

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 ex (✗) 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. Is a copy 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 *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 (FCPFACII01) 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. Is a copy 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 numbers of existing satisfactory student stations for each educational site included in the student stations 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. Are the numbers of stations planned the same as the numbers 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