State Requirements for Educational Facilities 2014

Office of Educational Facilities
Florida Department of Education

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Florida Department of Education web pages:

Office of Educational Facilities
http://www.fldoe.org/edfacil/

Bureau of School Business Services, Fixed Capital Outlay Office
http://www.fldoe.org/FCO/

Other helpful web pages:

Florida Building Code online
http://www2.iccsafe.org/states/florida_codes/

Florida Fire Prevention Code online
http://www.myfloridacfo.com/sfm/florida_fire_prevention_code_2010.htm

International Code Congress
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; Florida colleges;[1] universities; and individuals in the private sector.

SREF is organized by the sequence of steps required in the facilities processes 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.

[1]The Constitution of the State of Florida identifies the state's public education agencies as public school districts, community college districts and the state university system; various Florida Statutes use the terms "Florida colleges," "community college," and "junior college" for postsecondary institutions that are not universities. Chapter 2011-5, Laws of Florida, substitutes the term "Florida College System institution" for the terms "Florida college," "community college," and "junior college" where those terms appear in the Florida K-20 Education Code." In order to be consistent with the legislative mandate, all SREF references will use the term "Florida colleges" when referring to the "Florida College System institutions," which refers to the postsecondary schools commonly known as community colleges.

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Educational Facilities. The *State Requirements for Educational Facilities* (SREF) is applicable to all public educational facilities and plants: pre-kindergarten (pre-K) through grade 12, including conversion charter schools; area vocational educational schools; area vocational/technical centers; adult education; Florida 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 Florida 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 (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 programs 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 K-20 Education Code and chapter 1013, F.S., in particular.

(4) Rules. Public educational facilities shall comply with the following rules, as applicable:

(a) FDOT-AASHTO. Rule 14-15.002, FAC, (effective June 2012) and the following manuals incorporated therein are incorporated by reference in rule 6A-2.0010, FAC: For on-site transportation improvements, including roads, sidewalks, bridges, and drainage structures, districts shall comply with the Florida Department of Transportation *Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways, May 2011 Edition*, and the American Association of State Highway and Transportation Officials, *AASHTO Load and Resistance Factor Design (LRFD) Bridge Design Specifications 5th Edition (2010),* as modified by the Department of Transportation Office of Maintenance, *Bridge Load Rating Manual*, and Department of Transportation *Drainage Manual*, as required by the structure type.

(b) OSHA. Chapter XVII - Occupational Safety and Health Administration, Department of Labor, 29 CFR Parts 1910 and 1926 (7-1-2014 edition), which is incorporated by reference in rule 6A-2.0010, FAC, for district employees.

(5) Exception. Facilities projects for universities are administered under Board of Governors' Regulation, chapter 14 (http://www.flbog.edu/about/regulations/regulations.php?chapter=14&status), and facilities projects for the FSDB are administered under section 1013.38(3), F.S., except where specifically required in SREF.

See rule 6A-2.0010, FAC, and sections 381.006, 1013.02, 1013.12, 1013.31, 1013.37, 1013.40, 1013.45, F.S.

Definitions. As used in SREF, the following terms shall have the meaning indicated herein and shall be applicable to all public educational facilities and plants, including pre-K through grade 12 including conversion charter schools; area vocational educational schools; area vocational/technical centers; adult education; Florida 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 FSDB, where referenced:

(1) Administrator. The superintendent of schools of a school district, the president of a Florida 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 groups crocidolite (riebeckite), anthophyllite (amosite, cummingtonite/grunerite) and tremolite-actinolite.

(a) Asbestos-Containing Material. Any material or product that contains more than one percent asbestos as determined using the method specified in Appendix A, Subpart E, 40 CFR, Part 763.

(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 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 partially below grade.

(6) Board. A district school board or a Florida college board of trustees. The term "Board" does not include the State Board of Education, the Board of Governors, 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 Florida 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 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 60 linear feet or per the requirements of Table 602, Florida Building Code, or by a four-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. Consultants' Competitive Negotiation 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. Capital Outlay Bond Issue is a State Board of Education bond issue sold by the State on behalf of the Boards pledging motor vehicle license tag revenues for debt service, which is part of the CO&DS funding program.

(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 Constitution of the State of Florida, 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) Department of Business and Professional Regulation Insignia (formerly known as 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 [DBPR or 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. The 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 in chapters 471, 472 and 481, F.S.
(27) DMS. The Florida Department of Management Services.
(28) DOH. The 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 years to evaluate existing facilities and to plan for future facilities to meet proposed program needs.
(30) EFIS. The Educational Facilities Information System is a single electronic database that manages facilities information through a single-source service. EFIS provides an integrated database of facility functions for school districts, for Florida colleges and for state-level management of facilities information. The EFIS system exists for the purpose of managing and reporting data related to facility inventories, student enrollment in schools, educational plant surveys, 5-year district facility work plans, tracking facilities projects and funding of capital programs from state and local resources.
(31) 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.
(32) Emergency. Natural disasters such as fires and storms or other providential causes resulting in imminent danger to life or safety or overcrowding of students.
(33) Emergency Lighting. Lighting designated to provide required illumination automatically in the event of any failure of the general lighting.
(34) Employee. An "employee authorized by a Board" means 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 workers' compensation, all as prescribed by law.
(35) 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; and
  (b) Nonexpendable. It is more feasible to repair rather than replace with an entirely new unit when it is damaged or worn; and
  (c) Capital. It represents an investment of money that makes it feasible and advisable to capitalize the item; and
  (d) Identity. It does not lose its identity through incorporation into a different or more complex unit or substance.
(36) Facility.
  (a) Ancillary Facility. A building or other facility necessary to provide districtwide 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 districtwide 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. The 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. 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 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. A modular 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.

(37) Feasibility Study. The examination and analysis of information related to a projected educational facility to determine whether it is reasonable and financially practical.
(38) FEEC. The Florida Energy Efficiency Code for Building Construction, chapter 13, Florida Building Code.
(39) FISH. The Florida Inventory of School Houses. The numbering system used by the Department 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 Florida college inventory system or the university inventory system.
(40) Florida Building Code (FBC). The building code used for new construction, remodeling and renovation of all public educational facilities.
(41) Florida College. A Florida college means a Florida College System institution, which includes public community college, public college, state college or public junior college.
(42) Florida Fire Prevention Code (FFPC). The fire code used for new construction, remodeling, renovation and firesafety inspection of public educational facilities State Fire Marshal rules in chapter 69A-58, FAC, which are specific to firesafety of new and existing public schools, also apply.
Exceptions: NFPA 101 section 14.2.2.5 "Horizontal Exits" and section 14.2.2.7 "Exit Passageways" shall not be permitted, and where NFPA codes are exceeded by SREF.
(43) FSDB. The Florida School for the Deaf and the Blind.
(44) Germicidal Detergent. A broad-spectrum cleaning product containing quaternary ammonium or phenolic-based cleaner that is effective in the presence of five percent blood serum and water hardness of 400 ppm or higher against the following microorganisms: bacteria, viruses and fungi, including: *E. coli; Pseudomonas aeruginosa*; *Salmonella choleraesuis; Staphylococcus aureus; Streptococcus faecalis*; and *Trichophyton mentagrophytes.* Cleaning products used to destroy or irreversibly inactivate bloodborne pathogens such as *Mycobacterium tuberculosis* (tubercle bacteria), human HIV-1 virus and Hepatitis B and C viruses require the use of EPA registered sterilizers, tuberculocides and antimicrobial products. The use of EPA registered products effective against human bloodborne pathogens shall be 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

may 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 catalyzed epoxy quartz flooring, special catalyzed epoxy coatings, ceramic tile and quarry tile are acceptable as impervious materials.

(48) Inspection. An on-site review of a facility or site as required by chapter 1013, F.S., and by SREF.

(49) Integrated Pest Management (IPM). An effective and environmentally sensitive approach to pest management. IPM balances the risks between pests and application of pesticides to achieve long-term pest suppression. IPM programs use strategies that reduce sources of food, water and shelter for pests in buildings and grounds. Information on the life cycles of pests and their interaction with the environment, in combination with available pest control methods, is used to manage pest damage by the most economical means, and with the least possible hazard to people, property and the environment.

(50) Instructional Space. Any student-occupied space with or without assigned capacity used primarily by students to create or foster learning experiences.

(51) Interior Finish. The materials permanently affixed to the interior building structure.

(52) LCCA. Life Cycle Cost Analysis.

(53) 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.

(54) Low-Energy Usage Features. Any engineering features or devices that supplant or minimize the consumption of fossil fuels.

(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, increase structural requirements and does not adversely affect the function of lifesafety systems; repair or replacement of traffic control devices and signage; and repair or resurfacing of parking lots, roads and walkways. The term does not include new construction, remodeling or renovation except as noted above.

(56) Mandatory. A correction required due to 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. The National Fire Protection Association.
(60) Occupancy, Certificate of. The 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 lifesafety 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 or more persons, or for buildings designed prior to October 18, 1994, 10 or more persons.
  (b) Occupied Space. Any area designed for use by six or more persons, or prior to October 18, 1994, 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 or more students, or prior to October 18, 1994, 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 or more class areas with no permanent partitions or wall separations.
(66) Owner. Each school board and Florida 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. Any design features that minimize heat gain, heat loss and the use of building equipment.
(69) PECO. The Public Education Capital Outlay and Debt Service Trust Fund, which receives funds derived from sources authorized by section 9(a)(2), Article XII of the Constitution of the State of Florida, 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. A status applied to a contractor when one 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. A list of completed or awarded projects, including project names, values and a short description of projects that require the same types and extent of skills in the various trades.

(g) Projects of Equal Value. A list of completed or awarded projects, including project names, values and a short description of projects of approximately the same cost in dollars.

(h) Responsible Experience. The satisfactory completion of previous work of equivalent value and complexity.

(71) Project. A project may be one or more of the following:

(a) Architectural/Engineering Project. A 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 Commissioner on behalf of 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 Florida Building Code/Florida Fire Prevention Code and any laws relating to firesafety, 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 may include the bidding requirements, sample forms, conditions of the contact, 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 lifesafety codes unless the remodeling adversely impacts the existing lifesafety 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 lifesafety codes unless the renovation adversely impacts the existing lifesafety systems of the building.

(75) Repair and Maintenance. See "Maintenance and Repair."

(76) Sanitation. The promotion of 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: FISH for pre-K through grade 12 and vocational, or the Florida College Facilities Inventory.
(78) SBE. The 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. The terms indicate that compliance is required.
(81) Site. The land occupied or to be occupied by an educational facility or program.
  (a) Site Development. The work that must be performed on an unimproved site to make it usable for the intended purpose.
  (b) Site Improvement. The 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. 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 School. A school that is "Soundly Made, Accountable, Reasonable, and Thrifty" pursuant to section 1013.41(1), F.S.
(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-K through grade 12, including conversion charter schools and vocational centers.
  (a) Net Square Footage (NSF). The enclosed interior floor area for pre-K through grade 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 (GSF). In pre-K through grade 12, including conversion charter schools or vocational facilities, 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 Florida 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 Florida 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 (also, 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 (GSF). 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. The GSF includes assignable square footage (ASF), nonassignable square footage, 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 or more of any one fixture type that are designed to be used by more than one occupant simultaneously. The term "gang toilet" is synonymous with "group toilet."

(b) Public Toilet Rooms. Those rooms that serve primarily the public and are conveniently located and accessible to public-use facilities. Public toilet rooms may be used by students during school hours.

(c) Individual Toilet Rooms. These rooms contain one water closet and may contain one lavatory. An individual toilet room may 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) A wall normally extends from the floor to or through the ceiling above.

(b) A partition normally extends from the floor to the bottom of or below the ceiling above.

1. Demountable Partition. A partition system made up of units designed to be disassembled, moved, and reassembled with a minimum of waste.
2. Operable Partition. A partition system so constructed that it can be easily opened and closed by the occupants of the building.
3. Permanent Partition. Any fixed partition system.
4. Portable Partition. Any partition, screen, divider, visual barrier or acoustical barrier that can be physically picked up and relocated.

See rule 6A-2.0010, FAC, and sections 381.006, 1011.60, 1013.01, 1013.02, 1013.12, 1013.31, 1013.37, 1013.40, F.S.

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 the Board's building official.

(1) Request for Approval. Request for exceptions for innovative planning and construction techniques shall be made in writing to the building official prior to submission of plans and specifications. In addition to the requirements found in section 104.11, Florida Building Code, Building, 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 the following:
   (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 annual follow-up report and inspection by qualified individuals. Additional inspections may 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, FAC, and sections 120.542, 1001.42(11), 1013.02, 1013.37, 1013.371, 1013.45, F.S.

Acquisition and Disposal of Real Property.

(1) Authority. 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.

(2) Florida Inventory of School Houses (FISH). Real property owned or acquired under a long-term lease/use agreement (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.

(3) Location. The location of educational facilities shall be consistent with the comprehensive plan of the appropriate local governing body and consistent with the plan's implementing land development regulations.

(4) Disposal of Real Property. A Board may 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. Upon disposal of any land or real property, funds received shall be deposited into a depository account pursuant to SREF, section 2.1(4)(a)-(h) and credited to the fund source used for the original acquisition. If the original acquisition was by private grant or donation, the proceeds from the sale shall be deposited into a depository account pursuant to SREF, section 2.1(4)(h), and shall be expended only on capital outlay projects unless otherwise prescribed by the grantor or donor in writing or in a written agreement with the Board. If the original fund source cannot be determined, proceeds of the sale shall be credited pursuant to SREF, section 2.1(4)(h) and shall be expended only on capital outlay projects. This section does not apply to the granting of easements, rights-of-way or leases of Board property for no consideration.

See rule 6A-2.0010, FAC, and sections 163.31777, 267.061, 562.45(2)(a), 1001.42(11), 1001.64(37), 1010.01, 1010.02, 1011.01(3), 1011.06, 1011.09, 1011.60(1) and (5), 1013.02, 1013.14, 1013.24, 1013.28(1), 1013.31, 1013.33, 1013.36, 1013.37, 1013.40, F.S.

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.

See rule 6A-2.0010, FAC, and sections 267.061, 1013.02, 1013.12, 1013.37, 1013.40, 1013.45, 1013.64(1)(g), F.S.

Educational Facilities Finance. Educational facilities finance and capital outlay resources for all education agencies, including school districts, Florida colleges, universities and the FSDB, as well as other education agencies, and the parameters under which state-appropriated capital outlay funds may 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 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.
   (a) The Office of Educational Facilities (Office) is designated to administer the educational facilities capital outlay planning, construction and operations programs.
   (b) The Fixed Capital Outlay Office of the Bureau of School Business Services, is designated to administer the educational facilities fixed capital outlay budgeting encumbrance and disbursement programs.

(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, 2013* (Red Book), pursuant to rule 6A-1.001, FAC, or *Accounting Manual for Florida's Public Community Colleges, 2007*, pursuant to rule 6A-14.072, FAC. In addition to the forms listed in the manuals, the following forms shall be used:
   (a) CO&DS Forms. Capital Outlay and Debt Service (CO&DS) forms.
      1. OEF 217FC, "Request to State Board of Education for Approval of Order of Priority for Expenditure of State Capital Outlay Funds (Florida College System)" (PPL) is part of the automated PPL forms in EFIS electronic educational plant surveys for Florida colleges.
      2. OEF 217PS, "Request to State Board of Education for Approval of Order of Priority for Expenditure of State Capital Outlay Funds (Public Schools)" (PPL) is part of the automated PPL forms in EFIS electronic educational plant surveys for public schools.
      3. OEF SCOA-1FC, "Sample Resolution Requesting Capital Outlay Bonds (COBI) for Florida College System."
      4 OEF SCOA-1PS, "Sample Resolution Requesting Issuance of Capital Outlay Bonds (COBI) for Public Schools."
      5. OEF 216FC, "Capital Outlay Bond Issue (COBI) Amendment (Florida College System)."
      6. OEF 216PS, "Capital Outlay Bond Issue (COBI) Amendment (Districts)."
   (b) PECO Forms. Applicable when requesting fixed capital outlay funds from any appropriated revenue source that are distributed in a like manner or as prescribed by law.
      1. FCO 352, "Capital Outlay Request, Encumbrance Authorization."
      2. FCO 442, "FDOE Project Disbursement Report" (Cash Disbursement Request) is part of the automated fixed capital outlay accounting information system.
   (c) Other Forms.
      1. FCO 564FC, "Cost of Construction Report - Florida College System."
      2. FCO 564PS, "Cost of Construction Report - Public Schools."
      3. FCO 400, "Qualified Public Educational Facility Bond - Application."
      4. FCO 410, "Qualified Zone Academy Bond Program Application."
      5. "Charter School Capital Outlay Plan," as prescribed in rule 6A-2.0020, FAC.

6. OEF SFCA-10A, "'Special Facilities Construction Account (SFCA) District School Board Resolution."

(d) Financial Information Required to be Submitted. Financial information required to be submitted to the Department includes:

1. Prior to October 1 of each year, each district school board shall electronically submit its 5-year district facilities work program through EFIS to the Office and shall assure that the first year of the plan conforms to the current year school-board-approved capital outlay budget. The 5-year district facilities work program shall, at a minimum, be a complete and financially feasible plan for 5, 10 and 20 years and shall be consistent with the current approved recommendations in the 5-year educational plant survey.
2. Prior to March 1 of each year, all public school districts and Florida colleges shall provide to the Fixed Capital Outlay Office 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 pursuant to rule 6A-2.0020, FAC.
4. By the end of each month, all education agencies shall submit to the Fixed Capital Outlay Office a monthly cash disbursement request for estimated project expenditures that will occur during the subsequent 30 days. Prior to the disbursement of funds, an encumbrance authorization request shall be submitted by the education agency and approved by the Department.
5. Prior to February 15 and August 15 of each year, districts that have received PECO funding for special facility construction projects pursuant to section 1013.64 (2)(a), F.S., shall submit to the Fixed Capital Outlay Office 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 to the Fixed Capital Outlay Office that fixed capital outlay appropriations that became effective 31 months earlier are under contract pursuant to section 216.301(2), 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 to the Fixed Capital Outlay Office for approval. Once approved, a district may receive an encumbrance authorization against the funds pursuant to section 1013.735, F.S., by submitting form FCO 352.
8. Annually upon request, affected education agencies shall provide to the Fixed Capital Outlay 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 disbursement has not been requested from the Fixed Capital Outlay Office 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, 2013* (Red Book), pursuant to rule 6A-1.001, FAC, and SREF, section 1.4(4).

(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, may 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 the State of Florida, as amended, 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 may use motor vehicle license tax funds to pay debt service on bonds issued by the State under provisions of the Constitution of the State of Florida, and to pay the costs of administration.
      2. CO&DS flow-through moneys (nonbonded proceeds) may 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 reviewed by the Office and 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 COBIs may 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 may be expended only for the costs of the projects designated in the original (OEF SCOA-1FC or OEF SCOA-1PS, as applicable) or amended (OEF 216FC or OEF 216PS, as applicable) 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 may, 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 approval of the amended PPL is received.

(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 of the State of Florida, 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 Office finds that the proposed building program and priority of projects do not conform to applicable regulations, the Office shall notify the Board and identify the reasons for the nonconformity and suggestions for change.
3. Exceptions to the order of priority may be allowed 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 and the Office shall make a recommendation on the request for exception to the Commissioner.
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 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 of its capital outlay needs as determined in its educational plant survey, it may 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 electronically to the Office on a PPL through EFIS.

(6) PECO Funds are Available to Boards, including Universities, the FSDB 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 the State 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 Constitution of the State of Florida 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, repairs and site improvement for existing satisfactory facilities. A Board shall spend at least 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 may 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. Florida 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 receiving PECO funds allocated pursuant to section 1013.64(3), F.S., must expend these funds toward any survey-recommended project.
7. Exceptions: 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 may 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)(b), 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 50-year building life for permanent facilities. For factory-built structures, reconstructable facilities, modular buildings, manufactured buildings and similar structures, a 35-year building life shall

be used. For relocatable facilities, a 20-year building life shall be used. "Building value" is calculated by multiplying each building's total net square feet by the appropriate net-to-gross conversion rate then multiplying that product by the current average new construction cost. "Building age" is calculated by multiplying the prior year's building age by one minus the prior year's funding allocation received from this subsection divided by the prior year's building value. To the net result shall be added the number 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. Public education agencies may 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 educational plant survey reviewed and approved by the Office and 5-year district facilities work program reviewed by the Office. In addition, a PPL approved by the Commissioner is required for expenditure of CO&DS funds. These documents shall be submitted and approved electronically through the EFIS.

(c) Florida Colleges. Florida colleges are required to have a 5-year educational plant survey and a 5-year Capital Improvement Program. The Division of Florida Colleges provides a 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 Florida Colleges for new construction projects included in the first year of the 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. The 5-year educational plant survey and PPL shall be submitted and approved electronically through EFIS.

(d) Florida School for the Deaf and the Blind (FSDB). The FSDB is required to have a 5-year educational plant survey. 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 may exceed the normal space and occupant design criteria established herein for public schools. The 5-year educational plant survey shall be submitted and approved electronically through EFIS.

(e) Universities. Universities are required to have a 5-year survey and a 5-year Capital Improvement Program. The Board of Governors must provide a 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 of the State University System for new construction projects included in the first year of the 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, 2013* (Red Book), pursuant to rule 6A-1.001, FAC, or *Accounting Manual for Florida's Public Community Colleges, 2007*, pursuant to rule 6A-14.072, FAC.
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 1013.15, F.S. During any lease period, a Board may encumber for capital outlay improvements an amount up to two 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 FSDB 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's Chief Financial Officer 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's Chief Financial Officer that the reimbursement has been made.

(12) Lease Agreements by a Board, including Universities. Lease agreements by a Board, including universities, may be paid from the following fund sources, provided the expenditure meets the requirements of the fund source:

(a) Florida College Boards of Trustees and University Boards of Trustees. May use operating funds to lease facilities or sites and may use nonbonded PECO funds to lease relocatables for up to three years, provided the Fixed Capital Outlay 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 discretionary local capital outlay millage (1.5 mills), to make payments on lease agreements.
2. May use nonbonded PECO funds pursuant to section 1013.64(3)(c), F.S., to lease relocatables for up to three years provided the Fixed Capital Outlay 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. May be paid from the following fund sources provided the expenditure meets the requirements of the fund source:

(a) Florida Colleges and Universities. May use PECO funds if approved by the Legislature.

(b) Florida 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 (1.5 mills), pursuant to section 1011.71(2)(e), F.S., to pay an amount, not exceeding in the aggregate, three-fourths of the proceeds levied 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 makes debt service payments on the bonds. When the QPEF bonds mature, 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-K through grade 12 public schools, including public charter schools, are eligible. Private schools are not eligible to participate in the QPEF program. Bonds must be issued in an amount of at least 90 percent of the allocation granted. The full faith and credit of the State of Florida does not support any QPEF bonds.

(a) Allowable Projects. The proceeds of QPEF Bonds may only be used as follows:

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. Transferring full ownership of the facility/improvement to the school board when the QPEF bond matures.

3. Allocating or reallocating funds among eligible projects identified by a school district in the application. Any reallocated amounts cannot exceed the total amount awarded.
4. Allocating or reallocating funds among projects in the application when the total amount awarded is less than the district's original request, as long as funds are reallocated on a per-project basis, not to exceed the original amount requested for each project.

(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 must be owned by a private, for-profit corporation pursuant to a public-private partnership agreement with a local education agency.
2. The corporation must agree 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 must not exceed the term of the bonds.
4. Financing must be 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 single corporation/developer shall access more than 25 percent of the bond allocation for any one year.

(c) Administration:

1. Each Board must determine whether the purposes for which QPEFs are issued conform to state and federal law regarding indebtedness.
2. Each Board is responsible for repayment of the monthly lease payments.
3. School boards shall not use PECO or CO&DS bond proceeds to pay QPEF debt, but are allowed to use 1.5 mills funds in accordance with sections 1001.42(11)(b)5. and 1013.15(2)(a), F S.
4. If 1.5 mills proceeds are proposed for repayment of QPEF debt, it shall not exceed the COPs limit established for 1.5 mills in section 1011.71(2), F.S.

(15) Qualified Zone Academy Bonds (QZABs). The Tax Payer Relief Act of 1997 authorized Qualified Zone Academy Bonds (QZABs) to finance public schools. Under this program, qualified schools may 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 support any QZAB bonds issued by the local education agency.

(a) Eligibility Criteria.

1. The school is located in federal empowerment zone or in federal enterprise community, 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 must possess 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 10 percent of the proceeds of the bond issue, including items such 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 10 percent match is at or below the fair market value offered by any entity providing similar products or services.

3. The 10 percent match partner must 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 must be established by and operated under the supervision of an eligible local education agency, as defined in section 14101 of the Elementary and Secondary Education Act of 1965, to provide education or training below the postsecondary level as follows:
   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 board.
5. Eligible QZAB projects include the following:
   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 boards must keep in mind.

1. While the federal government has provided broad guidance for the QZAB program, the Department of Education has further tailored these guidelines to meet statewide funding needs. Boards should consult both sets of requirements. As questions arise, Boards should contact the Fixed Capital Outlay Office for clarification and guidance.
2. Each Board must determine whether the purposes for which QZABs are issued conform to state law regarding indebtedness.
3. Each Board is responsible for repayment of the principle upon maturity.
4. School boards shall not use PECO or CO&DS bond proceeds to pay QZAB debt, but are allowed to use other legally available funds, including 1.5 mills funds.

5. If 1.5 mills proceeds are proposed for repayment of QZAB debt, those proceeds shall not exceed the COPs limit established for 1.5 mills revenue in section 1011.71(2), F.S.
6. If a Board determines that its allocation will not be used, the district must notify the Fixed Capital Outlay Office as soon as possible.
7. If the scope of one of a Board's approved projects changes, the district shall consult with the Fixed Capital Outlay Office regarding the permissibility of reallocating the funds to other previously approved projects identified in the QZAB award letter. The Fixed Capital Outlay Office will disallow the reallocation of funds to new or unapproved projects.
8. Boards must have all bonds issued by December 31 of its funding year.
9. As Boards issue QZAB bonds, a copy of the cover of the official statement must be forwarded to the Fixed Capital Outlay Office.
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.

(16) Fixed Capital Outlay Funding for Charter Schools. Pursuant to section 1013.62, F.S., and rule 6A-2.0020, FAC, eligible charter schools shall receive fixed capital outlay funds as annually appropriated by the Florida Legislature.

See rule 6A-2.0010, FAC; Article VII, section 12, and Article XII sections 9(a) and 9(d), Constitution of the State of Florida; and sections 159.833,159.835, 215.61, 1001.51(11)(j), 1002.32(9)(e), 1010.01, 1010.02, 1010.40, 1010.41, 1010.53, 1011.01, 1011.06, 1011.09, 1011.60, 1011.71, 1011.74, 1013.02, 1013.03, 1013.31, 1013.40, 1013.51, 1013.60, 1013.61, 1013.62, 1013.64, 1013.65, 1013.68, 1013.735, 1013.736, 1013.738, 1013.75, F.S.

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 of 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 may include a provision for the option to purchase the land for its fair market value.

(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 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 year or more.
   (b) Lease Agreements for Years or More. If a site is to be leased for 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 a Board constructs permanent facilities on leased property, the term of the lease shall be at least 40 years or the life expectancy of the permanent facilities constructed thereon, whichever is longer.
   (d) Inspection of Existing Facilities and Sites. A Board shall inspect facilities and sites 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 may be made.
      5. Provisions for furnishing and equipping the property.
      6. Provisions for insuring the grounds, facilities and property.

See rule 6A-2.0010, FAC, and sections 1001.372(2)(c), 1001.42(11)(b)4. and 5.,1001.64(26) and (37), 1010.62, 1011.71(2), 1013.02(2), 1013.03, 1013.12, 1015.15, 1013.16, 1013.19, 1013.37, 1013.40, 1013.45, F.S.

Lease-Purchase Contracts for Educational and Ancillary 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 options for entering into a lease-purchase agreement to acquire educational facilities and sites:
   (a) Option 1: Lease-purchase agreements may 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. Florida 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 may 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, as authorized in section 1004.28, 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. A school board may 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. A school board may 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) Florida College Boards of Trustees. Florida college boards of trustees and their direct-support organizations shall have received legislative authorization prior to entering into 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 may 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. A provision that the term of the lease-purchase agreement, including any subsequent renewals shall not exceed the useful life of the facilities or 30 years, whichever is less.
(j) Expiration of Agreement. Provisions that the initial and subsequent terms of any lease-purchase agreement shall expire on June 30 of each fiscal year, but may be automatically renewed annually subject to the Board's making sufficient appropriations and that the failure of the 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 the 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.

(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 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. When, in the opinion of the Board, the property has an estimated value greater than $100,000, the Board must obtain appraisals as follows:
a. For property with an estimated value from $100,000 to $500,000, the Board shall obtain an appraisal from at least one qualified real estate appraiser.
b. For property with an estimated value exceeding $500,000, the Board shall obtain appraisals from at least two 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, FAC, sections 215.84(3), 286.011, 1001.42, 1001.453, 1001.64, 1004.28, 1004.70, 1011.71, 1013.02, 1013.12, 1013.15, 1013.16, 1013.19, 1013.31, 1013.37, 1013.40, F.S., Board of Governors' Regulation 1.001(7).

Educational Plant Survey. At least once every five years each Board, including those for universities, the university developmental research schools (demonstration lab schools), and the 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 years. Five-year surveys and amended surveys for districts, Florida colleges, the FSDB, and the developmental research schools shall be electronically transmitted to the Office. 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, Florida college or university, the 5-year survey process may be started at least one year in advance of the date the document is to be submitted to the Office. The early start is important so that appropriate attention may be given to areas such as inventory validation, facility list development and collection of various survey-related data, and decisions may 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 may 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., may 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., may 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. An analysis using numbers provided by the Department, of the projected capital outlay full-time 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 12 and vocational programs. Florida 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.

(d) Facilities Lists. Statements of proposed types of facilities, grade structure and student capacity for grades kindergarten through 12 vocational schools, and Florida colleges. 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 chapter 6.

(e) Capital Outlay Proposed Funding Plan. An analysis of expenditures and projected capital outlay funds for grades kindergarten through 12 and vocational schools; millage necessary to raise the required local contribution; tax levies on nonexempt 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. Florida college surveys shall also include an updated campus master plan and detail.

(2) Comprehensive Planning and Adequate School Facilities. District school boards must have an interlocal agreement for the coordination of comprehensive planning land development, and educational facilities planning. 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 agreement and the local government comprehensive plan must specify the means for basing the plans on consistent projections of population, student growth, and the geographic distribution of growth. The agreement must address the integration of the

educational facilities plan of a Board with the local comprehensive plan of each affected local government.

(3) Precedence. A new 5-year educational plant 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 and the supplementary survey supersedes all previous surveys for the recommended facility or site.

(4) The 5-Year District Facilities Work Program. Districts are required to update annually their facilities work program by October 1 of each year. The work plan 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 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 5-year district facilities work program must be submitted electronically through EFIS.

See rule 6A-2.0010, FAC; Article IX, section 1, and Article XII, section 9(d), Constitution of the State of Florida; and sections 163.31777, 1013.02, 1013.03, 1013.31, 1013.33, 1013.35, 1013.37, 1013.40, 1013.64(1) and (4)(a), 1013.74(1), F.S.

Educational Specifications and Facilities Programming. All new construction, renovation and remodeling shall meet the requirements of 6A-2.0010, FAC; SREF; Florida Statutes and federal laws and rules.

(1) Space Requirements. Boards, including those for Florida colleges and universities, and public broadcasting stations shall use the "Size of Space and Occupant Design Criteria" tables to develop educational specifications for projects funded from PECO, Lottery, General Revenue or other state sources, and discretionary local capital outlay millage (1.5 mills). 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 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 percent of the total net square footage for elementary schools: grades pre-K through grades five or six.
      2. Thirty-two percent for middle schools and junior high schools: grades six through eight or nine.
      3. Thirty-four percent for grades nine through postsecondary, including ancillary and broadcasting stations.
   (c) Open plan instructional space, add four 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-K through 12, vocational and Florida colleges. Safe school design strategies are available from the Office of Educational Facilities website (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 principles, including, but not limited to, the following:
   (a) Providing for natural access and control of schools and campuses.
   (b) Providing for natural surveillance of schools and campuses both from within the facility and from adjacent streets by removing obstructions or trimming shrubbery.
   (c) Providing for school and campus territorial integrity, by securing courtyards and providing lights for the site and buildings.
   (d) Installing sound and motion detection systems covering ground floor doors, stairwells, offices and areas where expensive equipment is stored.
   (e) Employing designs that will promote the prevention of school crime and violence such as architectural features that do not allow footholds or handholds on exterior walls; use of tamper-proof doors and locks, nonbreakable glass or shelter window protection system and landscaping and tree placement that does not provide access to roofs by unauthorized persons; separation of sections of schools commonly used after hours from adjacent areas by doors or other devices to prevent unauthorized access; installation of locks on roof hatches and application of slippery finishes to exterior pipes.
   (f) Using open-type handrails or other architectural features to allow surveillance of exterior stairs, balconies, ramps, and upper-level corridors around the perimeter of 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 (http://www.fldoe.org/edfacil/formsplanreview.asp).

(4) Energy-Efficient Construction. All school district, Florida college and university buildings shall be constructed to meet a nationally recognized high-performance green building rating system as approved by the Department of Management Services. Such approved nationally recognized high-performance green building rating systems include the United States Green Building Council Leadership in Energy and Environmental Design, the Green Building Initiative's Green Globes rating system, the Florida Green Building Coalition standards, and the International Green Construction Code.

(5) Classroom Lighting. Classroom illumination shall be designed to provide and maintain an average of 40 foot-candles of light at each desktop. Light-emitting diode lighting shall be considered first before other lighting sources in educational facilities.

See rule 6A-2.0010, FAC, and sections 255.2575, 333.03(2)(d), 381.006, 553.73, 1001.42(11), 1013.02, 1013.03, 1013.12, 1013.31, 1013.33, 1013.36, 1013.37, 1013.40, 1013.45, 1013.52, 1013.54, F.S.

Professional Services and Construction Techniques. The Board shall consider appropriate design and construction techniques that will deliver facilities in a timely and economical manner. Boards shall provide the Office a brief description of the facilities procurement process for each project over $300,000, 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 $300,000. The Project Implementation Information form (OEF Form 110A), Certificate of Occupancy (OEF Form 110B) and Certificate of Final Inspection (OEF Form 209) shall be electronically transmitted to the Office through EFIS.

(1) Prequalification of Contractors for Educational Facilities Construction. A Board shall prequalify contractors for a one 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, including the license classification.
2. Evidence that the contractor 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 may require the contractor to submit any audited financial information necessary to evaluate the contractor'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 lower cost or scope projects as shown by the successful completion within the past five years of at least two 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 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 90 days of the date the judgment becomes final.

(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 notices of hearings in a local newspaper having general circulation throughout the district at least 30 days prior to the hearing and again seven 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 nonresident 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.
   e. Prescribe procedures that will not supersede any small business, woman-owned or minority-owned business-enterprise preference program adopted by the Board.
   f. Prescribe procedures by which the Board may reject applications that contain inaccurate information, declare a contractor delinquent and suspend or revoke a prequalification certificate.
3. Receive applications and either approve or reject each application for prequalification within 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 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 years, including dates, clients, approximate dollar values and project scopes.
6. Certificates of insurance confirming current workers' 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 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. Signed by an authorized officer of the company, the owner or sole proprietor, as appropriate, attesting to the completeness and correctness of the application and financial information.
9. Exception: When two or more prequalified contractors wish to combine their assets for a specific project, they may 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 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 volume of work the contractor will be permitted to have under contract at any one time as determined by the contractor's bonding capacity or 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 may be up to twice the value of the largest project previously completed but shall not exceed the contractor's bonding capacity or 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 30 days written notice by the Board, shall automatically revoke a prequalification certificate.
2. The Board may 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 may 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 may be determined to be in effect when one 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 may, 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. Contractor found to have provided 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. Contractor's 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. Contractor's 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 may, within 10 days after receiving notification of such action, request reconsideration in writing. The contractor may submit additional information at the time of the appeal.
2. A Board shall act upon a contractor's request within 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 may require additional information to justify the reconsideration.

See rule 6A-2.0010, FAC, and sections 255.20, 1013.02, 1013.03, 1013.12, 1013.37, 1013.40, 1013.45, 1013.46, F.S.

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, chapter 50, F.S. chapter 1013, F.S., and sections 255.05, 255.20, 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 $300,000 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.

(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 may deny contract approval on this basis, as permitted by section 489.113(4)(c), F.S.

(2) Advertising, Bidding and Awarding Contracts. Construction projects estimated to cost $300,000 or more and electrical projects estimated to cost $75,000 or more shall be advertised in conformance with the procedures outlined in this section. Projects estimated to cost less than $300,000 that the Board will complete using contracted services shall be advertised for a minimum of one week. Projects estimated to cost $300,000 or more that the Board will complete using day labor or their own labor or equipment shall follow the requirements of section 4.1. Unless other authorized contract processes are used, the bidding process shall be used to award all construction projects of $300,000 or more and electrical projects of $75,000 or more, as required by section 255.20, F.S.

(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 whether the Board intends to waive technicalities.

(b) Minimum Notice. This notice shall be published a minimum of once a week for three consecutive weeks in a local newspaper with general circulation throughout the district. The last such notice shall appear at least seven days prior to the date set for the bid opening.

1. Any correction or change in the advertisement shall be made at least seven days prior to the date set for bid opening.
2. The original date set for bid opening may be changed and extended at any time within the final seven day period, provided the notice to bidders is published again for one time at least seven days prior to the new bid date, and each known prospective bidder is notified in writing of the change.
3. Complete drawings and the 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 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. A list of subcontractors to be used for the work. The 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 may 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.

(g) Waive Technicalities. The Board may 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.

(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 a Certificate of Occupancy 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.

(4) Certificate of Final Inspection (OEF Form 209). The Board shall submit one copy of the Certificate of Final Inspection (OEF Form 209) to the Office for all projects greater than $300,000 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. The Certificate of Final Inspection shall be electronically transmitted to the Office through EFIS.

(5) Change Order. Changes to contracts shall be initiated by change order. Changes to the approved construction documents shall be reviewed for compliance with the building code and the lifesafety 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.

(6) Toxic Substance Safety Precautions. Boards shall develop policy and procedures to address toxic substances used during work on occupied facilities. The policy and procedures shall reflect the time required for the toxic substance to dissipate to safe levels and shall provide for removal of occupants during the application phase as recommended by the material manufacturer.

See rule 6A-2.0010, FAC, and sections 255.20, 381.006, 1001.42, 1013.02, 1013.37, 1013.40, 1013.46, 1013.47, F.S.

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.

(1) Codes. Boards shall use the Uniform Building Code, which is a part of the Florida Building Code, and the Florida Fire Prevention Code as the state building codes and lifesafety codes for public educational facilities.

(2) Board-Authorized Building Departments. Board-authorized building departments, where provided, shall comply with the requirements of: the Florida Building Code; the certification requirements of chapter 468, F.S., for building code administrators and inspectors; chapter 553, F.S.; and chapter 1013, F.S.

(3) Review by Local Fire Authority. Site plans for new construction and additions exceeding 2,500 square feet shall be submitted to the local county, municipality or independent fire control district for compliance and review for fire department access roads, fire-protection system connection locations and fire hydrant spacing. The site plan shall be deemed approved unless the local fire authority submits to the Board's fire official, a written list of deficiencies within 15 days after receipt of the site plan. Upon reasonable request from the local fire authority, the Board shall provide reasonable access to all construction documents.

(4) Archiving of Documents. Boards shall provide for permanent archiving of Construction Documents. Boards shall submit to the Department, as requested, project data pursuant to section 1013.50, F.S. Boards shall document and maintain as part of the construction record, the method of compliance for Florida Building Code and Florida Fire Prevention Code.

(5) 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:

(a) The Board-designated, certified firesafety inspector shall review and approve the Phase III construction documents. The local county, municipality or independent special fire control district may review each site plan for new construction remodeling greater than 2,500 square feet for compliance with the applicable provisions of the Florida Fire Prevention Code relating to fire department access roads, fire-protection system connection locations and fire hydrant spacing.

(b) All Mandatories cited in the Phase III review letter shall be corrected.

(c) The Board shall obtain all other required permits for the project.

(d) The Board shall verify that the contractor meets all insurance requirements and that the contractor's license is current.

(e) The Board shall electronically transmit to the Office through EFIS, a completed Building Permit Application (OEF Form 220). Two completed, signed and sealed paper sets of corrected construction documents that also have affixed all other required permit stamps shall be submitted to the Office.

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 Form 225). One set of paper documents will be stamped and returned to the district along with the Building Permit. The Building Permit shall be posted on the job site.

(6) Annual Maintenance Permit. Pursuant to section 553.80(6)(d), F.S., the Board may 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 must 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 Form 226) will be issued to the Board.

(7) Review by the Office. Boards may 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.

(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 or 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.

(c) Construction Projects of $300,000 or More. For each construction project of $300,000 or more, school districts and Florida colleges shall electronically transmit through EFIS, 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 and OEF Form 208).
2. At the completion of the project – information regarding 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 and OEF Form 208).

(8) Document Submittals. When the Board chooses to send documents to the Office for review, one set of signed and sealed Construction Documents shall be submitted as follows:

(a) General Requirements.

1. Letter of Transmittal (OEF Form 208), with Construction Documents for review. The form shall be electronically transmitted to the Office through EFIS.
2. Record set of signed and sealed Construction 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. Engineering calculations for mechanical, electrical and structural systems. When requested by the Office, the engineering calculations shall be submitted separately from drawings and the project manual.
4. Changes to the Construction Documents made prior to contract award in the form of addenda and/or resubmittal of documents. Addenda and revised drawings shall graphically indicate changes from the original, 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 (OEF Form LCCA) Data Summary Sheets 1, 2 and 3. The LCCA shall be electronically signed and electronically transmitted to the Office through EFIS for review and approval.
6. Florida Energy Efficiency Code for Building Construction (FEEC), chapter 13, Florida Building Code compliance forms. Submit one copy of the FEEC compliance forms, signed and sealed by a State of Florida registered Design Professional, including calculations for mechanical systems and documenting energy efficiency ratio rating of HVAC equipment, electrical systems, insulation and building envelope to the Office.
7. Facilities Space Chart/Net and Gross Square Footage (OEF Form 208A). The form shall indicate all room names in the project, SREF design codes, room numbers, the number of square feet in each room and design occupant capacity. The form shall be electronically transmitted to the Office through EFIS.
8. Project Implementation Information (OEF Form 110A). The form shall include information regarding the design firms for the project, the individual licensed architect and the engineers signing and sealing the contract documents, the plan review entity to be used for plan review, the building official, the construction techniques to be used to manage and construct the project, the cost of construction, the number of student stations and the building area. The form shall be electronically transmitted to the Office through EFIS.
9. The analysis required by section 1013.371(2), F.S. The analysis must evaluate building materials and systems, and compare 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's website in the publication *Life Cycle Cost Guidelines for Materials and Building Systems for Florida's Public Educational Facilities* (http://www.fldoe.org/edfacil/formsplanreview.asp). One copy of the analysis shall be submitted to the Office.

(b) Drawings. Documents shall be submitted on sheet sizes not to exceed 32 inches by 42 inches. The drawings shall include the following:

1. Site plans, including, but not limited to, landscaping, mechanical, electrical, civil/structural and architectural site plans, including the following information, as applicable:
   a. Acreage.
   b. Points of the compass.
   c. Scale.
   d. Area location map.
   e. Legal description of property.
   f. Demolition.
   g. Excavation.

h. Utilities.
i. Finish grading.
j. Contours and general topographical conditions.
k. Flood zone and floodplain elevation, including a statement signed by the architect or engineer of record that identifies the Florida Insurance Rate Map (FIRM) flood zone and floodplain elevation where the project is located.
l. Overall dimensions.
m. Adjacent highways.
n. Roads.
o. Emergency access.
p. Fire hydrants.
q. Power transmission lines.
r. Ownership and use of adjacent land.
s. Walks and paths.
t. Vehicle and bike parking area.
u. Accessibility for persons with disabilities.
v. Service areas.
w. Play areas.
x. Bus and car loading zones.
y. Existing buildings and use.
z. Location of proposed building(s) and future additions.
aa. Community-use buildings.
bb. Phased and phased construction.
cc. 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. 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, FISH numbers, occupant load of each space, proposed passive design and low-energy usage features, possible community service areas and instructional spaces that may be converted to community use areas, any existing buildings and use, future additions, phased construction and emergency public shelter design features, if applicable.
   d. A lifesafety plan showing area and occupant load of each room, means of egress, accessibility for persons with disabilities, smoke walls, 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 lifesafety features relevant to the facility. The lifesafety plan shall also show the fire sprinkler system, if proposed. The plan shall indicate connections and tie-ins to existing equipment by symbol.

e. A floor plan showing the entire facility 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 indicating the connections and tie-ins to the building, including all existing spaces, exits, plumbing fixtures and locations, and any proposed changes thereto. Plans and details shall distinguish between new and existing areas for renovation, remodeling or an addition.

g. Drawings related to accessible lifts, when accessible lifts are being installed in existing facilities. Drawings of proposed vertical platform lifts to be installed during remodeling or renovation of existing facilities shall include layout drawings showing the effect of the lift on existing corridor width and exiting from the affected facility. Sketches of a proposed inclined wheelchair lift shall include layout drawings showing the effect of the lift, in both the folded and unfolded positions, on the stairway width the upper and lower platform storage locations, and the effect on exiting from the affected areas of the facility.

h. A floor plan showing the methods used to permanently define the means of egress, such as surface finish or color, when planning open space schools.

i. Exterior building elevations as necessary showing the general character of the facility.

j. Typical building sections showing 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; fire sprinkler system and calculations; 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 architect/engineer 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.

(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. Signed and sealed table of contents.
3. Schedule of drawings.
4. Invitation to bid and advertisement for bids.
5. Time to complete construction.
6. Instructions to bidders, including date and time of bid opening, and notice of pre-bid conference.
7. Sample forms.
8. Bonding requirements.

9. Insurance requirements.
10. General conditions and supplementary conditions.
11. Soil testing results.
12. Specifications, including requirements for materials, equipment, construction systems, standards, workmanship and performance of related services.
13. Addenda.

(9) 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 lifesafety, 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 the publication, *Life Cycle Cost Guidelines for Materials and Building Systems for Florida's Public Educational Facilities* (http://www.fldoe.org/edfacil/formsplanreview.asp).

(10) Florida College Master Plan. Proposed buildings shall conform to the approved campus development plan. A campus development plan shall be updated every five years.

(11) Police and Fire Protection Authorities. Each school board and Florida 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 Florida colleges shall submit revised floor plans and other relevant documents for each educational facility that was modified during the preceding year.

See rule 6A-2.0010, FAC, and sections 1013.02, 1013.12, 1013.37, 1013.38, 1013.40, 1013.45, 1013.47, 1013.50, F.S.

Inspectors and Inspections. The Board shall ensure that all educational facilities, pre-K through grade 12, Florida colleges and ancillary plants meet the requirements of law, rule and SREF that provide for enforcement of the lifesafety, 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) 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, lifesafety codes and required standards.
   (d) Facility Operation. Participate in the instruction of all concerned facility staff on the operation of all lifesafety features of the facility.

(2) 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 rules in chapter 69A-58, FAC. Inspection reports shall be filed with the Board and posted in each relocatable.

See rule 6A-2.0010, FAC; chapter 468, Part XII; and sections 381.006, 553.63, 553.64, 553.71(5), 553.79(5), 553.79(7), 553.80, 1013.02, 1013.37, 1013.40, 1013.45, 1013.47, F.S.

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's or a Florida 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 sections 1013.12(3) and (4), 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 firesafety, one casualty safety and one 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 Firesafety, Casualty Safety and Sanitation Inspections. Annual firesafety, casualty safety and sanitation inspections on new construction, remodeling or renovations shall begin one year after the issuance of a Certificate of Occupancy. 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 firesafety, casualty safety and sanitation standards for existing facilities. All inspectors for firesafety shall inspect educational facilities using the Florida Fire Prevention Code and State Fire Marshal rules in chapter 69A-58, FAC.

1. Annual Firesafety, Casualty Safety and Sanitation Inspection Reports. The firesafety, casualty safety 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.
   a. The inspection report shall be approved by the Board, which should forward one copy of the completed inspection report to the person in charge of the facility and retain one copy for its files. The Board shall certify to the State Fire Marshal's office in the manner described in chapter 69A-58, FAC, when the annual firesafety inspection has been completed. 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.
2. Annual Firesafety Inspections. The Florida Fire Prevention Code and State Fire Marshal rules in chapter 69A-58, FAC, shall be used for firesafety inspections. Each firesafety inspection report shall include a plan of action and a schedule for the correction of each deficiency.
   a. Firesafety inspections shall be made under the direction of the fire official appointed by the Board.
   b. Firesafety inspections shall be made by firesafety inspectors certified by the State Fire Marshal pursuant to section 633.216, F.S.

c. The Board shall provide a copy of the firesafety inspection report to the local county, municipality or independent fire control district within 10 days of the inspection. The report shall immediately be delivered to the local fire authority when immediate life-threatening deficiencies are noted.

d. In addition to a Board's annual inspections, the local county, municipality or independent fire control district may inspect educational facilities within its fire control district. Deficiencies noted in the local fire control authority's inspection report shall include an action plan and schedule for correction of deficiencies noted in the inspection report that have been developed in conjunction with the Board's appointed fire official.

e. The Board shall take actions to correct any immediate life-threatening deficiency noted on an inspection report or withdraw the building from use until the deficiency is corrected.

3. Annual Casualty Safety and Sanitation Inspections. Casualty safety and sanitation inspections shall be performed by persons proficient with applicable rules and standards. A schedule for correction of each deficiency shall be included in the report and adopted by the Board.

(b) Inspections by 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, 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 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, chapter 5.

(d) Maintenance and Operations of Existing Educational Facilities. Existing educational facilities housing pre-K through grade 12, auxiliary, vocational facilities, Florida 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, the Florida Building Code, the Florida Fire Prevention Code, State Fire Marshal rules in chapter 69A-58, FAC, other applicable NFPA codes for existing educational facilities, OSHA regulations and other applicable state and federal laws, codes and regulations.

1. Annual maintenance permits may 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 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 $300,000.

(e) Board Policies. The Board's policies and procedures for maintenance, casualty safety, 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. Establishing a timetable, priority listing and funding for the correction of deficiencies found during the annual comprehensive firesafety, casualty safety and sanitation inspections.
2. Operating communicable disease control programs in accordance with DOH rules in chapter 64D-3, FAC.
3. Providing work areas that are free from recognized hazards and conducting employee safety and health programs that comply with OSHA 29 CFR.

4. Conducting approved firesafety training for building users, on-site facility managers, faculty and staff involved in the process of correction of lifesafety violations noted in annual board safety inspections and the annual firesafety inspections conducted by local fire control authorities.
5. Operating pest management programs in accordance with the EPA's Integrated Pest Management in Schools guidelines (http://schoolipm.ifas.ufl.edu/), which employ the use of effective measures to prevent harborage, propagation or infestations of rodents, flies, cockroaches and other insects on school premises.
6. Complying with all applicable EPA and Florida Department of Environmental Protection (DEP) hazardous waste regulations, including EPA Resource Conservation and Recovery Act, Subtitle C, and DEP rules in chapter 62-730, FAC.
7. Considering Safety Checklist Program for Schools, developed by the National Institute for Occupational Safety and Health (NIOSH) (http://www.cdc.gov/niosh/docs/2004-101/default.html).
8. Establishing a schedule and prescribing methods for cleaning and servicing occupied facilities, including the following:
   a. Student-occupied areas, including interior places of assembly, classrooms, corridors and all other areas designed for occupancy by more than two persons, shall be 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. Note: Drinking water fountains shall be rinsed or flushed with plain water after disinfection.
   c. Food service areas, where provided, shall be cleaned and sanitized daily using an appropriate cleaning agent (tuberculocidal disinfectants are not required for cleaning food service floors).
   d. Floor drains shall be sanitized and water flushed at least once per day.
   e. Trash and waste containers shall be provided in all areas and sufficient in number to handle the daily accumulation of trash. Containers shall be emptied daily and trash shall be stored in bins or containers in a central waste disposal area until removed from the facility.
   f. Solid waste garbage, trash and rubbish shall be collected, stored and disposed of at a frequency and in a manner that prevents a sanitary nuisance.
   g. Filters used in conjunction with HVAC equipment shall be kept clean, serviceable and orderly at all times, and shall be sized to prevent unfiltered air from entering the airstream.
   h. Light fixtures and window surfaces, both inside and outside, shall be kept clean, serviceable and in good repair at all times.
   i. Custodial areas shall be kept clean, safe and orderly at all times. Custodial equipment shall be 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 may be stored in mechanical rooms. Air conditioning filter storage shall not present a hazard.
   j. Building components and finishes shall be kept clean and in good repair.

9. Housing animals on district property or in school classrooms, taking into consideration that some animals may cause or exacerbate allergic reactions, spread bacterial infections or cause damage and create a hazard if they escape from confinement. Animals in classrooms shall be kept in a healthy condition and in appropriate cages or tanks that shall be maintained in a clean and safe condition.
10. Ensuring adult supervision of supplies that are to be included in first aid kits located at each school for student use.
11. Designating persons authorized to use automated external defibrillators and establishment of training requirements for those individuals.

(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 Florida 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, chapter 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 lifesafety codes, Florida Building Code, the Florida Fire Prevention Code, and 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. Boards shall ensure that sites meet the following minimum casualty safety and sanitation requirements for landscaping, signage, fencing, etc., as applicable.

(a) Landscaping. Landscaping shall comply with the following minimum standards:

1. Areas shall be landscaped by the use of trees, shrubs, grass, ground cover, mulch, hedges or boulders.
2. The site shall be free of any poisonous, toxic and hazardous plants.
3. A program shall be in place to remove all invasive nonnative plants, such as Punk tree (*Melaleuca Quinquenervia*), Brazilian Pepper (*Schinus Terebinthifolius*), Australian Pine (*Casuarina-equisetifolia*) and Catclaw Mimosa (*Mimosa Pigra*).
4. Water conservation policies shall be incorporated in landscape maintenance programs.
5. Trees and landscaped areas around the perimeter of buildings shall be maintained to prevent blind spots or provide access to the roof. Trees, where provided, shall be healthy, disease-free and trimmed of dead, diseased and broken branches.
6. Road intersection visibility, on- or off-site, shall be achieved by providing a clear sight line at intersections.
7. The site shall be 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 shall be graded and drained to prevent washouts or an unintentional accumulation of standing surface water and debris.

9. Washouts around buildings and entrance slabs shall be filled and stabilized to remove hazardous conditions and to prevent any further washout damage.
10. Temporary storage containers, where provided, shall be maintained in a safe and secure condition and shall not to be used for long-term use.
11. Water shall not to be allowed to accumulate in any open containers, such as buckets or tires.

(b) Exterior Signage. Site signage shall comply with the following:

1. Permanent or temporary exterior site signage shall be provided.
2. Site signage shall not create visual barriers at entrances, sidewalks, roads or road intersections.
3. Accessible routes, including parking, building directories, building identification and accessible entrances shall be marked by exterior signage in conformance with federal and state accessibility laws and codes.
4. External illumination of signs, where provided, shall comply with NFPA 70, the National Electric Code.
5. Existing permanent and temporary freestanding exterior signs shall be certified by a Design Professional as being able to withstand hurricane force winds in accordance with the Board's program.
6. Wall-mounted, individual letters and signs when attached to the building shall be attached in such a way so as to prevent removal, discourage climbing and prevent building access.

(c) Flag poles. Flag poles, pulleys and ropes, where provided, shall be in safe and workable order.

(d) Fencing. Security/boundary fencing shall comply with the following:

1. Fencing at play areas and athletic fields shall have at least one gate or passway to the exterior large enough to accommodate pedestrian egress and one gate to the exterior large enough to allow access of service equipment.
2. All pre-K, kindergarten and day-care play areas, where provided, shall be separated from surrounding areas by a fence that is a minimum of four feet high.
3. Mechanical, plumbing and electrical equipment, when exposed, shall be locked and secured to prevent unauthorized access, but access shall be allowed for maintenance and repair.
4. Fences at special hazards shall be locked and secured to prevent unauthorized access, but access shall be allowed for maintenance and repair. Examples of special hazards include on-site sewage disposal plants; above-ground LP gas and fuel oil tanks; and for pre-K through grade five facilities, retention ponds with depths exceeding one foot, deep drainage ditches, canals, highways and play fields adjacent to roadways, etc.
5. District warehouse, maintenance and bus compounds shall be locked and secured to prevent unauthorized access.
6. Only ancillary plots not contiguous to an educational facility site and agricultural plots that are not contiguous to an educational facility site may have barbed wire fencing. Existing barbed wire on an educational or ancillary site shall be six feet or more above the ground. The barbs on chain link fencing, where provided, shall be turned over.
7. Fencing and gates shall be constructed of nonflammable, nonelectric, safe, durable and low-maintenance materials.
8. Footings and foundations shall be protected from exposure and tripping hazards.
9. Fencing and gates shall be located so they do not provide access to roofs by unauthorized persons.

10. Fences shall be maintained in a safe condition and shall be free from jagged or sharp projections and other hazards.

(e) Guy Wires. Guy wires, where provided, shall be protected with guards or markers. Guy wire anchors shall not present a tripping hazard.

(f) Walks, Roads, Drives and Parking Areas. Walks, roads, drives and parking areas on educational and ancillary sites shall comply with the following:

1. Walks, roads, drives and parking areas, where provided, shall be paved.
2. Paved areas, where provided, shall be bitumen or concrete surfaced. Overflow parking spaces may use alternative surfaces.
3. Paved roads, drives and parking areas, where provided, shall be striped and maintained in a condition that defines the function of the area.
4. All paved areas shall have positive drainage.
5. All paved areas shall be clean and free of debris and broken pavement or hazardous conditions.
6. Vehicular/Pedestrian Interface.
   a. Passenger drop-off/loading zones shall be as close to accessible entrance(s) as possible.
   b. A curb cut or ramp shall be provided.
7. Walks/Accessible Routes.
   a. Building entrance(s) shall be connected by an accessible walk to all accessible parking and loading/drop-off zones.
   b. Gutters and downspouts, where provided, shall prevent stormwater from pouring onto or draining across walks.
   c. Soil, grass or planting beds shall provide positive drainage away from walk(s).
   d. Drains, grates, drop inlets, catch basins and other drainage elements, where provided, shall be located to the side of accessible walks.
   e. Walls, railings or other physical barriers shall be used to define and protect any vertical drop of more than 18 inches.
8. Roads and streets.
   a. On-site driveways shall be restricted from completely encircling the school plant.
   b. Vehicular and pedestrian traffic shall be prevented from crossing each other on the site, or appropriate safety devices shall be provided where vehicular and pedestrian traffic cross.
9. Bus Drives (where provided).
   a. The turning radius for turning off public access streets shall be 60 feet to the outside curb for one-way traffic and 60 feet to the centerline of the driveway for two-way traffic.
   b. Bus drives and drop-off/pick up areas shall be provided so that buses do not have to back up.
   c. Bus driveways and parent pick up areas shall be separated from each other, or appropriate safety devices shall be provided where bus drives and parent pick up areas are not separated.
10. Vehicle parking areas.
    a. Vehicle parking areas, where provided, shall be located to facilitate supervision from the building or other vantage points.
    b. Parking areas, where provided, shall comply with the minimum parking space requirements for the facility being inspected: Faculty and staff = one space for each

member; high schools = one space for every 10 students above grade 10; vocational schools = one space for every two students; Florida colleges = one space for every two students; visitor parking = appropriate spaces for the facility.

c. The total number of accessible spaces shall be provided as required by chapter 11, 2007 Florida Building Code, Building, or the 2012 Florida Accessibility Code for Building Construction in rule 61G20-4.002, FAC.

d. Parking spaces shall be separated from bus and parent drop-off/pick up drives or appropriate safety devices shall be provided.

11. Bicycle parking areas, where provided, shall be 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 shall comply with the following:

1. When the facility is occupied after dark, security lighting shall be provided for the following:
   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, where provided, shall be located in landscaped islands or perimeter planting areas, or shall be equipped with suitable protection to eliminate potential hazards.
3. Parking and related areas shall be illuminated to an average maintained horizontal foot-candle level as follows:
   a. Parking areas = one foot-candle.
   b. Covered and connector walks = one foot-candle.
   c. Parking entrances/exits = two foot-candles.
4. Athletic playing field surfaces and exterior spectator seating areas intended for nighttime use shall be illuminated.
5. Recessed doors and windows around the exterior perimeter of a building shall be illuminated at night when the facility is occupied and shall be maintained in an observable condition. Building exteriors, perimeters and entrances shall be illuminated as follows:
   a. Entrances = five foot-candles.
   b. Building perimeters = one foot-candle.
6. Exterior lighting poles and fixtures shall be grounded.
7. Motion detectors, photo cells and time clocks shall be used to control night lighting systems to provide security and to maximize energy conservation.
8. All exterior lighting shall be shielded to prevent light from falling onto adjacent properties.

(h) Transmission Line Right-of-Way. High-voltage transmission power line rights-of-way, where provided, shall be kept free of activity and equipment that might impede power company access to the right-of-way.

(i) Stormwater Drainage. A stormwater drainage system for the site shall be provided, maintained free of sand and debris, and maintained in an operational condition at all times.

(j) On-Site Wells and Sewage Systems.
1. An on-site potable water system, where provided, shall be in proper working order and comply with the Florida Safe Drinking Water Act.
2. Samples of on-site treated and raw water shall be taken monthly and tested for the purpose of bacteriological examination, so that the water supply can be determined to be safe, and the certificate shall be on file and available for inspection.
3. An on-site sewage disposal system, where provided, shall be in proper working order. Pursuant to sections 381.0062 and 403.087, F.S., sewage is required to be disposed of in accordance with rules in either chapter 62-600, FAC, Domestic Wastewater Facilities, or chapter 64E-6, FAC, Standards for On-site Sewage Treatment and Disposal, whichever is applicable. The system shall be tested monthly, proved to be functioning properly, and the certificate be on file and available for inspection.

(k) Playgrounds, Equipment and Athletic Fields. Playgrounds, equipment and athletic fields where provided, shall be maintained in a safe and acceptable condition for the intended function.
1. Play areas and athletic fields where fencing is provided shall comply with SREF, section 5(2)(d).
2. Pre-K, kindergarten or day-care play areas, where provided, shall have direct access to and from their related classrooms or to a corridor providing immediate and safe access to the play area.
3. Play areas and athletic fields, where provided, shall have either direct access from the facility without crossing roads, traffic lanes, drives or parking lots, or have appropriate safety devices provided where access crosses parking areas or drives.
4. Athletic and playground equipment, where provided, shall be structurally sound, maintained firm and stable, vermin-proof, free of pockets or crevices where water will collect or vermin and pests 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.).
5. The ground under any playground equipment provided shall be resilient material, either unitary or loose-laid, and maintained to prevent injury.
6. Covered play areas, where provided, shall 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, where provided, shall be inspected under the appropriate areas of this section.
8. Playgrounds, equipment, athletic fields and related facilities, where provided, shall provide for accessibility in accordance with 2012 Florida Accessibility Code for Building Construction, rule 61G20-4.002, FAC.

(l) On-Site Waste Burners. On-site waste burners, when permitted, shall be located at least 100 feet from any building, equipped with a three-quarter inch mesh wire screen and used for burning paper and trash only.

(3) Concrete. Exposed concrete shall meet the following minimum casualty safety 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 shall be maintained in a safe condition and free from hazards, including cracks, spalling and exposed reinforcing steel.
   (b) Concrete Poles and Furniture. Light and flag poles, benches, tables, planters, etc., where provided, shall be maintained in a safe condition and free from hazards.
   (c) Walks and Drives. Concrete walks, drives, loading docks, swimming pool decks, parking areas, etc., where provided, shall be maintained in a safe condition and free from hazards.
   (d) Concrete Parking Structures. Concrete parking structures, covered walkways, etc., where provided, shall be maintained in a safe condition and free from hazards.

(4) Masonry. Exposed masonry shall meet the minimum casualty safety and sanitation requirements for masonry veneers, framing, benches, tables, etc., including relocatables, as applicable. Masonry veneers, walls, retaining walls and framing, where provided, shall be maintained in a safe condition and free from hazards, including cracks, spalling and exposed reinforcing steel.

(5) Metals. Structural steel and light gauge metal framing shall meet the following minimum casualty safety 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 shall be maintained in a safe condition and free from hazards, including rust and loose fastenings.
   (b) Poles and Furniture. Light and flag poles, benches, tables, etc., shall be maintained in a safe condition and free from hazards, including rust and loose fastenings.
   (c) Parking Structures. Steel parking structures, covered walkways, etc., where provided, shall be maintained in a safe condition and free from hazards.

(6) Wood. Structural wood, casework and cabinets shall meet the following minimum casualty safety and sanitation requirements for structural members, framing, benches, tables, etc. [see section 5(14) for existing relocatable buildings]:
   (a) Fire Retardant Treated Wood (FRTW). Permanent educational facilities shall be free of fire-retardant treated wood, or appropriate safety measures, such as paint and preservatives, shall have been taken to protect the wood from deterioration, and FRTW and fasteners shall be free of corrosion and deterioration.
   (b) Structural Members. Wood columns, beams, joists, trusses, heavy timber construction and other structural members shall be maintained in a safe condition and 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, where provided, shall be maintained in a safe condition and 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 inches of soil shall be protected against decay and termites by chemical treatment, termite shields, etc.
   (e) Built-Ins and Casework. Built-ins and casework, including plastic laminates, where provided, shall be 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, where provided, shall be 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 relocatables) shall meet the following minimum casualty safety and sanitation requirements for roofing, fireproofing, firestopping, etc., as applicable:

(a) Thermal Insulation. Thermal insulation, where provided, shall be visible for inspection in such spaces as attics, crawl spaces, duct work, mechanical rooms, etc.; protected from the weather and held securely in place.

(b) Vapor Barriers. Vapor barriers, where provided, shall be visible for inspection in such spaces as attics, crawl spaces, mechanical spaces, insulated ducts, chilled water lines, etc.; located on the exterior side of thermal insulation; protected from the weather and held securely in place.

(c) Roofing. Roofing systems, including flashing, gutters, downspouts, roof drains, membrane, roof penetrations, etc., where provided, shall be watertight, held securely in place, free of debris and maintained in good condition.

1. Positive drainage shall be provided for all portions of the finished roof surface to the edge of the roof or to roof drains.
2. Roofs shall be maintained so that water does not pond.
3. Accessories such as flashing, gravel stops, drip edging, expansion joints, gutters, downspouts, scuppers and roof drains, where provided, shall be maintained in a good condition.
4. Structural members, including decks, beams, fascia, etc., shall be in good repair and structurally sound.

(8) Doors and Windows. Doors and windows (including those for relocatables) shall meet the following minimum casualty safety and sanitation requirements, etc., as applicable:

(a) Doors and Windows. Doors and windows shall be maintained in an operable, safe and secure condition at all times and be free of splinters, sharp projections, broken glass, broken hardware, etc. Glass in doors and windows shall meet applicable glazing requirements found in section 5(8)(d).

(b) Doors. Doors shall be positioned so that there is clear floor space on the pull side of the door adjacent to the latch and so that 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. Storefront Doors. Glazing in storefront doors shall contain a built-in horizontal safety guard located between 24 and 36 inches above finished floor.

(c) Hardware.

1. Locksets. All doors shall be equipped with locksets that are not lockable from inside the space.

   Exception: Individual toilet rooms may be locked from the inside, and may be equipped with privacy locks that are readily opened from the inside and that may 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, may be used.

2. Door Closers.
   a. Doors subject to wind exposure shall be equipped with closers.
   b. Where door closers are used, the sweep period shall be adjusted so that from an open position of 70 degrees, the door takes at least three seconds to move to a point three inches (76 mm) from the latch, measured to the leading edge of the door.
   c. Doors requiring closers shall be equipped with operable closers to prevent slamming and shall have back-check devices to prevent uncontrolled openings. Doors subject to wind exposure shall be equipped with a door-check or other suitable device to prevent slamming and uncontrolled openings.
3. Manual Hold-Open Devices. Manual hold-open devices shall be used only on exterior doors and in non-fire-resistance-rated or smoketight wall assemblies.
4. Accessible Hardware.
   In accordance with chapter 11, 2007 Florida Building Code, Building, or the 2012 Florida Accessibility Code for Building Construction, rule 61G20-4.002, FAC, accessible door hardware, where installed, shall be of 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 shall be secure, watertight and free of sharp edges and tripping hazards. Exterior door thresholds shall be one-half inch or less in height.

(d) Glazing. Glazing shall be secured on all sides, free of any loose or broken pieces, in good repair, and comply with the following:
1. Hazardous Locations. Glazing subject to human impact or in hazardous locations shall be safety plastic, tempered glass or safety glass. Glazing subject to human impact or in hazardous locations 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. Doors, whether swinging, sliding, rolling, etc.
      Exception: Solid-core doors in one-half-hour-rated corridor partitions and smoke doors shall have wire glass or fire-rated glazing.
   b. Glazed panels, within 48 inches of a door, where the bottom edge of the panel is below the top edge of the door.
   c. Glazed panels beginning 18 inches or less from the floor, where the panel is greater than nine square feet in area, and there is a walking surface within 36 inches of the panel.
   d. Display and trophy cabinets and casework.
   e. Mirrors. Mirrors located in dance studios, labs and weight rooms, may also be stainless steel.
   f. Enclosures for whirlpools, saunas, steam rooms and showers.
2. Glazed panels shall be subdivided by built-in vertical and horizontal members and contain a built-in horizontal guard between 24 and 36 inches above finished floor.
3. Other interior glazing, such as glass block, glass railings, sloped glass and float glass, where provided, shall be secure, free of sharp or broken pieces, and maintained in a safe condition.
4. Areas of exterior glazing shall be maintained in a safe and secure manner and free of loose or broken pieces.

(e) Windows. Windows, when provided for natural light, ventilation and access panels, shall be maintained in an operable, safe and secure condition, and shall be free of any loose or broken pieces.

1. Projecting and awning windows with sharp or protruding corners, below door head height, if in or adjacent to a corridor or walkway, shall be rendered safe and secure.
2. Sources of natural light in instructional spaces shall be glazed with glare-reducing materials, or shall be shielded to prevent glare from interfering with seeing tasks within the space.

(9) Finishes. Finishes shall meet the following minimum casualty safety and sanitation requirements for interior and exterior wall, ceiling and floor finish materials, etc., including those for relocatables, as applicable. (Finish materials shall be permanently affixed to an educational and ancillary facility and include interior movable walls and partitions.).

(a) Interior Finish General Requirements. Interior finishes shall be maintained in a satisfactory condition at all times and shall be free of hazards. Educational and ancillary facilities shall be 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 shall be free of textile materials, including carpet, having a napped, tufted, looped, woven, nonwoven 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 a fire-retardant paint, coating or penetrant.

(b) Ceilings. The minimum ceiling height shall be such that ceiling fans, light fixtures, HVAC equipment, fire system and lifesafety 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 shall be free of any carpet.

(c) Walls. Toilet partitions and toilet room walls, shower partitions and shower room walls, and kitchen, food preparation, scullery and can-wash room walls shall be finished with dense, nonabsorbent and noncorrosive materials having a smooth, impervious surface. Impervious finishes shall extend a minimum of four feet above the floor in toilet rooms and six feet above the floor in kitchens, sculleries, can-wash areas and shower rooms.

(d) Floors. Floor finish materials shall be permanently affixed to an educational or ancillary facility and comply with the following:

1. All interior floors shall be nonslip and exposed concrete floors shall be sealed against dusting.
2. Interior floors shall have surfaces that are even and substantially level.
3. Interior and exterior means of egress shall 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 could become slippery when wet shall have a nonslip, impervious surface.
5. Individual toilet room floors and base shall be nonslip and impervious.
6. Art rooms, vocational shops, industrial arts shops, gymnasium exercise rooms, areas under fixed seating in auditoriums, mechanical rooms, storage rooms and ancillary facilities where activities involved make the use of other floor materials impractical, shall have integrally hardened and sealed concrete floors.
7. Ramp and stair walking surfaces shall be slip resistant.

8. Clinics and food service areas shall 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 shall be acoustically treated to control reverberation, echo and excessive deadness.

(10) Specialties. Specialties shall meet the following minimum casualty safety and sanitation requirements for special safety requirements, fixed instructional aids, informational aids, etc., including those for relocatables, as applicable:

(a) General Safety Requirements. Existing facilities shall comply with the special safety provisions, means of egress, separation of spaces and other requirements found herein.

1. Platforms, corridors, floors and loading docks 18 inches or more above the ground, and designated machinery shall have bright yellow safety lines, four inches wide, painted on the exposed edge or floor.
2. Stairs and balconies serving as a means of egress and connecting buildings shall be 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 42 inches high with balusters spaced not more than four inches apart.
   b. A bottom rail shall be spaced not more than two inches above finished floor.
   c. Exception: In facilities designed prior to October 18, 1994, the maximum spacing of balusters may be six inches apart.
4. The space under stairs and ramps shall be kept free of any storage or other purpose.
5. The maximum difference in floor elevation at doorways in a path of travel shall be one-half inch.
6. All exit ramps shall be at least 44 inches wide and the surface finish of ramps shall be nonslip.
7. Differences in floor elevations that require fewer than three 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 smokeproof 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 shall be at least six feet, eight inches above finished floor, or shall be rendered safe by padding, signage, limited access or other means.

(c) Separation of Spaces. Hazardous areas such as boiler rooms and kitchens shall be maintained in the original firetight and smoketight 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 or chalkboards, tackboards, map rails and trays shall be provided in instructional spaces. Where provided, they shall be maintained in a safe, secure and usable condition.

(e) Toilet Partitions. Toilet compartments, partitions and doors shall be provided in group toilet rooms and may be provided in other areas, such as locker rooms, and shall be finished with noncorrosive, impervious materials. Toilet compartments shall be provided with a door and

privacy latch. Each toilet stall shall have a door that may be latched from the inside. Doors for accessible toilet stalls shall be at least 32 inches wide and shall swing out.

(f) Toilet and Bath Accessories. Toilet and bath accessories, including grab bars; toilet paper dispensers; paper towel dispensers or hot-air drying devices; soap dispensers for liquid, foam or powdered soap; napkin disposal units; shelving and mirrors, where provided, shall be maintained in a safe and secure condition at all times. The use of common or public towels shall not be permitted.

(g) Diaper Changing Stations. Diaper changing stations, where provided, shall comply with the following:

1. Diaper changing stations shall be equipped with an impermeable changing mat that is cleaned and sanitized after each use.
2. Diaper changing tables shall be maintained in a safe and secure condition at all times.
3. Repairs to impermeable changing mats shall not be made with tape.
4. A sanitizer that is approved by the EPA shall be available at the changing station. The sanitizer shall be prepared according to the manufacturer's instructions and used as directed on the label. The sanitizer shall be limited to a one-day's supply and shall not be accessible to students.
5. A garbage can equipped with a tight-fitting lid and lined with an impermeable garbage bag shall be located at the diaper changing station. The garbage can shall be cleaned and sanitized at least daily.

(h) Pest Control. Pest control and termite protection of buildings and grounds shall be provided in accordance with Florida Department of Agriculture and Consumer Services regulations and certificates shall be on file and available for inspection. Pest means any vector, vermin, insect, rodent, nematode, form of terrestrial or aquatic animal life or organism that is a nuisance to man because it has pathogenic properties.

(i) Interior Signage. Interior signage and graphics shall comply with the following (exterior signage shall comply with requirements found elsewhere in SREF, chapter 5):

1. Permanent and temporary interior signage shall be uniform in color, height, size and graphics.
2. Interior signage shall include the following:
   a. Room numbers and names shall be provided for each space.
   b. Signs shall indicate accessible routes, entrances and rooms within a building.
3. Hazardous work and storage areas shall be identified by appropriate caution signs.
4. Means of egress, capacity, accessibility, directional and exit information, FISH numbers and room names and evacuation routes shall be identified with appropriate signage.
5. In educational facilities that house grades pre-K through 12, auxiliary facilities, Florida colleges, vocational centers, ancillary facilities and other facilities primarily used by adults, signage shall be mounted at 60 inches above finished floor on the latch side of doors and contain raised and Braille characters and the international accessibility symbol.
6. Internal illumination of signs, where provided, shall be maintained.
7. Wall-mounted signs and graphics shall be attached to the building in such a way as to discourage vandalism.

(j) Demountable Partitions. Demountable partitions and other wall systems designed to be disassembled, moved and reassembled, where provided, shall be maintained in a safe and secure condition at all times.

(k) Automated External Defibrillator. Pursuant to section 1006.165, F.S., automated external defibrillators shall be provided in schools that are members of the Florida High School Athletic Association. Where provided, they shall be maintained in a safe, secure, and usable condition.

(11) Equipment. Equipment shall meet the following minimum casualty safety and sanitation requirements for instructional, health, sanitation, safety, recreational and operational features, etc., including those for relocatables, as applicable:

(a) Fire Blankets. Fire blankets shall be provided as follows:

1. Fire blankets shall be readily visible and shall be placed in locations that are readily accessible and suitable for the hazard present.
2. Fire blankets shall be on shelves or in cabinets so that the top of the fire blanket is five feet or less above finished floor.
3. Fire blankets shall be 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 shall be 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 shall be accessible for maintenance and sanitation and fenced or otherwise made inaccessible to students.

(d) Waste Chutes and Collectors. Waste chutes and collectors, including dumpsters, shall be accessible for maintenance and sanitation and fenced or otherwise made inaccessible to students. Collectors and dumpsters shall be located on a concrete slab. Wet garbage shall be stored in impermeable, leak-proof, fly-tight containers pending disposal.

(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, shall be maintained in a safe and secure condition at all times.

(f) Built-In Cabinets and Casework. Cabinets and casework, such as in kitchens, toilet areas, classrooms, etc., shall be accessible, free of hazards and maintained in a safe and secure condition at all times.

(g) Athletic and Recreational Equipment. Athletic and recreational equipment, where provided, shall be kept clean and in a safe condition.

(h) Shooting Range. Shooting range equipment, where provided, shall be maintained in conformance with manufacturer's specifications to minimize hazards to occupants and users. Indoor shooting ranges shall have fresh air intake and positive exhaust of noxious fumes to the outside.

(i) First Aid Kit. First aid kits shall be fully equipped per Board policy and shall be available for student use under adult supervision.

(12) Furnishings. Furnishings shall meet the following minimum casualty safety and sanitation requirements for furnishings, decorations, etc., including those for 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 and other areas, shall be accessible, free of hazards and maintained in a safe and secure condition at all times.

(c) Plastic Laminate. Plastic laminate where used on casework shall be free of any hazard such as loose, broken or jagged pieces.

(d) Window Coverings. Interior blinds, shades and shutters, where provided, shall be:

1. Capable of darkening the room sufficiently to allow audio-visual presentations.
2. Maintained free of torn material, broken slats, pulleys and cords, and in an operational and safe condition at all times.

(e) Floor Mats and Grates.

1. Floor mats and grates, where used, shall be flush with, or secured to, the surrounding floor surface.
2. Mats and grates used around pools and shower rooms shall be free of any hazard to bare feet.

(f) Auditorium and Theater Seating. Auditorium and theater fixed and movable seats shall be accessible, maintained in a safe and operational condition at all times and free of any torn or loose materials or fittings that pose a hazard to users.

(g) Built-in Tables and Fixed Seating. Built-in tables and fixed seating, where provided, shall be accessible, maintained in a safe and operational condition at all times, and free of any torn or loose materials or fittings that pose a hazard to users.

(h) Furnishings and Equipment. Furnishings and equipment shall be kept clean and in good repair and free of missing parts and hazards.

(13) Special Construction. The spaces and facilities listed in this section shall meet the following minimum casualty safety and sanitation requirements for special construction, including relocatables, as applicable:

(a) Accessibility Requirements. Accessibility for children and adults with disabilities shall comply 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 or grade six, 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 or grade seven through grade 12, faculty, staff, parents, and the general public using any public educational facility. Students housed in vocational/technical centers, and Florida colleges are also defined as "adults.")

(b) Ancillary Facilities. Casualty safety and sanitation safety inspections of ancillary facilities shall comply with other portions of this section and the following occupancy classifications shall apply:

1. Assembly Occupancy means district meeting rooms, conference rooms, dining rooms, multipurpose rooms, gymnasiums and auditoriums.
2. Business Occupancy means district administration buildings, including offices, data processing centers, kitchens and media centers.
3. Storage Occupancy means district warehouse and maintenance facilities, repair shops, bus garages, parking structures and parking lots.

(c) Assembly Occupancies (within Educational Facilities). Inspection of assembly occupancies shall 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 50 or more persons, such as auditoriums, gymnasiums, multipurpose rooms, classrooms and laboratories, cafeteria, stadiums, media centers and interior courtyards).

1. Special acoustics, listening devices, and accommodations for physically disabled and hearing impaired individuals shall be provided in auditoriums and other assembly occupancies in compliance with state and federal accessibility requirements.
2. Space for wheel chairs shall be provided in assembly areas where fixed seating is provided.
3. Clear access for wheelchairs shall be provided behind the table and the next adjacent table or wall in areas that include fixed tables.
4. Fixed seats shall be maintained in a secure and safe condition at all times and be 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 shall be included in the annual firesafety, casualty safety and sanitation inspections of existing facilities and shall 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 shall comply with the requirements found elsewhere in this section and the following specific requirements:

1. Facilities shall include an accessible toilet room for children opening directly into the instructional space. (The toilet area may be used by both sexes and shall contain a water closet, lavatory and related accessories.)
2. Where hot water is provided at a child's hand-washing sink, a mixing valve shall be provided that limits water temperature to a maximum of 110 degrees Fahrenheit. A towel dispenser and a soap dispenser shall be provided at each sink. Adult hand-wash areas shall be permitted to be provided with hot and cold water.
3. Where child-care facilities are provided with a bathing area, it shall be located within or adjacent to the child-care area and shall contain either a shower with handheld sprayer or a tub. The water temperature shall be controlled by a mixing valve that limits water temperature to a maximum of 110 degrees Fahrenheit.
4. Toilet facilities shall have a nonslip, impervious floor, impervious base and minimum four-foot-high impervious wainscot.
5. Facilities shall provide at least one drinking fountain, which shall be within close proximity of the child-care facility.
6. Where a residential-type kitchen is provided, it shall include a nonslip floor, refrigerator and a residential-type range with a residential-type range-hood vented to the outside.
7. Facilities shall be free of any storage of cleaning agents, chemicals or other hazardous materials. Powdered or liquid hand soap is permitted at lavatories and sinks. A one-day's supply of sanitizer that is out of reach of children is permitted at diaper changing stations.
8. Facilities shall provide outdoor play areas which are protected from access to streets or other dangers by fencing that meets the requirements of SREF, section 5(2)(d). Any latches on gates shall be secured or beyond the reach of the children.
9. Facilities shall provide shade in the outdoor play area.
10. Facilities shall ensure that play equipment and playground surface material meet the requirements of SREF, section 5(2)(k).
11. Facilities shall ensure 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 Families license may also be required to comply with the Florida Building Code and other agency construction requirements. If there is a conflict between SREF, the Florida Building Code, and other agency requirements, the most stringent requirement shall prevail.

(g) Clinics (School). The school clinic shall include a reception area/office, storage, toilet room and bed space.

1. Sanitary facilities shall be provided as follows:
   a. Elementary school clinics, including pre-K, shall have one accessible toilet room, to serve male and female students, complete with a water closet, lavatory and accessories.
   b. Secondary schools shall include one accessible toilet room for males complete with water closet, lavatory and accessories, and one accessible toilet room for females complete with water closet, lavatory and accessories.
   c. Toilet rooms in clinics shall include both hot and cold water at the lavatory and shower, if provided. Hot water temperature shall not exceed 110 degrees Fahrenheit.
   d. Toilet rooms shall have exhaust fans vented to the exterior.
2. Space for student beds shall be provided in each clinic. Space for beds in secondary schools shall be separated for male and female students.
   a. A cleanable, plastic-covered mattress and pillow shall be provided for each bed.
   b. Clean, disposable mats shall be provided for each patient.
3. The reception area/office shall provide the ability to maintain visual supervision of the bed area.

(h) Clinics (Full-Service School Program). Full-service school clinics shall include one accessible toilet room for males complete with water closet, lavatory and accessories, and one accessible toilet room for females complete with water closet, lavatory and accessories. One accessible toilet room shall have an accessible shower.

1. Hot and cold water shall be provided in toilet rooms at the lavatory and shower. Hot water temperature shall not exceed 110 degrees Fahrenheit.
2. Toilet rooms shall have exhaust fans vented to the exterior.
3. The nurse's station shall provide the ability to maintain visual supervision of the bed areas.
4. Lockable storage rooms shall be provided for a refrigerator, files, equipment and supplies. Storage room doors shall be readily operable from the inside.
5. Data outlets shall be provided for computer hookups and computer networking and additional electric outlets shall be provided for hearing and vision testing machines.
6. The clinic shall be located to provide direct access from the exterior and shall also have direct access from the interior or be connected by a covered walk.
7. The clinic shall be provided with designated parking spaces immediately adjacent to the clinic, one of which shall be accessible to persons with disabilities.

(i) Clinics (Florida Colleges). Where Florida college clinics are provided, the following requirements shall apply:

1. Clinics shall include one accessible toilet room for males complete with water closet, lavatory and accessories, and one accessible toilet room for females complete with water closet, lavatory and accessories.
2. Hot and cold water shall be provided at lavatories in toilet rooms and at optional shower. Hot water shall not exceed 110 degrees Fahrenheit.
3. Toilet rooms shall have exhaust fans vented to the exterior.

4. Florida college clinics shall provide bed(s) for female students and bed(s) for male students.
   a. A cleanable, plastic-covered mattress and pillow shall be provided for each bed.
   b. Clean, disposable mats shall be provided for each patient.

(j) Florida colleges. Florida college facilities and buildings shall comply with the general requirements found elsewhere in SREF and the business occupancy requirements found in the Florida Fire Prevention Code.

(k) Dormitories. Dormitories shall be maintained in good and clean condition. They shall be free from pest infestations, noisome odors and health and safety hazards.

(l) Energy Conservation. Solar water heating systems, passive natural ventilation and other energy conservation measures, where provided, shall be in good repair and functioning as intended.

(m) Incinerators. Incinerators, where provided, shall be maintained in a safe and secure condition at all times.

(n) Stadiums, Grandstands, and Bleachers.
1. Structural members for stadiums and bleachers, including seats and related facilities, shall be maintained in a safe condition and shall be free from hazards, including cracks, spalling, exposed reinforcing steel, rust and loose fastenings.
2. Inspections.
   a. Annual inspections shall be performed by Board staff and a certificate of inspection shall be kept on file in the district office.
   b. Biennial inspections shall be performed by a structural engineer for all concrete, structural members and stadiums and bleachers, and a certificate of inspection shall be 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 42 inches high shall be provided at the top and sides of bleachers and grandstands.

(o) Kilns.
1. Kiln rooms and kiln areas shall be provided with adequate exhaust to dispel emitted heat to the exterior.
2. Kiln rooms shall not be used for storage.
3. Kilns shall be located in separate rooms when serving students through grade 3.

(p) Kitchen and Food Service Facilities. Pursuant to section 381.0072, F.S., food service facilities and instructional kitchens are required to be in compliance with DOH rules in chapter 64E-11, FAC. In addition, they shall comply with 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 with self-closing door(s) shall be provided for kitchen staff.
2. Each staff toilet room shall be provided with at least one water closet and one lavatory and shall be provided with hot and cold water at the lavatory.
3. Separate sinks shall be provided in the kitchen area for preparation of food, washing of utensils and hand washing, and hot and cold water shall be supplied to all sinks in the kitchen area.
4. Floor drains shall be 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 shall be flushed on a regular basis to ensure a continuous wet seal.

6. Wastewater from cleaning operations shall be disposed of through the building sewer system.
7. Garbage and rubbish rooms shall be well ventilated screened and vermin-proof.
8. All openings to the exterior from areas where food is prepared, served or consumed shall be 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, shall be mechanically ventilated.
10. Kitchen and food service equipment shall be serviced regularly and maintained in a safe, secure, and operational condition at all times.
11. Grease traps shall be inspected at least annually and cleaned out as needed.

(q) Laboratories and Shops. Laboratories and shops, where provided, shall 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, biology 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 shall be provided with a dousing shower, floor drain and eye-wash facilities.
2. Automotive repair shops shall have engine exhaust systems.
3. Working machinery with component parts shall be color-coded per ANSI Z53.1, "American National Standard Safety Color Code for Marking Physical Hazards."
4. All equipment that is permanently mounted shall be securely anchored to its supporting surface.
5. Safety zone lines shall be 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 or electric service that is easily accessible to students.
    a. The master control valves and switches shall be clearly labeled and located in a nonlockable 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 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, nonhazardous 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.

(r) Library and Media Centers. Library and media centers shall comply with the general requirements found elsewhere in this section. The width of aisles, reach ranges and seating in stacks and reading rooms shall comply with federal and state accessibility requirements. Libraries and media centers shall be kept below 60 percent relative humidity.

(s) Open Plan Schools. An open plan building, or portions of a building, may be subdivided into smaller areas by use of partial partitions, movable partitions or movable furnishings. The partial

partitions, moveable partitions or moveable furnishings shall be located or arranged to 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 shall be a maximum of five feet in height and terminate a minimum of five feet from any permanent wall. All circulation openings in open plan areas shall be a minimum of five feet wide and open from floor to ceiling.
2. Movable furnishings shall have a stable base.
3. Partitions that abut a permanent wall in classroom areas shall have a side swinging door a minimum of three feet wide.
4. Furnishings shall not extend above the height of moveable partitions.
   Exception: Furnishings at permanent walls may extend above the moveable partition height.
5. Hangings from ceilings, including artwork and other decorations, shall not impair sightlines to illuminated exit signs and shall not present a fire hazard.

(t) 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, shall be in compliance with this section for casualty and sanitation safety and the Florida Fire Prevention Code for firesafety requirements.

(u) Pools. Swimming pools, wading pools and therapeutic pools, where provided, shall conform to the requirements in the Florida Building Code requirements for swimming pools.

1. Equipment rooms, dressing rooms, sanitary facilities, pool deck and spectator areas, where provided, shall be in compliance with this section.
2. Pools shall be accessible to persons with disabilities.
3. Pools, if heated, shall be heated by either a solar energy system or a waste heat recovery system.

Pursuant to section 514.021, F.S., public pools located in school facilities are required to conform to the Department of Health rules, which are found in chapter 64E-9, FAC.

(v) Shade/Greenhouses. Shade or greenhouses, where provided, shall comply with the general requirements found elsewhere in this section, as well as the specific requirements that follow:

1. A minimum of one accessible walkway shall be provided inside the shade/greenhouse. The accessible walkway shall be 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 shall be securely fastened to the structural frame.
3. Space heaters, where provided, shall be mounted at least six feet, eight inches above finished floor.

(w) Stages. Legitimate stages, regular stages, platforms and thrust stages, including props and equipment, in grades pre-K through 12 and Florida college educational facilities shall conform to the general requirements found elsewhere in SREF, as well as the specific requirements that follow:

1. Each stage shall be accessible to persons with disabilities.
2. Legitimate Stage. A legitimate stage shall comply with the following:
   a. Openings through stage floors (traps) shall be maintained in a safe and secure condition at all times and shall be 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.

(x) Storage.

1. General Storage. General storage areas, where provided, shall be kept separated from mechanical spaces and shall be 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. Rooms with equipment powered by internal combustion engines and fuels shall open only to the exterior.
5. Custodial Storage and Work Areas. Custodial storage and work areas for custodial supplies, cleaning and sanitation materials shall include appropriate shelving for storage of materials and shall be kept in a safe, secure and orderly condition at all times.
6. Custodial Closets and Storage. Custodial closets shall be kept in a safe, secure and orderly condition at all times.
7. Lockers and Personal Storage. Corridors and lobbies shall be free of any storage of clothing or personal effects, except where provided for in metal lockers.
8. Storage Shelving. Shelving shall be free of any sharp corners, splinters or any construction feature that would be hazardous to the occupants, and shall be constructed to carry the loads imposed.
   a. Shelving in science rooms, laboratories, shop storage rooms and other places that contain hazardous materials shall have a one-half-inch lip on the front edge of each shelf and shall be constructed of noncorrosive material.
   b. Custodial, maintenance and paint storage areas shall have shelves constructed of noncorrosive and noncombustible materials.

(y) 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 rules in chapter 69A-58, FAC.
2. Finishes. The ceiling, floor and walls shall be free of any loose, torn or potentially hazardous materials. All surfaces shall be kept smooth and free of any hooks, outlets, switches or similar items.

(z) Walk-In Coolers and Freezers. Interior surfaces shall be kept clean and sanitary at all times.

(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 shall include the following:

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 with the Board for all relocatables designed as classrooms or spaces intended for student occupancy. Correction plans for each cited deficiency 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 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 FISH. Each student-occupied relocatable shall bear a current DBPR or DCA insignia and the insignia number shall be recorded in the "DCA Insignia" field in FISH. All other relocatables not used for student occupancy shall be reported in FISH, but do not require a DBPR or DCA 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, and which meet the standards in SREF and section 1013.20, F.S., shall be identified as "satisfactory" in FISH and shall bear a current DBPR or DCA insignia upon evidence of compliance with standards required by DBPR 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 DBPR or 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 shall be of Florida Building Code Type I, II or IV (noncombustible), or Type III or Type V (combustible) construction as follows:
   a. Noncombustible. Type I, II or IV (noncombustible) construction shall be used where several relocatable units are joined under a single roof to create multiclassroom or other use spaces in excess of 2,000 square feet. Relocatables manufactured on or after January 5, 2000, shall be of Type I, II or IV (noncombustible) 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 shall be 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 shall be permitted to be used as permitted by this rule.

(3) Existing relocatables of Type III or Type V (combustible) construction may be used only for a single classroom unit of 1,000 gross square feet or less.
(4) Two classroom units of Type III or Type V (combustible) construction may be joined together for a single use, such as exceptional education, teenage parent program or science, provided the single classroom does not exceed 2,000 gross square feet, is without interior partitions (not including office, storage and toilet) and has at least two remotely located exit doors.
(5) Type III or Type V (combustible) construction shall be permitted to be used for district administrative functions.

2. Accessibility. Relocatables shall comply with federal and state accessibility laws.
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 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 fewer 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 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 rules in chapter 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 shall be determined jointly with the local fire control authorities that service the site.
   c. Clusters of Relocatables. Clusters of relocatables shall comply with requirements of State Fire Marshal rule 69A-58.0082(1), FAC.
   d. Minimum Setbacks. The minimum setback for relocatable units is at least 25 feet from a property line, unless a smaller setback is permitted by local zoning.
   e. Floodplain. Relocatable units located in a 100-year floodplain shall have the finished floor at least 12 inches above the base flood elevation and shall be anchored to resist buoyant forces, if applicable.
4. Structure. The structural integrity of the relocatable shall be sound, including roof, wall, foundations, and floor systems.
   a. Wind Uplift. Wind uplift forces shall be 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 shall not be damaged from movement or rusted, and required nails or screw connectors shall be secure.

Existing mechanical and electrical systems shall not be damaged from movement and shall be reconnected to ensure proper operation of all systems.

c. Foundations. Foundations for relocatables shall meet the Florida Building Code for wind uplift overturn conditions and load requirements for soil conditions.

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 overturn conditions and soil conditions.

e. Inspection. The foundation and anchoring system shall have been inspected by a certified building inspector and the inspection approval document shall be on file with the district. Whenever an existing relocatable is moved inspections shall be made by a certified building inspector in accordance with sections 109.3, 423.27.20 and 428.3, Florida Building Code, Building, and a firesafety inspection shall be performed by a certified firesafety inspector.

f. Tie-downs. Tie-downs from the foundations to the relocatable structure shall not be damaged or rusted.

5. Fire-Retardant Wood. Inspections of relocatables with roof structures constructed of fire-retardant treated wood products, as allowed in Type I, II or IV (noncombustible) 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 shall be intact. Roofing caulking/sealants at penetrations in walls, roofs and underside; and sealers at windows/doors shall not be damaged and shall be watertight. Holes and cracks shall be sealed.
7. Doors.
   a. Exit doors shall be 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-inch high threshold.
   b. Accessible hardware shall be provided on all doors in a standard classroom unit.
   c. Interior and exterior doors shall be a minimum of three feet wide and six feet, eight inches high.
8. Platform. All exterior doors shall open onto a five- foot by five- 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 of the two 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, shall have a combination of exterior doors and operable windows equal to at least five percent of the floor area of the classroom. Operable windows of the awning, casement or projecting type shall not project onto walks, ramps, steps or platforms in any open position.
10. Finishes. Finishes in single classroom units and multiclassroom buildings, including "modular schools," shall comply with the following:
    a. Toilet Rooms. Ceilings in toilet rooms shall be of moisture-resistant materials. Walls in toilet rooms shall be finished with impervious materials to a minimum height of four feet. Vinyl wall covering shall not be permitted in toilet rooms. Floor and base in individual or

group toilet rooms shall be impervious. Vinyl floor tile and applied resilient base material shall not be permitted.

b. Classrooms. Classroom units and auxiliary area floors shall be covered with resilient materials or carpet and kept in a clean and sanitary condition at all times.

11. Child-Care/Teenage Parent Programs (TAP). Child-Care/TAP, serving children from birth to age three, are permitted to be housed in standard classroom units of Type III or V (combustible) construction not to exceed 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 systems shall be checked to ensure proper operation. The systems shall maintain design temperatures of at least 78 degrees Fahrenheit in the summer and 68 degrees Fahrenheit in the winter; and shall provide adequate humidity control. Filters, coils and condensate lines shall be clean, air flow and air distribution systems shall be functional; the system shall provide fresh air; outdoor intakes shall be clear of pollutant sources and outdoor dampers shall operate properly. Adverse indoor air quality indicators shall not be in evidence. There shall be no signs of mold or mildew on carpet or walls in or around the HVAC system or toilet rooms.
13. Plumbing. Plumbing systems and toilet rooms, where provided, shall meet code requirements for connections to water and sewer, shall not leak or drip, and shall be clean and sanitary.
14. Electrical. Electrical systems shall be checked for damage and proper operation. Technology systems, communication systems, lifesafety systems and emergency systems shall be tested and shall 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 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. Firesafety Systems. Firesafety systems and equipment shall comply with State Fire Marshal rules in chapter 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 in accordance with SREF, section 5(14).
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, where provided (including those for relocatables), shall meet the following minimum casualty safety and sanitation requirements for elevators, dumbwaiters, platform lifts, etc., as applicable:

(a) Elevators. Passenger elevators, where provided, shall comply with applicable state and federal accessibility requirements. Passenger and service elevators shall be inspected by qualified

elevator inspectors certified by the Bureau of Elevator Safety, Department of Business and Professional Regulation.

(b) Dumbwaiters. Dumbwaiters, where provided, shall be maintained in an operable condition and car and counterweight safety devices shall 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 lifts and inclined wheelchair lifts, where provided, shall comply with the following:

1. Lifts shall have shielding devices to protect users from the machinery or other hazards and obstructions.
2. Lifts shall be inspected by inspectors certified by the Bureau of Elevator Safety, Department of Business and Professional Regulation.
3. Lifts shall be 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 shall comply with the following:
   a. A lift installed at a stage shall be free of a warning light or alarm.
   b. A lift installed in a corridor shall allow free and clear ingress and egress at all times.
   c. A lift's audio-visual alarm shall be operational at all times and shall activate when the lift is in operation.
5. Inclined wheelchair lifts shall comply with the following:
   a. The platform/ramp bidirectional sensing device shall be operational and shall stop travel if obstructions are encountered.
   b. Guide rails shall be maintained to be smooth, continuous and free of sharp edges or obstructions. All drive system components shall contain safety features for protection of users, and cables and pulling devices shall be shielded.
   c. The lift audio-visual alarm shall activate when the lift is in operation.

(d) Vehicle Lifts. Vehicle lifts, where provided, shall comply with the following:

1. Vehicle lifts shall be 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 shall be 68 inches.

(16) Mechanical. Mechanical systems (including those for relocatables) shall meet the following minimum casualty safety and sanitation requirements for ventilation, building service equipment, plumbing, etc., as applicable:

(a) Ventilation. All occupied rooms and other rooms where odors or contaminants are generated shall be provided with either natural or mechanical ventilation.

1. Windows, louvers or other openings used for natural ventilation shall be maintained in an operable condition at all times.
2. Mechanical ventilation systems shall be maintained in an operable condition at all times.
3. The HVAC system shall be inspected to ensure the system is operating as designed. HVAC systems shall be 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., shall be maintained in an operable condition at all times. Exhaust from mechanical dishwashing areas shall not be discharged through the kitchen.

5. Science laboratory fume hoods and laboratory emergency fans shall be maintained in an operable condition. Science laboratories shall maintain ventilation rates as designed.
6. Building Service Equipment.
   a. Mechanical equipment rooms and air-handler rooms shall be free of any type of storage except for filters required for the air-handling equipment in the room. Air conditioning filter storage shall not present a hazard.
   b. Electric heaters where used for supplementary heating in toilet rooms, storage rooms, offices, etc., shall have heating elements protected.
   c. Through-wall and window-type air-conditioning units shall be maintained in a clean, safe and secure condition at all times.
7. Cooling towers, where provided, shall conform to the following:
   a. Towers with combustible interior or exterior construction installed over buildings shall have fire sprinkler systems maintained in an operational condition at all times.
   b. Towers located on the ground shall be 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 shall be 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 shall be 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 shall be connected to a properly functioning energy management system 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 shall be maintained in an operable condition at all times or a program shall be in place to install one of these devices. Acceptable humidity levels shall be maintained.
10. Stationary local sources producing air-borne particulates, heat, odors, fumes, spray, vapors, smoke or gases in such quantities as to be irritating or injurious to human health shall have an exhaust system to collect and remove the contaminants. Such exhaust shall discharge directly to the exterior of the building and shall be orientated away from occupied areas, parking lots, and other areas that may be adversely affected by the exhaust.
11. Gravity and wind-operated ventilators shall be allowed only for general storage rooms.

(b) Plumbing. Every educational facility shall be provided with toilet and hand washing facilities for all occupants.

1. Toilet facilities shall be maintained in a satisfactory state of repair at all times.
2. Toilet facilities shall be cleaned, disinfected and serviced in accordance with district policies.
   a. Water closets, urinals, lavatories, faucets, flush valves, dispensers, partitions, lower half of walls and floors shall be maintained in a clean and sanitary condition at all times.
   b. Water closet seats shall be free of any acidic bowl cleaner or other substance that is hazardous to occupants.
   c. Deodorizers shall not be used in toilet rooms. Air deodorizers are not to be confused with disinfectants.
3. All toilet facilities shall be accessible from all student-occupied spaces.

4. All toilet rooms shall be available for occupant use during the hours of operation.
5. Faculty and staff toilet facilities shall be separate from student facilities in pre-K through grade 12 educational facilities.
6. Unisex toilet rooms shall be provided only in child-care, pre-K through grade three and ESE classrooms.
7. Group toilet rooms, where provided, shall meet the following requirements:
   a. Entrances to group toilet rooms shall be provided with a partition or other shielding device to block occupants from view.
   b. In group toilet rooms, a partition shall be placed between each water closet. Water closet stalls shall be provided with doors. The partitions and doors shall be maintained in a safe, secure and operational condition at all times.
8. Each floor drain trap seal subject to evaporation shall be maintained in a "wet" condition at all times.
9. Drinking fountains shall be maintained in an operational condition at all times.
10. Shower facilities, where provided, shall be maintained in a clean and sanitary condition at all times. Water shall be heated and the temperature at the shower head shall not exceed 110 degrees Fahrenheit.
11. Foot baths shall not be provided unless they are required by a Board-approved educational program.

(17) Electrical. Electrical systems (including those for relocatables) shall meet the following minimum casualty safety and sanitation requirements as applicable:

(a) Illumination.
1. Lighting fixtures shall be cleaned and maintained to provide the minimum required foot-candles.
2. General illumination shall be 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 shall be maintained in a safe and secure condition at all times. Electrical wiring and equipment shall comply with the following:
1. Electrical outlets.
   a. All outlets shall be grounded.
   b. All convenience outlets installed within two feet (for construction prior to SREF 1997) or within six feet (for construction under SREF 1997 or later) of water supplies, wet locations, toilet rooms and the exterior with direct grade level access shall have a ground fault circuit interrupt (GFCI) protection device. (The GFCI 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 GFCI protected outlets shall be provided for all buildings.
   d. Flammable storage rooms shall be 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 shall be used only in continuous lengths and without splice or tape. Adapters shall comply with Underwriters Laboratory and have over-current protection with a total rating of no more than 15 amperes.
2. Lighting and power controls.
   a. Electric panels, cabinets and rooms shall be accessible only to authorized persons.
   b. Main service panels and switches shall be located in a dedicated, lockable room.

c. Electrical rooms shall be free of any storage.
d. Unobstructed access shall be provided to all electrical panels.

3. Emergency Shut-Off Switches.
   a. Every laboratory space that has electrical receptacles at student work stations shall have an unobstructed emergency shut-off switch strategically placed no more than 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 shall have two unobstructed emergency shut-off switches that shut off power to student-accessible machines and student-accessible receptacles in the shop. One emergency shut-off switch shall be located near the machinery and one emergency shut-off switch shall be located in the instructor's office, if there is a clear view of the entire shop area. (Nonhazardous machines not requiring emergency shut-off switches 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 shall be provided inside sauna and steam room(s), where provided. The switch shall be labeled to indicate the intended function.

(c) Site Lighting. Light fixtures, poles and foundations used for site lighting, where provided, shall be maintained in a safe, secure and operable condition at all times. Each site lighting pole is grounded.

See rule 6A-2.0010, FAC, and sections 381.006, 1001.64, 1006.165, 1013.02, 1013.03(9), 1013.12, 1013.20, 1013.37, 1013.371, 1013.40, 1013.45, F.S.

Size of Space and Occupant Design Criteria. All Boards, including universities and the FSDB, shall use the size of space and occupant design criteria contained in this section for planning projects for new construction, remodeling and renovation that are to be recommended in the 5-year educational plant survey and funded from state capital outlay funding sources, including PECO, state Lottery, state General Revenue and discretionary local capital outlay millage (1.5 mills). The criteria shall also be used for evaluating existing educational, auxiliary and ancillary facilities and by designers to develop educational specifications and user requirements in the development of phase I, II and III construction documents. The Office recommends that Boards, including universities and the FSDB, use the size of space and occupant design criteria for all other capital outlay projects in case it becomes necessary to use state funds or discretionary local capital improvement millage for those projects.

(1) Tables. Five size of space and occupant design criteria tables are provided, as follows:
   (a) Table (A) Public School, Vocational-Technical and Related Spaces for Public Schools and Vocational-Technical Schools.
   (b) Table (B) Florida Colleges.
   (c) Table (C) State Universities.
   (d) Table (D) Related Spaces for Florida Colleges and State Universities.
   (e) Table (E) Public Broadcasting Stations.

(2) Key. Each table provides the recommended square footage for educational programs and related spaces.
   (a) In Table (A) for public schools and vocational-technical schools, the indicators for grade level are as follows: "N" for nursery, "P" for preschool, "K" for kindergarten, "1-12" for grades one through 12 and "PS" for postsecondary vocational programs. Instructional spaces that contain student stations are marked with an asterisk (*).
   (b) In Table (B) for Florida 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 Florida College Facilities Inventory.
   (c) 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) Calculating Program Net Square Footage.
   (a) The size of space and occupant design criteria tables may be used to calculate net square footage for facility spaces for a variety of educational programs, including core curricula, noncore curricula and related spaces. Using FISH, ICS or CIP codes located in the first column, find the desired facility space to view the recommended number of occupants, teacher stations, net square foot per occupant and related spaces.
   (b) For most noncore 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. For public schools, core curricula classrooms are assigned student stations based on the type classroom.
   (c) Related spaces are suggested for many facility spaces. They are indicated by FISH codes for public schools and vocational-technical schools, and by alphanumeric codes for Florida 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 Florida Colleges and State Universities.

(d) 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) Calculating Other Building Space. Once program net square footage is determined, other building space may be estimated as follows:

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

(b) The square footage for groupings of instructional spaces without fixed seating and without floor-to ceiling walls may be enlarged by four 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.

(c) 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:

1. Elementary school (grades N through 6): 27 percent of building net square footage.
2. Middle school (grades 6 through 9): 32 percent of building net square footage.
3. High school (grades 9 through 12): 34 percent of building net square footage.
4. Florida college, state university, ancillary and public broadcasting: 34 percent of building net square footage.

(d) The Facility Space Chart (OEF Form 208A), which is a supplement to the Letter of Transmittal, OEF Form 208, provides instructions for the methods of measuring and calculating net square footage, net-to-gross difference square footage and gross square footage. (Note: The form must be submitted through EFIS.)

(5) Facilities Inventory Data. District school boards shall ensure that each change in any educational facilities space which results in an increase or decrease in net square footage of the space or student stations, changes the actual design of a space or changes the condition of a space, is accurately recorded in the facilities inventory:

(a) The facilities inventory shall be corrected by submitting transactions through 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. New construction shall be added to the facilities inventory when a construction contract is issued.
2. Remodeling by Contract. Areas that are scheduled to undergo remodeling shall be updated in the inventory when a construction contract is issued.
3. Remodeling by Staff. 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 FISH and shall certify to the Office that the inventory is current and accurate, using the Certification of Facilities Data (OEF Form FISH-Cert).

See rule 6A-2.0010, FAC, and sections 381.006, 1013.03, 1013.31, 1013.33, 1013.35, 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
		1. GENERAL EDUCATION SPACE (N-12)[1]				
		a. Core curricula				
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	808, 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. Noncore Curricula Instructional Support				
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 (Profound centers only)	Therapy Pool	1		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.

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
		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, 833, 836, 837
076	6-12	Band Classroom **	one	1	2,000	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
080	6-12	Piano Laboratory	*25	1	37	808
081	6-12	Recording Room	5		45	
082	6-12	Instrument Repair	1		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:

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

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
		d. Physical Education				
013	PK-5	Physical Education Storage	1		315	
014	PK-5	PE Covered Play Area (1 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	1		22	
100	6-12	Teachers Shower - Female	1		22	
110	6-12	Multipurpose/Instruction	1		1,050	
111	6-9	Gymnasium Floor ***	1	1	5,800	
112	9-12	Gymnasium Floor ***	1	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)	1		250	
117	6-12	Weight Room	1		1,000	
118	6-12	Wrestling Room	1		1,680	
119	6-12	Gymnastics/Dance	1		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)				

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

*** 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
821 - 1080	80	50
1081 - 1340	120	60
1341 and above	160	70

2. VOCATIONAL-TECHNICAL SPACE (6-PS)[3,4]

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
204	9-PS	Large Education Laboratory	*20	1	128	806, 810, 818[2], 840, 841, 847, 848, 851

b. Business Education

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

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
		c. Distributive and Diversified Education				
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
		d. Family and Consumer Sciences				
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
		e. Technology Education				
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
		f. Industrial Education				
244	9-PS	Small Education Laboratory	*20	1	55	808, 840
245	9-PS	Medium Education Laboratory	*20	1	90	808, 810, 840, 849, 850
246	9-PS	Large Education Laboratory	*20	1	200	808, 810, 840, 847, 849, 850

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
		g. Health Occupations Education				
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
		h. Public Service Education				
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
		i. Vocational Resource Space				
270	9-PS	Work Evaluation Laboratory (1 per school without capacity)	*15	1	74	810, 853
271	9-PS	VPI Vocational Preparatory Instruction (1 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)				

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.

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

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:

Type School	Utilization Factor Percentage	Satisfactory Student Stations
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(5)	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)
* = Student space used to determine school capacity

FISH Code	Grade Group	Facility Space Name	Recommended Occupants	Teacher Stations	NSF/ Occupant	Related Space
		3. AUXILIARY SPACE (N-PS)				
		a. Administration/Student Services				
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 (1 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. Custodial				
330	N-PS	Custodial Receiving	10% cap		15	
331#	N-PS	Service Closets				
332#	N-PS	Work Area				
333	N-PS	Flammable Storage	1		155	
334	N-PS	Equipment Storage	1		500	

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
		c. Food Service				
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				
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	
		d. Auditorium (cannot be included with multipurpose room)				
360	6-PS	Auditorium Seating	10% cap		30	
		e. Multipurpose (cannot be included with auditorium)				
361	N-PS	Multipurpose Room	10% cap		31	
362	N-PS	Chair Storage	10% cap		2	
		f. Stage				
363	N-PS	Stage attached to auditorium, multipurpose, gym or dining	1		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	1		100	

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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* = Student space used to determine school capacity

FISH Code	Grade Group	Facility Space Name	Recommended Occupants	Teacher Stations	NSF/ Occupant	Related Space
		g. Textbook Storage				
368	N-PS	Textbook Storage Area	5% cap		7	
		h. Student Storage				
369	6-PS	Student Personal Storage	10% cap		5	
		i. Public Use (With Auditorium and/or Gymnasium Per School)				
370	6-PS	Lobby	5% cap		10	
371	6-PS	Concessions	1		200	
372	6-PS	Ticket Booth	1		30	
		j. School Media Center				
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**

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FISH Code	Grade Group	Facility Space Name	Recommended Occupants	Teacher Stations	NSF/ Occupant	Related Space

4. ANCILLARY SPACE (DISTRICT)

Total Ancillary Allocation = Survey Projected COFTE x NSF Factor

COFTE	NSF Factor
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	

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
415		Mail Room				
417		Central Security				
418		Ancillary Administrative Storage				
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. Ancillary Custodial Services (2%)

NSF allocated for ancillary custodial services is to be distributed by the district for design code 416.

416		Custodial Services				

c. Ancillary Computer/Data Center (2%)

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				

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

d. Ancillary Support Facilities (50%)

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				
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				

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
		e. Ancillary Media Services (8%)				
		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				
610		Media Maintenance/Repair				
611		Ancillary Media Storage				
612#		Other Ancillary Media Space				
		5. SPECIAL USE DESIGN CODES				
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

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

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FISH Code	Grade Group	Facility Space Name	Recommended Occupants	Teacher Stations	NSF/ Occupant	Related Space
		6. RELATED SPACES				
		a. Combination and General Use Related Spaces				
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
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

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
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	
825		Restrooms, Ancillary - Female	5% COFTE		2	
826#		Elevators, Freight/Passengers				
827#		Elevators (Passenger/Handicapped)				

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
		b. Music Related Spaces				
830		Ensemble			300	075, 076, 077
831		Practice, Music, 1 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
		c. Vocational Related Spaces				
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,
848		Storage, Machinery			1,100	201, 202, 203,
849		Storage, Project (large)			310	240, 243, 245, 246, 253, 254
850		Storage, Tool (small)			195	201, 202, 245,

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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* = Student space used to determine school capacity

FISH Code	Grade Group	Facility Space Name	Recommended Occupants	Teacher Stations	NSF/ Occupant	Related Space
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
		d. Vocational Select Spaces				
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 spaces may be provided)			900	
867		TV Control Room (2 spaces may be provided)			600	
868		TV Studio (2 spaces may be provided)			1,100	
869		X-Ray			135	
870		Test Cell			150	

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(B) Florida Colleges

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
	EDUCATIONAL FACILITIES					
	1. CLASSROOM SPACES - ALL INSTRUCTIONAL PROGRAMS					
1.00.00	Classroom	Varies	20	25	30	P-4
	2. NONVOCATIONAL 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

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(B) Florida Colleges

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
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
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. NONVOCATIONAL 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) Florida Colleges

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

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(B) Florida Colleges

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

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(B) Florida Colleges

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

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(B) Florida Colleges

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
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) Florida Colleges

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

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(B) Florida Colleges

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

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(B) Florida Colleges

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

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(B) Florida Colleges

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

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(B) Florida Colleges

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
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
	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) Florida Colleges

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
	AUXILIARY AND ANCILLARY FACILITIES					
	5. LIBRARY/STUDY SPACES					
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	
	6. AUDIO-VISUAL SERVICES SPACES					
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) Florida Colleges

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
	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	1	150	175	200	
	Other Administrator	1	125	135	145	
	Physician's Office	1	140	150	160	
	Secretary/Clerk's Office - Single	1	100	110	120	

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(B) Florida Colleges

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

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(B) Florida Colleges

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
	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	
	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 (Nonslip surface around entire pool area)		6	7	8	
	Pump Room, Filtration, etc.		Depending upon design			
	Handicapped		Provide chair lift with swing-out arm and 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	1	150	175	200	
	Other Administrator	1	125	135	145	
	Faculty Office - Single	1	110	120	130	
	Faculty Office - Multiple	Varies	115 NSF for first person, plus 55 NSF for each additional person			
	Secretary/Clerk - Single	1	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	

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(B) Florida Colleges

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
	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	1	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			
Varies	Staff Office Facilities					
	Director's Office	1	150	175	200	
	Other Administrator	1	125	135	145	
	Staff Office - Single	1	110	120	130	
	Staff Office - Multiple	Varies	115 NSF for first person, plus 55 NSF for each additional person			
	Secretary/Clerk - Single	1	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	

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(B) Florida Colleges

ICS Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
6.00.00	Administrative Office Facilities					
	President's Office	1	250	300	350	
	Vice President's Office	1	200	225	250	
	Dean's Office	1	200	225	250	
	Bursar's Office	1	175	200	225	
	Registrar's Office	1	175	200	225	
	Other Administrator	1	125	150	175	
	Secretary/Clerk - Single	1	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	
	NONASSIGNABLE FACILITIES					
9.00.00	Sanitation Facilities					
	Student Restrooms	Per FT student	1.25	1.50	1.75	
	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 Min.	Norm	Max.	Related Space
	EDUCATIONAL FACILITIES					
	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

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(C) State Universities

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

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(C) State Universities

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

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(C) State Universities

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

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(C) State Universities

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

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(C) State Universities

CIP Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
	AUXILIARY AND ANCILLARY FACILITIES					
	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					
	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	

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(C) State Universities

CIP Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
	First Aid/Lifeguard Station		110	120	130	
	Decking Area (Nonslip 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	
	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	

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(C) State Universities

CIP Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
	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	1	150	175	200	
	Other Administrator	1	125	135	145	
	Faculty Office - Single	1	110	120	130	
	Faculty Office - Multiple	Varies	115 NSF for first person, plus 55 NSF for each additional person			
	Secretary/Clerk - Single	1	100	110	120	

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(C) State Universities

CIP Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
	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	1	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	1	150	175	200	
	Other Administrator	1	125	135	145	
	Staff Office - Single	1	110	120	130	
	Staff Office - Multiple	Varies	115 NSF for first person, plus 55 NSF for each additional person			
	Secretary/Clerk - Single	1	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	

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(C) State Universities

CIP Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
	Storage		125	150	175	
	Staff Lounge	Per occupant	10	11	12	
	Administrative Office Facilities					
	President's Office	1	250	300	350	
	Vice President's Office	1	200	225	250	
	Dean's Office	1	200	225	250	
	Bursar's Office	1	175	200	225	
	Registrar's Office	1	175	200	225	
	Other Administrator	1	125	150	175	
	Secretary/Clerk - Single	1	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	25 NSF for first person, plus 35 NSF for each additional person			
	Files		120	135	150	
	Supplies		100	125	150	
	Storage		125	150	175	
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	

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(C) State Universities

CIP Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
	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	1	175	200	225	
	Other Administrator	1	140	150	160	
	Medical Director's Office	1	175	200	225	
	Nursing Director's Office	1	175	200	225	
	Physician's Office	1	140	150	160	
	Physician Assistant's Office	1	125	135	145	
	Psychiatrist's Office	1	140	150	160	
	Psychiatric Counseling	1	125	135	145	
	Clinical Associate's Office	1	130	140	150	
	Physical Therapist's Office	1	140	150	160	
	Medical Librarian's Office	1	130	140	150	
	Secretary/Clerk - Single	1	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	
	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	

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(C) State Universities

CIP Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
	Nurses' Station	Per occupant	90	100	110	
	Private Patient Bedroom	1	120	130	140	
	Semi-Private Patient Bedroom	2	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	1	150	175	200	
	Other Administrator	1	125	135	145	
	Physician's Office	1	140	150	160	
	Secretary/Clerk's Office–Single	1	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	
	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	

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(C) State Universities

CIP Code	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.	Related Space
	Supplies		120	130	140	
	Storage		120	130	140	
	Patient Toilet		30	35	40	
	NONASSIGNABLE FACILITIES					
	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 Florida 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

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(D) Related Spaces for Florida Colleges and State Universities

Alpha-Numeric Code	Related Space Name	Net Square Feet per Related Space Minimum	Normal	Maximum
E-7	Flight Simulator	400	450	500
E-8	Frame Machine	375	400	425
F-1	Freezer, Walk-in	40	50	60
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

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(D) Related Spaces for Florida Colleges and State Universities

Alpha-Numeric Code	Related Space Name	Net Square Feet per Related Space		
		Minimum	Normal	Maximum
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
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

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(D) Related Spaces for Florida Colleges and State Universities

Alpha-Numeric Code	Related Space Name	Net Square Feet per Related Space Minimum	Normal	Maximum
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
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

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(D) Related Spaces for Florida Colleges and State Universities

Alpha-Numeric Code	Related Space Name	Net Square Feet per Related Space Minimum	Normal	Maximum
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
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 Min.	Norm	Max.
	PUBLIC BROADCASTING SPACE				
	a. Administration				
All	Station Manager/Media Director Office	1	160	175	185
All	General Office/Sec.	1	95	100	105
All	Assist. Station Manager Admin. & Dev. Office	1	110	115	120
All	Admin. Asset - Grants Mgt. & Budgeting	1	110	115	120
All	Conference	Per Occupant X	15	17	20
All	Business Office	1	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	1	140	150	160
All	Public Restrooms - Male Public Restrooms - Female	Design Capacity			
	b. Television Programming				
All	Program Director's Office	1	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	1	95	100	105
All	Videotape and Film Review	1	225	250	275
All	Instructional Television Programming	1	110	115	120
	c. Television Program Development				
All	Executive Producer's Office	1	110	115	120
All	Special Projects Office	1	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	1	95	100	105
All	Conference	Per Occupant X	15	17	20
All	General Office/Sec.	1	95	100	105

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(E) Public Broadcasting Stations

Level	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.
	d. Television Production Operations				
All	Studio Manager	1	110	115	120
All	Preproduction 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

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(E) Public Broadcasting Stations

Level	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.
	h. Television Communications				
All	Director of Communications Office	1	150	160	170
All	Assistant to Director of Communications Office	1	95	100	105
All	General Office/Sec.	1	95	100	105
All	Duplicating	0	95	100	105
	i. Radio and Television Engineering				
All	Director of Engineering Office	1	140	150	160
All	Assistant Chief Engineer-Operations	1	95	100	105
All	Assistant Chief Engineer-Design/Installation	1	95	100	105
All	Engineering Clerk	1	95	100	105
All	Drafting and Design	0	95	100	105
All	Technical Library and Staff Training	1	280	300	320
All	Master Control	Per Occupant X	300	400	420
All	Telecine	1	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 Smoking Lounge - Female	0	380	400	420
All	Outside Work/Storage	0	380	400	420

SIZE OF SPACE AND OCCUPANT DESIGN CRITERIA TABLE

(E) Public Broadcasting Stations

Level	Facility Space Name	Recommended Occupants	NSF/Occupant Min.	Norm	Max.
	j. Radio				
All	Station Manager	1	140	150	160
All	Program Director	1	140	150	160
All	News Director	1	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	1	95	100	105
All	Engineering Office	1	120	130	140
All	Reception	1	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	1	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	1	75	80	85
All	Record Library	1	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 Restrooms - Female	Design Capacity			
	k. General Services				
All	Shipping/Receiving/Mailing	1	240	250	260
All	Custodial Storage	0	350	375	400
All	Public Restrooms - Male Public Restrooms - Female	Design Capacity			
All	Staff Training	1	580	600	630

SPACE UTILIZATION AND SPACE NEEDS GENERATION FACTORS, FORMULAS AND STANDARDS FOR FLORIDA COLLEGES. The purpose of this section is to provide space utilization and space needs generation factors, formulas and standards for use by Florida 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. $\frac{\text{WRH x RUR x SOR}}{\text{WSH/COFTE}} = \text{UI}$ 2. $\frac{1.00}{\text{UI}} = \text{UIR}$

3. UI x SS = COFTE 4. UIR x 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 the resulting 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 the resulting 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

1. $\frac{\text{NSF/SS}}{\text{WRH x RUR x SOR}}$ x WSH/COFTE = NSF/COFTE

2. NSF/COFTE x COFTE = NSF

I. CLASSROOM NEEDS GENERATION 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. NSF/SS = 27
7. 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

1. WRH = 30
2. RUR = 1.00
3. SOR = 0.80
4. COFTE = Nonvocational COFTE
5. WSH/COFTE = 6
6. NSF/SS = 55
7. 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 noninstructional 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	DEFINITIONS
1. MIN	Minimum allowance
2. NSF/COFTE	Allotment per enrollment
3. % NSF	Percentage of other types of space

ABBREVIATIONS	TYPES OF SPACE
1. CR	Classroom space category
2. NL	Nonvocational Laboratory space category
3. VL	Vocational Laboratory space category
4. L/S	Library/Study space category
5. AV	Audio-visual space category
6. A/E	Auditorium/Exhibition space category
7. StuS	Student Services space category
8. PE	Physical Education space category
9. Ofc	Office space category
10. SupS	Support Services space category
11. SSF	Student Sanitation Facilities
12. PSF	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 x COFTE)
2. AV = % NSF (CR + NL + VL)
3. A/E = MIN + (NSF/COFTE x COFTE)
4. StuS = NSF/COFTE x COFTE
5. PE = MIN + (NSF/COFTE x COFTE)
6. Ofc = NSF/COFTE x COFTE
7. SupS = % NSF (CR + NL + VL + L/S AV + A/E + StuS + PE + Ofc)
8. SSF = NSF/COFTE x COFTE
9. PSF = NSF/COFTE x COFTE
10. CF = NSF/COFTE x 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 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 3 NSF per COFTE (no minimum allowance).

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 5 NSF per COFTE (no minimum allowance).

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, 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, 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 FOR FLORIDA COLLEGES. The purpose of this section is to define the space categories used by Florida 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 may 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
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
8. Physical Education	520, 523, 525	All
Institutional Support:		
9. Office	310, 315, 350, 355	All

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
Other Facilities:		
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 (nonhealth)	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 Used by Visitors	050	All
Unsatisfactory Classroom	001	All
Unsatisfactory Laboratory	002	All
Unsatisfactory Other	003	All

GUIDELINES AND LEGAL REQUIREMENTS FOR CONDUCTING AND REPORTING EDUCATIONAL PLANT SURVEYS FOR FLORIDA COLLEGES. The purpose of this section is to provide guidelines for use by Florida College System institution 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. [See section 1013.01(8), F.S., and SREF, section 1.2(29).]

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 Florida 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. [See section 1013.31(1), F.S., and SREF, section 3.1.]

OVERSIGHT RESPONSIBILITY

At least every five years, each Florida college Board is responsible for arranging an educational plant survey for its college. The survey is conducted by the Board or an agency employed by the Board. [See sections 1013.31(1)(a), 1001.64(34), and 1013.40(1), F.S., and SREF, section 3.1.]

The survey report is reviewed and approved by the Board, then it is submitted to the Office electronically through EFIS for approval. [See section 1013.31(1)(a), F.S., and SREF, section 3.1.]

Staff of the Office review and validate surveys, as submitted by Boards, for compliance with chapter 1013, F.S., and SREF. Surveys that do not comply are returned to the Boards for revision and resubmission. If funds provided by section 9(d), Article XII, of the Constitution of the State of Florida, as amended, are to be used, surveys must be recommended to the Office for approval. [See sections 1013.03(10) and 1013.31(1)(c), F.S.]

CONDUCTING AND REPORTING SURVEYS

(A) COLLEGE SITES

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 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 sections 1013.01(20); 1013.03(10)(a)2.; 1013.31(1)(a); 1013.31(1)(b)3., and 1013.31(1)(c), F.S.; and SREF, sections 1.2(81) and 3.1(1).]

(B) DETERMINATION OF NEEDS

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 "out-year."

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 out-year of the survey. Throughout the report, the out-year 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.

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.

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.

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 Board 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 Career and Adult Education, Department of Education. The Division must have documented the need to continue existing and to add new career, vocational and/or adult educational programs, before any survey recommendations related to such programs may be made.

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, section 6.1. 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.

[See sections 1013.01(13); 1013.03(1), (2), and (10)(a)2.; 1013.31(1)(a) and (b)3., and 1001.64(6), F.S.; and SREF, sections 1.2(57), (58), (86), (87), (88); 3.1(1)(c) and (d); and 6.1.]

(C) EXISTING EDUCATIONAL AND ANCILLARY PLANTS

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.

The survey report contains a 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; existing at the time of the previous 5-year survey and the difference between the two numbers. The table also shows the aggregate amounts of satisfactory and unsatisfactory square feet for each of the 10 assignable space categories existing at the time of the current survey, 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.

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 10 assignable space categories are included in the space category aggregate square footage summary table for each site.

[See sections 1013.01(1), (2), (6), (7),(16), (19) and (20); 1013.03(3), and (10)(a)2.; and 1013.31(1)(a) and (b)3., F.S.; and SREF, sections 1.2(36),(46),(77), (86), (87), (88), and 3.1(1)(a).]

(D) COMPREHENSIVE FIXED CAPITAL OUTLAY PLAN

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 of 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 may, 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 out-year.

The student stations summary 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 10 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 sections 216.011(1)(p); 1013.01(1), (2), (6), (7), (10), (14), (17), (18), (21), (22), and (23); 1013.03(10)(a)2.; 1013.31(1)(a) and (b)3.; 1013.33(1); 1013.36(1); and 1013.40(1), (2), and (3), F.S.; and SREF, sections 1.2(29), (36), (55), (57), (58), (71), (74), (75), (81), and 3.1(1)(b) and (f).]

DOCUMENTATION REQUIRED FOR SURVEY REVIEW AND VALIDATION

If a Florida college's 5-year educational plant survey is not yet fully automated in EFIS, Office staff may require the following documents for the review and validation of educational plant survey amendments.

DocA. COLLEGE SITES

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

DocB. DETERMINATION OF NEEDS

(1) A copy of the current COFTE ("adjusted annual FTE") projections report (CCFTE602).
(2) For each site, a 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, a copy of work papers showing COFTE projections applied to space utilization formulas to determine allocations of student stations.

(4) A copy of current career, vocational and adult program approval documents from the Division of Career and Adult Education, Department of Education.

DocC. EXISTING EDUCATIONAL AND ANCILLARY PLANTS

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

SUBMITTING THE SURVEY REPORT

Five-year surveys and amended surveys for Florida colleges shall be electronically transmitted to the Office through EFIS.

Forms

(1) FCO 352 - Capital Outlay Request Encumbrance Authorization. (Effective date November 2014)
(2) FCO 400 - Qualified Public Educational Facility Bond - Application. (Effective date November 2014)
(3) FCO 410 - Qualified Zone Academy Bond Program Application. (Effective date November 2014)
(4) FCO 442 - FDOE Project Disbursement Report. (Effective date November 2014)
(5) FCO 564FC - Cost of Construction Report - Florida College System. (Effective date November 2014)
(6) FCO 564PS - Cost of Construction Report - Public Schools. (Effective date November 2014)
(7) OEF 110A - Project Implementation Information. (Effective date November 2012)
(8) OEF 110B - Certificate of Occupancy. (Effective date November 2012)
(9) OEF 208 - Letter of Transmittal. (Effective date November 2012)
(10) OEF 208A - Facility Space Chart/Net and Gross Square Footage. (Effective date November 2012)
(11) OEF 209 - Certificate of Final Inspection. (Effective date November 2012)
(12) OEF 216FC - Capital Outlay Bond Issue (COBI) Amendment (Florida College System). (Effective date November 2014)
(13) OEF 216PS - Capital Outlay Bond Issue (COBI) Amendment (Districts). (Effective date November 2014)
(14) OEF 217FC - Request to State Board of Education for Approval of Order of Priority for Expenditure of State Capital Outlay Funds (Florida College System). (Effective date November 2014)
(15) OEF 217PS - Request to State Board of Education for Approval of Order of Priority for Expenditure of State Capital Outlay Funds (Public Schools). (Effective date November 2014)
(16) OEF 220 - Building Permit Application. (Effective date November 2012)
(17) OEF 226 - Annual Facility Maintenance Permit. (Effective date November 2012)
(18) OEF FISH CERT - Certification of Facilities Data. (Effective date November 2012)
(19) OEF LCCA - Life Cycle Cost Analysis. (Effective date November 2012)
(20) OEF SCOA-1FC - Sample Resolution Requesting Issuance of Capital Outlay Bonds (COBI) for Florida College System. (Effective date November 2014)
(21) OEF SCOA-1PS - Sample Resolution Requesting Issuance of Capital Outlay Bonds (COBI) for Public Schools. (Effective date November 2012)
(22) OEF SFCA-10A - Special Facility Construction Account (SFCA) District School Board Resolution. (Effective November 2014)

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 Business & Professional Regulation, 850- 487-1824
Building Codes and Standards
http://www.myfloridalicense.com/dbpr/bcs/buildingcode.html

Building Officials of Florida (BOAF) 407-265-9009
http://boaf.net

Broward Board of Rules and Appeals 954-765-4500

Miami-Dade Building Code Compliance Office 305-375-2901

International Code Council, Inc. 205-591-1853
http://www.iccsafe.org/Store/Pages/FloridaDCA.aspx

The FLORIDA FIRE PREVENTION CODE may be obtained from:

BNi Publications 888-264-2655
1612 S. Clementine Street
Anaheim, CA 92802
http://www.bnibooks.com/

State Requirements for Educational Facilities
Florida Department of Education
Office of Educational Facilities
325 West Gaines Street
Tallahassee, Florida 32399-0400
http://www.fldoe.org/edfacil/
850-245-0494