Educational Facilities Information System (EFIS)

Training Manual for Florida Colleges 2020

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1 Introduction

The Educational Facilities Information System (EFIS) training manual is available to all Florida Colleges, and is intended to provide users with an understanding of how to use the new application.

2 Browsers

The browsers which are supported by EFIS include Chrome, Firefox and IE Explorer. Chrome is the preferred browser, followed by Firefox and IE. Mobile devices are also supported; Safari, Android and Google with current operating systems.







3 Access to EFIS – Single Sign-on (SSO)

- 1. Prior to using the new EFIS system, you must be authorized in the Florida Department of Education Singal Sign-On(SSO) System. This authorization is accomplished within each Florida College by the College SSO Administrator. Prior to accessing the new system, you will need to contact your College SSO administrator and request the appropriate access that will be required for your EFIS work functions. All users will require the user role, along with an authorization role for each module that needs read or write access: Florida College and Project Tracking.
- For example, if an EFIS user only needs access to the Florida College Module, the
 required roles would be user and Communitycollegeread or Communitycollegewrite
 roles. Additional module roles may be added as needed and you may specify any
 combination of module write or read roles. The module roles for Florida Colleges are
 Communitycollegewrite or Communitycollegeread, Projecttrackingwrite or
 Projecttrackingread.

After you have been authorized with the appropriate roles in the SSO system, you will be able to access the new EFIS system starting January 27th using the FLDOE SSO URL below.

3. Go to: https://portal.fldoesso.org/ Please refer to the "Signing into the Single Sign-On (SSO) Quick Reference Guide for Educators" for further guidance as needed.

4. Click on the Educators link on the tab, or go to the Menu drop down and select Educators.





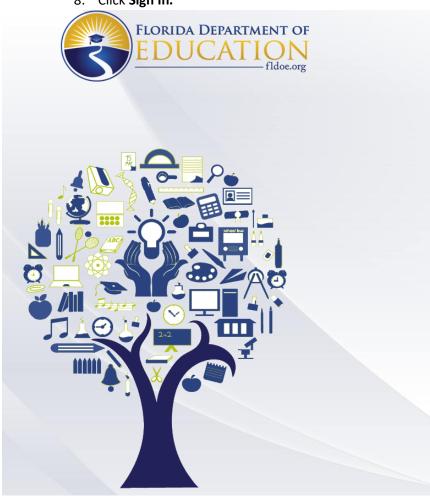


5. If your college account is Federated(Valencia), your organization will be in the organization list, otherwise your college is Hosted.



- 6. If your college is Federated(Valencia) select your district and sign in with your district username and password.
- 7. If your college is Hosted. Please use the Hosted tab and sign in using the provided username and password to sign in to SSO.

8. Click Sign In.





Enter your username and password

2500-district.efis@nowhere.com

Sign in

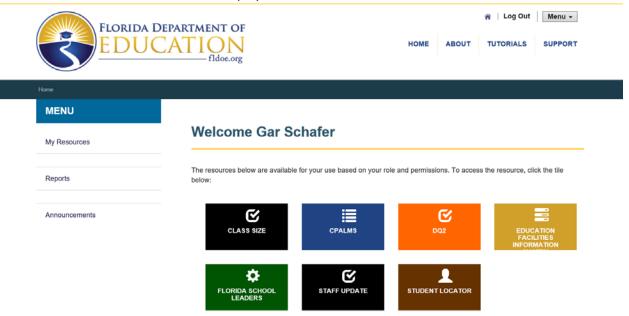
Forgot Password

Back To Account Selection | Account Selection Help

If you are having trouble signing in please contact your district or college support. SSO support is also avaliable via the links below.

Home Privacy Support

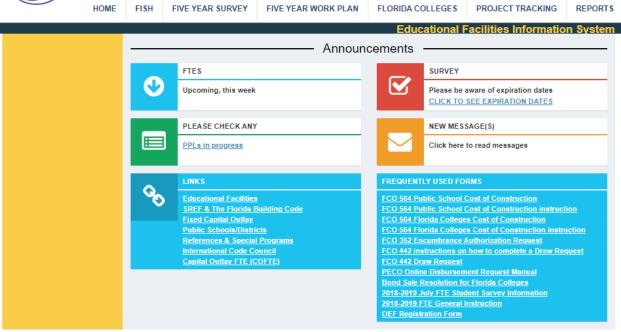
9. Users will be directed to the SSO Page reflecting the applications that you are authorized to access displayed as tiles:



10. Select the EFIS tile, you will arrive at the EFIS Dashboard homepage displayed below. If you cannot see the EFIS tile, you are not authorized to access the EFIS system.







- 11. The EFIS tabs are displayed across the top of the screen, authorized modules may be accessed by selecting the modules by tab such as FISH, FIVE YEAR SURVEY, FIVE YEAR WORK PLAN, PROJECT TRACKING OR REPORTS
- 12. SSO sign on issues should first be directed to your district help desk, and then the FLDOE IEN Help Desk, and then level 2 support:

Service Center

Toll-free 1-855-814-2876

IENHELP@fldoe.org

Weekdays 7:00 AM to 6:00 PM (EST)

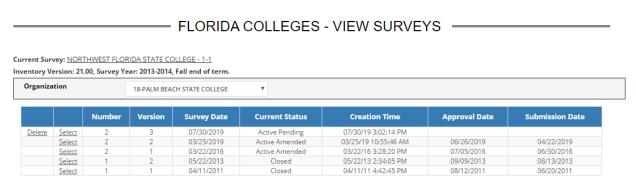
Level 2 support:

NAME	URL	PHONE	EMAIL
Florida Department of Education		850-245- 9776	fldoe-sso@fldoe.org

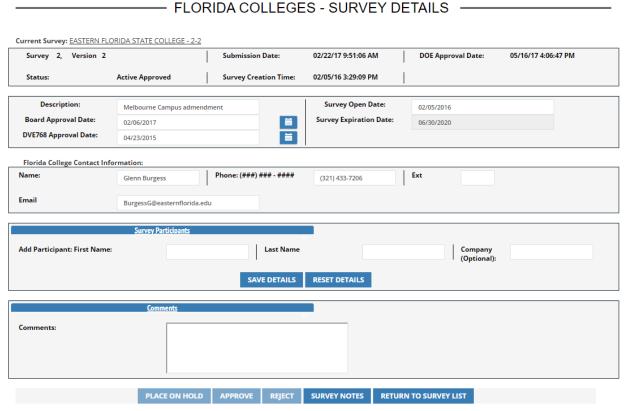
Florida Colleges Module

3.1 Manage Surveys – View Surveys

 From the Florida Colleges drop down, select Manage Surveys...View Surveys. The VIEW SURVEYS screen displays.



2. If using the Admin ID, select an Organization. To select a survey, click **Select** next to a survey that has a status of Active Submitted status, this can include with Rules Violations. (If no surveys are submitted, you must create one to perform this step.) The Survey Details screen displays.



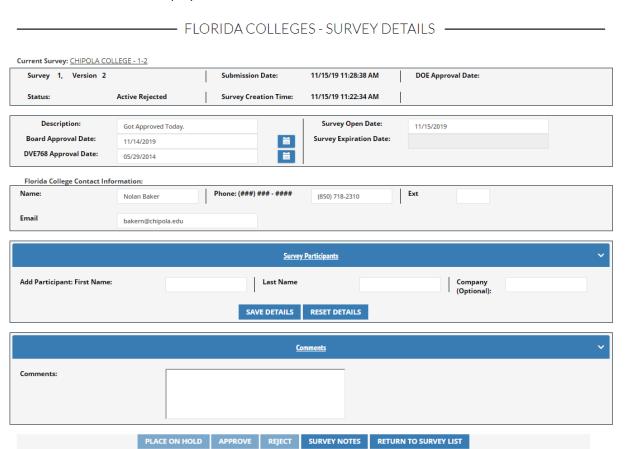
3. Enter required data and click **Approve** (the APPROVE Button is only enabled for an Active Approved Survey) at the bottom of the screen. Other options include **Reject, Survey Notes** and **Return to Survey List**.

3.2 Manage Survey – Submitted Surveys

1. From the Florida Colleges drop down, select **Manage Surveys...Submitted Surveys**. The SURVEYS AWAITING APPROVAL displays.

 FLORIDA COLLEGES - SURVEYS AWAITING APPROVAL Current Survey: CHIPOLA COLLEGE - 1-2 **Survey Listing Community College Name** Number Version **Open Date Current Status** Select COLLEGE OF CENTRAL FLORIDA 11/18/2019 Active Submitted with Rules Violations FLORIDA GATEWAY COLLEGE Select 11/14/2019 Active Rejected NORTH FLORIDA COMMUNITY COLLEGE Select 04/23/2019 Active Rejected TALLAHASSEE COMMUNITY COLLEGE 05/28/2019 Active Rejected Select

2. Click on select to display the SURVEY DETAILS information.



3.3 Manage Surveys – Create New Survey

1. From the Manage Surveys drop down, select **Manage Surveys...Create New Survey**. The Create New Survey screen displays.

	COMMUNITY COLLEGES - CREATE NEW SURVEY						
Organization	1 - EASTERN FLORIDA STATE COLLE: ▼						
	Facilities Inventory Confirmation: Once a survey has been created, the Facilities Inventory data imported into it cannot be updated. Checking this box is your certification that all Facilities Inventory data is up to date. You must make any needed Facilities Inventory updates and check this box before creating a new survey.						
	The COFTE projections are accurate and represent the expected enrollment for this educational plant survey period.						
	CREATE CANCEL						

 Select Create a Whole New Survey. Check the boxes for Facilities Inventory Confirmation and the COFTE projections. Click Create. A confirmation message indicating the survey was successfully created displays (conditions must be correct to create a whole new survey or a spot survey).

3.4 Manage Surveys – Check/Submit Survey

1. From the Florida Colleges drop down, select **Manage Surveys...Check/Submit Survey**. The **Submit Survey** screen displays.

FLORIDA COLLEGES - SUBMIT SURVEY =

Current Survey: <u>EASTERN FLORIDA STATE COLLEGE - 3-1</u>
Current Survey Status: Active Pending

All Sections must be complete for a valid submission.



Rule Violations:

Violation Description	Required	
*** This survey does not have a board approval date. Board approval is required before it is submitted for DOE approval.	Yes	Go To Error Page
*** This survey does not have a DVE768 approval date. DVE768 approval date is required before it is submitted for DOE approval.	Yes	Go To Error Page
*** This survey must have a Contact Name, Contact Number, and Contact Email.	Yes	Go To Error Page
At least one survey participant is required.	Yes	Go To Error Page
COCOA CAMPUS - The survey recommends more general classroom student stations than allowed; survey recommendations for general classroom student stations should be revised before submitting the survey.	No	Go To Error Page
COCOA CAMPUS - The survey recommends more non-vocational student stations than allowed; survey recommendations for non-vocational student stations should be revised before submitting the survey	No	Go To Error Page
COCOA CAMPUS - The survey recommends more vocational student stations than allowed; survey recommendations for vocational student stations should be revised before submitting the survey.	No	Go To Error Page
MELBOURNE CAMPUS - The survey recommends more general classroom student stations than allowed; survey recommendations for general classroom student stations should be revised before submitting the survey.	No	Go To Error Pag
MELBOURNE CAMPUS - The survey recommends more non-vocational student stations than allowed; survey recommendations for non-vocational student stations should be revised before submitting the survey	No	Go To Error Page
MELBOURNE CAMPUS - The survey recommends more vocational student stations than allowed; survey recommendations for vocational student stations should be revised before submitting the survey.	No	Go To Error Page
ITTUSVILE CAMPUS - The survey recommends more general classroom student stations than allowed; survey recommendations for general classroom student stations should be revised before submitting the survey.	No	Go To Error Page
ITTUSVILLE CAMPUS - The survey recommends more non-vocational student stations than allowed; survey recommendations for non-vocational student stations should be revised before submitting the survey	No	Go To Error Page
ITUSVILLE CAMPUS - The survey recommends more vocational student stations than allowed; survey recommendations for vocational student stations should be revised before submitting he survey.	No	Go To Error Page
PALM BAY CAMPUS - The survey recommends more general classroom student stations than allowed; survey recommendations for general classroom student stations should be revised before submitting the survey.	No	Go To Error Page
ALM BAY CAMPUS - The survey recommends more non-vocational student stations than allowed; survey recommendations for non-vocational student stations should be revised before ubmitting the survey	No	Go To Error Page
PALM BAY CAMPUS - The survey recommends more vocational student stations than allowed; survey recommendations for vocational student stations should be revised before submitting the survey.	e No	Go To Error Pag

Incomplete Sections

Section Name	Site Name	ErrorLink
Required Local Documents		Go To Error Page

- 2. If any of the forms have a red circle/slash next to them, it indicates the form is not complete and something needs to be corrected or completed.
- 3. Click on the **Go To Error Page** link on right of the validation description box, and the system will redirect users to the screen that needs attention before the Work Plan can be submitted.
- 4. Once all errors are fixed, check the box for acknowledgement and click **Submit**.

4 Facility List and Inventory

4.1 Facility List and Inventory – COFTE Projections

Select a survey. From the Florida Colleges drop down, select Facility List and Inventory...COFTE
Projections. The COFTE Projections screen displays.

= COMMUNITY COLLEGES - COFTE PROJECTIONS

Current Survey: <u>EASTERN FLORIDA STATE COLLEGE - 3-1</u>

Inventory Version: 43.00, Survey Year: 2018-2019, Winter end of term.

Computation Of Projection For Site Capital Outlay Full-Time Equivalent Student Enrollment

OFTE Projections -	College Wide	*						
	İtem	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	
			NON VOCATI	ONAL FTE:				
	Annual FTE	8,679	8,844	8,997	9,113	9,188	0	
	+/-FTE	0	0	0	0	0	0	
	Adjusted Annual FTE:	8,679	8,844	8,997	9,113	9,188	0	
			VOCATION	IAL FTE:				
	Annual FTE	2,510	2,541	2,570	2,597	2,624	0	
	+/-FTE	0	0	0	0	0	0	
	Adjusted Annual FTE:	2,510	2,541	2,570	2,597	2,624	0	
	OUTLAY FTE PROJECTIONS:	11,189	11,385	11,567	11,710	11,812	0	

- 2. COFTE Projections at the College Wide and facility level can be view from the drop down.
- 3. Select the check box next to **Mark as Complete**. Confirmation message displays.

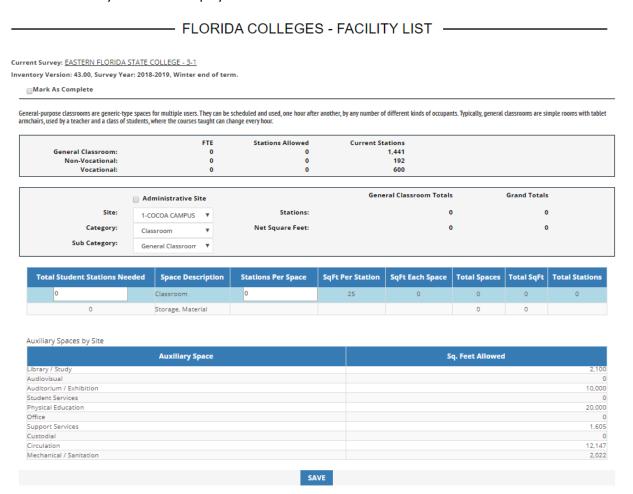
4.2 Facility List and Inventory – View/Edit Facility List

1. From the Florida Colleges drop down, select **Facility List and Inventory...View/Edit Facility List**. The View Surveys screen displays. Data can be entered and saved as needed.

Current Survey: EASTERN FLORIDA STATE COLLEGE - 3-1 Survey 3, Version 1 Submission Date: DOE Approval Date: Active Pending Survey Creation Time: 11/08/19 8:44:46 AM Status: Description: Survey Open Date: 11/08/2019 **Board Approval Date:** Survey Expiration Date: DVE768 Approval Date: Florida College Contact Information: Name: Phone: (###) ### - #### Ext Email Survey Participants Add Participant: First Name: Last Name Company (Optional): SAVE DETAILS RESET DETAILS Comments: PLACE ON HOLD APPROVE REJECT SURVEY NOTES RETURN TO SURVEY LIST

FLORIDA COLLEGES - SURVEY DETAILS =

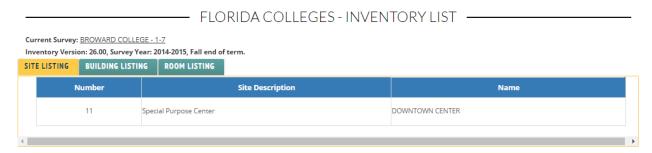
1. From the Florida Colleges drop down, select **Facility List and Inventory...View/Edit Facility List**. The Facility List screen displays.



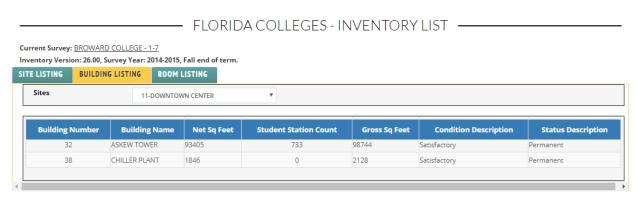
2. Enter the required data and click Save.

4.3 Facility List and Inventory – View Inventory

1. From the Florida Colleges drop down, select **Facility List and Inventory...View Inventory**. The Florida Colleges – Inventory List screen displays. Clicking the tabs display the Site Listing, Building Listing and Room Listing tabs. The SITE LISTING is displayed on the first tab.



2. The BUILDING LISTING tab displays the building information.



3. The ROOM LISTING tab displays the room information.

— FLORIDA COLLEGES - INVENTORY LIST —

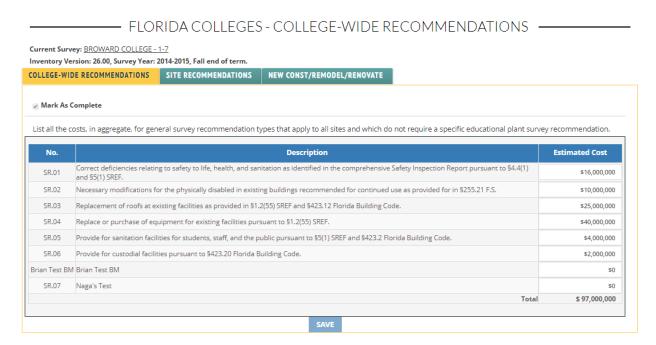
Current Survey: <u>BROWARD COLLEGE - 1-7</u> Inventory Version: 26.00, Survey Year: 2014-2015, Fall end of term.

LISTI	NG BUILDING LIS	ROOM LISTING	3					
Sites	11-DOWNT	OWN CENTER	•		Building	gs	32-ASKEW TOWER	¥
Room Iumber	ICS Code Use Cod	e Room Name	Net Sq Feet	Student Station Count	Room Condition Description		Room Use Description	Joint Use
001000	6.00.00000 20	LOBBY	2440	0	Satisfactory	Circula	tion Area	Code: 0 - Room is not in a joint use facility
001010	6.00.00000 20	LOBBY	678	0	Satisfactory	Circula	tion Area	Code: 0 - Room is not in a joint use facility
001020	6.00.00000 30	TOILET ROOM	121	0	Satisfactory	Mecha	nical Area And Toilet Room	Code: 0 - Room is not in a joint use facility
	6.00.00000 30	TOILET ROOM		0	Satisfactory	Mecha	nical Area And Toilet Room	Code: 0 - Room is not in a joint use facility
001100	6.00.00000 620	ART GALLERY	1327	0	Satisfactory	Exhibit	tion	Code: 0 - Room is not in a joint use facility
001110	6.00.00000 730	STORAGE/LOADING	153	0	Satisfactory	Storag	e	Code: 0 - Room is not in a joint use facility
001120	6.00.00000 310	OFFICE	124	0	Satisfactory	Office		Code: 0 - Room is not in a joint use facility
001200	6.00.00000 30	MECHANICAL	398	0	Satisfactory	Mecha	nical Area And Toilet Room	Code: 0 - Room is not in a joint use facility
001210	6.00.00000 30	MECHANICAL	161	0	Satisfactory	Mecha	nical Area And Toilet Room	Code: 0 - Room is not in a joint use facility
001220	6.00.00000 30	MECHANICAL	169	0	Satisfactory	Mecha	nical Area And Toilet Room	Code: 0 - Room is not in a joint use facility
001230	6.00.00000 30	MECHANICAL	425	0	Satisfactory	Mecha	nical Area And Toilet Room	Code: 0 - Room is not in a joint use facility
001240	6.00.00000 30	TELEPHONE/DATA	180	0	Satisfactory	Mecha	nical Area And Toilet Room	Code: 0 - Room is not in a joint use facility
001250	6.00.00000 30	TELEPHONE/DATA	83	0	Satisfactory	Mecha	nical Area And Toilet Room	Code: 0 - Room is not in a joint use facility
001260	6.00.00000 30	TELEPHONE/DATA	37	0	Satisfactory	Mecha	nical Area And Toilet Room	Code: 0 - Room is not in a joint use facility
001600	6.00.00000 20	ELEVATOR	75	0	Satisfactory	Circula	ition Area	Code: 0 - Room is not in a joint use facility
001610	6.00.00000 20	ELEVATOR	75	0	Satisfactory	Circula	ition Area	Code: 0 - Room is not in a joint use facility
001620	6.00.00000 20	ELEVATOR	75	0	Satisfactory	Circula	ition Area	Code: 0 - Room is not in a joint use facility
001630	6.00.00000 20	ELEVATOR	75	0	Satisfactory	Circula	ition Area	Code: 0 - Room is not in a joint use facility
001950	6.00.00000 20	COVERED ENTRANCE	3958	0	Satisfactory	Circula	ition Area	Code: 0 - Room is not in a joint use facility
001970	6.00.00000 20	NORTH STAIR	175	0	Satisfactory	Circula	ition Area	Code: 0 - Room is not in a joint use facility
001980	6.00.00000 20	SOUTH STAIR	165	0	Satisfactory	Circula	ition Area	Code: 0 - Room is not in a joint use facility
001990	6.00.00000 20	EAST STAIR	187	0	Satisfactory	Circula	ition Area	Code: 0 - Room is not in a joint use facility
00199A	6.00.00000 20	VESTIBULE	32	0	Satisfactory	Circula	ition Area	Code: 0 - Room is not in a joint use facility
002000	6.00.00000 20	ELEVATOR LOBBY	1253	0	Satisfactory	Circula	ition Area	Code: 0 - Room is not in a joint use facility
002010	6.00.00000 20	CORRIDOR	220	0	Castafaasaa	Cincola	A	Code, O. Donne in making distance families

5 View Recommendations

5.1 View Recommendations – Recommendations

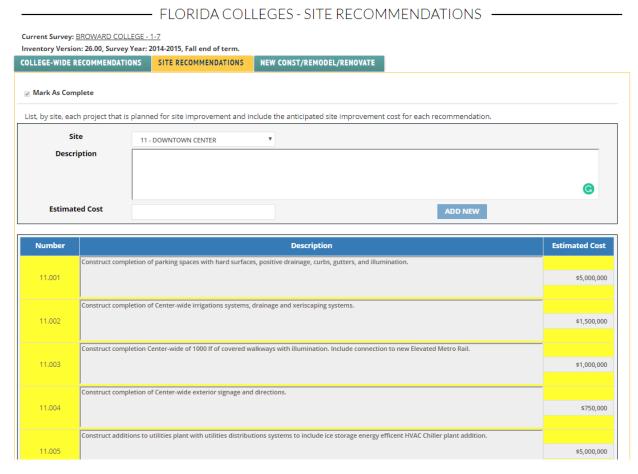
1. From the Florida Colleges drop down, select **View Recommendations** ... The COLLEGE WIDE RECOMMENDATIONS screen displays with three tabs.



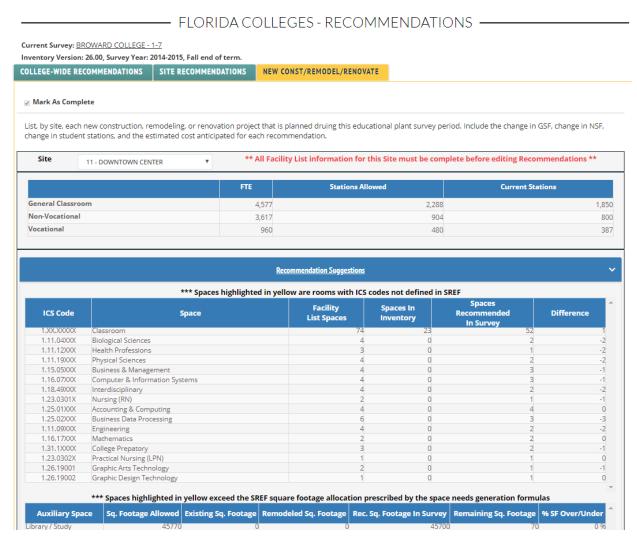
2. Enter required data. Check the Mark as Complete box. Click **Save** (save is only enabled under certain conditions).

5.2 View Recommendations – Site Recommendations

1. From the same screen select the SITE RECOMMONDATIONS Tab. The Site Recommendations screen displays and data may be entered.



- 2. Enter required data and click Add New. The recommendation can be edited or deleted.
- 3. From the same screen select the NEW CONST/REMODEL/RENOVATE Tab. The Site Recommendations screen displays and data may be entered.

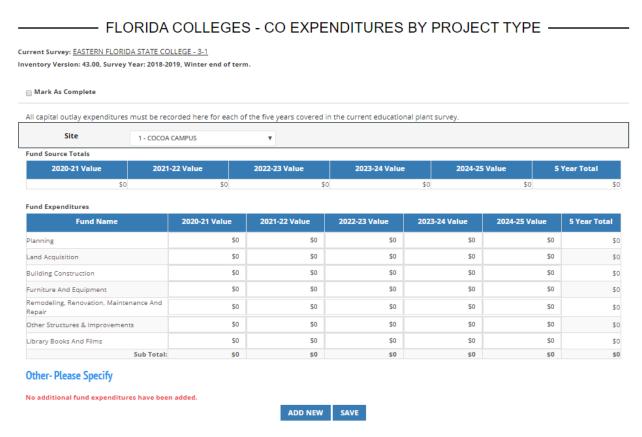


4. Information may be entered and displayed as needed. Enter required data. Check the box next to Mark As Complete.

6 Funding

6.1 Funding – Expenditures by Project Type

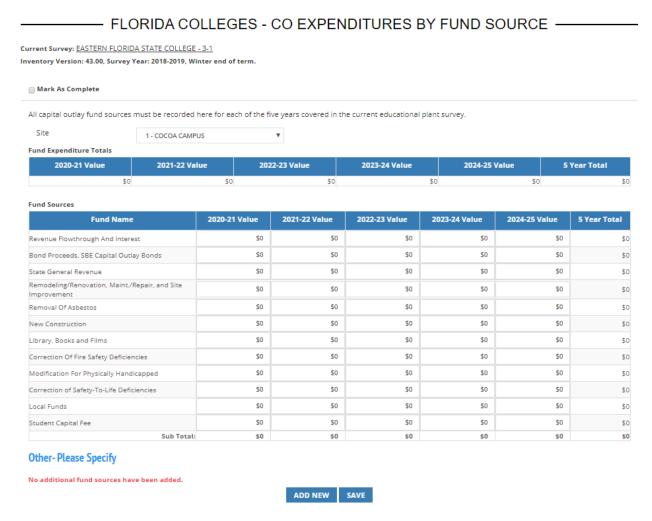
1. From the Florida Colleges drop down, select **Funding...Expenditures by Project Type**. The CO Expenditures by Project Type screen displays.



2. Enter required data. Check the box next to Mark As Complete. Click Save.

6.2 Funding – Expenditures by Fund Source

1. From the Florida Colleges drop down, select **Funding...Expenditures by Fund Source**. The Expenditures by Fund Source screen displays.



- 2. Enter required data. Check the box next to Mark As Complete. Click Save.
- To enter a new Fund Source, click Add New. The Other-Please Specify grid displays at the bottom of the screen.

Other-Please Specify

	Fund Name	2020-21 Value	2021-22 Value	2022-23 Value	2023-24 Value	2024-25 Value	5 Year Total
Delete		\$0	\$0	\$0	\$0	\$0	\$0
	Total:	\$0	\$0	\$0	\$0	\$0	\$ 0

4. Enter required data. Check the box next to Mark As Complete. Click Save.

6.3 Funding - Capital Outlay Bonds

1. From the Florida Colleges drop down, select Funding...Capital Outlay Bonds. The CO Bonds screen displays.

FLORIDA COLLEGES - CO BONDS — Current Survey: EASTERN FLORIDA STATE COLLEGE - 3-1 Inventory Version: 43.00, Survey Year: 2018-2019, Winter end of term. Mark As Complete Report all State Board of Education Bonds and include the year and series of issue, bond issue amount, the unretired principle, and the debt service required through this educational plant survey period. No items have been added. SOURCE: Department of Education, Office of Educational Facilities, Educational Facilities Budgeting and Financial Management Section, "State Board of Education Bond Maturity Schedules".

2. To enter a bond, click Add New. The Other-Please Specify grid displays at the bottom of the screen.

ADD NEW SAVE

FLORIDA COLLEGES - CO BONDS = Current Survey: EASTERN FLORIDA STATE COLLEGE - 3-1

Inventory Version: 43.00, Survey Year: 2018-2019, Winter end of term.

Mark As Complete

Report all State Board of Education Bonds and include the year and series of issue, bond issue amount, the unretired principle, and the debt service required through this

	Year	Name Of Issue	Series Of Issue	Amount Of Issue	Unretired Principle 7/1/2019	Debt Serv Obligation 7/1/2019 THRU 6/30/2024	Unretired Principle 7/1/2024
Delete	2019			\$0	\$0	\$0	\$0
			Total:	\$0	\$0	\$0	\$0

SOURCE: Department of Education, Office of Educational Facilities, Educational Facilities Budgeting and Financial Management Section, "State Board of Education Bond Maturity Schedules".

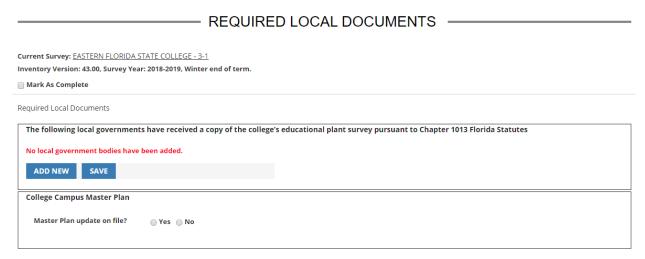
> ADD NEW SAVE

3. Enter required data. Check the box next to Mark As Complete. Click Save.

7 Other

7.1 Other – Required Local Documents

1. From the Florida Colleges drop down, select **Other...Required Local Documents**. The Required Local Documents screen displays.



2. To add a local government, click **Add New**. Enter the Entity Name. Check Yes or No for the Master Plan file. Click **Save**.

8 Project Priority Lists

8.1 Project Priority Lists – Submitted Project Priority Lists

- From the Florida Colleges drop down, select Project Priority Lists...Submitted Project Priority Lists.
- 2. If using the Admin ID, the Survey Listing screen displays, select the college survey to view.

— FLORIDA COLLEGES - SUBMITTED PROJECT PRIORITY LIST —————

Current Survey: N/A
Inventory Version: N/A

Survey Listing

	Florida College Name	Number	Version	Open Date	Current Status
Select	LAKE-SUMTER STATE COLLEGE	1	1	11/21/2017	Submitted
Select	PALM BEACH STATE COLLEGE	2	1	09/22/2016	Submitted
Select	SANTA FE COLLEGE	2	1	07/19/2017	Submitted
Select	SANTA FE COLLEGE	1	1	02/01/2017	Submitted
Select	SEMINOLE STATE COLLEGE OF FLORIDA	2	1	08/23/2018	Submitted
Select	SOUTH FLORIDA STATE COLLEGE	2	1	06/05/2019	Submitted
Select	STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA	2	1	07/11/2016	Submitted
Select	TALLAHASSEE COMMUNITY COLLEGE	2	1	06/23/2017	Submitted

3. Click on Select to view the survey.

————— FLORIDA COLLEGES - PROJECT PRIORITY LIST PROJECTS ———

Current Survey: BROWARD COLLEGE - 1-7

Inventory Version: 26.00, Survey Year: 2014-2015, Fall end of term.

Created by	07/19/2017	PPL Status	Submitted
Board Approval Date:	09/19/2017	DOE Approval Date:	07/19/2017
Project Priority List Number:	1		

	Project Number	Status	Priority Rank	Site(S)	Description
View	1	In Progress	A ▼	ANDREWS CENTER , BLOUNT CENTER , DAVIS CENTER , KIRKPATRICK INSTITUT, NW CAMPUS , PERRY CENTER , WATSON CENTER	
				ADD PROJECT SAVE RETURN TO PPL LIST APPROVE REJECT	

4. Click view and the Project Priority List Project Details is displayed.

FLORIDA COLLEGES - PROJECT PRIORITY LIST PROJECT DETAILS

Current Survey: BROWARD COLLEGE - 1-7

Inventory Version: 26.00, Survey Year: 2014-2015, Fall end of term.

Current General Recommendations:					
Number	Description				
SR.01	Correct deficiencies relating to safety to life, health, and sanitation as identified in the comprehensive Safety Inspection Report pursuant to \$4.4(1) and \$5(1) SREF.				
SR.02	Necessary modifications for the physically disabled in existing buildings recommended for continued use as provided for in §255.21 F.S.				
SR.03	Replacement of roofs at existing facilities as provided in §1.2(55) SREF and §423.12 Florida Building Code.				
SR.04	Replace or purchase of equipment for existing facilities pursuant to §1.2(55) SREF.				
SR.05	Provide for sanitation facilities for students, staff, and the public pursuant to \$5(1) SREF and \$423.2 Florida Building Code.				
SR.06	Provide for custodial facilities pursuant to §423.20 Florida Building Code.				

Current Site Improvements:						
Number	Site Name	Description				
1.001	NW CAMPUS	Site development of undeveloped land to include site preparation, utilities, drainage, roadways, signage, and exterior lighting.				
1.002	NW CAMPUS	Construction of and improvements to campus utilities infrastructure systems, including power, communications, chilled water, heating hot water, domestiwater, and sanitary sewer.				
1.003	NW CAMPUS	Construction and improvements to campus stormwater ponds and drainage structures.				
1.004	NW CAMPUS	Renovation and expansion of campus irrigation system.				
1.005	NW CAMPUS	Construction and renovation of exterior campus lighting systems.				
1.006	NW CAMPUS	Construction and renovation of paved parking areas and pedestrian pathways including drainage structures, illumination, lighting, landscaping, curbs, & gutters.				
1.007	NW CAMPUS	nstallation and replacement of campus signs and directories.				
1.008	NW CAMPUS	Installation of and improvements to fencing, bollards, and other enhancement to campus security.				
2.001	ANDREWS CENTER	Site development of undeveloped land to include site preparation, utilities, drainage, roadways, signage, and exterior lighting.				
2.002		Construction of and improvements to campus utilities infrastructure systems, including power, communications, chilled water, heating hot water, domest water, and sanitary sewer.				
2.003	ANDREWS CENTER	Construction of and improvements to campus stormwater ponds and drainage structures.				
2.004	ANDREWS CENTER	Renovation and expansion of campus irrigation systems.				
2.005	ANDREWS CENTER	Construction and renovation of exterior campus lighting systems.				
2.006	ANDREWS CENTER	Construction and renovation of paved parking areas and pedestrian pathways including drainage structures, illumination, landscaping, curbs, & gutters.				
2.007	ANDREWS CENTER	Installation and replacement of campus signs and directories.				
		Installation of and improvements to fencing, bollards, and other enhancement to campus security.				
3.001	BLOUNT CENTER	Site development of undeveloped land to include site preparation, utilities, drainage, roadways, signage, and exterior lighting.				
3.002	BLOUNT CENTER	Construction of and improvements to campus utilities infrastructure systems, including power, communications, chilled water, heating hot water, domest water, and sanitary sewer.				

5. From the Florida Colleges drop down, select **Project Priority Lists...Submitted Project Priority Lists.** The Survey Listing screen displays, for the specific organization and survey.

- FLORIDA COLLEGES - SUBMITTED PROJECT PRIORITY LIST $\,\,\,\,$

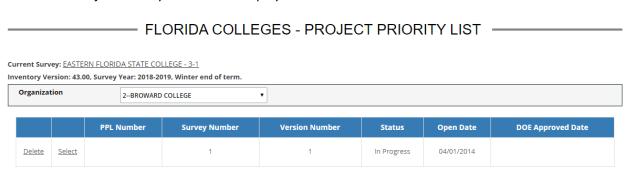
Current Survey: <u>EASTERN FLORIDA STATE COLLEGE - 3-1</u>
Inventory Version: 43.00, Survey Year: 2018-2019, Winter end of term.

Survey Listing

	Florida College Name	Number	Version	Open Date	Current Status
Select	LAKE-SUMTER STATE COLLEGE	1	1	11/21/2017	Submitted
Select	PALM BEACH STATE COLLEGE	2	1	09/22/2016	Submitted
Select	SANTA FE COLLEGE	2	1	07/19/2017	Submitted
Select	SANTA FE COLLEGE	1	1	02/01/2017	Submitted
Select	SEMINOLE STATE COLLEGE OF FLORIDA	2	1	08/23/2018	Submitted
Select	SOUTH FLORIDA STATE COLLEGE	2	1	06/05/2019	Submitted
Select	STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA	2	1	07/11/2016	Submitted
Select	TALLAHASSEE COMMUNITY COLLEGE	2	1	06/23/2017	Submitted

8.2 Project Priority Lists – View Project Priority Lists

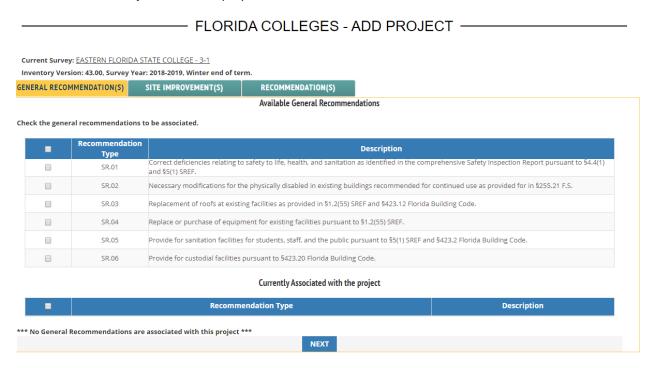
From the Florida Colleges drop down, select Project Priority Lists...View Project Priority Lists.
 The Project Priority Lists screen displays.



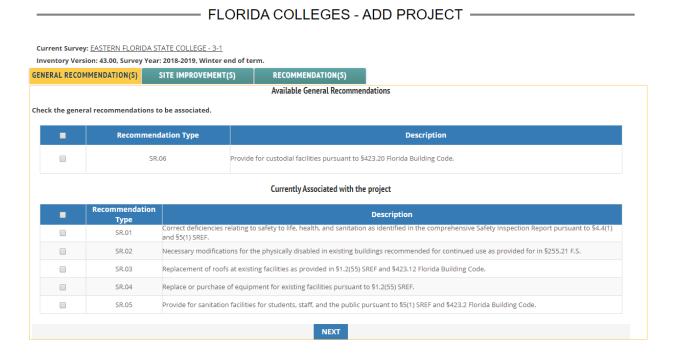
2. If using the Admin ID, select an Organization until a Project Priority List displays.

8.3 Project Priority Lists – Create a Project Priority List

1. From the Florida Colleges drop down, select **Project Priority Lists...Create a Project Priority List**. The Add Project screen displays.



2. Click the box next to the recommendations to associate them with the project. Once associated, the projects will display in the grid at the bottom of the screen.



3. Click **Next**. The Site Improvement(s) screen displays.

FLORIDA COLLEGES - ADD PROJECT ——————						
	Current Survey: <u>EASTERN FLORIDA STATE COLLEGE - 3-1</u> inventory Version: 43.00, Survey Year: 2018-2019, Winter end of term.					
GENERAL RECOM	MENDATION(S) SITE IMPROVEM	ENT(S)	RECOMMENDATION(S)	l		
Choose Site In	nprovement(s)					
Site	COCOA CAMPUS	•				
Check the site in	Available Site Improvements Theck the site improvements to be associated.					
-	Number		Site		Description	
	1.001	COCOA CAMPUS			test	
Currently Associated with the project						
		C		e project		
	Number	C	Currently Associated with the	e project	Description	

- 4. Click the box next to the improvements to associate them with the project. Once associated, the projects will display in the grid at the bottom of the screen.
- 5. Click **Next**. The Recommendation(s) screen displays. Click the box next to the recommendations to associate them with the project. Once associated, the projects will display in the grid at the bottom of the screen.
- 6. Click Finish. The Project Priority List Projects screen displays.

——— FLORIDA COLLEGES - PROJECT PRIORITY LIST PROJECTS ————								
Current Survey: <u>EASTERN FLORIDA STATE COLLEGE - 3-1</u> Inventory Version: 43.00, Survey Year: 2018-2019, Winter end of term.								
	Created by 11/12/2019 Board Approval Date: mm/dd/yyyy Project Priority List Number: 1				PPL Status DOE Approval Date:		In Progress 11/12/2019	
			Project Number	Status	Priority Rank	Site(S)	Description	
<u>Delete</u> <u>View</u> <u>Edit</u>		1	In Progress	ΑΨ				
	ADD PROJECT SAVE SUBMIT RETURN TO PPL LIST							

7. Click **Add Project** and the system takes you back to the first screen if additional projects need to be added. Click **Finish** until the last screen displays. Click **Save**, then click **Submit**.

9 Admin

9.1 Admin – Survey Sections

1. From the Florida Colleges drop down, select **Admin...Survey Sections**. The Survey Sections screen displays.

— FLORIDA COLLEGES - SURVEY SECTIONS —

Use the 'Edit' link below to edit the status and instructional text, and display name of the work plan section

	ID	Section Name	Status
Edit	1	COFTE Projections	Default
Edit	2	Facility List - General Classroom	Active
Edit	3	Facility List - Fine & Applied Arts	Default
<u>Edit</u>	4	Facility List - Non-Vocational Adult Gen & Prep	Active
Edit	5	Facility List - Agricultural	Active
Edit	6	Facility List - Distributive	Active
<u>Edit</u>	7	Facility List - Health Occupations	Active
Edit	8	Facility List - Home Economics	Active
Edit	9	Facility List - Office Occupations	Active
<u>Edit</u>	10	Facility List - Trade and Industrial	Active
<u>Edit</u>	11	Facility List - Public Service	Active
<u>Edit</u>	12	Fund Expenditures	Active
<u>Edit</u>	13	Fund Sources	Active
<u>Edit</u>	14	Capital Outlay Bonds	Active
<u>Edit</u>	15	College-wide Recommendations	Active
Edit	16	Site Recommendations	Active
Edit	17	New Const/Remodel/Renovate	Active
<u>Edit</u>	18	Add New Site	Active
<u>Edit</u>	19	COFTE Projections - College Wide	Active
<u>Edit</u>	20	COFTE Projections - Non-Site Specific	Active
Edit	21	Required Local Documents	Active

2. Click Edit next to one of the surveys. Data can be edited. Click Save.

9.2 Admin – Fund Expenditure Types

1. From the Florida Colleges drop down, select **Admin...Fund Expenditure Types**. The Fund Expenditure Types screen displays.

- FLORIDA COLLEGES - FUND EXPENDITURE TYPES -

Use the 'Edit' link below to edit expenditure type

	ID	Name	Status		
<u>Edit</u>	1	Planning	Default		
<u>Edit</u>	2	Land Acquisition	Active		
<u>Edit</u>	3	Building Construction			
<u>Edit</u>	4	Furniture And Equipment			
<u>Edit</u>	5	Remodeling, Renovation, Maintenance And Repair			
Edit	6	Other Structures & Improvements			
<u>Edit</u>	7	Library Books And Films			
Edit	8	Student Lounge	Active		

ADD NEW FUND EXPENDITURE TYPE

2. Click **Edit** to change an existing type or click **Add New Fund Expenditure Type** to add a new one.

9.3 Admin – Fund Source Types

1. From the Florida Colleges drop down, select **Admin...Fund Source Types**. The Fund Source Types screen displays.

- FLORIDA COLLEGES - FUND SOURCE TYPES -

Use the 'Edit' link below to edit source type

	ID	Name	Status		
Edit	1	Revenue Flowthrough And Interest	Active		
Edit	2	Bond Proceeds, SBE Capital Outlay Bonds	Active		
Edit	3	State General Revenue	Active		
Edit	4	Remodeling/Renovation, Maint./Repair, and Site Improvement	Active		
Edit	5	Removal Of Asbestos	Active		
Edit	6	New Construction	Active		
Edit	7	Library, Books and Films			
Edit	8	Correction Of Fire Safety Deficiencies			
Edit	9	Modification For Physically Handicapped	Active		
Edit	10	Correction of Safety-To-Life Deficiencies	Active		
<u>Edit</u>	11	Local Funds	Active		
<u>Edit</u>	12	Student Capital Fee	Active		
Edit	13	Federal Funds	Active		

ADD NEW FUND SOURCE TYPE

2. Click **Edit** to change an existing type or click **Add New Fund Source Type** to add a new one.

9.4 Admin – General Recommendation Types

1. From the Florida Colleges drop down, select **Admin...General Recommendation Types**. The General Recommendation Types screen displays.

FLORIDA COLLEGES - GENERAL RECOMMENDATION TYPES —

Use the 'Edit' link below to edit expenditure type

ID	Name	Description	Status
Edit 1	SR.01	Correct deficiencies relating to safety to life, health, and sanitation as identified in the comprehensive Safety Inspection Report pursuant to §4.4(1) and §5(1) SREF.	Default
Edit 2	SR.02	Necessary modifications for the physically disabled in existing buildings recommended for continued use as provided for in \$255.21 F.S.	Active
Edit 3	SR.03	Replacement of roofs at existing facilities as provided in §1.2(55) SREF and §423.12 Florida Building Code.	Active
Edit 4	SR.04	Replace or purchase of equipment for existing facilities pursuant to §1.2(55) SREF.	Active
Edit 5	SR.05	Provide for sanitation facilities for students, staff, and the public pursuant to \$5(1) SREF and \$423.2 Florida Building Code.	Active
Edit 6	SR.06	Provide for custodial facilities pursuant to 5423.20 Florida Building Code.	Active

ADD NEW GENERAL RECOMMENDATION TYPE

2. Click **Edit** to change an existing type or click **Add New General Recommendation Type** to add a new one.

9.5 Admin – Cost Per Square Foot

1. From the Florida Colleges drop down, select **Admin...Cost Per Square Foot**. The Cost Per Square Foot screen displays.



Use the 'Edit' link below to edit Cost Per Square Foot

	ID	Year	Cost
<u>Edit</u>	1	2002	\$137.00
Edit	2	2003	\$145.00
<u>Edit</u>	3	2004	\$164.00
<u>Edit</u>	4	2005	\$173.00
<u>Edit</u>	5	2006	\$179.00
<u>Edit</u>	6	2007	\$182.00
<u>Edit</u>	7	2008	\$192.00
<u>Edit</u>	8	2009	\$199.00
<u>Edit</u>	9	2010	\$218.00
<u>Edit</u>	10	2011	\$227.00
<u>Edit</u>	11	2012	\$252.00
Edit	12	2013	\$264.00
<u>Edit</u>	13	2014	\$270.00
<u>Edit</u>	14	2015	\$283.00
<u>Edit</u>	15	2016	\$300.00
<u>Edit</u>	16	2017	\$286.00
<u>Edit</u>	17	2018	\$307.00
<u>Edit</u>	18	2019	\$321.00
<u>Edit</u>	19	2020	\$337.00
<u>Edit</u>	20	2021	\$353.00
<u>Edit</u>	21	2022	\$368.00
<u>Edit</u>	22	2023	\$383.00
<u>Edit</u>	23	2024	\$399.00
<u>Edit</u>	24	2025	\$396.00

ADD NEW COST PER SQUARE FOOT

2. Click Edit to change an existing type or click Add New Cost Per Square Foot to add a new one.

9.6 Admin – ICS Codes

1. From the Florida Colleges drop down, select **Admin...ICS Codes**. The ICS Code Maintenance screen displays.



2. Click **Edit** to change an existing type or click **Add New** to add a new one.