

# **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.
2. 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 27<sup>th</sup> 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.



The screenshot shows the Florida Department of Education (FDOE) website. At the top left is the FDOE logo, which features a sun rising over a path leading to a graduation cap, with the text "FLORIDA DEPARTMENT OF EDUCATION" and "fldoe.org" below it. To the right of the logo is a navigation menu with links for "HOME", "ABOUT", "SUPPORT", and "TUTORIALS". A "Menu" dropdown button is also visible. The main content area has a dark blue background with a sunburst pattern. On the left, the text "FDOE Single Sign-On" is displayed in large yellow and white font. Below this, a paragraph explains: "The Single Sign-On (SSO) Portal provides users within Florida's educational community with a convenient way to log into multiple state resources with one account." Below the paragraph is a circular icon with a right-pointing arrow and the text "SELECT AN OPTION BELOW TO GET STARTED". On the right side of the banner, there is a graphic of a blue apple with a white outline of Florida inside it, labeled "FDOE". A large yellow key is positioned to the right of the apple, with the text "Single Sign-On" written above it.



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



Sign in with one of these accounts

-  SSO Hosted Users
-  Florida Department of Education
-  Alachua County School District
- B** Baker County School District
- B** Bradford County School District
- B** Brevard County School District
- B** Broward County School District
-  Charlotte County School District
- C** Citrus County School District

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

[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 available via the links below.

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

The screenshot shows the Florida Department of Education (FDOE) SSO dashboard. At the top left is the FDOE logo with the text "FLORIDA DEPARTMENT OF EDUCATION" and "fldoe.org". To the right are navigation links: "HOME", "ABOUT", "TUTORIALS", "SUPPORT", and a "Menu" dropdown. Below the navigation is a dark blue header bar with "Home" on the left and a "MENU" button. The main content area has a "Welcome Gar Schafer" heading. Below the heading is a message: "The resources below are available for your use based on your role and permissions. To access the resource, click the tile below:". There are seven resource tiles arranged in two rows: "CLASS SIZE" (black), "CPALMS" (blue), "DQ2" (orange), "EDUCATION FACILITIES INFORMATION" (yellow), "FLORIDA SCHOOL LEADERS" (green), "STAFF UPDATE" (black), and "STUDENT LOCATOR" (brown).

- 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.

The screenshot shows the EFIS homepage with the following elements:

- Header:** FLORIDA DEPARTMENT OF EDUCATION logo and website name (fldoe.org).
- Navigation:** HOME, FISH, FIVE YEAR SURVEY, FIVE YEAR WORK PLAN, FLORIDA COLLEGES, PROJECT TRACKING, REPORTS.
- System Title:** Educational Facilities Information System.
- Announcements:**
  - FTES:** Upcoming, this week.
  - SURVEY:** Please be aware of expiration dates. [CLICK TO SEE EXPIRATION DATES](#)
  - PLEASE CHECK ANY:** [PPLs in progress](#)
  - NEW MESSAGE(S):** Click here to read messages.
- LINKS:**
  - Educational Facilities
  - SREF & The Florida Building Code
  - Fixed Capital Outlay
  - Public Schools/Districts
  - References & Special Programs
  - International Code Council
  - Capital Outlay FTE (COFTE)
- FREQUENTLY USED FORMS:**
  - [FCO 564 Public School Cost of Construction](#)
  - [FCO 564 Public School Cost of Construction instruction](#)
  - [FCO 564 Florida Colleges Cost of Construction](#)
  - [FCO 564 Florida Colleges Cost of Construction instruction](#)
  - [FCO 352 Encumbrance Authorization Request](#)
  - [FCO 442 instructions on how to complete a Draw Request](#)
  - [FCO 442 Draw Request](#)
  - [PECO Online Disbursement Request Manual](#)
  - [Bond Sale Resolution for Florida Colleges](#)
  - [2018-2019 July FTE Student Survey Information](#)
  - [2018-2019 FTE General Instruction](#)
  - [OEF Registration Form](#)

- 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
- 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](mailto: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	<a href="mailto:fldoe-ss0@fldoe.org">fldoe-ss0@fldoe.org</a>



Florida Colleges Module

3.1 Manage Surveys – View Surveys

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

FLORIDA COLLEGES - VIEW SURVEYS

Current Survey: [NORTHWEST FLORIDA STATE COLLEGE - 1-1](#)  
 Inventory Version: 21.00, Survey Year: 2013-2014, Fall end of term.

Organization	18-PALM BEACH STATE COLLEGE
--------------	-----------------------------

		Number	Version	Survey Date	Current Status	Creation Time	Approval Date	Submission Date
<a href="#">Delete</a>	<a href="#">Select</a>	2	3	07/30/2019	Active Pending	07/30/19 3:02:14 PM		
	<a href="#">Select</a>	2	2	03/25/2019	Active Amended	03/25/19 10:55:46 AM	06/26/2019	04/22/2019
	<a href="#">Select</a>	2	1	03/22/2016	Active Amended	03/22/16 3:28:20 PM	07/05/2016	06/30/2016
	<a href="#">Select</a>	1	2	05/22/2013	Closed	05/22/13 2:34:05 PM	09/09/2013	08/13/2013
	<a href="#">Select</a>	1	1	04/11/2011	Closed	04/11/11 4:42:45 PM	08/12/2011	06/20/2011

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.

FLORIDA COLLEGES - SURVEY DETAILS

Current Survey: [EASTERN FLORIDA STATE COLLEGE - 2-2](#)

Survey 2, Version 2	Submission Date: 02/22/17 9:51:06 AM	DOE Approval Date: 05/16/17 4:06:47 PM
Status: Active Approved	Survey Creation Time: 02/05/16 3:29:09 PM	

Description: Melbourne Campus admendment	Survey Open Date: 02/05/2016
Board Approval Date: 02/06/2017	Survey Expiration Date: 06/30/2020
DVE768 Approval Date: 04/23/2015	

Florida College Contact Information:

Name: Glenn Burgess	Phone: (###) ### - #### (321) 433-7206	Ext
Email: BurgessG@easternflorida.edu		

Survey Participants

Add Participant: First Name:	Last Name	Company (Optional):
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="SAVE DETAILS"/> <input type="button" value="RESET DETAILS"/>		

Comments

Comments:
<input style="width: 100%; height: 50px;" type="text"/>

<input type="button" value="PLACE ON HOLD"/>	<input type="button" value="APPROVE"/>	<input type="button" value="REJECT"/>	<input type="button" value="SURVEY NOTES"/>	<input type="button" value="RETURN TO SURVEY LIST"/>
--	--	---------------------------------------	---	--

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

- 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	CHIPOLA COLLEGE	1	2	11/15/2019	Active Rejected
Select	COLLEGE OF CENTRAL FLORIDA	3	1	11/18/2019	Active Submitted with Rules Violations
Select	FLORIDA GATEWAY COLLEGE	3	1	11/14/2019	Active Rejected
Select	NORTH FLORIDA COMMUNITY COLLEGE	2	1	04/23/2019	Active Rejected
Select	TALLAHASSEE COMMUNITY COLLEGE	2	3	05/28/2019	Active Rejected

- Click on select to display the SURVEY DETAILS information.

————— FLORIDA COLLEGES - SURVEY DETAILS —————

Current Survey: [CHIPOLA COLLEGE - 1-2](#)

Survey 1, Version 2	Submission Date: 11/15/19 11:28:38 AM	DOE Approval Date:
Status: Active Rejected	Survey Creation Time: 11/15/19 11:22:34 AM	

<b>Description:</b>	Got Approved Today.	<b>Survey Open Date:</b>	11/15/2019
<b>Board Approval Date:</b>	11/14/2019	<b>Survey Expiration Date:</b>	
<b>DVE768 Approval Date:</b>	05/29/2014		

**Florida College Contact Information:**

<b>Name:</b>	Nolan Baker	<b>Phone: (###) ### - ####</b>	(850) 718-2310	<b>Ext</b>	
<b>Email</b>	bakern@chipola.edu				

**Survey Participants** ▼

Add Participant: First Name:  | Last Name:  | Company (Optional):

**Comments** ▼

Comments:

### 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

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Organization 1 - EASTERN FLORIDA STATE COLLEGE |  Create a Whole New Survey |  Create a Spot Survey (from Survey 2, Version 2)

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.

2. 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: [EASTERN FLORIDA STATE COLLEGE - 3-1](#)  
 Current Survey Status: Active Pending

All Sections must be complete for a valid submission.

I acknowledge that this survey has rule violations. Submit it anyway

**SUBMIT**

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	<a href="#">Go To Error Page</a>
*** This survey does not have a DVE768 approval date. DVE768 approval date is required before it is submitted for DOE approval.	Yes	<a href="#">Go To Error Page</a>
*** This survey must have a Contact Name, Contact Number, and Contact Email.	Yes	<a href="#">Go To Error Page</a>
At least one survey participant is required.	Yes	<a href="#">Go To Error Page</a>
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	<a href="#">Go To Error Page</a>
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	<a href="#">Go To Error Page</a>
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	<a href="#">Go To Error Page</a>
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	<a href="#">Go To Error Page</a>
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	<a href="#">Go To Error Page</a>
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	<a href="#">Go To Error Page</a>
TITUSVILLE 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	<a href="#">Go To Error Page</a>
TITUSVILLE 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	<a href="#">Go To Error Page</a>
TITUSVILLE CAMPUS - The survey recommends more vocational student stations than allowed; survey recommendations for vocational student stations should be revised before submitting the survey.	No	<a href="#">Go To Error Page</a>
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	<a href="#">Go To Error Page</a>
PALM BAY 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	<a href="#">Go To Error Page</a>
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.	No	<a href="#">Go To Error Page</a>

Incomplete Sections:

Section Name	Site Name	ErrorLink
Required Local Documents		<a href="#">Go To Error Page</a>

- 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.
- 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.
- 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: [EASTERN FLORIDA STATE COLLEGE - 3-1](#)

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

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

Mark As Complete

Item	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
<b>NON VOCATIONAL FTE:</b>						
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
<b>VOCATIONAL FTE:</b>						
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
<b>TOTAL CAPITAL OUTLAY FTE PROJECTIONS:</b>	<b>11,189</b>	<b>11,385</b>	<b>11,567</b>	<b>11,710</b>	<b>11,812</b>	<b>0</b>

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

- 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.

**FLORIDA COLLEGES - SURVEY DETAILS**

Current Survey: [EASTERN FLORIDA STATE COLLEGE - 3-1](#)

Survey 3, Version 1	Submission Date:	DOE Approval Date:
Status: Active Pending	Survey Creation Time: 11/08/19 8:44:46 AM	

Description: <input type="text"/> Board Approval Date: <input type="text"/> DVE768 Approval Date: <input type="text"/>	<input type="button" value="📅"/> <input type="button" value="📅"/>	Survey Open Date: <input type="text" value="11/08/2019"/> Survey Expiration Date: <input type="text"/>
--	--	---

Florida College Contact Information:

Name: <input type="text"/>	Phone: (###) ### - #### <input type="text"/>	Ext <input type="text"/>
Email: <input type="text"/>		

Survey Participants

Add Participant: First Name:  | Last Name:  | Company (Optional):

Comments

Comments:

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

FLORIDA COLLEGES - FACILITY LIST

Current Survey: [EASTERN FLORIDA STATE COLLEGE - 3-1](#)

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

Mark As Complete

General-purpose classrooms are generic-type spaces for multiple users. They can be scheduled and used, one hour after another, by any number of different kinds of occupants. Typically, general classrooms are simple rooms with tablet armchairs, used by a teacher and a class of students, where the courses taught can change every hour.

	FTE	Stations Allowed	Current Stations
General Classroom:	0	0	1,441
Non-Vocational:	0	0	192
Vocational:	0	0	600

<input type="checkbox"/> Administrative Site		<b>General Classroom Totals</b>	<b>Grand Totals</b>
Site: 1-COCOA CAMPUS ▼	Stations:	0	0
Category: Classroom ▼	Net Square Feet:	0	0
Sub Category: General Classroorr ▼			

Total Student Stations Needed	Space Description	Stations Per Space	SqFt Per Station	SqFt Each Space	Total Spaces	Total SqFt	Total Stations
0	Classroom	0	25	0	0	0	0
0	Storage, Material				0	0	

Auxiliary Spaces by Site

Auxiliary Space	Sq. Feet Allowed
Library / Study	2,100
Audiovisual	0
Auditorium / Exhibition	10,000
Student Services	0
Physical Education	20,000
Office	0
Support Services	1,605
Custodial	0
Circulation	12,147
Mechanical / Sanitation	2,022

SAVE

- Enter the required data and click **Save**.

### 4.3 Facility List and Inventory – View Inventory

- 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.

#### FLORIDA COLLEGES - INVENTORY LIST

Current Survey: [BROWARD COLLEGE - 1-7](#)

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

SITE LISTING			BUILDING LISTING	ROOM LISTING
Number	Site Description	Name		
11	Special Purpose Center	DOWNTOWN CENTER		

- The BUILDING LISTING tab displays the building information.

#### FLORIDA COLLEGES - INVENTORY LIST

Current Survey: [BROWARD COLLEGE - 1-7](#)

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

SITE LISTING		BUILDING LISTING			ROOM LISTING	
Sites		11-DOWNTOWN CENTER				
Building Number	Building Name	Net Sq Feet	Student Station Count	Gross Sq Feet	Condition Description	Status Description
32	ASKEW TOWER	93405	733	98744	Satisfactory	Permanent
38	CHILLER PLANT	1846	0	2128	Satisfactory	Permanent

- The ROOM LISTING tab displays the room information.



FLORIDA COLLEGES - INVENTORY LIST

Current Survey: [BROWARD COLLEGE - 1-7](#)

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

**SITE LISTING**   **BUILDING LISTING**   **ROOM LISTING**

Sites		Buildings						
11-DOWNTOWN CENTER		32-ASKEW TOWER						
Room Number	ICS Code	Use Code	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	Circulation Area	Code: 0 - Room is not in a joint use facility.
001010	6.00.00000	20	LOBBY	678	0	Satisfactory	Circulation Area	Code: 0 - Room is not in a joint use facility.
001020	6.00.00000	30	TOILET ROOM	121	0	Satisfactory	Mechanical Area And Toilet Room	Code: 0 - Room is not in a joint use facility.
001040	6.00.00000	30	TOILET ROOM	120	0	Satisfactory	Mechanical Area And Toilet Room	Code: 0 - Room is not in a joint use facility.
001100	6.00.00000	620	ART GALLERY	1327	0	Satisfactory	Exhibition	Code: 0 - Room is not in a joint use facility.
001110	6.00.00000	730	STORAGE/LOADING	153	0	Satisfactory	Storage	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	Mechanical Area And Toilet Room	Code: 0 - Room is not in a joint use facility.
001210	6.00.00000	30	MECHANICAL	161	0	Satisfactory	Mechanical Area And Toilet Room	Code: 0 - Room is not in a joint use facility.
001220	6.00.00000	30	MECHANICAL	169	0	Satisfactory	Mechanical Area And Toilet Room	Code: 0 - Room is not in a joint use facility.
001230	6.00.00000	30	MECHANICAL	425	0	Satisfactory	Mechanical Area And Toilet Room	Code: 0 - Room is not in a joint use facility.
001240	6.00.00000	30	TELEPHONE/DATA	180	0	Satisfactory	Mechanical Area And Toilet Room	Code: 0 - Room is not in a joint use facility.
001250	6.00.00000	30	TELEPHONE/DATA	83	0	Satisfactory	Mechanical Area And Toilet Room	Code: 0 - Room is not in a joint use facility.
001260	6.00.00000	30	TELEPHONE/DATA	37	0	Satisfactory	Mechanical Area And Toilet Room	Code: 0 - Room is not in a joint use facility.
001600	6.00.00000	20	ELEVATOR	75	0	Satisfactory	Circulation Area	Code: 0 - Room is not in a joint use facility.
001610	6.00.00000	20	ELEVATOR	75	0	Satisfactory	Circulation Area	Code: 0 - Room is not in a joint use facility.
001620	6.00.00000	20	ELEVATOR	75	0	Satisfactory	Circulation Area	Code: 0 - Room is not in a joint use facility.
001630	6.00.00000	20	ELEVATOR	75	0	Satisfactory	Circulation Area	Code: 0 - Room is not in a joint use facility.
001950	6.00.00000	20	COVERED ENTRANCE	3958	0	Satisfactory	Circulation Area	Code: 0 - Room is not in a joint use facility.
001970	6.00.00000	20	NORTH STAIR	175	0	Satisfactory	Circulation Area	Code: 0 - Room is not in a joint use facility.
001980	6.00.00000	20	SOUTH STAIR	165	0	Satisfactory	Circulation Area	Code: 0 - Room is not in a joint use facility.
001990	6.00.00000	20	EAST STAIR	187	0	Satisfactory	Circulation Area	Code: 0 - Room is not in a joint use facility.
00199A	6.00.00000	20	VESTIBULE	32	0	Satisfactory	Circulation Area	Code: 0 - Room is not in a joint use facility.
002000	6.00.00000	20	ELEVATOR LOBBY	1253	0	Satisfactory	Circulation Area	Code: 0 - Room is not in a joint use facility.
002010	6.00.00000	20	CORRIDOR	330	0	Satisfactory	Circulation Area	Code: 0 - Room is not in a joint use facility.

## 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.

FLORIDA COLLEGES - COLLEGE-WIDE RECOMMENDATIONS

Current Survey: [BROWARD COLLEGE - 1-7](#)  
 Inventory Version: 26.00, Survey Year: 2014-2015, Fall end of term.

COLLEGE-WIDE RECOMMENDATIONS    SITE RECOMMENDATIONS    NEW CONST/REMODEL/RENOVATE

Mark As Complete

List all the costs, in aggregate, for general survey recommendation types that apply to all sites and which do not require a specific educational plant survey recommendation.

No.	Description	Estimated Cost
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.	\$16,000,000
SR.02	Necessary modifications for the physically disabled in existing buildings recommended for continued use as provided for in §255.21 F.S.	\$10,000,000
SR.03	Replacement of roofs at existing facilities as provided in §1.2(55) SREF and §423.12 Florida Building Code.	\$25,000,000
SR.04	Replace or purchase of equipment for existing facilities pursuant to §1.2(55) SREF.	\$40,000,000
SR.05	Provide for sanitation facilities for students, staff, and the public pursuant to §5(1) SREF and §423.2 Florida Building Code.	\$4,000,000
SR.06	Provide for custodial facilities pursuant to §423.20 Florida Building Code.	\$2,000,000
Brian Test BM	Brian Test BM	\$0
SR.07	Naga's Test	\$0
<b>Total</b>		<b>\$ 97,000,000</b>

**SAVE**

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.

FLORIDA COLLEGES - SITE RECOMMENDATIONS

Current Survey: [BROWARD COLLEGE - 1-7](#)

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

COLLEGE-WIDE RECOMMENDATIONS    **SITE RECOMMENDATIONS**    NEW CONST/REMODEL/RENOVATE

Mark As Complete

List, by site, each project that is planned for site improvement and include the anticipated site improvement cost for each recommendation.

**Site**      11 - DOWNTOWN CENTER ▼

**Description**     

**Estimated Cost**            **ADD NEW**

Number	Description	Estimated Cost
11.001	Construct completion of parking spaces with hard surfaces, positive drainage, curbs, gutters, and illumination.	\$5,000,000
11.002	Construct completion of Center-wide irrigations systems, drainage and xeriscaping systems.	\$1,500,000
11.003	Construct completion Center-wide of 1000 lf of covered walkways with illumination. Include connection to new Elevated Metro Rail.	\$1,000,000
11.004	Construct completion of Center-wide exterior signage and directions.	\$750,000
11.005	Construct additions to utilities plant with utilities distributions systems to include ice storage energy efficient HVAC Chiller plant addition.	\$5,000,000

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.

FLORIDA COLLEGES - RECOMMENDATIONS

Current Survey: [BROWARD COLLEGE - 1-7](#)

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

COLLEGE-WIDE RECOMMENDATIONS | **SITE RECOMMENDATIONS** | NEW CONST/REMODEL/RENOVATE

Mark As Complete

List, by site, each new construction, remodeling, or renovation project that is planned during this educational plant survey period. Include the change in GSF, change in NSF, change in student stations, and the estimated cost anticipated for each recommendation.

Site: 11 - DOWNTOWN CENTER \*\* All Facility List information for this Site must be complete before editing Recommendations \*\*

	FTE	Stations Allowed	Current Stations
General Classroom	4,577	2,288	1,850
Non-Vocational	3,617	904	800
Vocational	960	480	387

**Recommendation Suggestions**

\*\*\* Spaces highlighted in yellow are rooms with ICS codes not defined in SREF

ICS Code	Space	Facility List Spaces	Spaces In Inventory	Spaces Recommended In Survey	Difference
1.XX.XXXX	Classroom	74	23	52	1
1.11.04XXX	Biological Sciences	4	0	2	-2
1.11.12XXX	Health Professions	3	0	1	-2
1.11.19XXX	Physical Sciences	4	0	2	-2
1.15.05XXX	Business & Management	4	0	3	-1
1.16.07XXX	Computer & Information Systems	4	0	3	-1
1.18.49XXX	Interdisciplinary	4	0	2	-2
1.23.0301X	Nursing (RN)	2	0	1	-1
1.25.01XXX	Accounting & Computing	4	0	4	0
1.25.02XXX	Business Data Processing	6	0	3	-3
1.11.09XXX	Engineering	4	0	2	-2
1.16.17XXX	Mathematics	2	0	2	0
1.31.1XXXX	College Preparatory	3	0	2	-1
1.23.0302X	Practical Nursing (LPN)	1	0	1	0
1.26.19001	Graphic Arts Technology	2	0	1	-1
1.26.19002	Graphic Design Technology	1	0	1	0

\*\*\* Spaces highlighted in yellow exceed the SREF square footage allocation prescribed by the space needs generation formulas

Auxiliary Space	Sq. Footage Allowed	Existing Sq. Footage	Remodeled Sq. Footage	Rec. Sq. Footage In Survey	Remaining Sq. Footage	% SF Over/Under
Library / Study	45770	0	0	45700	70	0%

- 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.

#### FLORIDA COLLEGES - CO EXPENDITURES BY PROJECT TYPE

Current Survey: [EASTERN FLORIDA STATE COLLEGE - 3-1](#)

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

Mark As Complete

All capital outlay expenditures must be recorded here for each of the five years covered in the current educational plant survey.

<b>Site</b>	1 - COCOA CAMPUS ▼
-------------	--------------------

##### Fund Source Totals

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

##### Fund Expenditures

Fund Name	2020-21 Value	2021-22 Value	2022-23 Value	2023-24 Value	2024-25 Value	5 Year Total
Planning	\$0	\$0	\$0	\$0	\$0	\$0
Land Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Building Construction	\$0	\$0	\$0	\$0	\$0	\$0
Furniture And Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling, Renovation, Maintenance And Repair	\$0	\$0	\$0	\$0	\$0	\$0
Other Structures & Improvements	\$0	\$0	\$0	\$0	\$0	\$0
Library Books And Films	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub Total:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

##### Other-Please Specify

No additional fund expenditures have been added.

**ADD NEW** **SAVE**

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

## 6.2 Funding – Expenditures by Fund Source

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

### FLORIDA COLLEGES - CO EXPENDITURES BY FUND SOURCE

Current Survey: [EASTERN FLORIDA STATE COLLEGE - 3-1](#)

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

Mark As Complete

All capital outlay fund sources must be recorded here for each of the five years covered in the current educational plant survey.

Site 1 - COCOA CAMPUS ▼

#### Fund Expenditure Totals

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

#### Fund Sources

Fund Name	2020-21 Value	2021-22 Value	2022-23 Value	2023-24 Value	2024-25 Value	5 Year Total
Revenue Flowthrough And Interest	\$0	\$0	\$0	\$0	\$0	\$0
Bond Proceeds, SBE Capital Outlay Bonds	\$0	\$0	\$0	\$0	\$0	\$0
State General Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling/Renovation, Maint./Repair, and Site Improvement	\$0	\$0	\$0	\$0	\$0	\$0
Removal Of Asbestos	\$0	\$0	\$0	\$0	\$0	\$0
New Construction	\$0	\$0	\$0	\$0	\$0	\$0
Library, Books and Films	\$0	\$0	\$0	\$0	\$0	\$0
Correction Of Fire Safety Deficiencies	\$0	\$0	\$0	\$0	\$0	\$0
Modification For Physically Handicapped	\$0	\$0	\$0	\$0	\$0	\$0
Correction of Safety-To-Life Deficiencies	\$0	\$0	\$0	\$0	\$0	\$0
Local Funds	\$0	\$0	\$0	\$0	\$0	\$0
Student Capital Fee	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub Total:</b>	\$0	\$0	\$0	\$0	\$0	\$0

#### Other- Please Specify

No additional fund sources have been added.

**ADD NEW** **SAVE**

- 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
<b>Total:</b>		\$0	\$0	\$0	\$0	\$0	\$0

**ADD NEW** **SAVE**

- 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

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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".

**ADD NEW** **SAVE**

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

---

#### 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.

	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
<a href="#">Delete</a>	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.

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#### REQUIRED LOCAL DOCUMENTS

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Current Survey: [EASTERN FLORIDA STATE COLLEGE - 3-1](#)

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

Mark As Complete

Required Local Documents

The following local governments have received a copy of the college's educational plant survey pursuant to Chapter 1013 Florida Statutes

No local government bodies have been added.

ADD NEW
SAVE

---

College Campus Master Plan

Master Plan update on file?  Yes  No

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

1. 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
<a href="#">Select</a>	LAKE-SUMTER STATE COLLEGE	1	1	11/21/2017	Submitted
<a href="#">Select</a>	PALM BEACH STATE COLLEGE	2	1	09/22/2016	Submitted
<a href="#">Select</a>	SANTA FE COLLEGE	2	1	07/19/2017	Submitted
<a href="#">Select</a>	SANTA FE COLLEGE	1	1	02/01/2017	Submitted
<a href="#">Select</a>	SEMINOLE STATE COLLEGE OF FLORIDA	2	1	08/23/2018	Submitted
<a href="#">Select</a>	SOUTH FLORIDA STATE COLLEGE	2	1	06/05/2019	Submitted
<a href="#">Select</a>	STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA	2	1	07/11/2016	Submitted
<a href="#">Select</a>	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.

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

	Project Number	Status	Priority Rank	Site(S)	Description
<a href="#">View</a>	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, domestic water, 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	Installation 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	ANDREWS CENTER	Construction of and improvements to campus utilities infrastructure systems, including power, communications, chilled water, heating hot water, domestic 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.
2.008	ANDREWS CENTER	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, domestic water, and sanitary sewer.

- 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: [EASTERN FLORIDA STATE COLLEGE - 3-1](#)

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

Survey Listing

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

FLORIDA COLLEGES - PROJECT PRIORITY LIST

Current Survey: [EASTERN FLORIDA STATE COLLEGE - 3-1](#)

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

<b>Organization</b>		2--BROWARD COLLEGE					
---------------------	--	--------------------	--	--	--	--	--

  

		PPL Number	Survey Number	Version Number	Status	Open Date	DOE Approved Date
<a href="#">Delete</a>	<a href="#">Select</a>		1	1	In Progress	04/01/2014	

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

### 8.3 Project Priority Lists – Create a Project Priority List

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

#### FLORIDA COLLEGES - ADD PROJECT

Current Survey: [EASTERN FLORIDA STATE COLLEGE - 3-1](#)

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

GENERAL RECOMMENDATION(S)	SITE IMPROVEMENT(S)	RECOMMENDATION(S)
Available General Recommendations		
Check the general recommendations to be associated.		
<input type="checkbox"/>	Recommendation Type	Description
<input type="checkbox"/>	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.
<input type="checkbox"/>	SR.02	Necessary modifications for the physically disabled in existing buildings recommended for continued use as provided for in §255.21 F.S.
<input type="checkbox"/>	SR.03	Replacement of roofs at existing facilities as provided in §1.2(55) SREF and §423.12 Florida Building Code.
<input type="checkbox"/>	SR.04	Replace or purchase of equipment for existing facilities pursuant to §1.2(55) SREF.
<input type="checkbox"/>	SR.05	Provide for sanitation facilities for students, staff, and the public pursuant to §5(1) SREF and §423.2 Florida Building Code.
<input type="checkbox"/>	SR.06	Provide for custodial facilities pursuant to §423.20 Florida Building Code.
Currently Associated with the project		
<input type="checkbox"/>	Recommendation Type	Description
*** No General Recommendations are associated with this project ***		
		<a href="#">NEXT</a>

- 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.

#### FLORIDA COLLEGES - ADD PROJECT

Current Survey: [EASTERN FLORIDA STATE COLLEGE - 3-1](#)

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

GENERAL RECOMMENDATION(S)	SITE IMPROVEMENT(S)	RECOMMENDATION(S)
Available General Recommendations		
Check the general recommendations to be associated.		
<input type="checkbox"/>	Recommendation Type	Description
<input type="checkbox"/>	SR.06	Provide for custodial facilities pursuant to §423.20 Florida Building Code.
Currently Associated with the project		
<input type="checkbox"/>	Recommendation Type	Description
<input type="checkbox"/>	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.
<input type="checkbox"/>	SR.02	Necessary modifications for the physically disabled in existing buildings recommended for continued use as provided for in §255.21 F.S.
<input type="checkbox"/>	SR.03	Replacement of roofs at existing facilities as provided in §1.2(55) SREF and §423.12 Florida Building Code.
<input type="checkbox"/>	SR.04	Replace or purchase of equipment for existing facilities pursuant to §1.2(55) SREF.
<input type="checkbox"/>	SR.05	Provide for sanitation facilities for students, staff, and the public pursuant to §5(1) SREF and §423.2 Florida Building Code.
		<a href="#">NEXT</a>

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

FLORIDA COLLEGES - ADD PROJECT

---

Current Survey: [EASTERN FLORIDA STATE COLLEGE - 3-1](#)  
 Inventory Version: 43.00, Survey Year: 2018-2019, Winter end of term.

GENERAL RECOMMENDATION(S)
SITE IMPROVEMENT(S)
RECOMMENDATION(S)

Choose Site Improvement(s)

Site: COCOA CAMPUS

Available Site Improvements

Check the site improvements to be associated.

<input type="checkbox"/>	Number	Site	Description
<input type="checkbox"/>	1.001	COCOA CAMPUS	test

Currently Associated with the project

<input type="checkbox"/>	Number	Site	Description
NEXT			

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: [EASTERN FLORIDA STATE COLLEGE - 3-1](#)  
 Inventory Version: 43.00, Survey Year: 2018-2019, Winter end of term.

Created by	11/12/2019	PPL Status	In Progress
Board Approval Date:	<input type="text" value="mm/dd/yyyy"/>	DOE Approval Date:	11/12/2019
Project Priority List Number:	1		

			Project Number	Status	Priority Rank	Site(S)	Description
<a href="#">Delete</a>	<a href="#">View</a>	<a href="#">Edit</a>	1	In Progress	A ▾		<input type="text"/>

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
<a href="#">Edit</a>	1	COFTE Projections	Default
<a href="#">Edit</a>	2	Facility List - General Classroom	Active
<a href="#">Edit</a>	3	Facility List - Fine & Applied Arts	Default
<a href="#">Edit</a>	4	Facility List - Non-Vocational Adult Gen & Prep	Active
<a href="#">Edit</a>	5	Facility List - Agricultural	Active
<a href="#">Edit</a>	6	Facility List - Distributive	Active
<a href="#">Edit</a>	7	Facility List - Health Occupations	Active
<a href="#">Edit</a>	8	Facility List - Home Economics	Active
<a href="#">Edit</a>	9	Facility List - Office Occupations	Active
<a href="#">Edit</a>	10	Facility List - Trade and Industrial	Active
<a href="#">Edit</a>	11	Facility List - Public Service	Active
<a href="#">Edit</a>	12	Fund Expenditures	Active
<a href="#">Edit</a>	13	Fund Sources	Active
<a href="#">Edit</a>	14	Capital Outlay Bonds	Active
<a href="#">Edit</a>	15	College-wide Recommendations	Active
<a href="#">Edit</a>	16	Site Recommendations	Active
<a href="#">Edit</a>	17	New Const/Remodel/Renovate	Active
<a href="#">Edit</a>	18	Add New Site	Active
<a href="#">Edit</a>	19	COFTE Projections - College Wide	Active
<a href="#">Edit</a>	20	COFTE Projections - Non-Site Specific	Active
<a href="#">Edit</a>	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
<a href="#">Edit</a>	1	Planning	Default
<a href="#">Edit</a>	2	Land Acquisition	Active
<a href="#">Edit</a>	3	Building Construction	Active
<a href="#">Edit</a>	4	Furniture And Equipment	Active
<a href="#">Edit</a>	5	Remodeling, Renovation, Maintenance And Repair	Active
<a href="#">Edit</a>	6	Other Structures & Improvements	Active
<a href="#">Edit</a>	7	Library Books And Films	Active
<a href="#">Edit</a>	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.

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#### FLORIDA COLLEGES - FUND SOURCE TYPES

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Use the 'Edit' link below to edit source type

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

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#### FLORIDA COLLEGES - GENERAL RECOMMENDATION TYPES

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Use the 'Edit' link below to edit expenditure type

	ID	Name	Description	Status
<a href="#">Edit</a>	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
<a href="#">Edit</a>	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
<a href="#">Edit</a>	3	SR.03	Replacement of roofs at existing facilities as provided in §1.2(55) SREF and §423.12 Florida Building Code.	Active
<a href="#">Edit</a>	4	SR.04	Replace or purchase of equipment for existing facilities pursuant to §1.2(55) SREF.	Active
<a href="#">Edit</a>	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
<a href="#">Edit</a>	6	SR.06	Provide for custodial facilities pursuant to §423.20 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.

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#### FLORIDA COLLEGES - COST PER SQUARE FOOT

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

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

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#### FLORIDA COLLEGES - ICS CODE MAINTENANCE

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Category	Classroom	Subcategory	General Classroom	<b>ADD NEW</b>
<a href="#">Edit</a>	ICS Code	Space Name	SF/Station	Status
	1.XX.XXXXX	Classroom	25	Default

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