	(6) TRADE & INDUSTRIAL					
	Aeronautical Technology	20	148	155	163	A-7; J-6; P-2; Q-8; R-5
	Air-Conditioning, Refrigeration, & Heating Technology	20	135	143	150	A-7; P-8; R-7; S-5
	Aircraft Airframe Mechanics	20	113	119	124	A-7; P-2; Q-1; Q-4; R-7; S-6
	Aircraft Piloting & Navigation	20	68	72	75	A-7; E-7; J-1; Q-5
	Aircraft Power Plant Mechanics	20	90	95	100	A-7; P-2; Q-1; R-6; S-6
	Appliance Repair	20	135	143	150	A-7; N-5; P-8; Q-4; R-7; S-5
	Architectural Design & Construction Technology	20	63	66	69	J-2; M-8; P-8; R-5; S-5
	Automotive Body Repair	20	180	190	200	A-7; E-8; O-3; P-2; P-8; R-2; S-5
	Automotive Machine Shop	20	200	213	225	A-7; C-5; Q-2; R-5
	Automotive Mechanics	20	162	171	180	A-7; P-2; P-5; P-8; R-5; S-5
	Automotive Technology	20	56	59	62	A-4; A-7; F-3; H-4; Q-2; R-5
	Automotive Upholstery & Trim	20	90	95	99	P-7; Q-7; S-4
	Aviation Administration	20	72	76	79	A-7; P-8; R-5
	Aviation Ground Control	20	25	27	28	P-5
	Aviation Quality Control	20	81	85	89	P-8; R-5
	Avionics	20	72	76	79	A-7; P-8; R-5; S-3
	Barbering	20	63	66	69	A-7; D-2; L-3; P-4; R-3
	Barge & Boat Operation	20	108	114	119	A-7; P-2; Q-1; U-5

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(B) Community Colleges**

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant			Related Space
			Min.	Norm	Max.	
	Biomedical Equipment Technology	20	84	88	92	A-7; C-3; Q-4; V-3
	Blueprint Reading & Estimating	20	25	27	28	P-5
	Boat Building - Wood & Fabricated	20	135	143	150	A-7; O-3; Q-4; S-5
	Broadcasting Technology	20	25	27	28	2J-4s; 2K-8s; 2L-1s; 2L-6s; P-5; T-5
	Building Construction Technology	20	63	66	69	M-8; Q-4; R-5; S-7
	Business Machine Maintenance	20	54	57	59	A-7; A-8; P-5; R-6; S-3
	Cabinet Making, Millwork, & Furniture Making	20	162	171	180	A-7; O-2; P-1; Q-7; R-2; R-7; S-6
	Carpentry	20	90	95	100	A-7; Q-7; S-7
	Chemical Technology	20	54	57	59	A-7; G-4; N-5; Q-4; R-5
	Civil Engineering Technology	20	84	93	103	I-8; N-8; Q-5
	Commercial Art	20	113	119	124	A-1; M-7; P-8; R-5; S-3
	Commercial Fishing	20	108	114	119	A-7; F-1; I-3; P-8; R-5
	Commercial Foods & Culinary Arts	20	90	95	100	A-7; D-1; F-2; F-5; H-7; I-4; M-6; N-4; O-8
	Commercial Photography	20	90	95	100	A-3; A-7; C-3; K-7; R-5; S-7; 2T-5s
	Commercial Vehicle Driving	20	31	33	35	Q-3
	Communications Electronics	20	54	57	59	A-7; P-7; S-3
	Computer Electronics	20	72	76	79	A-7; P-8; R-5; S-3
	Construction Trades	20	81	85	89	A-7; 2Q-4s; S-7
	Cosmetology	20	72	76	79	A-7; D-3; E-3; F-8; G-8; I-1; L-3; P-6; U-7; V-1
	Custodial Services	20	34	36	38	Q-2
	Diesel Engine Mechanics	20	102	107	112	A-7; C-7; G-3; P-2; Q-1; S-6
	Drafting & Design Technology	20	72	76	79	M-8; P-8; R-5
	Dry Cleaning & Laundering	20	81	85	89	A-7; D-8; P-1; 2P-8s; R-5
	Electric Motor & Generator Mechanics	20	72	76	79	A-7; P-8; R-5; S-4
	Electrical Line Service & Repair	20	108	114	119	A-7; Q-1; S-6
	Electrical Technology	20	68	72	75	A-7; Q-1; T-2
	Electrical Wiring	20	108	114	119	A-7; Q-1; S-8
	Electrotechnical Technology	20	110	115	120	E-1; F-9; Q-9; R-5; S-6
	Electronic Chassis Assembly	20	72	76	79	A-7; Q-1; S-4
	Electronic Technology	20	72	76	79	A-7; P-8; R-5; S-4
	Engineering Model Making	20	113	119	124	Q-1; R-5; S-4
	Engineering Related Technology	20	25	27	28	P-6

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(B) Community Colleges**

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant			Related Space
			Min.	Norm	Max.	
	Floor Covering Installation	20	54	57	59	A-7; Q-6; S-5
	Gas Service Installation & Repair	20	54	57	59	A-7; P-7; R-4; S-4
	Gasoline Engine Mechanics	20	90	95	99	A-7; A-8; P-1; P-6; R-6; S-4; U-5
	Glazing	20	81	85	89	A-7; D-8; P-8; S-5
	Graphic Arts Technology	20	135	142	149	A-3; A-7; C-2; H-1; Q-2
	Graphic Design Technology	20	54	57	59	A-1; A-7; K-4; P-8; R-5
	Gun Smithing	20	90	95	100	A-7; P-8; R-5; S-4
	Heavy-Duty Truck & Bus Mechanics	20	162	170	178	A-7; C-7; G-3; P-2; Q-5; S-6; T-8
	Heavy Equipment Mechanics	20	160	170	180	A-7; C-5; G-3; H-5; P-2; Q-1; S-6; T-8
	Heavy Equipment Operation	20	31	33	34	Q-1
	Industrial Electricity	20	81	85	89	A-7; Q-2; S-4
	Industrial Electronics	20	72	76	79	A-7; P-8; R-5; S-4
	Industrial Machinery Maintenance & Repair	20	135	140	145	A-7; C-5; Q-2; R-5; S-4; T-8
	Industrial Plastics	20	108	114	119	A-7; Q-2; R-5; S-4
	Industrial Technology	20	68	72	75	A-7; Q-4; S-5
	Instrument Repair	20	54	57	59	A-7; P-5; S-4
	Instrumentation Technology	20	68	72	75	A-7; Q-5; S-5
	Insulation Installation	20	81	85	89	A-7; D-8; Q-4; S-5
	Jewelry Manufacturing & Repair	20	81	85	89	P-7; R-5; S-3
	Laser/Electro-Optic Technology	20	108	114	120	A-7; F-8.1; G-9; G-9.1; P-1; Q-8; T-1
	Lathing	20	81	85	89	A-7; O-9; P-8
	Machine Shop	20	140	147	154	A-7; Q-2; R-5; S-5
	Manufacturing Technology	20	135	142	149	Q-4; S-5
	Marine Mechanics	20	162	170	178	A-7; P-1; Q-3; S-6; U-5
	Masonry	20	90	95	100	A-7; C-6; O-9; Q-1; S-5
	Mechanical Design Technology	20	63	66	69	M-8; P-8; R-5
	Metal Fabrication	20	108	114	119	A-7; Q-3; R-5; S-5
	Motorcycle Mechanics	20	90	95	100	A-7; A-8; P-1; P-7; 2R-5s; S-4; U-4
	Occupational Safety & Health	20	25	27	28	P-5
	Optical Technology	20	34	36	38	A-7; H-2; H-3; I-7; P-7
	Ornamental Iron Work	20	90	95	100	A-7; Q-1; S-5
	Painting & Decorating	20	81	85	89	A-7; D-8; P-2; Q-1; R-2; S-4
	Photographic Technology	20	90	95	100	A-3; A-7; C-3; K-7; P-8; R-5; S-7; 2T-5s

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

## (B) Community Colleges

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant			Related Space
			Min.	Norm	Max.	
	Plastering	20	81	85	89	A-7; D-8; Q-1; S-4
	Plumbing	20	108	114	119	A-7; O-9; Q-1; S-4
	Printing & Graphic Arts	20	135	142	149	A-3; A-7; C-2; F-6; H-1
	Quality Control & Reliability Technology	20	54	56	57	A-7; P-8
	Radio & Television Servicing	20	81	85	89	A-7; Q-4; R-7; S-5
	Related Trade & Industrial Technology	20	25	27	28	P-5
	Roofing	20	81	85	89	A-7; D-8; P-2; Q-3; S-4
	Safety Engineering Technology	20	54	57	59	A-7; P-5
	School Bus Driver Training	20	25	27	28	P-5
	Sewing Machine Maintenance & Repair	20	54	57	59	A-7; A-8; P-8; R-5; S-3
	Sheet Metal Work	20	108	114	119	A-7; Q-3; S-5
	Shoe Repair & Leather Work	20	68	72	75	A-7; P-6; R-3; S-4
	Stationary Energy Systems	20	135	142	150	A-7; P-8; S-6; T-8
	Structural Steel Work	20	90	95	100	A-7; P-8; S-6; T-8
	Surveying & Mapping Technology	20	63	66	69	G-4; K-2; M-8; P-8
	Technical Illustration	20	63	66	69	A-1; M-8; Q-2; R-6
	Technical Writing & Publication	20	63	66	69	M-8; P-8; R-5
	Telephone Technology	20	34	36	37	A-7; P-8; S-5
	Television Production Technology	20	25	27	28	B-3; D-7; K-8; L-1; L-2; T-6
	Tile Setting	20	81	85	89	A-7; D-8; P-8; S-4
	Tool & Die Making	20	140	147	154	A-7; Q-2; R-5; S-5
	Tractor & Trailer Body Repair & Refinishing	20	200	213	225	A-7; D-8; E-8; O-3; P-2; Q-4 R-2; S-5
	Trade & Industrial Supervision & Management	20	54	57	59	A-7; C-4; P-8
	Upholstery	20	90	95	99	Q-7; S-4; U-6
	Vending & Recreational Machine Repair	20	90	95	100	A-7; P-7; R-5; S-4
	Watchmaking & Repair	20	54	56	57	P-5; S-3
	Welding Technology	20	135	142	149	A-7; Q-4; S-5
1.27.00 (7)	PUBLIC SERVICE					
	Air Pollution Control Technology	20	84	93	103	A-7; F-4; Q-5
	Audio-Visual Media Technology	20	70	78	86	A-7; C-3; K-4; Q-1; R-6
	Bail Bonding	18	33	35	37	P-5
	Correctional Officer	18	74	82	90	A-7; 2I-4s; Q-1

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(B) Community Colleges**

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant			Related Space
			Min.	Norm	Max.	
	Criminal Justice Assisting	18	91	96	100	A-7; C-2; K-3; P-7
	Criminal Justice Technology	18	76	80	83	A-7; B-7; C-3; K-4; M-1; U-1
	Education Technology	20	70	78	86	Q-1; R-6
	Fire Fighting	18	90	100	110	A-2; A-7; E-4; 2I-4s; P-2; Q-4; S-8
	Fire Science Technology	18	90	100	110	A-7; P-1; Q-4
	Law Enforcement	18	91	96	100	A-0.1; A-7; C-3; E-5; 2I-5s; K-4; M-1; Q-1
	Legal Assisting	18	56	62	67	Q-1; U-1
	Library Assisting	20	70	78	86	Q-1; U-1
	Private Security Guard	18	67	74	80	P-7
	Public Administration Technology	20	70	78	86	A-7; M-1; Q-1
	Public Service Telecommunications	20	41	44	47	B-2; Q-1
	Recreation Technology	20	28	29	31	A-7; P-7
	Social Services Technology	20	70	78	86	A-7; P-8
	Teacher Aide	20	70	78	86	Q-1
	Urban Planning Technology	20	84	93	103	A-7; K-2; M-1; Q-5
	Water & Wastewater Technology	20	84	93	103	A-7; Q-3; U-1
	Water & Wastewater Treatment Plant Operator	20	84	93	103	A-7; Q-3; U-1

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(B) Community Colleges**

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant			Related Space
			Min.	Norm	Max.	
<b>AUXILIARY AND ANCILLARY FACILITIES</b>						
<b>5. LIBRARY/STUDY SPACES</b>						
4.11.0	Library Facilities					
4.12.0	Reading/Study Rooms	Per Reader Station	20	25	30	
	Stacks	Per Volume	.09	.10	.11	
	Production/Workroom	Per Occupant	25	30	35	
	Technical Processing	Per Reader Station	5	5.5	6	
	Entrance/Lobby/Card					
	Catalog/Circulation Desk	Per Reader Station	2	2.5	3	
<b>6. AUDIO-VISUAL SERVICES SPACES</b>						
4.12.00	Audio-visual, Radio, Television Facilities (Up to 10,000 FT)					
	Graphics		1,300	1,450	1,600	
	Photography		1,000	1,100	1,200	
	Equipment & Materials Circulation		1,000	1,200	1,400	
	Equipment Maintenance		650	750	850	
	TV Audio Distribution		1,300	1,450	1,600	
	Audio Services & Radio		1,200	1,300	1,400	
	Studio		1,300	1,450	1,600	
	Shops & Storage		5,000	5,500	6,000	
	Audio-visual, Radio, Television Facilities (More than 10,000 FT)					
	Graphics		1,600	1,750	1,900	
	Photography		1,200	1,300	1,400	
	Equipment & Materials Circulation		1,400	1,600	1,800	
	Equipment Maintenance		850	950	1,050	
	TV Audio Distribution		1,600	1,750	1,900	
	Audio Services & Radio		1,400	1,500	1,600	
	Studio		1,600	1,750	1,900	
	Shops & Storage		6,000	6,500	7,000	

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(B) Community Colleges**

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant			Related Space
			Min.	Norm	Max.	
7. AUDITORIUM SPACES						
4.14.00 Auditorium Facilities						
	Fixed Seating	Per Occupant	7	8	9	
	Stage	Per Peak Load to Perform at One Time	11	12	13	
	Storage	Per Number to Perform	10	11	12	
	Dressing Rooms	Per Number to Perform	8	9	10	
	Projection & Control	Per Auditorium	200	275	350	
	Lobby	Per Number Seated	.5	.6	.7	
	Ticket Booths	Per Ticket Window	25	30	35	
	Public Restrooms	Per Number Seated	.2	.3	.4	
8. STUDENT SERVICES SPACES						
5.00.00 Food Facilities						
	Dining - Snack Bar	Per Occupant	10	11	12	
	Dining - Cafeteria (Including kitchen)	Per Occupant	13	14	15	
	Dining - Cafeteria (Excluding kitchen)	Per Occupant	10	11	12	
	Student Lounge Facilities	Per Occupant	10	11	12	
	Merchandising Facilities					
	Bookstore	Per FT Student Up to 5,000	.4	.5	.6	
	Bookstore	Per FT Student 5,000 to 10,000	.2	.3	.4	
	Bookstore	Per FT Student Above 10,000	.09	.1	.2	
	Recreation Facilities	Per Occupant	15	20	25	
	Meeting Facilities	Per Occupant	10	11	12	
5.70.00 Student Health Services -- Out-Patient Clinic						
	Director's Office	One	150	175	200	
	Other Administrator	One	125	135	145	
	Physician's Office	One	140	150	160	
	Secretary/Clerk's Office - Single	One	100	110	120	
	Secretary/Clerk's Office - Multiple	Varies	105 NSF for first person, plus 50 NSF for each additional person			
	Nurses' Station	Per Occupant	90	100	110	

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(B) Community Colleges**

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant			Related Space
			Min.	Norm	Max.	
	Waiting Room	Per Number Seated	20	25	30	
	Examination Room		110	120	130	
	Treatment Room		120	135	150	
	Surgery (minor)		140	150	160	
	Dental		140	150	160	
	X-Ray		140	150	160	
	Darkroom		80	100	120	
	Viewing		50	60	70	
	Laboratory	Per Clinic	500	750	1,000	
	Pharmacy	Per Clinic	500	750	1,000	
	Supplies		120	130	140	
	Storage		120	130	140	
	Patient Toilet		30	35	40	
9. PHYSICAL EDUCATION SPACES						
5.00.00	Gymnasium (Playing area and safety zones)	Per Campus	6,800	7,000	7,200	
	Gymnasium Seating	Per Gym Seat	2.5	2.8	3.1	
	Dressing Room - Male	Peak Load	12	12.5	13	
	Dressing Room - Female					
	Lockers - Male	Peak Load	1.5	2	2.5	
	Lockers - Female					
	Showers - Male	Peak Load	4	4.2	4.4	
	Showers - Female					
	Drying Area - Male	Peak Load	1.5	2	2.5	
	Drying Area - Female					
	Student Restrooms - Male	Peak Load	1.5	2	2.5	
	Student Restrooms - Female					
	Instr. Restrooms - Male	Per Instructor				
	Instr. Restrooms - Female	Per Instructor	20	22	24	
	Lobby	Per Gym Seat	.5	.6	.7	
	Concession	Per Gym Seat	.1	.2	.3	
	Ticket Booth	Per Window	25	30	35	
	Public Restrooms - Male	Per Gym Seat	.1	.15	.2	
	Public Restrooms - Female					
	Equipment Storage	Peak Load	6	6.5	7	
	First Aid, Physical Therapy	Per Campus	715	750	785	
	Wrestling Room	Per Campus	1,600	1,680	1,760	
	Weight Room	Peak Load	4.5	4.75	5	
	Laundry/Towel Distribution	Peak Load	1.5	2	2.5	

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(B) Community Colleges**

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant			Related Space
			Min.	Norm	Max.	
	Dance	Peak Load	7.5	8	8.5	
	Gymnastics	Peak Load	7.5	8	8.5	
	Boxing Ring	Per Ring	860	900	940	
	Punching Bag (Light)	Per Bag	12	15	18	
	Punching Bag (Heavy)	Per Bag	30	35	40	
	Fencing	Per Strip	315	325	335	
	Pool and Support					
	Pool Manager's Office (Minimum of 3 ft. above deck level)		110	120	130	
	Chemical Storage Area		90	100	110	
	First Aid/Lifeguard Station		110	120	130	
	Decking Area (Non-slip surface around entire pool area)		6	7	8	
	Pump Room, Filtration, etc.		Depending upon design			
	Handicapped		Provide chair lift with swing-out arm and one set of built-in shallow-area steps.			
			Restrooms and showers to meet handicapped regulations.			
10. OFFICE SPACES						
1.00.00 Instructional Office Facilities						
	Director's Office	One	150	175	200	
	Other Administrator	One	125	135	145	
	Faculty Office - Single	One	110	120	130	
	Faculty Office - Multiple	Varies	115 NSF for first person, plus 55 NSF for each additional person			
	Secretary/Clerk - Single	One	100	110	120	
	Secretary/Clerk - Multiple	Varies	105 NSF for first person, plus 50 NSF for each additional person			
	Reception	Per Number Seated	15	20	25	
	Conference	Per Occupant	15	20	25	
	Workroom	Varies	100 NSF for first person, plus 35 NSF for each additional person			
	Files		110	120	130	
	Supplies		100	125	150	
	Storage		125	150	175	
	Faculty Lounge	Per Occupant	10	11	12	
5.00.0 Student Office Facilities						
	5.01.0 Office - Single	One	100	110	120	

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(B) Community Colleges**

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant			Related Space
			Min.	Norm	Max.	
	Office - Multiple	Varies	105 NSF for first person, plus 50 NSF for each additional person			
	Publications Workroom	Varies	100 NSF for first person, plus 35 NSF for each additional person			
	Counseling Area	Varies	100 NSF for first person, plus 20 NSF for each additional person			
	Testing Area	Varies	100 NSF for first person, plus 15 NSF for each additional person			
Varies	Staff Office Facilities					
	Director's Office	One	150	175	200	
	Other Administrator	One	125	135	145	
	Staff Office - Single	One	110	120	130	
	Staff Office - Multiple	Varies	115 NSF for first person, plus 55 NSF for each additional person			
	Secretary/Clerk - Single	One	100	110	120	
	Secretary/Clerk - Multiple	Varies	105 NSF for first person, plus 50 NSF for each additional person			
	Reception	Per Number Seated	15	20	25	
	Conference	Per Occupant	15	20	25	
	Workroom	Varies	100 NSF for first person, plus 35 NSF for each additional person			
	Files		110	120	130	
	Supplies		100	125	150	
	Storage		125	150	175	
	Staff Lounge	Per Occupant	10	11	12	
6.00.00	Administrative Office Facilities					
	President's Office	One	250	300	350	
	Vice President's Office	One	200	225	250	
	Dean's Office	One	200	225	250	
	Bursar's Office	One	175	200	225	
	Registrar's Office	One	175	200	225	
	Other Administrator	One	125	150	175	
	Secretary/Clerk - Single	One	110	120	130	
	Secretary/Clerk - Multiple	Varies	115 NSF for first person, plus 55 NSF for each additional person			
	Reception	Per Number Seated	15	20	25	
	Conference	Per Occupant	20	25	30	
	Workroom	Varies	125 NSF for first person, plus 35 NSF for each additional person			

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(B) Community Colleges**

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant			Related Space
			Min.	Norm	Max.	
	Files		120	135	150	
	Supplies		100	125	150	
	Storage		125	150	175	
<b>NONASSIGNABLE FACILITIES</b>						
9.00.00	Sanitation Facilities					
	Student Restrooms	Per FT Student	1.25	1.50	1.75	
	Staff/Public Restrooms	Per FT Student	0.20	0.25	0.30	
	Custodial Facilities	Per FT Student	1.00	1.10	1.20	
	Flammable Storage		250	300	350	

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

## (C) State Universities

CIP Code	Facility Space Name	Recommended Occupants	NSF/Occupant			Related Space
			Min.	Norm	Max.	
<b>EDUCATIONAL FACILITIES</b>						
1. CLASSROOM SPACES - ALL ACADEMIC DISCIPLINES						
	Classroom	Varies	20	22	24	P-4
2. TEACHING LABORATORY SPACES - ALL ACADEMIC DISCIPLINES						
01.0XXX	Agribusiness & Agricultural Production	Varies				
	Small		55	60	65	P-5; R-4
	Large		70	80	90	P-6; R-5
	Specialty		60	70	80	F-7; I-4; M-1; P-2; P-8; Q-9; S-8
02.0XXX	Agriculture Sciences	Varies				
	Small		55	60	65	P-5; R-4
	Large		70	80	90	P-6; R-5
	Specialty		60	70	80	A-0; F-7; I-4; M-1; P-2; P-8; Q-9; S-8
03.0XXX	Renewable Natural Resources	Varies				
	Small		55	60	65	P-5; R-4
	Large		70	80	90	P-6; R-5
	Specialty		60	70	80	F-7; I-4; M-1; P-2; P-8; Q-9; S-8
04.0XXX	Architecture & Environmental Design	Varies				
	Small		60	65	70	P-5; R-5
	Large		90	100	110	P-6; R-6
	Specialty		70	85	100	J-2; M-1; M-8; P-8; R-5; S-5
05.0XXX	Area & Ethnic Studies	Varies	25	30	35	P-4
09.0XXX	Mass Communication	Varies	30	35	40	P-5
	Advertising & Publications		45	55	65	C-3; H-1; P-8; R-5; U-1
	Broadcasting		35	45	55	D-6; 2J-4s; 2K-8s; 2L-1s; 2L-6s; P-6; 2T-5s
11.0XXX	Computer & Information Sciences	Varies	45	50	55	P-5
13.XXXX	Education	Varies	40	45	50	P-6, R-4

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

## (C) State Universities

CIP Code	Facility Space Name	Recommended Occupants	NSF/Occupant			Related Space
			Min.	Norm	Max.	
14.XXXX	Engineering	Varies				
	Small		65	75	85	P-5, R-5
	Large		110	125	140	P-6, R-6
	Specialty		75	100	125	G-4, M-8, Q-1, U-1
15.XXXX	Engineering Technology	Varies				
	Small		65	75	85	P-5, R-5
	Large		90	100	110	P-6, R-6
	Specialty		80	90	100	G-4, M-8, Q-1, U-1
16.XXXX	Foreign Languages	Varies	35	40	45	P-5
19.0XXX	Home Economics/Human Sciences	Varies	45	50	55	P-6, R-4
	Dietetics & Nutrition		70	85	100	C-8, F-2, F-5, G-8, M-5, O-8, P-6
	Textiles & Clothing		70	85	100	E-6, G-8, P-8, R-3, U-6
22.01XX	Law	Varies	25	30	35	P-4
23.XXXX	Letters	Varies	25	30	35	P-4
24.010X	Liberal/General Studies	Varies	25	30	35	P-4
25.0101	Library & Archival Sciences	Varies	25	30	35	P-4
26.0XXX	Life Sciences	Varies				
	Small		50	55	60	J-7, P-6, R-4
	Large		70	80	90	J-7, P-7, R-5
27.0XXX	Mathematics	Varies	25	30	35	P-4
30.XXXX	Multi/Interdisciplinary Study	Varies	25	30	35	P-4
31.0XXX	Parks, Recreation, Leisure, & Fitness	Varies	35	40	45	P-5
38.0XXX	Philosophy, Religion, Theology	Varies	25	30	35	P-4
40.0XXX	Physical Sciences	Varies				
	Small		50	55	60	J-7, P-6, R-4
	Large		65	75	85	J-7, P-7, R-5

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

## (C) State Universities

CIP Code	Facility Space Name	Recommended Occupants	NSF/Occupant			Related Space
			Min.	Norm	Max.	
42.XXXX	Psychology	Varies				
	Small		35	40	45	B-3, P-6, R-4
	Large		45	50	55	B-4, P-7, R-5
43.010X	Protective Services	Varies	25	30	35	P-4
44.0XXX	Public Administration & Services	Varies	20	30	35	P-4
45.XXXX	Social Sciences	Varies				
	Small		30	35	40	P-4
	Large		40	45	50	P-6, R-5
50.0XXX	Visual & Performing Arts	Varies	65	75	85	P-5
	Dance		75	100	125	2I-4s, P-6
	Dramatic Arts		75	100	125	2I-4s, 2Q-3s
	Music		65	75	85	E-2, 3K-5s, L-8, P-3, R-8, T-3
	Visual Arts		75	100	125	G-6, H-1, K-3, P-7, R-2, R-5
51.XXXX	Health Professions & Related Sciences	Varies				
	Small		40	50	60	L-7, P-5
	Large		65	75	85	B-4, I-6, M-1, Q-1
	Clinical Specialty		65	75	85	B-1, C-1, D-3, G-5, H-7, I-4, J-5, L-4, N-3, O-7, 2P-7s, T-3, T-7, 2U-7s, V-3
	Physical Therapy		65	75	85	G-2, H-7, I-4, N-2, O-5, O-9, P-5, U-7
	Scientific Specialty		40	50	60	A-6, J-7, L-8, Q-1, U-1
52.XXXX	Business & Management	Varies	25	30	35	P-4
3. RESEARCH LABORATORY SPACES - ALL ACADEMIC DISCIPLINES						
01.0XXX	Agribusiness & Agricultural Production	Per Occupant	400	450	500	

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(C) State Universities**

CIP Code	Facility Space Name	Recommended Occupants	NSF/Occupant			Related Space
			Min.	Norm	Max.	
02.0XXX	Agriculture Sciences	Per Occupant	400	450	500	
03.0XXX	Renewable Natural Resources	Per Occupant	400	450	500	
04.0XXX	Architecture & Environmental Design	Per Occupant	325	375	425	
05.0XXX	Area & Ethnic Studies	Per Occupant	70	75	80	
09.0XXX	Mass Communication	Per Occupant	325	375	425	
11.0XXX	Computer & Information Sciences	Per Occupant	70	75	80	
13.XXXX	Education	Per Occupant	70	75	80	
14.XXXX	Engineering	Per Occupant	400	450	500	
15.XXXX	Engineering Technology	Per Occupant	400	450	500	
16.XXXX	Foreign Languages	Per Occupant	70	75	80	
19.0XXX	Home Economics/Human Sciences	Per Occupant	325	375	425	
22.01XX	Law	Per Occupant	70	75	80	
23.XXXX	Letters	Per Occupant	70	75	80	
24.010X	Liberal/General Studies	Per Occupant	70	75	80	
25.0101	Library & Archival Sciences	Per Occupant	70	75	80	
26.0XXX	Life Sciences	Per Occupant	400	450	500	
27.0XXX	Mathematics	Per Occupant	70	75	80	
30.XXXX	Multi/Interdisciplinary Study	Per Occupant	70	75	80	
31.0XXX	Parks, Recreation, Leisure & Fitness	Per Occupant	70	75	80	
38.0XXX	Philosophy, Religion, Theology	Per Occupant	70	75	80	

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(C) State Universities**

CIP Code	Facility Space Name	Recommended Occupants	NSF/Occupant			Related Space
			Min.	Norm	Max.	
40.0XXX	Physical Sciences	Per Occupant	400	450	500	
42.XXXX	Psychology	Per Occupant	325	375	425	
43.010X	Protective Services	Per Occupant	70	75	80	
44.0XXX	Public Administration & Services	Per Occupant	70	75	80	
45.XXXX	Social Sciences	Per Occupant	70	75	80	
50.0XXX	Visual & Performing Arts	Per Occupant	325	375	425	
51.XXXX	Health Professions & Related Sciences	Per Occupant	400	450	500	
52.XXXX	Business & Management	Per Occupant	70	75	80	
<b>AUXILIARY AND ANCILLARY FACILITIES</b>						
4. GYMNASIUM SPACES						
	Gymnasium (Playing area and safety zones)	Per Campus	6,800	7,000	7,200	
	Gymnasium Seating	Per Gym Seat	2.5	2.8	3.1	
	Dressing Room - Male	Peak Load	12	12.5	13	
	Dressing Room - Female					
	Lockers - Male	Peak Load	1.5	2	2.5	
	Lockers - Female					
	Showers - Male	Peak Load	4	4.2	4.4	
	Showers - Female					
	Drying Area - Male	Peak Load	1.5	2	2.5	
	Drying Area - Female					
	Student Restrooms - Male	Peak Load	1.5	2	2.5	
	Student Restrooms - Female					
	Instr. Restrooms - Male	Per				
	Instr. Restrooms - Female	Instructor	20	22	24	
	Lobby	Per Gym Seat	.5	.6	.7	
	Concession	Per Gym Seat	.1	.2	.3	
	Ticket Booth	Per Window	25	30	35	
	Public Restrooms - Male	Per Gym Seat	.1	.15	.2	
	Public Restrooms - Female					

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

## (C) State Universities

CIP Code	Facility Space Name	Recommended Occupants	NSF/Occupant			Related Space
			Min.	Norm	Max.	
	Equipment Storage	Peak Load	6	6.5	7	
	First Aid, Physical Therapy	Per Campus	715	750	785	
	Wrestling Room	Per Campus	1,600	1,680	1,760	
	Weight Room	Peak Load	4.5	4.75	5	
	Laundry/Towel Distribution	Peak Load	1.5	2	2.5	
	Dance	Peak Load	7.5	8	8.5	
	Gymnastics	Peak Load	7.5	8	8.5	
	Boxing Ring	Per Ring	860	900	940	
	Punching Bag (Light)	Per Bag	12	15	18	
	Punching Bag (Heavy)	Per Bag	30	35	40	
	Fencing	Per Strip	315	325	335	
	Pool and Support					
	Pool Manager's Office (Minimum of 3 ft. above deck level)		110	120	130	
	Chemical Storage Area		90	100	110	
	First Aid/Lifeguard Station		110	120	130	
	Decking Area (Non-slip surface around entire pool area)		6	7	8	
	Pump Room, Filtration, etc.		Depending upon design			
	Handicapped		Provide chair lift with swing-out arm and one set of built-in shallow-area steps. Restrooms and showers to meet handicapped regulations.			
	5. LIBRARY/STUDY SPACES					
	Library/Study Facilities					
	Reading/Study Rooms	Per Reader Station	20	25	30	
	Carrels	Per Occupant	25	30	35	
	Stacks	Per Volume	.09	.10	.11	
	Production/Workroom	Per Occupant	25	30	35	
	Technical Processing	Per Reader Station	5	5.5	6	
	Entrance/Lobby/Card Catalog/Circulation Desk	Per Reader Station	2	2.5	3	
	6. INSTRUCTIONAL MEDIA SPACES					
	Instructional Media, Radio, Television Facilities (Up to 10,000 FT)					
	Graphics		1,300	1,450	1,600	
	Photography		1,000	1,100	1,200	

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

## (C) State Universities

CIP Code	Facility Space Name	Recommended Occupants	NSF/Occupant			Related Space
			Min.	Norm	Max.	
	Equipment & Materials Circulation		1,000	1,200	1,400	
	Equipment Maintenance		650	750	850	
	TV Audio Distribution		1,300	1,450	1,600	
	Audio Services & Radio		1,200	1,300	1,400	
	Studio		1,300	1,450	1,600	
	Shops & Storage		5,000	5,500	6,000	
	Instructional Media, Radio, Television Facilities (More than 10,000 FT)					
	Graphics		1,600	1,750	1,900	
	Photography		1,200	1,300	1,400	
	Equipment & Materials Circulation		1,400	1,600	1,800	
	Equipment Maintenance		850	950	1,050	
	TV Audio Distribution		1,600	1,750	1,900	
	Audio Services & Radio		1,400	1,500	1,600	
	Studio		1,600	1,750	1,900	
	Shops & Storage		6,000	6,500	7,000	
	7. AUDITORIUM SPACES					
	Auditorium Facilities					
	Fixed Seating	Per Occupant	7	8	9	
	Stage	Per Peak Load to Perform at One Time	11	12	13	
	Storage	Per Number to Perform	10	11	12	
	Dressing Rooms	Per Number to Perform	8	9	10	
	Projection & Control	Per Auditorium	200	275	350	
	Lobby	Per Number Seated	.5	.6	.7	
	Ticket Booths	Per Ticket Window	25	30	35	
	Public Restrooms	Per Number Seated	.2	.3	.4	
	8. ACADEMIC SUPPORT SPACES					
	Student Academic Support Facilities					
	Academic Meeting Room	Per Occupant	10	12	14	
	Service Area		75	100	125	
	9. OFFICE SPACES					
	Instructional Office Facilities					
	Director's Office	One	150	175	200	
	Other Administrator	One	125	135	145	

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

## (C) State Universities

CIP Code	Facility Space Name	Recommended Occupants	NSF/Occupant			Related Space
			Min.	Norm	Max.	
	Faculty Office - Single	One	110	120	130	
	Faculty Office - Multiple	Varies	115 NSF for first person, plus 55 NSF for each additional person			
	Secretary/Clerk - Single	One	100	110	120	
	Secretary/Clerk - Multiple	Varies	105 NSF for first person, plus 50 NSF for each additional person			
	Reception	Per Number Seated	15	20	25	
	Conference	Per Occupant	15	20	25	
	Workroom	Varies	100 NSF for first person, plus 35 NSF for each additional person			
	Files		110	120	130	
	Supplies		100	125	150	
	Storage		125	150	175	
	Faculty Lounge	Per Occupant	10	11	12	
	Student Office Facilities					
	Office - Single	One	100	110	120	
	Office - Multiple	Varies	105 NSF for first person, plus 50 NSF for each additional person			
	Publications Workroom	Varies	100 NSF for first person, plus 35 NSF for each additional person			
	Counseling Area	Varies	100 NSF for first person, plus 20 NSF for each additional person			
	Testing Area	Varies	100 NSF for first person, plus 15 NSF for each additional person			
	Staff Office Facilities					
	Director's Office	One	150	175	200	
	Other Administrator	One	125	135	145	
	Staff Office - Single	One	110	120	130	
	Staff Office - Multiple	Varies	115 NSF for first person, plus 55 NSF for each additional person			
	Secretary/Clerk - Single	One	100	110	120	
	Secretary/Clerk - Multiple	Varies	105 NSF for first person, plus 50 NSF for each additional person			
	Reception	Per Number Seated	15	20	25	
	Conference	Per Occupant	15	20	25	
	Workroom	Varies	100 NSF for first person, plus 35 NSF for each additional person			
	Files		110	120	130	
	Supplies		100	125	150	
	Storage		125	150	175	

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(C) State Universities

CIP Code	Facility Space Name	Recommended Occupants	NSF/Occupant			Related Space
			Min.	Norm	Max.	
	Staff Lounge	Per Occupant	10	11	12	
	Administrative Office Facilities					
	President's Office	One	250	300	350	
	Vice President's Office	One	200	225	250	
	Dean's Office	One	200	225	250	
	Bursar's Office	One	175	200	225	
	Registrar's Office	One	175	200	225	
	Other Administrator	One	125	150	175	
	Secretary/Clerk - Single	One	110	120	130	
	Secretary/Clerk - Multiple	Varies	115 NSF for first person, plus 55 NSF for each additional person			
	Reception	Per Number Seated	15	20	25	
	Conference	Per Occupant	20	25	30	
	Workroom	Varies	125 NSF for first person, plus 35 NSF for each additional person			
	Files		120	135	150	
	Supplies		100	125	150	
	Storage		125	150	175	

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

## (C) State Universities

CIP Code	Facility Space Name	Recommended Occupants	NSF/Occupant			Related Space
			Min.	Norm	Max.	
10. OTHER ASSIGNABLE SPACES						
Food Facilities						
	Dining - Snack Bar	Per Occupant	10	11	12	
	Dining - Cafeteria (Including kitchen)	Per Occupant	13	14	15	
	Dining - Cafeteria (Excluding kitchen)	Per Occupant	10	11	12	
	Student Lounge Facilities	Per Occupant	10	11	12	
Merchandising Facilities						
	Bookstore	Per FT Student Up to 5,000	.4	.5	.6	
	Bookstore	Per FT Student 5,000 to 10,000	.2	.3	.4	
	Bookstore	Per FT Student Above 10,000	.09	.1	.2	
	Recreation Facilities	Per Occupant	15	20	25	
	Meeting Facilities	Per Occupant	10	11	12	
Student Health Care Facilities — In-Patient Infirmary						
	Administrative Director's Office	One	175	200	225	
	Other Administrator	One	140	150	160	
	Medical Director's Office	One	175	200	225	
	Nursing Director's Office	One	175	200	225	
	Physician's Office	One	140	150	160	
	Physician Assistant's Office	One	125	135	145	
	Psychiatrist's Office	One	140	150	160	
	Psychiatric Counseling	One	125	135	145	
	Clinical Associate's Office	One	130	140	150	
	Physical Therapist's Office	One	140	150	160	
	Medical Librarian's Office	One	130	140	150	
	Secretary/Clerk - Single	One	100	110	120	
	Secretary/Clerk - Multiple	Varies	105 NSF for first person, plus 50 NSF for each additional person			
	Office Storage		120	130	150	
	Medical Records File Storage		500	600	700	
	Reception	Per Occupant	15	20	25	
	Waiting Room	Per Number Seated	20	25	30	

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

## (C) State Universities

CIP Code	Facility Space Name	Recommended Occupants	NSF/Occupant			Related Space
			Min.	Norm	Max.	
	Examination Room		110	120	130	
	Treatment Room		120	135	150	
	Resting Area		50	60	70	
	Surgery		140	150	160	
	Whirlpool		150	160	170	
	Patient Toilet		30	35	40	
	Drawing Room		110	120	130	
	Laboratory	Per Infirmary	900	1,000	1,100	
	Bacteriology	Per Infirmary	325	350	375	
	Pharmacy	Per Infirmary	900	1,000	1,100	
	X-Ray		200	250	300	
	Darkroom		150	200	250	
	Viewing		125	150	175	
	Nurses' Station	Per Occupant	90	100	110	
	Private Patient Bedroom	One	120	130	140	
	Semi-Private Patient Bedroom	Two	160	170	180	
	Patient Toilet & Bath		45	55	65	
	Patient Lounge		400	500	600	
	Supplies		125	150	175	
	Storage		175	200	225	
	Kitchen		225	250	275	
	Food Preparation		225	250	275	
	Dry Storage		275	300	325	
	Refrigerator & Freezer		275	300	325	
	Serving Area		135	150	165	
	Cafeteria		700	800	900	
	Scullery		250	275	300	
	Housekeeping Workroom		250	300	350	
	Receiving		180	200	220	
	Supplies		500	600	700	
	Storage		500	600	700	
	Student Health Services — Out-Patient Clinic					
	Director's Office	One	150	175	200	
	Other Administrator	One	125	135	145	
	Physician's Office	One	140	150	160	
	Secretary/Clerk's Office - Single	One	100	110	120	
	Secretary/Clerk's Office – Multiple	Varies	105 NSF for first person, plus 50 NSF for each additional person			
	Nurses' Station	Per Occupant	90	100	110	
	Waiting Room	Per Number Seated	20	25	30	

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(C) State Universities**

CIP Code	Facility Space Name	Recommended Occupants	NSF/Occupant			Related Space
			Min.	Norm	Max.	
	Examination Room		110	120	130	
	Treatment Room		120	135	150	
	Surgery		140	150	160	
	Dental		140	150	160	
	X-Ray		140	150	160	
	Darkroom		80	100	120	
	Viewing		50	60	70	
	Laboratory	Per Clinic	500	750	1,000	
	Pharmacy	Per Clinic	500	750	1,000	
	Supplies		120	130	140	
	Storage		120	130	140	
	Patient Toilet		30	35	40	
<b>NONASSIGNABLE FACILITIES</b>						
	Sanitation Facilities					
	Student Restrooms	Per FT Student	1.25	1.50	1.75	
	Staff/Public Restrooms	Per FT Student	0.20	0.25	0.30	
	Custodial Facilities	Per FT Student	1.00	1.10	1.20	
	Flammable Storage		250	300	350	

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

## (D) Related Spaces for Community Colleges and State Universities

Alpha-Numeric Code	Related Space Name	Net Square Feet per Related Space		
		Minimum	Normal	Maximum
A-0	Animal Shelter	900	1,000	1,100
A-0.1	Arms Storage	150	200	250
A-1	Art Production	750	800	850
A-2	Burn Building	1,000	1,100	1,200
A-3	Camera Processing	100	110	120
A-4	Carburization & Electrical	850	900	950
A-5	Ceramics	160	180	200
A-6	Chemistry	500	550	600
A-7	Classroom, Related Instruction	500	525	550
A-8	Cleaning	90	100	110
B-1	Clinician	125	135	145
B-2	Communications	100	110	120
B-3	Conference	175	200	225
B-4	Conference	250	300	350
B-5	Contact Lenses	250	275	300
B-6	Controls Equipment	1,100	1,300	1,500
B-7	Courtroom	500	550	600
C-1	Darkroom	50	75	100
C-2	Darkroom	150	200	250
C-3	Darkroom	300	350	400
C-4	Data Processing	1,000	1,100	1,200
C-5	De-greasing Area, Outdoor	175	200	225
C-6	Demonstration	750	800	850
C-7	Diesel Cleaning	300	350	400
C-8	Dining Room	500	550	600
D-1	Dining Room	900	1,000	1,100
D-2	Dispensary	45	50	55
D-3	Dispensary	75	100	125
D-4	Dispensary	150	200	250
D-5	Dispensary	400	450	500
D-6	Distribution & Control	200	250	300
D-7	Distribution & Control	400	450	500
D-8	Drying	300	350	400
E-1	Electronics Equipment	1,100	1,300	1,500
E-2	Ensemble	250	300	350
E-3	Facial	75	100	125
E-4	Fire Maze Building	1,000	1,100	1,200
E-5	Firing Range	2,200	2,400	2,600
E-6	Fitting	45	50	55
E-7	Flight Simulator	400	450	500
E-8	Frame Machine	375	400	425
F-1	Freezer, Walk-in	40	50	60

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(D) Related Spaces for Community Colleges and State Universities**

Alpha-Numeric Code	Related Space Name	Net Square Feet per Related Space		
		Minimum	Normal	Maximum
F-2	Freezer, Walk-in	80	90	100
F-3	Fundamentals	850	900	950
F-4	Furnace	275	300	325
F-5	Garbage, Refrigerated	20	30	40
F-6	Graphics Production	550	600	650
F-7	Greenhouse	750	800	850
F-8	Grooming	45	50	55
F-8.1	Hologram Production	1,100	1,200	1,300
F-9	Hydraulics & Mechanical	1,200	1,300	1,400
G-1	Hydrotherapy	300	325	350
G-2	Hydrotherapy	500	550	600
G-3	Injector	170	180	190
G-4	Instruments	325	350	375
G-5	Isolation	45	50	55
G-6	Kiln	50	60	70
G-7	Kitchen	110	120	130
G-8	Laundry	45	50	55
G-9	Laser Alignment Tunnel	1,500	1,600	1,700
G-9.1	Laser Isolation Modules	2,200	2,400	2,600
H-1	Layout	200	225	250
H-2	Lens Finishing	400	500	600
H-3	Lens Making	400	500	600
H-4	Live Engines	800	900	1,000
H-5	Loading Dock	100	150	200
H-6	Lockers, Faculty	80	90	100
H-7	Lockers, Showers & Toilets, Faculty	110	120	130
H-8	Lockers, Student	100	125	150
I-1	Lockers, Student	175	200	225
I-2	Lockers, Student	300	350	400
I-3	Lockers, Showers, & Toilets, Student	125	150	175
I-4	Lockers, Showers, & Toilets, Student	200	225	250
I-5	Lockers, Showers, & Toilets, Student	300	350	400
I-6	Maintenance	175	200	225
I-7	Maintenance & Calibration	650	700	750
I-8	Materials Testing	800	900	1,000
J-1	Meteorology	300	350	400
J-2	Model Shop	500	550	600
J-3	Multipurpose Room	1,100	1,200	1,300
J-4	News	100	110	120
J-5	Observation	70	80	90
J-6	Oil Sets	250	275	300

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(D) Related Spaces for Community Colleges and State Universities**

Alpha-Numeric Code	Related Space Name	Net Square Feet per Related Space		
		Minimum	Normal	Maximum
J-7	Operations	300	350	400
J-8	Paint Vapor	175	200	225
K-1	Patient Area	600	750	900
K-2	Photogrammetry	850	900	950
K-3	Photography Laboratory	100	150	200
K-4	Photography Laboratory	400	500	600
K-5	Practice, Music (1/40 students)	50	60	70
K-6	Preparation	1,100	1,200	1,300
K-7	Print Finishing	300	350	400
K-8	Production Control	150	175	200
L-1	Program Control	150	175	200
L-2	Prop Production & Storage	500	600	700
L-2.1	Receiving	550	600	650
L-3	Reception	75	100	125
L-4	Reception	175	200	225
L-5	Reception	275	300	325
L-6	Recording Booth	65	70	75
L-7	Reference	90	100	110
L-8	Reference	125	150	175
M-1	Reference	225	250	275
M-2	Reference	300	350	400
M-3	Refracting	350	400	450
M-4	Refrigerator, Walk-in	50	60	70
M-5	Refrigerator, Walk-in	90	100	110
M-6	Refrigerator, Walk-in	125	135	145
M-7	Reproduction	120	140	160
M-8	Reproduction	175	200	225
N-1	Restoration	700	800	900
N-2	Sauna	60	70	80
N-3	Scrub Area	90	100	110
N-4	Serving Line	80	90	100
N-5	Shower, Emergency	20	25	30
N-6	Showers, Student	125	150	175
N-7	Showers, Student	200	225	250
N-8	Soils & Concrete	800	900	1,000
O-1	Spray	175	200	225
O-2	Spray	350	400	450
O-3	Spray	550	600	650
O-4	Spray	700	800	900
O-5	Steam	60	80	100
O-6	Sterilization	60	80	100

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(D) Related Spaces for Community Colleges and State Universities**

Alpha-Numeric Code	Related Space Name	Net Square Feet per Related Space		
		Minimum	Normal	Maximum
O-7	Sterilization	125	150	175
O-8	Storage, Dry Foods	175	200	225
O-9	Storage, Equipment	250	300	350
P-1	Storage, Flammable	60	70	80
P-2	Storage, Flammable	150	175	200
P-3	Storage, Instrument	300	400	500
P-4	Storage, Material	65	75	85
P-5	Storage, Material	85	100	115
P-6	Storage, Material	135	150	165
P-7	Storage, Material	175	200	225
P-8	Storage, Material	225	250	275
Q-1	Storage, Material	275	300	325
Q-2	Storage, Material	325	350	375
Q-3	Storage, Material	375	400	425
Q-4	Storage, Material	450	500	550
Q-5	Storage, Material	550	600	650
Q-6	Storage, Material	650	700	750
Q-7	Storage, Material	750	800	850
Q-8	Storage, Material	850	900	950
Q-9	Storage, Machinery	1,000	1,100	1,200
R-1	Storage, Outdoor	50	75	100
R-2	Storage, Paint	40	50	60
R-3	Storage, Project	90	100	110
R-4	Storage, Project	130	150	170
R-5	Storage, Project	170	200	230
R-6	Storage, Project	235	275	315
R-7	Storage, Project	350	400	450
R-8	Storage, Robe	50	60	70
S-1	Storage, Student	25	30	35
S-2	Storage, Student	40	50	60
S-3	Storage, Tool	85	100	115
S-4	Storage, Tool	135	150	165
S-5	Storage, Tool	175	200	225
S-6	Storage, Tool	225	250	275
S-7	Storage, Tool	275	300	325
S-8	Storage, Tool	325	350	375
T-1	Storage, Tool	375	400	425
T-2	Storage, Tool	450	500	550
T-3	Storage, Uniform	50	60	70
T-4	Studio	150	200	250
T-5	Studio	350	400	450

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(D) Related Spaces for Community Colleges and State Universities**

Alpha-Numeric Code	Related Space Name	Net Square Feet per Related Space		
		Minimum	Normal	Maximum
T-6	Studio	1,000	1,200	1,400
T-7	Surgical Operations	1,100	1,200	1,300
T-8	Systems, Overhead	600	700	800
T-9	Teaching Auditorium	600	800	1,000
U-1	Technical Laboratory	800	900	1,000
U-2	Telemetry Operations	900	1,000	1,100
U-3	Testing	250	300	350
U-3.1	Testing	750	900	1,050
U-4	Test Cell	100	125	150
U-5	Test Cell	175	200	225
U-6	Textiles	50	60	70
U-7	Toilet, Patient	50	75	100
U-8	Toilet, Student	25	35	45
V-1	Toilet, Student	50	75	100
V-2	Toilet & Bath, Student	75	100	125
V-3	X-Ray	125	135	145

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

## (E) Public Broadcasting Stations

Level	Facility Space Name	Recommended Occupants	NSF/Occupant			Related Space
			Min.	Norm	Max.	
PUBLIC BROADCASTING SPACE						
a. Administration						
All	Station Manager/Media Director Office	One	160	175	185	
All	General Office/Sec.	One	95	100	105	
All	Assist. Station Manager Admin. & Dev. Office	One	110	115	120	
All	Admin. Asset - Grants Mgt. & Budgeting	One	110	115	120	
All	Conference	Per Occupant X	15	17	20	
All	Business Office	One	110	115	120	
All	Reception - Public Areas	Number to be Seated	15	17	20	
All	Office Supplies Storage	0	15	17	20	
All	Staff Lounge	Per Occupant X	10	12	14	
All	Director of Engineering	One	140	150	160	
All	Public Restrooms - Male	Design				
	Public Restrooms - Female	Capacity				
b. Television Programming						
All	Program Director's Office	One	110	150	160	
All	Program Office Area	Per Occupant X	95	100	105	
All	Traffic	Per Occupant X	95	100	105	
All	Program File and Teletype Room	0	95	100	105	
All	Continuity Coordinator	One	95	100	105	
All	Videotape and Film Review	One	225	250	275	
All	Instructional Television Programming	One	110	115	120	
c. Television Program Development						
All	Executive Producer's Office	One	110	115	120	
All	Special Projects Office	One	95	110	105	
All	Writer's/Producer's Offices	Per Occupant X	140	150	160	
All	IT/Film Office	Per Occupant X	140	150	160	
All	Research Assistant's Office	One	95	100	105	
All	Conference	Per Occupant X	15	17	20	
All	General Office/Sec.	One	95	100	105	

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

## (E) Public Broadcasting Stations

Level	Facility Space Name	Recommended Occupants	NSF/Occupant			Related Space
			Min.	Norm	Max.	
	d. Television Production Operations					
All	Studio Manager	One	110	115	120	
All	Pre-Production Conference					
	Crew Ready Room	Per Occupant X	40	45	50	
	Photographic/Mini-Mote					
	Equipment Storage (High Security)	0	95	100	105	
	e. Photographic Services					
All	Cinematographers Cubicles	Per Occupant X	40	45	50	
All	Photo Production	0	140	150	160	
All	Film and Slide Library	0	200	210	220	
All	Photo Supplies Storage	0	25	30	35	
All	Photo Dark Room (Process and Drying)	0	140	150	160	
All	Film Editing	0	110	115	120	
	f. Graphic Arts					
All	Graphic Arts Storage	0	40	45	50	
All	Graphic Arts Studio	Per Occupant X	155	165	175	
	g. Television Production					
All	Dressing Areas - Male					
	Dressing Area - Female	0	140	145	150	
All	Observation Room/Artists'					
	Waiting and Assembly Area	0	480	500	525	
All	Large Studio	0	2,700	2,800	2,900	
All	Small Studio	0	1,900	2,000	2,100	
All	Mini Storage	0	280	300	320	
All	Studio Control Rooms					
	(Video and Audio)	0	140	150	160	
All	Announcer's Booths	0	55	60	65	
All	Studio Support (Storage and Workshops)	0	400	425	450	
All	Audio Production	0	110	115	120	
All	Director's Offices	Per Occupant X	110	115	120	
	h. Television Communications					

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

## (E) Public Broadcasting Stations

Level	Facility Space Name	Recommended Occupants	NSF/Occupant			Related Space
			Min.	Norm	Max.	
All	Director of Communications Office	One	150	160	170	
All	Assistant to Director of Communications Office	One	95	100	105	105
All	General Office/Sec.	One	95	100	105	
All	Duplicating	0	95	100	105	
i. Radio and Television Engineering						
All	Director of Engineering Office	One	140	150	160	
All	Assistant Chief Engineer- Operations	One	95	100	105	
All	Assistant Chief Engineer- Design/Installation	One	95	100	105	105
All	Engineering Clerk	One	95	100	105	
All	Drafting and Design	0	95	100	105	
All	Technical Library and Staff Training	One	280	300	320	
All	Master Control	Per Occupant X	300	400	420	
All	Telecine	One	780	800	820	
All	Video Tape Recorder Room	Per Occupant X	380	400	420	
All	Video Tape Editing and Dubbing	Per Occupant X	280	300	320	
All	Video Tape Vault	0	580	600	620	
All	Microwave Equipment Room	0	180	200	220	
All	Mobile Unit Storage/Maintenance	0	825	860	900	
All	Engineering Shop	Per Occupant X	180	200	220	
All	Parts Storage	0	180	200	220	
All	Restrooms-Locker - Male					
	Restrooms-Lockers - Female					
	Smoking Lounge - Male	0	380	400	420	
	Smoking Lounge - Female					
All	Outside Work/Storage	0	380	400	420	
j. Radio						
All	Station Manager	One	140	150	160	
All	Program Director	One	140	150	160	
All	News Director	One	120	130	140	
All	Public and Community Affairs Director	Per Occupant X	95	100	105	
All	Development & Station Relations	Per Occupant X	95	100	105	
All	Production Manager	One	95	100	105	
All	Engineering Office	One	120	130	140	

## SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

## (E) Public Broadcasting Stations

Level	Facility Space Name	Recommended Occupants	NSF/Occupant			Related Space
			Min.	Norm	Max.	
All	Reception	One	180	200	220	
All	General Office/Sec.	Per Occupant X	95	100	105	
All	Volunteer and Intern Staff	Per Occupant X	50	52	55	
All	Conference Room	Per Occupant X	15	17	20	
All	Master Control Room	One	215	225	235	
All	Control B	0	95	100	105	
All	Control C	0	95	100	105	
All	Studios	0	400	600	800	
All	Stand-up Studio and Control	0	95	100	105	
All	Engineering Shop	Per Occupant X	95	100	105	
All	Networking and Recording and Satellite Control	0	75	80	85	
All	SCA	One	75	80	85	
All	Record Library	One	140	150	160	
All	Tape Library	0	225	250	275	
All	Audition Listening Rooms	0	45	50	55	
All	Graphic Production	0	75	80	85	
All	Office Storage	0	55	60	65	
All	Equipment Storage	0	75	80	85	
All	Control Operator's Warehouse	0	35	40	45	
All	Restrooms - Male	Design				
	Restrooms - Female	Capacity				
k. General Services						
All	Shipping/Receiving/Mailing	One	240	250	260	
All	Custodial Storage	0	350	375	400	
All	Public Restrooms - Male	Design				
	Public Restrooms - Female	Capacity				
All	Staff Training	One	580	600	630	

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

**(E) Public Broadcasting Stations**

Level	Facility Space Name	Recommended Occupants	NSF/Occupant			Related Space
			Min.	Norm	Max.	

**SPACE UTILIZATION AND SPACE NEEDS GENERATION FACTORS, FORMULAS, AND STANDARDS.** The purpose of this section is to provide space utilization and space needs generation factors, formulas, and standards for use by community college boards when planning new and evaluating existing educational, auxiliary, and ancillary facilities. It may be used for determining space needs, developing program facility lists, conducting educational plant surveys, writing survey recommendations, developing educational specifications, recording facilities inventory data, and conducting space utilization studies.

### **A. SPACE UTILIZATION FOR INSTRUCTIONAL SPACE CATEGORIES**

#### UTILIZATION FACTORS

#### DEFINITIONS

- |              |  |
|--------------|--|
| 1. WRH       | Weekly room hours                                      |
| 2. RUR       | Room utilization rate                                  |
| 3. SOR       | Student station occupancy rate                         |
| 4. COFTE     | Capital outlay full-time equivalent student enrollment |
| 5. WSH/COFTE | Average weekly student hours per COFTE                 |
| 6. UI        | Utilization index                                      |
| 7. UIR       | Utilization index reciprocal                           |
| 8. SS        | Student stations                                       |

#### UTILIZATION FORMULAS

- |   |                            |
|---|----------------------------|
| 1. $\frac{WRH \times RUR \times SOR}{WSH/COFTE} = UI$ | 2. $\frac{1.00}{UI} = UIR$ |
| 3. $UI \times SS = COFTE$                             | 4. $UIR \times COFTE = SS$ |

### **I. CLASSROOM UTILIZATION STANDARDS**

1. WRH = 40
2. RUR = 1.00
3. SOR = 0.60
4. COFTE = All COFTE (including nonvocational and vocational)
5. WSH/COFTE = 12
6. UI = 2.00
7. UIR = 0.50

#### USING THE CLASSROOM UTILIZATION FORMULAS

The classroom utilization index of 2.00, multiplied by a given number of classroom student stations, indicates the number of COFTE students that number of classroom stations will accommodate.

The classroom utilization index reciprocal of 0.50, multiplied by a given number of COFTE students, indicates the number of classroom student stations needed to accommodate that number of COFTE.

**II. NONVOCATIONAL LABORATORY UTILIZATION STANDARDS**

1. WRH = 30
2. RUR = 1.00
3. SOR = 0.80
4. COFTE = Nonvocational COFTE
5. WSH/COFTE = 6
6. UI = 4.00
7. UIR = 0.25

**USING THE NONVOCATIONAL LABORATORY UTILIZATION FORMULAS**

The nonvocational laboratory utilization index of 4.00, multiplied by a given number of nonvocational laboratory student stations, indicates the number of nonvocational COFTE students that number of laboratory stations will accommodate.

The nonvocational laboratory utilization index reciprocal of 0.25, multiplied by a given number of nonvocational COFTE students, indicates the number of nonvocational laboratory student stations needed to accommodate that number of COFTE.

**III. VOCATIONAL LABORATORY UTILIZATION STANDARDS**

1. WRH = 30
2. RUR = 1.00
3. SOR = 0.80
4. COFTE = Vocational COFTE
5. WSH/COFTE = 12
6. UI = 2.00
7. UIR = 0.50

**USING THE VOCATIONAL LABORATORY UTILIZATION FORMULAS**

The vocational laboratory utilization index of 2.00, multiplied by a given number of vocational laboratory student stations, indicates the number of vocational COFTE students that number of laboratory stations will accommodate.

The vocational laboratory utilization index reciprocal of 0.50, multiplied by a given number of vocational COFTE students, indicates the number of vocational laboratory student stations needed to accommodate that number of COFTE.

**B. SPACE NEEDS GENERATION FOR INSTRUCTIONAL SPACE CATEGORIES****GENERATION FACTORS****DEFINITIONS**

1. WRH	Weekly room hours
2. RUR	Room utilization rate
3. SOR	Student station occupancy rate
4. COFTE	Capital outlay full-time-equivalent student enrollment
5. WSH/COFTE	Average weekly student hours per COFTE
6. NSF	Net square feet
7. SS	Student stations
8. NSF/SS	Average net square feet per student station (including classroom or laboratory space and related spaces)
9. NSF/COFTE	Net square feet per COFTE

**NEEDS GENERATION FORMULAS**

- $$\frac{\text{NSF/SS}}{\text{WRH} \times \text{RUR} \times \text{SOR}} \times \text{WSH/COFTE} = \text{NSF/COFTE}$$
- $$\text{NSF/COFTE} \times \text{COFTE} = \text{NSF}$$

**I. CLASSROOM NEEDS GENERATION STANDARDS**

- WRH = 40
- RUR = 1.00
- SOR = 0.60
- COFTE = All COFTE (including nonvocational and vocational)
- WSH/COFTE = 12
- NSF/SS = 27
- NSF/COFTE = 13.50

**USING THE CLASSROOM NEEDS GENERATION FORMULAS**

The classroom NSF/COFTE of 13.50, multiplied by the number of COFTE for a given site, indicates the approximate total amount of NSF in the classroom space category needed to accommodate the COFTE at that site.

**II. NONVOCATIONAL LABORATORY NEEDS GENERATION STANDARDS**

- WRH = 30
- RUR = 1.00
- SOR = 0.80
- COFTE = Nonvocational COFTE
- WSH/COFTE = 6
- NSF/SS = 55
- NSF/COFTE = 13.75

USING THE NONVOCATIONAL LABORATORY NEEDS GENERATION FORMULAS

The nonvocational laboratory NSF/COFTE of 13.75, multiplied by the number of nonvocational COFTE for a given site, indicates the approximate total amount of NSF in the nonvocational laboratory space category needed to accommodate the nonvocational COFTE at that site.

**III. VOCATIONAL LABORATORY NEEDS GENERATION STANDARDS**

1. WRH = 30
2. RUR = 1.00
3. SOR = 0.80
4. COFTE = Vocational COFTE
5. WSH/COFTE = 12
6. NSF/SS = 137
7. NSF/COFTE = 68.50

USING THE VOCATIONAL LABORATORY NEEDS GENERATION FORMULAS

The vocational laboratory NSF/COFTE of 68.50, multiplied by the number of vocational COFTE for a given site, indicates the approximate total amount of NSF in the vocational laboratory space category needed to accommodate the vocational COFTE at that site.

**C. SPACE NEEDS GENERATION FOR OTHER TYPES OF SPACE**

Methods used to generate needs for non-instructional space categories include one or a combination of the following factors: minimum allowance, allotment per enrollment, and percentage of other types of space.

GENERATION FACTORS

1. MIN
2. NSF/COFTE
3. % NSF

DEFINITIONS

- Minimum allowance  
Allotment per enrollment  
Percentage of other types of space

ABBREVIATIONS

1. CR
2. NL
3. VL
4. L/S
5. AV
6. A/E
7. StuS
8. PE
9. Ofc
10. SupS
11. SSF
12. PSF

TYPES OF SPACE

- Classroom space category  
Nonvocational Laboratory space category  
Vocational Laboratory space category  
Library/Study space category  
Audio-visual space category  
Auditorium/Exhibition space category  
Student Services space category  
Physical Education space category  
Office space category  
Support Services space category  
Student Sanitation Facilities  
Staff and public sanitation facilities

- |          |   |
|----------|---|
| 13. CF   | Custodial facilities  |
| 14. EqpF | Electrical, mechanical, and HVAC equipment facilities   |
|          | 15. NtoG Net-to-gross square footage difference, for general circulation, interior and exterior walls, open malls, and roof overhangs |

### NEEDS GENERATION FORMULAS

1.  $L/S = MIN + (NSF/COFTE \times COFTE)$
2.  $AV = \% NSF (CR + NL + VL)$
3.  $A/E = MIN + (NSF/COFTE \times COFTE)$
4.  $StuS = NSF/COFTE \times COFTE$
5.  $PE = MIN + (NSF/COFTE \times COFTE)$
6.  $Ofc = NSF/COFTE \times COFTE$
7.  $SupS = \% NSF (CR + NL + VL + L/S AV + A/E + StuS + PE + Ofc)$
8.  $SSF = NSF/COFTE \times COFTE$
9.  $PSF = NSF/COFTE \times COFTE$
10.  $CF = NSF/COFTE \times COFTE$
11.  $EqpF = \% NSF (CR + NL + VL + L/S + AV + A/E + StuS + PE + Ofc + SupS + SSF + PSF + CF)$
12.  $NtoG = \% NSF (CR + NL + VL + L/S + AV + A/E + StuS + PE + Ofc + SupS + SSF + PSF + CF + EqpF)$

Note: The generation of needs for certain space categories requires strict compliance with the legal definitions of “campus,” “center,” and “special purpose center.” A campus, center, or special purpose center must have been established and designated as such by the State Board of Education.

### IV. LIBRARY/STUDY NEEDS GENERATION STANDARDS

Library/study space needs are based on a minimum allowance, by type of site and size of enrollment, plus an allotment per specified enrollment.

1. For a campus or center, officially established and designated by the State Board of Education, with 1,000 or less COFTE, the standards are a minimum of 2,100 NSF, plus 10 NSF for each COFTE.
2. For a campus or center, officially established and designated by the State Board of

Education, with more than 1,000 COFTE, the standards are a minimum of 12,100 NSF, plus 11 NSF for each additional COFTE greater than 1,000.

3. For a special purpose center, officially established and designated by the State Board of Education, the standards are no minimum allowance, but simply 10 NSF per COFTE.

#### USING THE LIBRARY/STUDY NEEDS GENERATION FORMULA

1. For a campus or center with 1,000 or less COFTE: the minimum allowance of 2,100 NSF, plus 10 NSF times the number of COFTE, indicates the total amount of NSF in the library/study space category needed at that site.
2. For a campus or center with more than 1,000 COFTE: the minimum allowance of 12,100 NSF, plus 11 NSF times the number of COFTE above 1,000, indicates the total amount of NSF in the library/study space category needed at that site.
3. For a special purpose center: 10 NSF times the number of COFTE, indicates the total amount of NSF in the library/study space category needed at that site.

#### V. AUDIO-VISUAL NEEDS GENERATION STANDARDS

Audio-visual space needs are based on a percentage of the three instructional types of space. The standard is five percent of the total space needs generated for the classroom, nonvocational laboratory, and vocational laboratory space categories.

#### USING THE AUDIO-VISUAL NEEDS GENERATION FORMULA

The total amount of NSF needed for the classroom, nonvocational laboratory, and vocational laboratory space categories at a given site, multiplied by 0.05, indicates the total amount of NSF in the audio-visual space category needed at that site.

#### VI. AUDITORIUM/EXHIBITION NEEDS GENERATION STANDARDS

Auditorium/exhibition space needs are based on a minimum allowance for the first enrollment, by type of site, plus an allotment per additional enrollment.

1. For a campus, officially established and designated by the State Board of Education, the standard is a minimum of 10,000 NSF for the first 2,000 COFTE, plus 3 NSF for each additional COFTE greater than 2,000.
2. For a center, officially established and designated by the State Board of Education, the standard is a minimum of 5,000 NSF for the first 1,000 COFTE, plus 3 NSF for each additional COFTE greater than 1,000.
3. For a special purpose center, officially established and designated by the State Board of Education, the standard is no minimum allowance, but simply 3 NSF per COFTE.

#### USING THE AUDITORIUM/EXHIBITION NEEDS GENERATION FORMULA

1. For a campus: the minimum allowance of 10,000 NSF for the first 2,000 COFTE, plus 3 NSF times the number of COFTE above 2,000, indicates the total amount of NSF in the auditorium/exhibition space category needed at that campus.
2. For a center: the minimum allowance of 5,000 NSF for the first 1,000 COFTE, plus 3 NSF

times the number of COFTE above 1,000, indicates the total amount of NSF in the auditorium/exhibition space category needed at that center.

3. For a special purpose center: 3 NSF times the number of COFTE, indicates the total amount of NSF in the auditorium/exhibition space category needed at that special purpose center.

## **VII. STUDENT SERVICES NEEDS GENERATION STANDARDS**

Student services space needs are based on an allotment per enrollment. The standard is 7.50 NSF for each COFTE.

### **USING THE STUDENT SERVICES NEEDS GENERATION FORMULA**

The number of COFTE for a given site, multiplied by the enrollment allotment of 7.50 NSF, indicates the total amount of NSF in the student services space category needed at that site.

## **VIII. PHYSICAL EDUCATION NEEDS GENERATION STANDARDS**

Physical education space needs are based on a minimum allowance for the first enrollment, by type of site, plus an allotment per additional enrollment.

1. For a campus, officially established and designated by the State Board of Education, the standard is a minimum of 20,000 NSF for the first 2,000 COFTE, plus 5 NSF for each additional COFTE greater than 2,000.
2. For a center, officially established and designated by the State Board of Education, the standard is a minimum of 10,000 NSF for the first 1,000 COFTE, plus 5 NSF for each additional COFTE greater than 1,000.
3. For a special purpose center, officially established and designated by the State Board of Education, the standard is no minimum allowance, but simply 5 NSF per COFTE.

### **USING THE PHYSICAL EDUCATION NEEDS GENERATION FORMULA**

1. For a campus: the minimum allowance of 20,000 NSF for the first 2,000 COFTE, plus 5 NSF times the number of COFTE above 2,000, indicates the total amount of NSF in the physical education space category needed at that campus.
2. For a center: the minimum allowance of 10,000 NSF for the first 1,000 COFTE, plus 5 NSF times the number of COFTE above 1,000, indicates the total amount of NSF in the physical education space category needed at that center.
3. For a special purpose center: 5 NSF times the number of COFTE, indicates the total amount of NSF in the physical education space category needed at that special purpose center.

## **IX. OFFICE NEEDS GENERATION STANDARDS**

Office space needs are based on one allotment per enrollment for each site and a second allotment per enrollment for districtwide administration.

1. For each campus, center, or special purpose center, the standard is 12.50 NSF per COFTE

- assigned to the site, for office facilities to accommodate the faculty, staff, administrators, and student offices assigned to that site.
2. For districtwide administration, the standard is 3.00 NSF per total collegewide COFTE, for office facilities to accommodate districtwide administrators and staff located at the central district administrative site.

#### USING THE OFFICE NEEDS GENERATION FORMULA

1. For a campus, center, or special purpose center: the number of COFTE for the site, multiplied by the enrollment allotment of 12.50 NSF, indicates the total amount of NSF needed at that site for office facilities.
2. For districtwide administration: the total collegewide COFTE, multiplied by the enrollment allotment of 3.00 NSF, indicates the total amount of NSF needed at a central site for districtwide administrative office facilities.

### **X. SUPPORT SERVICES NEEDS GENERATION STANDARDS**

Support services space needs are based on a percentage of the nine previous types of space. The standard is five percent of the total space needs generated for the classroom, nonvocational laboratory, vocational laboratory, library/study, audio-visual, auditorium/exhibition, student services, physical education, and office space categories.

#### USING THE SUPPORT SERVICES NEEDS GENERATION FORMULA

The total amount of NSF needed for the classroom, nonvocational laboratory, vocational laboratory, library/study, audio-visual, auditorium/exhibition, student services, physical education, and office space categories at a given site, multiplied by 0.05, indicates the total amount of NSF in the support services space category needed at that site.

### **XI. NONASSIGNABLE SPACE NEEDS GENERATION STANDARDS**

Nonassignable space needs are based on an allotment per enrollment or a percentage of other types of space.

1. STUDENT SANITATION FACILITIES space needs are based on an allotment per enrollment. The standard is 1.50 NSF for each COFTE.
2. STAFF AND PUBLIC SANITATION FACILITIES space needs are based on an allotment per enrollment. The standard is 0.25 NSF for each COFTE.
3. CUSTODIAL FACILITIES space needs are based on an allotment per enrollment. The standard is 1.10 NSF for each COFTE.
4. ELECTRICAL, MECHANICAL, AND HVAC EQUIPMENT FACILITIES space needs are based on a percentage of the previous 13 types of space. The standard is six percent of the total space needs generated for the classroom, nonvocational laboratory, vocational laboratory, library/study, audio-visual, auditorium/exhibition, student services, physical education, office, and support services space categories and for the student sanitation, staff and public sanitation, and custodial facilities.
5. NET-TO-GROSS SQUARE FOOTAGE DIFFERENCE space needs (for general circulation,

interior and exterior walls, open malls, and roof overhangs) are based on a percentage of the previous 14 types of space. The standard is 34 percent of the total space needs generated for the classroom, nonvocational laboratory, vocational laboratory, library/study, audio-visual, auditorium/exhibition, student services, physical education, office, and support services space categories and for the student sanitation, staff and public sanitation, custodial, and electrical, mechanical, and HVAC equipment facilities.

#### USING THE NONASSIGNABLE NEEDS GENERATION FORMULAS

1. For STUDENT SANITATION FACILITIES: the number of COFTE for a given site, multiplied by the enrollment allotment of 1.50 NSF, indicates the total amount of NSF in student sanitation facilities needed at that site.
2. For STAFF AND PUBLIC SANITATION FACILITIES: the number of COFTE for a given site, multiplied by the enrollment allotment of 0.25 NSF, indicates the total amount of NSF in staff and public sanitation facilities needed at that site.
3. For CUSTODIAL FACILITIES: the number of COFTE for a given site, multiplied by the enrollment allotment of 1.10 NSF, indicates the total amount of NSF in custodial facilities needed at that site.
4. For ELECTRICAL, MECHANICAL, AND HVAC EQUIPMENT FACILITIES: the total amount of NSF needed for the classroom, nonvocational laboratory, vocational laboratory, library/study, audio-visual, auditorium/ exhibition, student services, physical education, office, and support services space categories, plus the total amount of NSF needed for student sanitation, staff and public sanitation, and custodial facilities at a given site, multiplied by 0.06, indicates the total amount of NSF needed at that site for electrical, mechanical, and HVAC equipment facilities.
5. For the NET-TO-GROSS SQUARE FOOTAGE DIFFERENCE (for general circulation space, interior and exterior walls, open malls, and roof overhangs): the total amount of NSF needed for the classroom, nonvocational laboratory, vocational laboratory, library/study, audio-visual, auditorium/exhibition, student services, physical education, office, and support services space categories, plus the total amount of NSF needed for student sanitation, staff and public sanitation, custodial, and electrical, mechanical, and HVAC equipment facilities at a given site, multiplied by 0.34, indicates the total amount of square footage needed at that site for general circulation space, interior and exterior walls, open malls, and roof overhangs (the “net-to-gross difference”).



**SPACE CATEGORIES.** The purpose of this section is to define the space categories used by community college boards when planning new and evaluating existing educational, auxiliary, and ancillary facilities. Each space category is comprised of a different set of similar-type spaces. Each individual type of space can be described by its design and the function or activity assigned to it. These characteristics are identified by room-use code and information classification structure (ICS) code.

**A. SPACE CATEGORIES BY ROOM-USE CODE AND INFORMATION CLASSIFICATION STRUCTURE CODE**

SPACE GROUPS: SPACE CATEGORIES	FACILITIES INVENTORY CRITERIA: ROOM USE CODES	ICS CODES
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Instructional:

1. Classroom	110, 115, 120, 125	All
2. Nonvocational Laboratory	210, 215, 220, 225, 570, 575, 580, 585	1.XX, except 1.2X
3. Vocational Laboratory	210, 212, 215, 220, 225, 570, 575, 580, 585	1.2X

Instructional Support:

4. Library/Study	240, 245, 410, 420, 430, 440, 455	All
5. Audio-visual	530, 535	All
6. Auditorium/Exhibition	610, 615, 620, 625	All

Student Support:

7. Student Services	630, 635, 650, 655, 660, 665, 670, 675, 680, 685, 690, 810, 815, 820, 830, 835, 840, 845, 850, 855, 860, 865, 870, 880, 890, 895	5.XX
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8. Physical Education	520, 523, 525	All
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Institutional Support:

9. Office	310, 315, 350, 355	All
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SPACE GROUPS: SPACE CATEGORIES	FACILITIES INVENTORY CRITERIA: ROOM USE CODES		ICS CODES
10. Support Services	570, 575, 580, 585		7.XX
	630, 635, 640, 645, 650, 655, 660, 665, 670, 675, 680, 685, 690, 810, 815, 820, 830, 835, 840, 845, 850, 855, 860, 865, 870, 880, 890, 895		All, except 5.XX
	710, 715, 720, 725, 730, 735, 740, 745, 750, 755, 760, 765		All
<u>Other Facilities:</u>			
11. Residential	910, 919, 920, 935, 950, 955, 970		All
12. Other Assignable			
Laboratory	210, 215, 220, 225		All, except 1.XX
	212		All, except 1.2X
Armory	510, 515		All
Clinic (non-health)	540, 545		All
Demonstration	550, 555		All
Field Building	560		All
Animal Quarters	570, 575		All, except 1.XX and 7.XX
Greenhouse	580, 585		All, except 1.XX and 7.XX
Other	590		All
All invalid codes	All		
13. Nonassignable			
Custodial	010		All
Circulation	020		All
Mechanical/Sanitation	030		All
Structural	040		All
Joint-Use Rooms	050		All
Used by Visitors			
Unsatisfactory	001		All
Classroom			
Unsatisfactory	002		All
Laboratory			
Unsatisfactory Other	003		All

**GUIDELINES AND LEGAL REQUIREMENTS FOR CONDUCTING AND REPORTING EDUCATIONAL PLANT SURVEYS (Community Colleges).** The purpose of this section is to provide guidelines for use by community college boards when conducting and reporting educational plant surveys. The information is specific to comprehensive 5-year surveys, but also applies to survey amendments.

### THE EDUCATIONAL PLANT SURVEY

An educational plant survey is a systematic study of existing educational and ancillary plants and the determination of future needs, for the purpose of providing an appropriate educational program and services for each student. Section 1013.01(8), F.S., and Section 1.2(26), *State Requirements for Educational Facilities* (SREF).

The reason for a survey is to formulate plans for housing the educational programs, student population, faculty, administrators, staff, and auxiliary and ancillary services of the community college district. The objective of the comprehensive fixed capital outlay plan is to propose a building program for the college for a period of five years. Section 1013.31(1), F.S., and Section 3.1, SREF.

### OVERSIGHT RESPONSIBILITY

At least every five years, each community college District Board of Trustees is responsible for arranging an educational plant survey for its college. The survey is conducted by the Board of Trustees or an agency employed by the Board. Sections 1013.31(1)(a), 1001.64(34), and 1013.40(1), F.S.; and Section 3.1, SREF.

The survey report is reviewed and approved by the Board of Trustees, then it is submitted to the Office of Educational Facilities, Department of Education, for the Commissioner of Education's file. Section 1013.31(1)(a), F.S., and Section 3.1, SREF.

Department of Education staff review and validate surveys, as submitted by district boards, for compliance with Chapter 1013, F.S., and SREF. Surveys that do not comply are returned to the boards for revision and re-submission. If funds provided by Section 9(d), Article XII, State Constitution, as amended, are to be used, surveys are recommended to the State Board of Education for approval. Sections 1013.03(10)(a)2.(b) and 1013.31(1)(c), F.S.

### CONDUCTING AND REPORTING SURVEYS

#### A. COLLEGE SITES

Sections 1013.01(20), 1013.03(10)(a)2., and 1013.31(1)(a)(b)3.(c), F.S.; and Sections 1.2(76) and 3.1(1)(a), SREF.

The survey is conducted for the official sites of the college; all other sites are excluded. Sites that existed prior to December 1989 must have been authorized and recognized by the State, at that time, as a campus, center, or special purpose center. Sites that have been founded since December 1989 must have been established and designated as a campus, center, or special purpose center by the State Board of Education. Sites that have been elevated from a special purpose center to a center, or from a center to a campus, must be accounted for.

The Department of Education maintains a statewide facilities inventory database. Each college is responsible for keeping its own data current and correct. In the database, site types must be coded according to their legal designation. In the survey report, each site is described by its number, name, type, date it was established, address,

acreage, and the number and type of facilities it contains. Throughout the report, a site is referred to by its number and name (see DocA.(1)(2)(3), at end).

## B. DETERMINATION OF NEEDS

Sections 1013.01(13), 1013.03(1)(2)(10)(a)2., 1013.31(1)(a)(b)3., and 1001.64(6), F.S.; and Sections 1.2(51)(52) (81)(83), 3.1(1)(c)(d), and 6.1, SREF.

The survey involves developing a program facility list, or model of space needs, for each official site. The process for determining space needs uses student enrollment projections, space needs generation formulas, space utilization formulas, educational program information, and size of space and occupant design criteria.

### 1. Student Enrollment Projections

The Department of Education annually prepares statewide capital outlay full-time equivalent (COFTE) student enrollment projections for nonvocational, vocational, and total students, by site and by college.

The survey report includes a table that shows the nonvocational, vocational, and total COFTE for the college, for each of the five years of the survey. The fiscal year in which the survey is conducted, known as the “base year,” is not part of the table. The succeeding five fiscal years comprise the five-year period of the survey. The last of the five years is called the “outyear.”

The survey report includes a second table that shows the nonvocational, vocational, and total COFTE for each site, and the percentage of the college total COFTE that is the site total COFTE for the outyear of the survey. Throughout the report, the outyear COFTE projections for a site are included in the program facility list, the student stations summary table, and the space category aggregate square footage summary table for that site (see DocB.(1), at end).

### 2. Space Needs Generation Formulas

There is a space needs generation formula for each assignable space category and nonassignable type of facilities. For each site, the formulas are calculated using the appropriate factors — COFTE, minimum allowance, allotment per enrollment, percentage of other types of space — and the proper standards, by site type, to find the aggregate amounts of square feet in the different space categories and nonassignable facilities needed at that particular site (see DocB.(2), at end).

In the survey report, the aggregate amounts of square feet, by space category and nonassignable type of facilities, are included in the program facility list and the space category aggregate square footage summary table for each site. There are two exceptions: the aggregate amounts of square feet needed for the nonvocational laboratory and vocational laboratory space categories are determined by the actual number of student stations and the specific instructional programs for the category, not by the space needs generation formulas.

### 3. Space Utilization Formulas

There is a space utilization formula for each of the three instructional space categories. For each educational site, the COFTE projections are applied to the space utilization formulas to determine the numbers of classroom, nonvocational laboratory, and vocational laboratory student stations needed to accommodate the COFTE at that

site. In the survey report, these numbers of stations are included in the program facility list and the student stations summary table for the site (see DocB.(3), at end).

#### 4. Educational Program Information

The numbers of stations are used in conjunction with the educational program information. The number of nonvocational stations needed at a site is distributed among the nonvocational laboratory programs located there, and the number of vocational stations needed is distributed among the vocational laboratory programs.

The District Board of Trustees is responsible for deciding which programs are offered by the college and where they are taught. For each educational site, the survey report includes a listing of the nonvocational and the vocational programs approved by the Board. These listings identify which program laboratories are eligible to be included in the program facility lists.

In addition to Board approval, all vocational programs in the listings must have been approved by the Division of Workforce Development, Department of Education. The Division must have documented the need to continue existing and to add new — career, vocational, and adult — educational programs, before any survey recommendations related to such programs can be made (see DocB.(4), at end).

#### 5. Size of Space and Occupant Design Criteria

For educational sites, nonvocational and vocational program laboratories and related spaces are selected from the size of space and occupant design criteria tables contained in SREF. Choices are based on numbers of student stations needed, educational program information, and viable program laboratories that already exist. The laboratories and related spaces are included in the program facility list for the site that is presented in the survey report.

#### C. EXISTING EDUCATIONAL AND ANCILLARY PLANTS

Sections 1013.01(1)(2)(6)(7)(19)(20), 1013.03(3)(10)(a)2., 1013.31(1)(a)(b)3., and 1001.02(7)(d)(e), F.S.; and Sections 1.2(32)(46)(71)(76)(81)(83), and 3.1(1)(a), SREF.

The survey requires studying and evaluating the existing educational and ancillary plants of the college. As stated earlier, the Department of Education maintains a facilities inventory database that contains information about every site, facility, building, and room of the college. The college is responsible for making sure all the information in its database is current and correct at the time of the survey.

The survey report contains a table for each site that lists the facilities — owned or leased for 40 or more years — on that site. Each facility is described by its number, name, type, status, and condition. For each facility that is a building, the numbers of satisfactory classroom, nonvocational laboratory, and vocational laboratory student stations, and the building area, in assignable net square feet and gross square feet, also are given. Throughout the report, a facility is referred to by its number and name (see DocC.(1)(2)(3)(4), at end).

The survey report contains an additional table for each site in which net changes in student stations and space category square feet, from a satisfactory to an unsatisfactory condition, are reported. The table displays the aggregate numbers of satisfactory and unsatisfactory student stations, for the classroom, nonvocational laboratory, and vocational laboratory space categories existing at the time of the current survey and existing at the time of the previous 5-year survey, and the difference between the two numbers.

This table also shows the aggregate amounts of satisfactory and unsatisfactory square feet, for each of the ten assignable space categories, existing at the time of the current survey, and existing at the time of the previous 5-year survey, and the difference between the two amounts. Whenever the number of unsatisfactory student stations or the amount of unsatisfactory square feet has increased since the previous survey, the table also must include an explanation and justification for the increase.

In the survey report, the aggregate numbers of existing satisfactory student stations, for the classroom, nonvocational laboratory, and vocational laboratory space categories also are included in the student stations summary table for each educational site. Likewise, the aggregate amounts of existing satisfactory square feet, for each of the ten assignable space categories, are included in the space category aggregate square footage summary table for each site.

#### **D. COMPREHENSIVE FIXED CAPITAL OUTLAY PLAN**

Sections 216.011(1)(p), 1001.02(7)(d)(e), 1013.01(1)(2)(6)(7)(10)(14)(17)(18)(21) (22)(23), 1013.03(10)(a)2., 1013.31(1)(a)(b)3., 1013.33(1), 1013.36(1), and 1013.40(1)(2)(3), F.S.; and Sections 1.2(26)(32)(46)(49)(53) (67)(68)(71)(76)(81)(83), and 3.1(1)(b)(f), SREF.

The survey compares the existing educational and ancillary plants against the determination of future needs. This comparison guides the formation of recommendations to resolve the differences. The survey report includes a list of written recommendations for each site. All the recommendations together comprise the comprehensive fixed capital outlay plan for the college.

Because the survey produces the plan for fixed capital outlay, the types of recommendations it contains are limited to: site acquisition, site development, site improvement, remodeling, renovation, and new construction. By definition, fixed capital outlay means real property; specifically, land, buildings, structures, their appurtenances, and fixed equipment. It includes acquisition and construction of real property; additions, remodeling, and renovations to real property that materially extend its useful life or materially improve or change its functional use; and the furnishings and equipment necessary to furnish and operate a new or improved facility.

Survey recommendations also are the instrument for implementing the campus master plan of the college. The survey report contains the campus master plan update and detail, along with an explanation of how the recommendations will contribute to achieving the master plan.

Moreover, physical facilities and land use planning for the college district are coordinated with the greater community and infrastructure planning. The survey report includes documentation of how the survey recommendations will integrate with local comprehensive plans and land development regulations of the local governing bodies.

In addition to making recommendations for existing sites, the survey can, when appropriate, make recommendations for a new educational or ancillary plant, including the site location. Prior to making recommendations for a new site, a proposal for the establishment of an additional campus, center, or special purpose center must have been submitted by the college, approved by the State Board of Education, and authorized by the Legislature.

The survey report contains two kinds of tables that summarize the survey plan, a student stations summary table for each educational site and a space category aggregate square footage summary table for every site. Both tables give the nonvocational, vocational, and total COFTE for the survey outyear.

The student stations table shows, for each of the three instructional space categories, the number of stations needed, the number of satisfactory stations existing, the change to the number of stations caused by the remodeling recommendations, the change to the number of stations caused by the renovation recommendations, the change to the number of stations caused by the new construction recommendations, the total number of stations planned, and the number of COFTE that number of stations will accommodate.

The space category aggregate square footage table shows, for each of the ten assignable space categories, the square feet needed, the satisfactory square feet existing, the change to the square feet caused by the remodeling recommendations, the change to the square feet caused by the renovation recommendations, the change to the square feet caused by the new construction recommendations, and the total square feet planned (see DocD.(1)(2), at end).

### DOCUMENTATION REQUIRED FOR SURVEY REVIEW AND VALIDATION

The following documents are required for the review and validation of surveys by Department of Education staff.

DocA. COLLEGE SITES

- (1) Copy of current, accurate site inventory report (FCPSITEI01).
- (2) For each site founded since December 1989, copy of approval of establishment and designation of site type documents from SBE.
- (3) For each center elevated to a campus, and each special purpose center elevated to a center, since 1989, copy of approval of re-designation of site type documents from SBE.

DocB. DETERMINATION OF NEEDS

- (1) Copy of current COFTE (“adjusted annual FTE”) projections report (CCFTE602).
- (2) For each site, copy of work papers showing factors, standards, and formulas used to generate space needs for assignable space categories and nonassignable types of facilities.
- (3) For each site with instructional programs, copy of work papers showing COFTE projections applied to space utilization formulas to determine allocations of student stations.
- (4) Copy of current career, vocational, and adult program approval documents from DWD.

DocC. EXISTING EDUCATIONAL AND ANCILLARY PLANTS

- (1) Copy of current accurate facility inventory report (FCPFACII01).
- (2) For each site, copy of simple line drawing site plan, on letter or legal-size paper, showing site number and name, building locations, and numbers.
- (3) Copy of current, accurate room inventory report (FCPROOMI01).
- (4) Copy of current, accurate aggregate room area by site report, pages 13 and 14 — all owned (FCPAGGBS01).

DocD. COMPREHENSIVE FIXED CAPITAL OUTLAY PLAN

- (1) For each floor of a building that has a survey recommendation for remodeling or renovation, copy of simple line drawing floor plan, on letter or legal-size paper, showing building number and name, room locations, and numbers.
- (2) For each site, copy of work papers that track effects of survey recommendations; that is, changes to aggregate numbers of student stations, by recommendation, for each instructional space category, and changes to aggregate amounts of square feet, by recommendation, for each assignable space category, that are caused by remodeling, renovation, and new construction recommendations.

**SUBMITTING THE SURVEY REPORT**

Submit two copies of the survey report, with a cover letter signed by the college President that states the date of review and approval by the District Board of Trustees, along with the supporting documents required for survey review and validation to:

Office of Educational Facilities  
Florida Department of Education  
Room 1054, Turlington Building  
325 West Gaines Street  
Tallahassee, Florida 32399-0400  
Phone: (850) 245-0494      SUNCOM: 205-0494  
FAX: (850) 245-9304      SUNCOM: 205-9304

**CHECKLIST FOR SUBMITTING EDUCATIONAL PLANT SURVEY REPORTS TO DEPARTMENT OF EDUCATION FOR REVIEW AND VALIDATION (Community Colleges).** The purpose of this section is to provide a checklist for community college boards to use before submitting educational plant survey reports to the Department of Education for review and validation, pursuant to Sections 1013.03(10)(a)2 and 1013.31(1)(c), F.S. The list is used in conjunction with the "Guidelines and Legal Requirements for Conducting and Reporting Educational Plant Surveys," contained in Section 6.4, SREF. Checking the survey report against this list will help ensure the report is complete and ready for submission.

Lines are provided for written answers. A checkmark (✓) beside an item number means the answer is "Yes"; an "X" (✗) beside a number means "No."

1. Name of college. \_\_\_\_\_
2. Date of previous 5-year survey. \_\_\_\_\_
3. Date of this survey. \_\_\_\_\_
4. New survey outyear. \_\_\_\_\_
5. Who conducted this survey? \_\_\_\_\_
6. Date survey report reviewed and approved by District Board of Trustees (DBOT).  
\_\_\_\_\_
7. Date two copies of survey report submitted to Office of Educational Facilities, Department of Education.  
\_\_\_\_\_
8. Did submission include cover letter signed by President stating date of DBOT review and approval?
9. Did submission include a copy of this checklist signed by the President of the college and the Chair of the DBOT?
10. Did submission include all supporting documents required for review and validation?
11. Which new survey recommendations are likely to be included in projects that will be paid for, all or in part, by funds provided by Section 9(d), Article XII, State Constitution, as amended?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. Was the survey conducted for official sites only?
13. Is each site described in the report by its number, name, type, date it was established, address, acreage, and the number and type of facilities it contains?
14. Throughout the report, are sites referred to by name and number?
15. Is a copy of the current, accurate site inventory report (FCPSITEI01) attached?

16. Are copies of approval documents by the State Board of Education (SBE) of site establishment, designation, and re-designation attached, where required?
17. Is a copy of the current COFTE projections report (CCFTE602) attached?
18. Do COFTE figures used in the survey report match those in the CCFTE602 report?
19. Does the survey report include a table showing non-vocational, vocational, and total COFTE projections for the college, for the five years of the survey?
20. Does the survey report include a table for each site showing non-vocational, vocational, and total COFTE, and percentage of college total COFTE represented by site total COFTE, for the survey outyear?
21. Are the outyear COFTE projections for each site included in the program facility list for the site?
22. Are the outyear COFTE projections for each site included in the student stations summary table for the site?
23. Are the outyear COFTE projections for each site included in the space category aggregate square footage summary table for the site?
24. Are the work papers showing factors, standards, and formulas used to generate space needs for assignable space categories and nonassignable types of facilities for each site attached?
25. Have all space needs been generated correctly?
26. Are the generated aggregate amounts of square feet for the space categories and nonassignable types of facilities for each site included in the program facility list for the site?
27. Are the generated aggregate amounts of square feet for the space categories for each site included in the space category aggregate square footage summary table for the site?
28. Have the needed aggregate amounts of square feet for the non-vocational laboratory and vocational laboratory space categories for each educational site been determined by the actual number of student stations and the specific instructional programs at the site?
29. Are the work papers showing COFTE projections and space utilization formulas used to allocate student stations for the classroom, non-vocational laboratory, and vocational laboratory space categories for each educational site attached?
30. Have all student station allocations been calculated correctly?
31. Are the allocated student stations for each site included in the program facility list for the site?
32. Are the allocated student stations for each site included in the student stations summary table for the site?
33. Does the survey report include a listing of educational programs approved by the DBOT, by non-vocational and vocational areas of study?

34. Are copies of the current career, vocational, and adult program approval documents from the Division of Workforce Development (DWD) attached?
35. Are all career, vocational, and adult educational programs included in the program facility lists approved by DWD?
36. Are all survey recommendations related to career, vocational, and adult educational programs supported by DWD program approval?
37. Does the survey report include a program facility list for each site?
38. Are the non-vocational and vocational student stations needed at each educational site appropriately distributed among the laboratory programs in the program facility list for the site?
39. Are all program laboratory and related spaces in the program facility lists suitably selected from the size of space and occupant design criteria tables contained in the *State Requirements for Educational Facilities* (SREF)?
40. Are existing satisfactory laboratories for teaching viable educational programs accounted for in the program facility lists?
41. Is a copy of the current, accurate facility inventory report (FCPFACI01) attached?
42. Is a copy of a site plan showing building locations attached for each site?
43. Is a copy of the current, accurate room inventory report (FCPROOMI01) attached?
44. Are copies of pages 13 and 14 (for all owned space) of the current, accurate aggregate room area by site report (FCPAGGBS01) attached?
45. Does the survey report contain a table for each site that lists the facilities on that site, describing each by number, name, type, status, and condition?
46. Does the facilities table for each site also show for each building the numbers of satisfactory classroom, non-vocational laboratory, and vocational laboratory student stations, and the building area, in assignable net square feet and gross square feet?
47. Throughout the report, are facilities referred to by number and name?
48. Does the survey report contain a table for each site showing net changes from satisfactory to unsatisfactory condition in the number of student stations and the square feet of each space category since the previous 5-year survey?
  49. Do the tables include an explanation and justification for each increase in the number of unsatisfactory stations or amount of unsatisfactory square feet?
50. Are the aggregate amounts of existing satisfactory square feet for the space categories for each site included in the space category aggregate square footage summary table for the site?

51. Are the aggregate amounts of existing satisfactory square feet for the space categories for each site included in the space category aggregate square footage summary table for the site?
52. Does the survey report contain recommendations for each site?
53. Are the recommendations limited to fixed capital outlay items, i.e., to the acquisition, remodeling, renovation, and construction of real property?
54. Does each recommendation contribute to resolving differences between the existing educational and ancillary plants and the determination of future needs?
55. Is a copy of the appropriate floor plan drawings attached for each remodeling and renovation recommendation?
56. Are copies of work papers that track the effects of remodeling, renovation, and new construction recommendations on aggregate numbers of student stations and aggregate amounts of square feet attached?
57. Does the survey report contain the campus master plan update and detail for the college?
58. Does the survey report contain an explanation of how the survey recommendations will implement the campus master plans?
59. Does the survey report name the local governing bodies with which the college comprehensive fixed capital outlay plan has been coordinated?
60. Does the survey report include documentation of how the survey recommendations will integrate with local comprehensive plans and land development regulations of the local governing bodies?
61. Does the survey report contain a student stations summary table for each educational site, which shows by the three instructional space categories the numbers of stations needed; numbers of satisfactory stations existing; changes caused by remodeling, renovation, and new construction recommendations; total numbers of stations planned; and the COFTE that will be accommodated?
62. Is the number of stations planned the same as the number of stations needed?
63. Does the survey report contain a space category aggregate square footage table for each site, which shows by the ten space categories the amounts of square feet needed; amounts of satisfactory square feet existing; changes caused by remodeling, renovation, and new construction recommendations; and the total amounts of square feet planned?

64. Are the amounts of square feet planned the same as the amounts of square feet needed?

The Educational Plant Survey for \_\_\_\_\_ College  
was approved by the District Board of Trustees on \_\_\_\_\_  
Date

\_\_\_\_\_  
College President

\_\_\_\_\_  
Chair, District Board of Trustees

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## Information for Ordering Codes

### Florida Building Code, Chapter 423 Florida Fire Prevention Code

The **FLORIDA BUILDING CODE** may be obtained from one of the following:

Florida Department of Community Affairs, Building Codes and Standards <a href="https://www.floridabuilding.org/BCISOld/bc/default.asp">https://www.floridabuilding.org/BCISOld/bc/default.asp</a>	(850) 487-1824
Building Officials of Florida (BOAF) <a href="http://boaf.net">http://boaf.net</a>	(407) 265-9009
Broward Board of Rules and Appeals	(954) 765-4500
Miami-Dade Building Code Compliance Office	(305) 375-2901
International Code Council, Inc. <a href="http://www.iccsafe.org/">http://www.iccsafe.org/</a>	(205) 591-1853

The **FLORIDA FIRE PREVENTION CODE** can be obtained from:

BNi Publications 1612 S. Clementine Street Anaheim, CA 92802 <a href="http://www.bnibooks.com/">http://www.bnibooks.com/</a>	(888) 264-2655
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# **APPENDIX**

# **FORMS**

Forms may be obtained online at: <http://www.fldoe.org/edfacil/publications.asp>

