

Educational Facilities Information System (EFIS)

**Training Manual for Districts
2020**

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1 Introduction

The Educational Facilities Information System (EFIS) training manual is available to all school districts 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 Single Sign-On(SSO) System. This authorization is accomplished within each district by the District SSO Administrator. Prior to accessing the new system, you will need to contact your District 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: FISH, Survey, Work Plan and Project Tracking.

For example, if an EFIS user only needs access to the FISH Module, the required roles would be user and Fishread or Fishwrite 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 districts are Fishwrite or Fishread, Surveywrite or Surveyread, Workplanwrite or Workplanread, 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.

2. 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.

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

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

HOME ABOUT SUPPORT TUTORIALS

FDOE Single Sign-On

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.

SELECT AN OPTION BELOW TO GET STARTED



4. If your district account is Federated, your organization will be in the organization list, otherwise your district is Hosted.

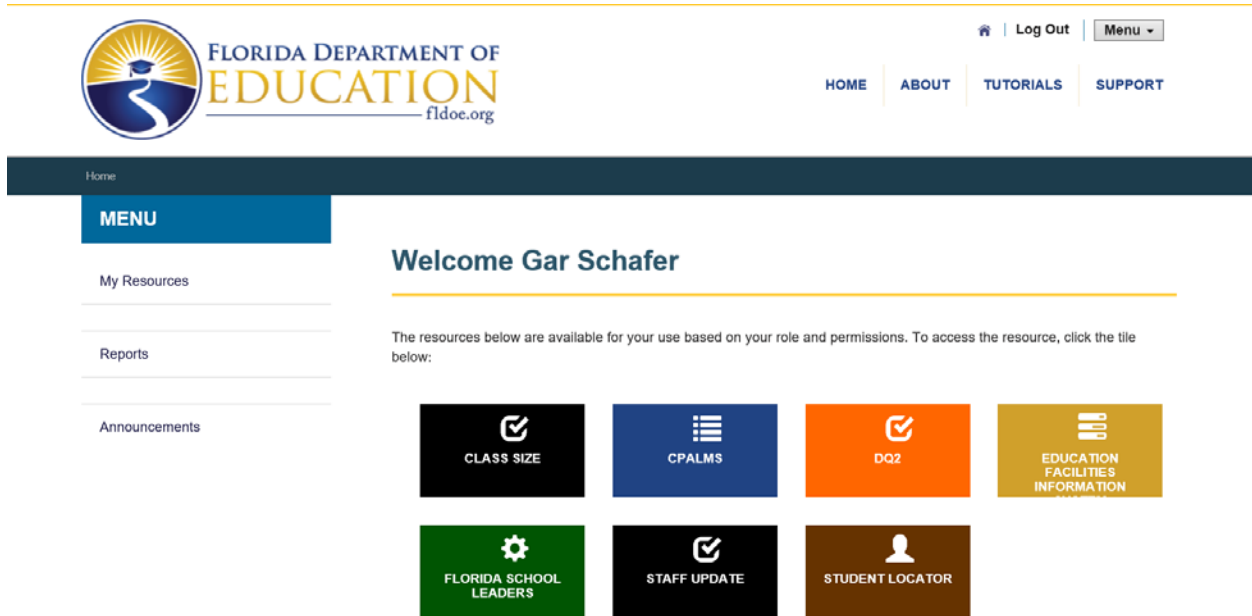


Sign in with one of these accounts

-  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

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

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



- 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 Florida Department of Education's EFIS website. At the top left is the logo for the Florida Department of Education (fldoe.org). To the right of the logo are navigation tabs: HOME, FISH, FIVE YEAR SURVEY, FIVE YEAR WORK PLAN, FLORIDA COLLEGES, PROJECT TRACKING, and REPORTS. Below the tabs is a dark blue header for the 'Educational Facilities Information System'. Underneath this header is an 'Announcements' section. To the left of the announcements is a yellow sidebar. The announcements section contains several boxes: 'FTEs' (Upcoming, this week), 'SURVEY' (Please be aware of expiration dates, with a link to see expiration dates), 'PLEASE CHECK ANY' (PPLs in progress), 'NEW MESSAGE(S)' (Click here to read messages), 'LINKS' (a list of links including Educational Facilities, SREF & The Florida Building Code, Fixed Capital Outlay, Public Schools/Districts, References & Special Programs, International Code Council, and Capital Outlay FTE (COFTE)), and 'FREQUENTLY USED FORMS' (a list of forms including FCO 564 Public School Cost of Construction, FCO 564 Florida Colleges Cost of Construction, 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, and OEF Registration Form).

10. 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
11. 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-ss0@fldoe.org

4 FISH Module

Search Facility

Users can search for a single facility or multiple facilities, and add/edit the data at the facility, parcel, building and room levels via the navigation tab.

1. From the FISH drop down, select **Search Facility**. Click **Search**. A list of facilities will display in a grid.
2. If using the Admin user ID, select the Organization. Click **Search**.

HOME | FISH | FIVE YEAR SURVEY | FIVE YEAR WORK PLAN | COMMUNITY COLLEGES | PROJECT TRACKING | REPORTS

Educational Facilities Information System

SEARCH FACILITIES

Organization	6 - BROWARD COUNTY SCHOOL DISTRICT	Facility Number	<input type="text"/>
Facility Name	<input type="text"/>	Facility Suffix	None - None ▼
Primary Use	None - None ▼	Capital Outlay	None - None ▼
Record Status	Active ▼		

#	Number	Name	Organization	Facility Report
<input type="checkbox"/>	1	DEERFIELD BEACH ELEMENTARY	6 - BROWARD COUNTY SCHOOL DISTRICT	Facility Report
<input type="checkbox"/>	2	POMPANO BEACH MIDDLE	6 - BROWARD COUNTY SCHOOL DISTRICT	Facility Report
<input type="checkbox"/>	3	OAKLAND PARK ELEMENTARY	6 - BROWARD COUNTY SCHOOL DISTRICT	Facility Report

|

|

3. Select a facility or facilities by checking the box(es) next to it.
4. Click **Edit Facility** at the bottom left of the screen. This loads all pertinent data for use in the navigation tabs (MSID, Facility, Parcel, Building and Room).

5. The Edit/Search Facility screen will display.

EDIT/SEARCH FACILITY

ORGANIZATION: BROWARD COUNTY SCHOOL DISTRICT

FACILITY: DEERFIELD BEACH ELEMENTARY

BUILDING: 20

ROOM:

MSID	FACILITY	PARCEL	BUILDING	ROOM	FACILITY FINISH							
Current Facility		1 - DEERFIELD BEACH ELEMENTA		SEARCH								
Organization	6 - BROWARD COUNTY SCHOOL DISTRICT				Facility Suffix	A - STANDARD SCHOOL						
Facility Name	DEERFIELD BEACH ELEMENTARY				Primary Use	1 - VACANT						
Facility Number	1				Capital Outlay	1 - SCHOOL RECOMMENDED FOR CO						
Student Stations	725				Minimum Grade	PK - PRE-K E S E						
Facility Capacity	683				Maximum Grade	PK - PRE-K E S E						
Under Construction?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				Hurricane Shelter?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
Contract Issued	<input type="text" value=""/>				DOE Validation	<input type="text" value=""/>						
Survey	Select Survey		OR <input checked="" type="checkbox"/> Not survey recommended OR previous EFIS system survey		Version	<input type="text" value=""/>						
Add Comments					<table border="1" style="width: 100%; border-collapse: collapse; text-align: left;"> <thead> <tr style="background-color: #0070c0; color: white;"> <th style="width: 60%;">Comment</th> <th style="width: 20%;">User</th> <th style="width: 20%;">Date</th> </tr> </thead> <tbody> <tr> <td>Comment about not survey recommended.</td> <td>Default User</td> <td>01/16/2019 9:00AM</td> </tr> </tbody> </table>		Comment	User	Date	Comment about not survey recommended.	Default User	01/16/2019 9:00AM
Comment	User	Date										
Comment about not survey recommended.	Default User	01/16/2019 9:00AM										
VIEW REPORT REMOVE SAVE RESET CONTINUE												

6. Edit the data and click **Save**.

7. Users can navigate by either using the **Continue** button at bottom right or the navigation tab bar at the top:

MSID	FACILITY	PARCEL	BUILDING	ROOM	FACILITY FINISH
------	----------	--------	----------	------	-----------------

Add a Facility

Users can add a new facility and all of its data.

1. This scenario assumes a parcel is available to associate with the facility.
2. From the FISH drop down, select **Add Facility**. The MSID screen displays.
3. Click **Show Available**.
4. From the left-hand column, select an MSID to be associated with the new facility. The new MSID will display in the right-hand column.
5. Click **Continue** at the bottom right. The Facility screen displays.

MSID	FACILITY	PARCEL	BUILDING	ROOM	FACILITY FINISH
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Organization: 6 - BROWARD COUNTY SCHOOL DISTRICT</p> <p>Facility Name: <input type="text" value="New Broward School"/></p> <p>Facility Number: <input type="text" value="101"/></p> <p>Student Stations: <input type="text"/></p> <p>Facility Capacity: <input type="text"/></p> <p>Under Construction? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Contract Issued: <input type="text" value="01/01/2019"/> </p> </div> <div style="width: 45%;"> <p>Facility Suffix: <input type="text" value="A - STANDARD SCHOOL"/></p> <p>Primary Use: <input type="text" value="1 - VACANT"/></p> <p>Capital Outlay: <input type="text" value="1 - SCHOOL RECOMMENDED FOR CO"/></p> <p>Minimum Grade: <input type="text" value="PK - PRE-K E S E"/></p> <p>Maximum Grade: <input type="text" value="PK - PRE-K E S E"/></p> <p>Hurricane Shelter? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>DOE Validation: <input style="width: 100px;" type="text" value=" / / "/> </p> </div> </div> <hr/> <p>Survey: <input type="text" value="Select Survey"/> OR <input checked="" type="checkbox"/> Not survey recommended OR previous EFIS system survey <input type="text"/> Version: <input type="text"/></p> <p>Add Comments: <input type="text" value="Comment is required when not survey recommended."/></p> <div style="text-align: right; margin-top: 10px;"> RESET CONTINUE </div>					

EFIS Training Manual -- 2020

6. Enter the name of the new facility and enter all required data. Tip! Click **Yes** for Hurricane Shelter. This will allow users to edit shelter information on the building screen.
7. Click **Continue**. The Parcel screen displays.

MSID	FACILITY	PARCEL	BUILDING	ROOM	FACILITY FINISH
Create an association by searching for a parcel. Enter a Parcel number and click the Search button.					
Parcel Number			Street Address		
SEARCH			CLEAR SEARCH		ADD NEW PARCEL
Check the Parcels to be associated.			Currently Associated		
<input type="checkbox"/>	95	dghtty	<input type="checkbox"/>	No parcel association found.	
<input type="checkbox"/>	108	0000 st			
<input type="checkbox"/>	109	234 strr			
<input type="checkbox"/>	112	323 Gaines street			
<input type="checkbox"/>	113	112 str			
<input type="checkbox"/>	114	123 test			
<input type="checkbox"/>	115	u717yui			
<input type="checkbox"/>	117	222 Merlin Way			
<input type="checkbox"/>	118	333 SPOONBILL PLACE			
TOTAL RECORDS: 9					
					CONTINUE

8. Select a parcel and it will display in the right-hand column.
9. If there are no available parcels, click **Add New Parcel**.

MSID	FACILITY	PARCEL	BUILDING	ROOM	FACILITY FINISH
Create an association by searching for a parcel. Enter a Parcel number and click the Search button.					
Parcel Number			Street Address		
SEARCH			CLEAR SEARCH		ADD NEW PARCEL
Check the Parcels to be associated.			Currently Associated		
<input type="checkbox"/>	95	dghtty	<input checked="" type="checkbox"/>	117	222 Merlin Way
<input type="checkbox"/>	108	0000 st			
<input type="checkbox"/>	109	234 strr			
<input type="checkbox"/>	112	323 Gaines street			
<input type="checkbox"/>	113	112 str			
<input type="checkbox"/>	114	123 test			
<input type="checkbox"/>	115	u717yui			
<input checked="" type="checkbox"/>	117	222 Merlin Way			
<input type="checkbox"/>	118	333 SPOONBILL PLACE			
TOTAL RECORDS: 9					
					CONTINUE

10. Click **Continue**. The Building screen displays.

MSID	FACILITY	PARCEL	BUILDING	ROOM	FACILITY FINISH						
Ownership: *	5-SCHOOL BOARD			Ventilation Adequate: *	1-ADEQUATE						
Stories: *	1			Safety Emergency Systems							
Basement Levels: *	0			Fire Sprinklers:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
Year Constructed: *	2019			Horn Fire Alarm:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
Year Demolished:				Voice Fire Alarm:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
Year Modified:				Structural							
Wall Composition: *		1-CONCRETE		Communication Services							
Exterior Wall Finish: *		1-CONCRETE		Educational TV: *	0-NONE						
Corridor: *		0-NONE		Public Phone: *	2-PARTIAL SY STEM						
Hurricane Shelter:		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Intercom: *	2-TWO WAY PARTIAL						
Lighting		Comments									
Lighting Type: *		5-SHIELDED FLORE SCENT		Add comment:							
Lighting Adequate: *		2-INADEQUATE		Comment required when not survey recommended.							
Building Condition		<table border="1"> <thead> <tr> <th>Comment</th> <th>User</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				Comment	User	Date			
Comment	User	Date									
Condition: *	1-SATISFACTORY										
Survey: *	Select Survey			OR <input checked="" type="checkbox"/> Not survey recommended							
		SAVE		CANCEL							

11. Add/edit all required data. Click **Save**. The saved Building displays in grid.

		SAVE	CANCEL	REMOVE	EDIT SHELTER INFO
		EDIT BUILDING	ADD DEFAULT BUILDING	ADD SIMILAR BUILDING	
	Building Number	Building Name	Facility Name	Building Report	
<input type="checkbox"/>	1	Building Name 1	New Broward School	Building Report	

Edit Shelter Info

1. Under the Structural subcategory, select Yes for **Hurricane Shelter**.
 - a. Tip: In order to include a building as a hurricane shelter, the facility must first be designated as a hurricane shelter.
2. Click **Edit Shelter Info**. Add/edit required data and click **Save**.

HURRICANE SHELTER DETAILS

Hurricane Shelter Details

Shelter Capacity: * <input style="width: 100%;" type="text" value="250"/> Shelter Net Sq Ft: * <input style="width: 100%;" type="text" value="2000"/> Description: * <input style="width: 100%;" type="text" value="Hurricane Shelter"/> Pet Friendly: * <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Special Needs Shelter: * <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Special Needs Capacity: <input style="width: 100%;" type="text" value="25"/> Hurricane Hardened: * <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Hurricane Hardened Code Year: <input style="width: 100%;" type="text" value="2019"/> Enhanced Protection Area: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Enhanced Protection Area Code Year: * <input style="width: 100%;" type="text" value="2019"/>
---	--

Comments:

SAVE
CLOSE

3. Click the Room tab.

MSID
FACILITY
PARCEL
BUILDING
ROOM
FACILITY FINISH

Room Number * <input style="width: 100%;" type="text" value="101"/> Room Name <input style="width: 100%;" type="text" value="Room Name 101"/> DCA Number <input style="width: 100%;" type="text" value="IV"/> Condition * <input style="width: 100%;" type="text" value="1 - SATISFACTORY"/> Design Code * <input style="width: 100%;" type="text" value="1 - PRIMARY CLASSROOM (K-3)"/> Actual Use * <input style="width: 100%;" type="text" value="N/A - Not Applicable"/> Actual Use Desc <input style="width: 100%;" type="text"/>	Floor Cover * <input style="width: 100%;" type="text" value="5 - CARPET"/> Floor Location * <input style="width: 100%;" type="text" value="01 - 1ST FLOOR"/> Year Constructed * <input style="width: 100%;" type="text" value="2019"/> Year Modified <input style="width: 100%;" type="text"/> Year Demolished <input style="width: 100%;" type="text"/> Net Sq. Feet * <input style="width: 100%;" type="text" value="1000"/> Student Stations <input style="width: 100%;" type="text" value="25"/>
--	--

Add Comments

ADD DEFAULT ROOM
ADD SIMILAR ROOM
REMOVE
SAVE
RESET
FINISH FACILITY

4. Enter the room number and add/edit data and click **Save**. The new room displays in the grid.

Search Parcel

Users can search for a single or multiple parcels, and add/edit the data.

1. From the FISH drop down, select **Search Parcel**. The Search Parcel menu will display.
2. If using the Admin user ID, select the Organization. Click **Search**.

SEARCH PARCEL

Organization:	1-ALACHUA COUNTY SCHOOL DISTRICT ▼	Parcel Number:	<input type="text"/>
Facility Name:	<input type="text"/>	Street Address:	<input type="text"/>
Facility Number:	<input type="text"/>	City:	<input type="text"/>
Record Status:	Active ▼		

3. Click **Search** and the parcel grid will display. Select a parcel.
4. At the bottom of the page, users can **Edit Parcel**, **Add Parcel**, **Add Building**, **Add Room**, or go to the **Facility** screen.

SEARCH PARCEL

Organization:	1-ALACHUA COUNTY SCHOOL DISTRICT ▼	Parcel Number:	<input type="text"/>
Facility Name:	<input type="text"/>	Street Address:	<input type="text"/>
Facility Number:	<input type="text"/>	City:	<input type="text"/>
Record Status:	Active ▼		

		SEARCH	CANCEL			
Parcel Number	Street Address	City	Facility	Parcel Report		
1	2106 NE 8TH AVENUE	GAINESVILLE	1	Parcel Report		
2	1912 NW 5TH AVENUE	GAINESVILLE	2	Parcel Report		
3	3800 NW 6TH STREET	GAINESVILLE	3	Parcel Report		
4	1108 NW 7TH AVENUE	GAINESVILLE	4	Parcel Report		
5	4401 SE 4TH AVENUE	GAINESVILLE	5	Parcel Report		
6	312 NW 16TH AVENUE	GAINESVILLE	6	Parcel Report		
7	812 NW 34TH STREET	GAINESVILLE	7	Parcel Report		
8	1250 NE 18TH AVENUE	GAINESVILLE	8	Parcel Report		
9	1245 SE 7TH AVENUE	GAINESVILLE	9	Parcel Report		
10	1001 SE 12TH STREET	GAINESVILLE	10	Parcel Report		
..	-----	-----	..			

TOTAL RECORDS: 57

- Select a parcel to edit. Click **Edit Parcel**.
- The Parcel Details screen displays.

PARCEL DETAILS

Current Parcel
1 - 2106 NE 8TH AVENUE ▼

SEARCH

Parcel Details

<p>Organization: * 1-ALACHUA COUNTY SCHOOL DISTRICT ▼</p> <p>Parcel Number: * 1</p> <p>Street Address: * 2106 NE 8TH AVENUE</p> <p>City: * GAINESVILLE</p> <p>State: FL</p> <p>Zip: * 32641 - </p> <p>Acquired: * 01/01/1954 📅</p> <p>Acreage: * 16</p>	<p>Athletic Field: * 1-INCLUDED WITH SITE ▼</p> <p>Building Plan: * 8-COMBINATION OF 1-7 ▼</p> <p>Drainage: * 1-ADEQUATE ▼</p> <p>Fire Code: * 4-4 ▼</p> <p>Landscape: * 2-PARTIALLY DEVELOPED ▼</p> <p>Owner: * 5-SCHOOL BOARD ▼</p> <p>Lease Expiration: ././ 📅</p>
--	--

<p>Parking: * 2-2 ▼</p> <p>Playground: * 1-INCLUDED WITH SITE ▼</p> <p>Police: * 1-CITY ▼</p> <p>Sewage: * 1-PUBLIC ▼</p> <p>Water Source: * 1-PUBLIC ▼</p> <p>Survey: * Select Survey ▼</p>	<p>Add comment:</p> <div style="border: 1px solid #ccc; height: 40px; margin-bottom: 5px;"></div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #0070c0; color: white; padding: 5px; text-align: center;">Comment</td> <td style="background-color: #0070c0; color: white; padding: 5px; text-align: center;">User</td> <td style="background-color: #0070c0; color: white; padding: 5px; text-align: center;">Date</td> </tr> </table>	Comment	User	Date
Comment	User	Date		

TRANSFER PARCEL ⬆

Facility: * 2-1 FINLEY ELEMENTARY ▼	Survey: * Select Survey ▼
---	---

TRANSFER

SAVE
CANCEL
VIEW REPORT
REMOVE

EDIT PARCEL
ADD DEFAULT PARCEL
ADD SIMILAR PARCEL

	Parcel Number	Street Address	City	Facility
☐	1	2106 NE 8TH AVENUE	GAINESVILLE	1
☐	2	1912 NW 5TH AVENUE	GAINESVILLE	2
☐	3	3800 NW 6TH STREET	GAINESVILLE	3
☐	4	1108 NW 7TH AVENUE	GAINESVILLE	4
☐	5	4401 SE 4TH AVENUE	GAINESVILLE	5
☐	6	312 NW 16TH AVENUE	GAINESVILLE	6
☐	7	812 NW 34TH STREET	GAINESVILLE	7
☐	8	1250 NE 18TH AVENUE	GAINESVILLE	8
☐	9	1245 SE 7TH AVENUE	GAINESVILLE	9
☐	10	1001 SE 12TH STREET	GAINESVILLE	10

TOTAL RECORDS: 59

◀
1
2
3
▶

- The parcel details can be edited. Click **Save**.

Add Parcel

Users can add new parcels to the system.

- From the FISH drop down, select **Add Parcel**. The Parcel Details screen displays.

PARCEL DETAILS

Parcel Details

<p>Organization: * <input type="text" value="1-ALACHUA COUNTY SCHOOL DISTRICT"/></p> <p>Parcel Number: * <input type="text"/></p> <p>Street Address: * <input type="text"/></p> <p>City: * <input type="text"/></p> <p>State: <input type="text" value="FL"/></p> <p>Zip: * <input type="text"/></p> <p>Acquired: * <input type="text" value="__/__/__"/></p> <p>Acresage: * <input type="text"/></p>	<p>Athletic Field: * <input type="text" value="0-NO ATHLETIC FACILITY"/></p> <p>Building Plan: * <input type="text" value="0-NONE ON PARCEL"/></p> <p>Drainage: * <input type="text" value="1-ADEQUATE"/></p> <p>Fire Code: * <input type="text" value="5-5"/></p> <p>Landscape: * <input type="text" value="3-NOT DEVELOPED"/></p> <p>Owner: * <input type="text" value="5-SCHOOL BOARD"/></p> <p>Lease Expiration: <input type="text" value="__/__/__"/></p>
---	---

<p>Parking: * <input type="text" value="3-3"/></p> <p>Playground: * <input type="text" value="0-NO PARK/PUBLIC ACCESS"/></p> <p>Police: * <input type="text" value="3-COMBINATION"/></p> <p>Sewage: * <input type="text" value="1-PUBLIC"/></p> <p>Water Source: * <input type="text" value="1-PUBLIC"/></p> <p>Survey: * <input type="text" value="Select Servey"/></p>	<p>Add comment: <input style="width: 100%;" type="text"/></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 33%;">Comment</th> <th style="width: 33%;">User</th> <th style="width: 33%;">Date</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Comment	User	Date			
Comment	User	Date					

	Parcel Number	Street Address	City	Facility
<input type="checkbox"/>	1	2106 NE 8TH AVENUE	GAINESVILLE	1
<input type="checkbox"/>	2	1912 NW 5TH AVENUE	GAINESVILLE	2
<input type="checkbox"/>	3	3800 NW 6TH STREET	GAINESVILLE	3
<input type="checkbox"/>	4	1108 NW 7TH AVENUE	GAINESVILLE	4
<input type="checkbox"/>	5	4401 SE 4TH AVENUE	GAINESVILLE	5
<input type="checkbox"/>	6	312 NW 16TH AVENUE	GAINESVILLE	6
<input type="checkbox"/>	7	812 NW 34TH STREET	GAINESVILLE	7
<input type="checkbox"/>	8	1250 NE 18TH AVENUE	GAINESVILLE	8
<input type="checkbox"/>	9	1245 SE 7TH AVENUE	GAINESVILLE	9
<input type="checkbox"/>	10	1001 SE 12TH STREET	GAINESVILLE	10

TOTAL RECORDS: 59

- Enter required data. The Parcel Number will be automatically generated.
- Parcels can also be added by using the **Add Default Parcel** and **Add Similar Parcel**.
 - Add Default Parcel** – Clicking this button will automatically populate the fields with standard parcel data. The data can be changed to meet the user’s requirements.

- Enter all required data and click **Save**.
 - **Add Similar Parcel** – This button allows users to add a new parcel with data settings that are the same or similar to that of an *existing* parcel.
 - Select an *existing* parcel from the grid.
 - Click **Add Similar Parcel**. The system will automatically pull the data from the existing parcel and populate it for the new parcel.
 - Data can be left as is or edited. Click **Save**.
- 4. Click **Save**. The parcel displays in the grid.

Search Building

Users can search for one or multiple buildings in an existing facility and edit the data.

1. From the FISH drop down, select **Search Building**. The Search Building screen displays.
2. If using the Admin user ID, select the Organization. Click **Search**.
3. Click **Search** and the building grid will display.

SEARCH BUILDING

<p>Organization: 1-ALACHUA COUNTY SCHOOL DISTRICT ▼</p> <p>Facility Name: <input type="text"/></p> <p>Facility Number: <input type="text"/></p> <p>Parcel Number: <input type="text"/></p> <p>Building Number: <input type="text"/></p> <p>Building Name: <input type="text"/></p> <p>Year Constructed: <input type="text"/></p> <p>Year Modified: <input type="text"/></p>	<p>Composition Code: None ▼</p> <p>Wall Finish Code: None ▼</p> <p>Record Status: Active ▼</p>
---	---

		SEARCH	CANCEL		
Building Number	Building Name	Facility Name		Building Report	
<input type="checkbox"/>	1	Building Number 00001	A L MEBANE MIDDLE		Building Report
<input type="checkbox"/>	2	Building Number 00002	A L MEBANE MIDDLE		Building Report
<input type="checkbox"/>	3	Building Number 00003	A L MEBANE MIDDLE		Building Report
<input type="checkbox"/>	4	Building Number 00004	A L MEBANE MIDDLE		Building Report
<input type="checkbox"/>	5	Building Number 00005	A L MEBANE MIDDLE		Building Report
<input type="checkbox"/>	6	Building Number 00006	A L MEBANE MIDDLE		Building Report
<input type="checkbox"/>	7	Building Number 00007	A L MEBANE MIDDLE		Building Report
<input type="checkbox"/>	8	Building Number 00008	A L MEBANE MIDDLE		Building Report
<input type="checkbox"/>	9	Building Number 00009	A L MEBANE MIDDLE		Building Report
<input type="checkbox"/>	10	Building Number 00010	A L MEBANE MIDDLE		Building Report
				TOTAL RECORDS: 559	

- Select one or more buildings and click **Edit Building**. The Edit/Search screen displays.

EDIT/SEARCH FACILITY

ORGANIZATION: ALACHUA COUNTY SCHOOL DISTRICT | FACILITY: 17-A L MEBANE MIDDLE | PARCEL: 18 | BUILDING: 1 | ROOM:

MSID	FACILITY	PARCEL	BUILDING	ROOM	FACILITY FINISH
Current Building: 1 - Building Number 00001					
Building Details					
Building			Cooling/Heating		
Parcel: *	18 - 164010 NW 140TH STREET		Cooling: *	3-INDIVIDUAL UNITS	
Building Number: *	1		Heat Capacity: *	1-ADEQUATE	
Building Name:	Building Number 00001		Heat Distribution: *	12-INDIVIDUAL UNIT REVERSE CYCLE	
Building Use: *	5-MIDDLE		Heat Source: *	3-ELECTRIC	
Ownership: *	5-SCHOOL BOARD		Ventilation Adequate: *	1-ADEQUATE	
Stories: *	1		Safety Emergency Systems		
Basement Levels: *	0		Fire Sprinklers:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Year Constructed: *	1962		Horn Fire Alarm:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Year Demolished:			Voice Fire Alarm:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Year Modified:					

- If multiple buildings were selected, users can toggle between them with the **Current Building** drop down.
- Select one building from the drop down and edit the data. Click **Save**.

Add Building

Users can add one or multiple buildings to an existing facility.

- From the FISH drop down, select **Add Building**.
- If using the Admin ID, select an Organization. Click **Search**.
- The Search Facilities screen displays.

SEARCH FACILITIES

Organization: 1 - ALACHUA COUNTY SCHOOL DISTRICT Facility Name: <input type="text"/> Primary Use: None - None Record Status: Active	Facility Number: <input type="text"/> Facility Suffix: None - None Capital Outlay: None - None
--	--

SEARCH CLEAR

#	Number	Name	Organization	Facility Report
<input type="checkbox"/>	1	DUVAL EARLY LEARNING ACADEMY	1 - ALACHUA COUNTY SCHOOL DISTRICT	Facility Report
<input type="checkbox"/>	2	JJ FINLEY ELEMENTARY	1 - ALACHUA COUNTY SCHOOL DISTRICT	Facility Report
<input type="checkbox"/>	3	STEPHEN FOSTER ELEMENTARY	1 - ALACHUA COUNTY SCHOOL DISTRICT	Facility Report

4. Select a facility and click **Edit Facility**. The Edit/Search Facility screen displays. Click on the **Building** tab and the Building Details screen displays.

The screenshot shows the 'Building Details' screen with the following data:

Building		Cooling/Heating	
Parcel: *	1 - 2106 NE 8TH AVENUE	Cooling: *	1-CENTRAL
Building Number: *	7	Heat Capacity: *	1-ADEQUATE
Building Name:		Heat Distribution: *	1-CENTRAL HOT AIR
Building Use: *	1-VACANT	Heat Source: *	3-ELECTRIC
Ownership: *	5-SCHOOL BOARD	Ventilation Adequate: *	1-ADEQUATE
Stories: *	1		
Basement Levels: *	0		
Year Constructed: *	2019		
Year Demolished:			
Year Modified:			

Safety Emergency Systems

- Fire Sprinklers: Yes No
- Horn Fire Alarm: Yes No
- Voice Fire Alarm: Yes No

5. Enter data for the new building and click **Save**.
6. Buildings can also be added by using the **Add Default Building** and **Add Similar Building**.
 - a. **Add Default Building** – Clicking this button will automatically populate the fields with standard building data. The data can be changed to meet the user's requirements.
 - i. Enter all required data and click **Save**.
 - b. **Add Similar Building** – This button allows users to add a new building with data settings that are the same or similar to that of an *existing* building.
 - i. Select an *existing* building from the grid.
 - ii. Click **Add Similar Building**. The system will automatically pull the data from the existing building and populate it for the new building.
 - iii. Data can be left as is or edited. Click **Save**.

Search Room

Users can search for one or multiple rooms in an existing facility and edit the data.

1. From the FISH drop down, select **Search Room**.
2. The Search Building screen displays.
3. If using the Admin ID, select an Organization. Click **Search** and the room grid will display.

SEARCH ROOM

Organization	1 - ALACHUA COUNTY SCHOOL DISTRICT	Year Constructed	
Facility Name		Year Modified	
Facility Number		Condition Code	None - None
Parcel Number		Floor Location	None - None
Building Number		Structure Type	None - None
Room Number		Wall Finish Code	None - None
Room Name		Design Code	None - None
Record Status	Active		

Number	Name	Building Number	Facility Name	Room Report
091	Headstart Administration	99	MARJORIE K RAWLINGS ELEMENTARY	Room Report
160	Restrooms	99	HORIZON CENTER	Room Report
161	Food Processing	99	HORIZON CENTER	Room Report
162	Food Processing	99	HORIZON CENTER	Room Report
163	Restrooms	99	HAWTHORNE STADIUM	Room Report
106		99	FORT CLARKE MIDDLE	Room Report
107		99	FORT CLARKE MIDDLE	Room Report
095	PE Storage	99	W TRAVIS LOFTEN SENIOR HIGH	Room Report
044		99	HORIZON CENTER	Room Report
025	Storage	99	CAMP CRYSTAL LAKE	Room Report

TOTAL RECORDS: 11,894

« < 1 2 3 4 5 6 7 ... 476 > »

4. Select a room.
5. Click **Edit Room** at bottom of screen. Edit data and click **Save**.

View COFTE

Users can view the COFTE costs for each facility.

1. From the FISH drop down, select **View COFTE**. Search Facilities screen displays.
2. If using the Admin ID, select an Organization and click **Search**.

SEARCH FACILITIES

Organization 6 - BROWARD COUNTY SCHOOL DISTRICT Facility Name <input type="text"/> Primary Use None - None ▼ Record Status Active ▼	Facility Number <input type="text"/> Facility Suffix None - None ▼ Capital Outlay None - None ▼
--	--

SEARCH
CLEAR

#	Number	Name	Organization	Facility Report
<input type="checkbox"/>	1	DEERFIELD BEACH ELEMENTARY	6 - BROWARD COUNTY SCHOOL DISTRICT	Facility Report
<input type="checkbox"/>	2	POMPANO BEACH MIDDLE	6 - BROWARD COUNTY SCHOOL DISTRICT	Facility Report
<input type="checkbox"/>	3	OAKLAND PARK ELEMENTARY	6 - BROWARD COUNTY SCHOOL DISTRICT	Facility Report
<input type="checkbox"/>	4	NORTH SIDE ELEMENTARY	6 - BROWARD COUNTY SCHOOL DISTRICT	Facility Report
<input type="checkbox"/>	6	HOLLYWOOD HILLS ELEMENTARY	6 - BROWARD COUNTY SCHOOL DISTRICT	Facility Report
<input type="checkbox"/>	7	HOLLYWOOD CENTRAL ELEMENTARY	6 - BROWARD COUNTY SCHOOL DISTRICT	Facility Report
<input type="checkbox"/>	8	GULFSTREAM EARLY CHILDHOOD CENTER OF EXCELLENCE	6 - BROWARD COUNTY SCHOOL DISTRICT	Facility Report
<input type="checkbox"/>	9	RIVERLAND ELEMENTARY	6 - BROWARD COUNTY SCHOOL DISTRICT	Facility Report
<input type="checkbox"/>	10	WEST HOLLYWOOD ELEMENTARY	6 - BROWARD COUNTY SCHOOL DISTRICT	Facility Report
<input type="checkbox"/>	11	SOUTH BROWARD SENIOR HIGH	6 - BROWARD COUNTY SCHOOL DISTRICT	Facility Report

TOTAL RECORDS: 253

«
<
1
2
3
4
5
6
7
...
11
>
»
Go to Page

Edit Facility
|
Add Parcel
|
View COFTE Info

3. Select a facility and click **View COFTE Info**. The Facility COFTE screen displays with costs per grade.

FACILITY COFTE

Current Facility	2 - POMPANO BEACH MIDDLE ▼
-------------------------	----------------------------

SEARCH

School Year	2017-2018 ▼
--------------------	-------------

Grade	COFTE
06	385.00
07	351.50
08	338.50

5 Five Year Survey Module

Facility List Planning Tool

Provides users with a tool to estimate facility needs for a survey. The Planning Tool is intended to be used prior to creating a survey. It is not tied to a survey and the data cannot be saved.

- From the Five Year Survey drop down, select **Facility List Planning Tool**.

SURVEY - FACILITY LIST PLANNING TOOL

Level	1 - VACANT	Min Grade	PK	Max Grade	PK
Target Number of Stations		Gross Sq. Feet		Total Stations	
Utilization		Total Capacity		Acres Required	

- Enter required data and click **PLAN**.
- The planning tool screen displays.

SURVEY - FACILITY LIST PLANNING TOOL

Level	4 - ELEMENTARY	Min Grade	KG	Max Grade	05
Target Number of Stations	0	Gross Sq. Feet	10,480	Total Stations	25
Utilization	1.000	Total Capacity	25	Acres Required	4

Spaces	Design	Grades	Description	NSF/Space	Total NSF	Cap./Space	Total Stns.	Total GSF
0	1	PK - 03	PRIMARY CLASSROOM (K-3)	882	0	18	0	0
	808		MATERIAL STORAGE	100	0	0	0	0
	811		OUTSIDE STORAGE	50	0	0	0	0
	813		STUDENT STORAGE	40	0	0	0	0
	814		STUDENT RESTROOM (BOTH SEXES)	60	0	0	0	0
0	2	04 - 08	INTERMEDIATE/MIDDLE CLASSROOM (4-8)	858	0	22	0	0
	808		MATERIAL STORAGE	100	0	0	0	0
	811		OUTSIDE STORAGE	50	0	0	0	0
	815	06 - 12	STUDENT RESTROOM (MALE)	35	0	0	0	0
1	1000	04 - 11	TEST DES	138	138	6	0	175
	920		RESIDENCE GARAGE	0	0	0	0	0
	921		RESIDENCE SUN DECK	0	0	0	0	0
	923		RESIDENCE BASEMENT	0	0	0	0	0
0	456	PK - 11	DDDESC	0	0	0	0	0
	919		RESIDENCE LIVING ROOM	0	0	0	0	0
	920		RESIDENCE GARAGE	0	0	0	0	0
	921		RESIDENCE SUN DECK	0	0	0	0	0
	922		RESIDENCE DINING	0	0	0	0	0
	923		RESIDENCE BASEMENT	0	0	0	0	0

- Enter the data for number of spaces and click **Recalculate** at the bottom of the page. This can be done multiple times until the user is ready to create a survey and enter their data as a facility list.

Add Facility Lists

Users can add facility lists for their district.

1. From the Five Year Survey drop down, select **Add Facility Lists**.
2. If using the Admin ID, select an Organization.

SURVEY - CREATE A FACILITY LIST

<p>Organization ▼</p> <p>1 - ALACHUA COUNTY SCHOOL DISTRICT</p>	<p>Survey ▼</p> <p>Survey 4 . 9 -- 08/22/2019</p>
<p><input checked="" type="radio"/> Create a Blank Facility List:</p> <p>Min Grade ▼</p> <p>KG</p>	<p>Facility Use ▼</p> <p>4 - ELEMENTARY</p> <p>Max Grade ▼</p> <p>05</p>

CREATE
CLEAR

3. Enter required data and click **Create**. The Facility List Details screen displays.

SURVEY - FACILITY LIST DETAILS

1 - ALACHUA COUNTY SCHOOL DISTRICT				Survey Number:	
Level ▼	Min Grade ▼			Max Grade ▼	
4 - ELEMENTARY	KG			05	
Target Number of Stations	<input type="text" value="0"/>	Gross Sq. Feet	9,342	Total Stations	25
Utilization	1.000	Total Capacity	25	Acres Required	4

Spaces	Design	Grades	Description	NSF/Space	Total NSF	Cap./Space	Total Stns.	Total GSF
0	315	PK - VE	TEACHER PLANNING OFFICE	40	0	2	0	0
0	316	PK - VE	TEACHER LOUNGE/DINING	8	0	2	0	0
0	330	PK - VE	CUSTODIAL RECEIVING	30	0	2	0	0
0	333	PK - VE	FLAMMABLE STORAGE	155	0	0	0	0
0	334	PK - VE	CUSTODIAL EQUIPMENT STORAGE	500	0	0	0	0
0	340	PK - VE	DINING AREA	80	0	2	0	0
0	341	PK - VE	KITCHEN & SERVING AREA	88	0	2	0	0
0	349	PK - VE	KITCHEN CHAIR STORAGE	4	0	1	0	0
0	361	PK - VE	MULTIPURPOSE ROOM (DINING)	62	0	2	0	0
0	362	PK - VE	MULTIPURPOSE ROOM CHAIR STORAGE	4	0	2	0	0
0	363	PK - VE	STAGE	990	0	1	0	0
0	364	PK - VE	STAGE STORAGE	10	0	2	0	0
0	365	PK - VE	STAGE DRESSING ROOM (MALE)	5	0	1	0	0
0	366	PK - VE	STAGE DRESSING ROOM (FEMALE)	5	0	1	0	0
0	367	PK - VE	CONTROL BOOTH/PROJECTION ROOM	100	0	1	0	0
0	368	PK - VE	TEXTBOOK STORAGE	7	0	1	0	0
0	380	PK - VE	LIBRARY (READING ROOM/STACKS)	74	0	2	0	0
0	381	PK - VE	MEDIA TECHNICAL PROCESSING	8	0	2	0	0
0	382	PK - VE	PROFESSIONAL LIBRARY	8	0	2	0	0
0	383	PK - VE	AUDIO VISUAL STORAGE	12	0	2	0	0
0	384	PK - VE	PERIODICAL STORAGE	4	0	2	0	0
0	385	PK - VE	CLOSED CIRCUIT TV LAB	14	0	2	0	0
0	386	PK - VE	CLOSED CIRCUIT STORAGE	10	0	2	0	0
0	387	PK - VE	MEDIA PRODUCTION LAB	10	0	2	0	0
0	388	PK - VE	MEDIA COPYING ROOM	4	0	2	0	0
0	389	PK - VE	MEDIA SMALL GROUP ROOM	2	0	1	0	0
0	390	PK - VE	MEDIA GROUP PROJECTS/INSTRUCTION	10	0	2	0	0
0	391	PK - VE	MEDIA MAINTENANCE/REPAIR	2	0	1	0	0

SAVE AND RECALCUATE
RESET
CANCEL

4. Enter number of spaces and click **Save and Recalculate**. **Target Number of Stations**, **Gross Sq. Feet** and **Total Stations** will display recalculated results.

View Facility Lists

Users can view and edit existing facility lists.

1. From the Five Year Survey drop down, select **View Facility Lists**. The Facility Lists screen displays.
2. If using the Admin ID, select an Organization.

SURVEY - FACILITY LISTS

Organization: 1 - ALACHUA COUNTY SCHOOL DISTRICT | Survey: Survey 4 . 9 -- 08/22/2019

SEARCH

Create User: _____ Create Time: _____ Update User: _____ Update Time: _____

3. Select the appropriate survey number and click **Search**. The screen displays all available lists for that survey.

Organization: **6 - BROWARD COUNTY SCHOOL DISTRICT** | Survey: Survey 4 . 19 -- 09/27/2019

SEARCH

		Facility Use	Min. Grade	Max. Grade
Delete	Select	MIDDLE	GRADE 6	GRADE 8
Delete	Select	ELEMENTARY	PRE-K E S E	GRADE 5
Delete	Select	SENIOR HIGH	GRADE 9	GRADE 12
Delete	Select	COMBINATION	PRE-K E S E	GRADE 8
Delete	Select	EXCEPTIONAL STUDENT	KINDERGARTEN	GRADE 12
Delete	Select	VOCATIONAL TECHNICAL	VOCATIONAL EDUCATION	VOCATIONAL EDUCATION
Delete	Select	ALTERNATIVE EDUCATION	KINDERGARTEN	GRADE 12
Delete	Select	ELEMENTARY	PRE-K E S E	GRADE 3

4. Click **Select** next to one of the facilities and the facility list details screen displays.

SURVEY - FACILITY LIST DETAILS

6 - BROWARD COUNTY SCHOOL DISTRICT | Survey Number: **4.19**

Level: 4 - ELEMENTARY | Min Grade: PK | Max Grade: 05

Target Number of Stations: 1816 | Gross Sq. Feet: **251,998** | Total Stations: **1,816**

Utilization: **1.000** | Total Capacity: **1,816** | Acres Required: **21**

Spaces	Design	Grades	Description	NSF/Space	Total NSF	Cap./Space	Total Stns.	Total GSF
55	1	PK - 03	PRIMARY CLASSROOM (K-3)	882	48,510	18	990	61,607
33	2	04 - 08	INTERMEDIATE/MIDDLE CLASSROOM (4-8)	858	28,314	22	726	35,958
5	10	PK - 03	PRIMARY SKILLS LAB (K-3)	882	4,410	18	0	5,600
0	11	04 - 08	INTERMEDIATE/MIDDLE SKILLS LAB (4-8)	858	0	22	0	0
2	13	PK - 05	ELEMENTARY P E STORAGE	315	630	1	0	800
1	14	PK - 05	ELEMENTARY COVERED PLAY AREA	6,516	6,516	181	0	8,275
0	20	04 - 08	INTERMEDIATE/MIDDLE SCIENCE DEMO (4-8)	814	0	22	0	0
0	21	04 - 08	INTERMEDIATE/MIDDLE SCIENCE LAB (4-8)	1,122	0	22	0	0
12	40	PK - 12	RESOURCE ROOM	290	3,480	10	0	4,419
4	50	PK - 05	ART - ELEMENTARY	1,000	4,000	22	0	5,080

5. You can **Save**, **Recalculate**, **Reset** or **Cancel**.

Create a Whole New Survey

Users can create a whole new survey.

1. From the Five Year Survey drop down, select **Add Survey**. The create survey screen displays.

CREATE SURVEY

Organization 6 - BROWARD COUNTY SCHOOL DISTRICT

Create a Whole New Survey
 Create a Spot Survey (from Survey 4, Version 16)

FISH Confirmation: Once a survey has been created, the FISH data imported into it cannot be updated. Checking this box is your certification that all FISH data is up to date. You must make any needed FISH updates and check this box before creating a new survey.

CREATE
CANCEL

2. Select **Create a Whole New Survey** or **Spot Survey**. Tip! If you create a Whole New Survey, it could take 1-2 minutes.
3. Check the FISH confirmation box. Click **Create**. The Edit Survey Details screen displays.

EDIT SURVEY DETAILS

ORGANIZATION: BROWARD COUNTY SCHOOL DISTRICT | SURVEY NUMBER: 4 | VERSION: 1 [SPOT SURVEY VERSIONS](#)

SURVEY DETAILS	RECOMMENDATIONS	RECOMMENDATION DETAILS	STUDENT MEMBERSHIP	LONG RANGE PLANNING	CHECK SURVEY
Survey Number: 4 Survey Version: 19 Status: Active Pending		Submission Date: 09/27/2019 11:24AM Survey Creation Time: 09/27/2019 11:24AM DOE Approval Date:			
Description: <input type="text"/> Survey Open Date: 09/27/2019 <input type="button" value="Calendar"/> Board Approval Date: <input type="text"/> <input type="button" value="Calendar"/> Survey Expiration Date: 06/30/2020 DVE768 Approval Date: 06/04/2015 <input type="button" value="Calendar"/>		District Contact Information Name: Sandra Garzon Phone: (754) 321-1932 Ext: <input type="text"/> Email: sandra.garzon@browardschools.com			
Survey Participants First Name: <input type="text"/> Last Name: <input type="text"/> Company (Optional): <input type="text"/>		Add Comments: <input style="width: 100%;" type="text"/>			
SURVEY NOTES ▼					
SAVE DETAILS RESET DETAILS CHECK PLACE ON HOLD RETURN TO SURVEY LIST					
Create User: EFIS District		Create Time: 09/27/2019 11: 24AM		Update User: EFIS District	
				Update Time: 09/27/2019 11: 24AM	

4. Enter the required details for Survey and click **Save Details**.
5. Click on the **Recommendations** navigation tab at top. The Recommendations screen displays.

EDIT SURVEY DETAILS

ORGANIZATION: BROWARD COUNTY SCHOOL DISTRICT | SURVEY NUMBER: 4 | VERSION: 19 [SPOT SURVEY VERSIONS](#)

SURVEY DETAILS | **RECOMMENDATIONS** | RECOMMENDATION DETAILS | STUDENT MEMBERSHIP | LONG RANGE PLANNING | CHECK SURVEY

Facility: ATLANTIC WEST ELEMENTARY [ADD NEW FACILITY](#)

Address: 301 NW 69TH TERRACE City: MARGATE

Projected Student Membership

PK-3	400
4-8	200
9-12	0

Recommendation Classifications

Capital Outlay: 1-SCHOOL RECOMMENDED FOR CONTINUED U: ▼

Facility Use: 4-ELEMENTARY ▼

Low Grade: PK-PRE-K E S E ▼

High Grade: 05-GRADE 5 ▼

District Comment:

Survey Comment: Renovation projects, Safety/Security and Technology are funded by General Obligation Bond (GOB), as per 2014 Facility Condition Assessment - Campus Summary. ▲

Site Improvements

6. Users can view data for a select facility by choosing it from the **Facility** drop down.
7. Enter the required data and click **Save Details**.
8. Click on the **Recommendation Details** tab. The Recommendation Details screen displays.

EDIT SURVEY DETAILS

ORGANIZATION: BROWARD COUNTY SCHOOL DISTRICT | SURVEY NUMBER: 4 | VERSION: 19 [SPOT SURVEY VERSIONS](#)

SURVEY DETAILS | **RECOMMENDATIONS** | **RECOMMENDATION DETAILS** | STUDENT MEMBERSHIP | LONG RANGE PLANNING | CHECK SURVEY

Facility: ATLANTIC WEST ELEMENTARY

Recommendation Suggestions

Design	Description	Facility List Spaces	Spaces In FISH	Spaces Recommended In Survey +/-	Difference
368	TEXTBOOK STORAGE	1	1	0	0
380	LIBRARY (READING ROOM/STACKS)	1	1	0	0
381	MEDIA TECHNICAL PROCESSING	1	1	0	0
382	PROFESSIONAL LIBRARY	1	0	0	-1
383	AUDIO VISUAL STORAGE	1	2	0	1
384	PERIODICAL STORAGE	1	0	0	-1
385	CLOSED CIRCUIT TV LAB	1	0	0	-1
386	CLOSED CIRCUIT STORAGE	1	0	0	-1
387	MEDIA PRODUCTION LAB	1	0	0	-1
388	MEDIA COPYING ROOM	1	0	0	-1
389	MEDIA SMALL GROUP ROOM	1	0	0	-1

- Select the **Student Membership** tab. The Student Membership screen will display.

EDIT SURVEY DETAILS

ORGANIZATION: BROWARD COUNTY SCHOOL DISTRICT | SURVEY NUMBER: 4 | VERSION: 19 [SPOT SURVEY VERSIONS](#)

SURVEY DETAILS | RECOMMENDATIONS | RECOMMENDATION DETAILS | **STUDENT MEMBERSHIP** | LONG RANGE PLANNING | CHECK SURVEY

Filter: Elementary School: ▾

Facility Recommendations:

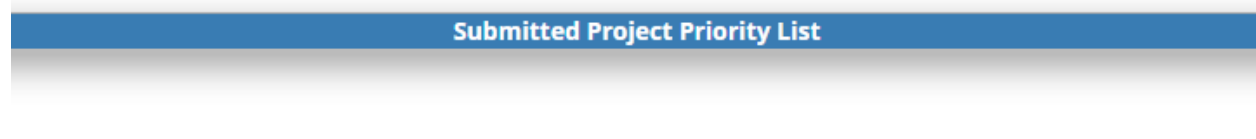
Facility	PK-3 Projected	4-8 Projected	9-12 Projected	PK-3 IN	4-8 IN	9-12 IN	PK-3 OUT	4-8 OUT	9-12 OUT	PK-3 Recom.	4-8 Recom.	9-12 Recom.	Total COFTE	Existing Stations	Pos. Remod. Stations	Neg. Remod. Stations	New Const. Stations	Total Stations	Util. Factor	Recom. Capacity	Year- Round Capacity
ATLANTIC WEST ELEMENTARY	400	200	0	0	0	0	0	0	0	400	200	0	600	1,009	0	-250	0	759	1.00	759	910
BANYAN ELEMENTARY	350	230	0	0	0	0	0	0	0	350	230	0	580	831	0	0	0	831	1.00	831	997
Total: Out Of:	750 63,871	430 76,063	0 59,851	0	0	0	0	0	0	750	430	0	1,180	1,840	0	-250	0	1,590		1,590	1,907

- Enter required data and click **Save Changes**.
- Click on the **Check Survey** tab. The system will automatically determine where there is missing data on the other screens by displaying “Go to Error Page” links.
- Click on any of the “Go to Error Page” links and the user will be taken to that screen which is missing data.
- Check the “I acknowledge” box and click **Submit Survey for DOE Approval**.

Submitted Project Priority Lists

For Administrator use only; districts cannot view this tab. It lists the PPLs which have been submitted to DOE for review and approval.

- From the Five Year Survey drop down, select **Submitted Project Priority Lists**.



	District Name	Open Date	Status
Select	ALACHUA COUNTY SCHOOL DISTRICT	05/20/2019	Submitted
Select	BRADFORD COUNTY SCHOOL DISTRICT	09/25/2019	Submitted
Select	BROWARD COUNTY SCHOOL DISTRICT	10/22/2019	Submitted
Select	BROWARD COUNTY SCHOOL DISTRICT	09/27/2019	Submitted
Select	BROWARD COUNTY SCHOOL DISTRICT	10/21/2019	Submitted
Select	BROWARD COUNTY SCHOOL DISTRICT	10/21/2019	Submitted
Select	BROWARD COUNTY SCHOOL DISTRICT	10/22/2019	Submitted

1. Click on **Select** next to a submitted PPL. The PPL screen displays.

Submitted Project Priority List

ORGANIZATION: ALACHUA COUNTY SCHOOL DISTRICT

Board Approval Date:

Project Priority List Number:

Project Number	Priority Rank	Facility	Survey Number	Version Number	Capital Outlay	Grades	Description	Total Cost
12	1	A LMEBANE MIDDLE	4	1	C-1	06 - 08	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting... View	\$706,356.00

[CANCEL](#)

2. Under the Description column, users can click on **View** to see the Description Details.

Description Details

Building
Parcel 5-Building Number 00099-99

Construction Type
Remodeling

Priority Year
2020 - 2021

Rooms removed/retasked

Room #	Design	NSF	Station Count
042	21-INTERMEDIATE/MIDDLE SCIENCE LAB (4-8)	1,104	22
042A	808-MATERIAL STORAGE	141	0
043	21-INTERMEDIATE/MIDDLE SCIENCE LAB (4-8)	1,082	22
043A	808-MATERIAL STORAGE	154	0
044	2-INTERMEDIATE/MIDDLE CLASSROOM (4-8)	1,000	22
044A	814-STUDENT RESTROOM (BOTH SEXES)	57	0
044B	315-TEACHER PLANNING OFFICE	116	0
044C	808-MATERIAL STORAGE	61	0
046	840-VOCATIONAL RELATED CLASSROOM	864	25
046A	702-MECHANICAL ROOM	23	0
046B	808-MATERIAL STORAGE	46	0
047	822-PUBLIC USE RESTROOM (MALE)	368	0
047A	308-GENERAL SCHOOL STORAGE	152	0
047B	823-PUBLIC USE RESTROOM (FEMALE)	275	0
047C	823-PUBLIC USE RESTROOM (FEMALE)	62	0
047D	808-MATERIAL STORAGE	53	0
075	704-SUSPENSION/DETENTION	696	20
075A	814-STUDENT RESTROOM (BOTH SEXES)	40	0

Design added

# of Spaces	Design	NSF	Station Count
-------------	--------	-----	---------------

3. Click **Cancel** and the Submitted PPL screen displays.

Create a Project Priority List

Users can create new project priority lists.

1. From the Five Year Survey drop down, select **Create a Project Priority List**.

Add Project Priority List

Organization **6 - BROWARD COUNTY SCHOOL DISTRICT**

	Number	Version	Survey Open Date
+	4	16	11/07/2018 12:00:00 AM
+	4	15	04/10/2018 12:00:00 AM
+	4	14	04/10/2018 12:00:00 AM
+	4	13	04/10/2018 12:00:00 AM
+	4	12	03/20/2018 12:00:00 AM
+	4	11	02/21/2018 12:00:00 AM
+	4	10	06/13/2017 12:00:00 AM
+	4	9	06/13/2017 12:00:00 AM
+	4	7	06/13/2017 12:00:00 AM
+	4	6	06/13/2017 12:00:00 AM
+	4	5	06/13/2017 12:00:00 AM
+	4	4	04/18/2017 12:00:00 AM
+	4	3	03/15/2016 12:00:00 AM
+	4	2	03/15/2016 12:00:00 AM
+	4	1	12/01/2014 3:01:34 PM

2. Click on the + sign next to a survey number and a grid will display with available projects for that survey.

	Number	Version	Survey Open Date
-	4	16	11/07/2018 12:00:00 AM
+	4	15	04/10/2018 12:00:00 AM
+	4	14	04/10/2018 12:00:00 AM
+	4	13	04/10/2018 12:00:00 AM
+	4	12	03/20/2018 12:00:00 AM
+	4	11	02/21/2018 12:00:00 AM
+	4	10	06/13/2017 12:00:00 AM
+	4	9	06/13/2017 12:00:00 AM
+	4	7	06/13/2017 12:00:00 AM
+	4	6	06/13/2017 12:00:00 AM
+	4	5	06/13/2017 12:00:00 AM
+	4	4	04/18/2017 12:00:00 AM
+	4	3	03/15/2016 12:00:00 AM
+	4	2	03/15/2016 12:00:00 AM
+	4	1	12/01/2014 3:01:34 PM

CREATE RESET

Priority Year	Facility	Parcel	Bldg	Construction Type	Description	Total NSF	Station Count +/-	Total Cost
<input type="checkbox"/>	2019	WALKER ELEMENTARY (MAGNET)	24	1	Renovation	Renovating: Apply Painting, Electrical, Plumbing, Windows, Lighting, HVAC System View	57,053	0 \$4,564,240.0
<input type="checkbox"/>	2020	WALKER ELEMENTARY (MAGNET)	24	2	Renovation	Renovating: Apply Electrical to Room 201 (600 NSF) View	600	0 \$48,000.0
<input type="checkbox"/>	2020	WALKER ELEMENTARY (MAGNET)	24	4	Renovation	Renovating: Apply Painting, Electrical, Windows, Lighting, Retrofit for Technolo View	16,526	0 \$1,322,080.0
<input type="checkbox"/>	2020	WALKER ELEMENTARY (MAGNET)	24	5	Renovation	Renovating: Apply Painting, Electrical, Plumbing, Windows, Lighting, Restrooms, View	30,966	0 \$2,477,280.0

3. Select the desired projects and click **Create**.

Survey - Project Priority List

ORGANIZATION: 6 - BROWARD COUNTY SCHOOL DISTRICT

PPL Status: **In Progress**

Board Approval Date:

Project Priority List Number:

Add comment:

Recommendation Details
^

Project Number	Priority Rank	Facility	Survey Number	Version Number	Capital Outlay	Grades	Description	Total Cost
	A ▼	WALKER ELEMENTARY (MAGNET)	4	16	C-1	PK - 05	Renovating: Apply Painting, Electrical, Plumbing, Windows, Lighting, HVAC System... View	\$4,564,240.00
	A ▼	WALKER ELEMENTARY (MAGNET)	4	16	C-1	PK - 05	Renovating: Apply Electrical to Room 201 (600 NSF) View	\$48,000.00
	A ▼	WALKER ELEMENTARY (MAGNET)	4	16	C-1	PK - 05	Renovating: Apply Painting, Electrical, Windows, Lighting, Retrofit for Technolo... View	\$1,322,080.00

SAVE
SUBMIT
RESET
RETURN TO PPL LIST
PRINT

4. The projects will be added to the Project Priority List. Status will be **In Progress**.
5. Click **Save** and **Submit**.
6. Tip! Users can create multiple PPLs from multiple surveys.

6 Project Tracking Module

Create New Project

- From the Project Tracking drop down, select **Create New Project**. The Create New Project screen displays.

PROJECT TRACKING - CREATE NEW PROJECT

Current Project: N/A

LETTER OF TRANSMITTAL

Organization Type	DISTRICT NAME	Project Description
Organization	6 - BROWARD COUNTY SCHOOL DISTRICT	Legacy Project Number <input type="text"/> (If Applicable)
Phase	Phase I (Schematic) <input type="text"/>	Plan Review Entity <input type="radio"/> Department of Education <input type="radio"/> Other

Code Name No facilities found for this project.

New Plant
 Remodeling
 Addition
 Renovation
 Other

The submittal includes documents for construction that (exceeds is less than) \$300,000 in construction cost, for the above-referenced facility. The information required by s. 1013, FS; SBE Rule 6A-2.0010, FAC; and SREF for the review of this project is provided as follows:

1. Submittal includes

No submittal documents included

3. Scheduled bid date when known

Scheduled completion date

5. Grade Levels - Size/grouping planned student stations of this project.

Min. Grade Level

Max Grade Level

of Student Stations

7. Site for new plant approved by Board

Yes No

Site(New Existing) Contains Acres

2. Reuse of construction documents SREF 4.3(2).

Select reuse project (if applicable)

4. Type of facility and brief description of project

6. Architect's Engineer's Construction Manager's estimate of

Total Construction Project Costs

Gross Sq. Ft

Cost per Sq. Ft

Cost per Student Station

- Enter required data, and click **Save**. If the form is complete, click **Submit**.

View Projects

Users can view projects which have been created, their project number and status.

- From the Project Tracking drop down, select **View Projects**. The View Projects screen will display.
- If using the Admin ID, select **Organization Type** and **Organization**.

PROJECT TRACKING - VIEW PROJECTS

Search Project or Manage Review Documents: OR

Organization Type: COMMUNITY COLLEGE NAME Organization: 1-EASTERN FLORIDA STATE COLLEGE

Project Number	School/Campus Name(S)	Status	Description
Select 2163-1	Melbourne Campus	PROJECT SUBMITTED	Ren: 3-Story Classroom (Building 7)
Select 2164-1	Cocoa Campus	PROJECT SUBMITTED	Ren: HVAC (Building 2)
Select 2166-1	Cocoa Campus	PROJECT SUBMITTED	Add: STEM Annex Building
Select 2167-1	Palm Bay	PROJECT SUBMITTED	Add: Enclose 1st Floor (Building 2)
Select 2206-1	Melbourne	PROJECT SUBMITTED	Reconfigure classroom, lab & office space of the first floor of the Learning Resource building.
Select 2495-1	Melbourne Campus	PROJECT SUBMITTED	Construct a Public Safety Institute
Select 2812-1		SAVED PROJECT	Construct Health Science Building
Select 2814-1		PROJECT SUBMITTED	Construct Health Science Building

- Click **Select** next to a project whose status is **Project Submitted**. The Project Details screen displays. If a document has a status of SUBMITTED, users can only view the details. If a document has a status of DRAFT, users can edit or complete it.

PROJECT TRACKING - PROJECT DETAILS

Current Project: [EASTERN FLORIDA STATE COLLEGE - 2163-1](#)

Organization	EFIS Project Number	Project Status	Project Description
EASTERN FLORIDA STATE COLLEGE	2163-1	PROJECT SUBMITTED	Ren: 3-Story Classroom (Building 7)

Project Facilities:

School Or Campus Code	School Or Campus Name
01	Melbourne Campus

Project Documents:

Show Historical Documents

	Phase	Sub Project	Document	Status	Submitted Date	Assigned Reviewer(S)
Select	Phase III (Final)	1	208 - Letter Of Transmittal	SUBMITTED	07/19/19 4:34:57 PM	208 - Letter Of Transmittal
Select	Phase III (Final)	1	110B - Certificate Of Occupancy	SUBMITTED	08/28/19 11:09:14 AM	110B - Certificate Of Occupancy
Select	Phase III (Final)	1	110A - Project Implementation Information	DRAFT	05/01/12 4:36:51 PM	110A - Project Implementation Information

ADD DOCUMENT

ASSIGN REVIEWER(S)

VIEW/ASSIGN DOCUMENT LOCATION

UPDATE PROJECT STATUS

Manage Persons

Users can add new staff members to the system or edit existing ones.

1. From the Project Tracking drop down, select **Manage Persons**. The Manage Persons screen displays.

MANAGE PERSONS

Organization Type	COMMUNITY COLLEGE NAME ▾	Organization	1 - EASTERN FLORIDA STATE COLLEGE ▾
First Name	<input type="text"/>	Last Name	<input type="text"/>
Email	<input type="text"/>		
FILTER RESULTS		CLEAR FILTER	

	Name	Email	Person Type	Firm
Select	Andrew Miller	amiller@brph.com	ENGINEER, STRUCTURAL	BRPH Architects-Engineers, Inc.
Select	Daniel Spradling	dspradling@brph.com	ENGINEER, ELECTRICAL	BRPH Architects-Engineers, Inc.
Select	Danny Farrer	difarrer@strato.net	BUILDING INSPECTOR	Omni Inspections & Consulting, Inc.
Select	Danny Farrer	difarrer@strato.net	BUILDING INSPECTOR	Omni Inspections & Consulting, Inc.
Select	Danny Farrer	difarrer@strato.net	BUILDING INSPECTOR	Omni Inspections & Consulting, Inc.
Select	Danny Farrer	difarrer@strato.net	BUILDING INSPECTOR	Omni Inspections & Consulting, Inc.
Select	Danny Farrer	difarrer@strato.net	BUILDING INSPECTOR	Omni Inspections & Consulting, Inc.
Select	Danny Farrer	difarrer@strato.net	BUILDING OFFICIAL	Omni Inspections & Consulting, Inc.
Select	Dave Perley	dperley@admorgan.com	DISTRICT SUPERINTENDENT	
Select	Derek Marshall	derek@ajaxbuilding.com	CONTRACTOR	Ajax Building Corporation
Select	Ghulam Shahnam	tony@sgmengineering.com	ENGINEER, MECHANICAL	SGM Engineering, Inc.
Select	Glenn Burgess	burgessg@easternflorida.edu	DISTRICT DESIGNEE	
Select	Jason Abbott	jabbott@brph.com	BUILDING INSPECTOR	BRPH Architects-Engineers, Inc.
Select	Jason Abbott	jabbott@brph.com	ENGINEER, CIVIL	BRPH Architects-Engineers, Inc.
Select	Jeffrey Phillips	jphillips@brph.com	ARCHITECT	BRPH Architects-Engineers, Inc.
Select	Kannan Rengarajan	kannanr@cdeco.com	ENGINEER, MECHANICAL	Cape Design Engineering Co.
Select	Kannan Rengarajan	kannanr@cdeco.com	ENGINEER, MECHANICAL	Cape Design Engineering Co.
Select	Li Li	lil@cdeco.com	ENGINEER, MECHANICAL	Cape Design Engineering Co.
Select	Nicholas Hansen	nhansen@brph.com	ENGINEER, STRUCTURAL	BRPH Architects-Engineers, Inc.
Select	Philip Thomas	phillipt@cdeco.com	ENGINEER, MECHANICAL	Cape Design Engineering Co.

2. To search for an existing individual, change the Organization Type and Organization. Individuals can be filtered by entering First Name and Last Name. Click **Filter Results**. Individual will display in grid.

MANAGE PERSONS

Organization Type	COMMUNITY COLLEGE NAME ▾	Organization	1 - EASTERN FLORIDA STATE COLLEGE ▾
First Name	Andrew	Last Name	Miller
Email	<input type="text"/>		
FILTER RESULTS		CLEAR FILTER	

	Name	Email	Person Type	Firm
Select	Andrew Miller	amiller@brph.com	ENGINEER, STRUCTURAL	BRPH Architects-Engineers, Inc.

TOTAL RECORDS: 1

3. Select the individual and their data will display under Person Details. Individual's data can be edited and **Updated**.

Person Details

First Name	Andrew	Middle Initial	H
Last Name	Miller	Name Suffix	
Person License Number	38161	License Expiration Date	02/28/2013
Person Email	amiller@brph.com		
Person Type	<input type="checkbox"/> ARCHITECT <input type="checkbox"/> BUILDING INSPECTOR <input type="checkbox"/> BUILDING OFFICIAL <input type="checkbox"/> CIVIL/STRUCTURAL ENGINEER <input type="checkbox"/> COMMUNITY COLLEGE PRESIDENT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> DISTRICT DESIGNEE <input type="checkbox"/> DISTRICT SUPERINTENDENT <input type="checkbox"/> ENGINEER, CIVIL <input type="checkbox"/> ENGINEER, ELECTRICAL <input type="checkbox"/> ENGINEER, MECHANICAL <input checked="" type="checkbox"/> ENGINEER, STRUCTURAL <input type="checkbox"/> FIRE SPRINKLER DESIGNER <input type="checkbox"/> LANDSCAPE ARCHITECT <input type="checkbox"/> PROGRAM MANAGER <input type="checkbox"/> THRESHOLD INSPECTOR <input type="checkbox"/> UNKNOWN		
Select Firm	BRPH Architects-Engineers, Inc. ▼		
Firm Address	5700 North Harbor City Blvd., Suite 400	Firm License Number	AAC000149
Cit. State, Zip	Melbourne FL-32940	License Expiration	02/28/2017
Phone	321-2547666	Email	jphillips@brph.com

UPDATE **CANCEL**

4. To add a new person, click **Clear Filter**, enter the data under Person Details and click **Save**.

Manage Firms

Users can add new firms to the system or edit existing ones.

1. From the Project Tracking drop down, select **Manage Firms**. The Manage Firms screen displays.

MANAGE FIRMS

Organization Type	COMMUNITY COLLEGE NAME ▼	Organization	1 - EASTERN FLORIDA STATE COLLEGE ▼
--------------------------	--------------------------	---------------------	-------------------------------------

	Name	Address	License Exp Date
Select	Ajax Building Corporation	1080 Commerce Blvd.	08/31/2016
Select	BRPH Architects-Engineers, Inc.	5700 North Harbor City Blvd., Suite 400	02/28/2017
Select	Cape Design Engineering Co.	191 Center Street, Suite 201	02/28/2013
Select	Omni Inspections & Consulting, Inc.	2600 Thunderbird Road	11/30/2015
Select	SGM Engineering, Inc.	935 Lake Baldwin Lane	02/28/2017

TOTAL RECORDS: 5

Firm Details

Name	<input type="text"/>	Firm type	ARCHITECTURAL ▼
Address1	<input type="text"/>	License Number	<input type="text"/>
Address2	<input type="text"/>	Expiration Date	__/__/__
City	<input type="text"/>		
Zip	<input type="text"/>	State	<input type="text"/>
Phone	<input type="text"/>	Ext	<input type="text"/>
Fax	<input type="text"/>		
Firm Email	<input type="text"/>		

SAVE **CANCEL**

- Click **Select** next to a firm. The data will display under Firm Details.

MANAGE FIRMS

Organization Type	COMMUNITY COLLEGE NAME ▼	Organization	1 - EASTERN FLORIDA STATE COLLEGE ▼
--------------------------	--------------------------	---------------------	-------------------------------------

	Name	Address	License Exp Date
Select	Ajax Building Corporation	1080 Commerce Blvd.	08/31/2016
Select	BRPH Architects-Engineers, Inc.	5700 North Harbor City Blvd., Suite 400	02/28/2017
Select	Cape Design Engineering Co.	191 Center Street, Suite 201	02/28/2013
Select	Omni Inspections & Consulting, Inc.	2600 Thunderbird Road	11/30/2015
Select	SGM Engineering, Inc.	935 Lake Baldwin Lane	02/28/2017

TOTAL RECORDS: 5

Firm Details

Name	Ajax Building Corporation	Firm type	CONSTRUCTION MANAGEMENT ▼
Address1	1080 Commerce Blvd.	License Number	CGC1509994
Address2		Expiration Date	08/31/2016
City	Midway		
Zip	32343	State	FL
Phone	850 2249571	Ext	
Fax			
Firm Email	chuckl@ajaxbuilding.com		

- To add a new firm, click Cancel, enter the data under Firm Details and click **Save**.

Manage Internal Reviewers

Users can add new staff members to the system as a reviewer role or edit existing ones. This is only used by OEF Administrator.

1. From the Project Tracking drop down, select **Manage Internal Reviewers**. The Manage Internal Reviewers screen displays.

MANAGE INTERNAL REVIEWERS

First Name

Email

Last Name

Show Inactive

	Name	Email	Person Type	Status
Select	Angel Rodriguez	angel.rodriguez@fidoe.org	ELECTRICAL ENGINEER	Active
Select	Brian Gouin	brian.gouin@fidoe.org	CIVIL ENGINEER	Active
Select	Don Whitehead	don.whitehead@fidoe.org	ARCHITECT	Active
Select	Edward Hubert (C)	ed.hubert@fidoe.org	CIVIL ENGINEER	Active
Select	Edward Hubert (S)	ed.hubert@fidoe.org	STRUCTURAL ENGINEER	Active
Select	James Mitchell	James.Mitchell@fidoe.org	MECHANICAL ENGINEER	Active
Select	James Watts	jim.watts@fidoe.org	ELECTRICAL ENGINEER	Active
Select	Mark Weigly	mark.weigly@fidoe.org	ADMINISTRATOR	Active
Select	Sonja Suber	sonja.suber@fidoe.org	ADMINISTRATOR ASSISTANT	Active

TOTAL RECORDS: 9

Person Details

First Name

Last Name

Email

Person Type

ADMINISTRATOR ADMINISTRATOR ASSISTANT ARCHITECT CIVIL ENGINEER ELECTRICAL ENGINEER MECHANICAL ENGINEER

STRUCTURAL ENGINEER

EFIS User Name

Status

Middle Initial

Name Suffix

Organization

- Reviewers can be filtered by entering First Name and Last Name. Click **Filter Results**. Reviewer will display in grid.

MANAGE INTERNAL REVIEWERS

First Name	<input type="text" value="Angel"/>	Last Name	<input type="text" value="Rodriguez"/>
Email	<input type="text"/>	Show Inactive	<input type="checkbox"/>
FILTER RESULTS		CLEAR FILTER	

Select	Name	Email	Person Type	Status
<input type="checkbox"/>	Angel Rodriguez	angel.rodriguez@fldoe.org	ELECTRICAL ENGINEER	Active

TOTAL RECORDS: 1

Person Details

First Name	<input type="text"/>	Middle Initial	<input type="text"/>
Last Name	<input type="text"/>	Name Suffix	<input type="text"/>
Email	<input type="text"/>		
Person Type	<input type="checkbox"/> ADMINISTRATOR <input type="checkbox"/> ADMINISTRATOR ASSISTANT <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CIVIL ENGINEER <input type="checkbox"/> ELECTRICAL ENGINEER <input type="checkbox"/> MECHANICAL ENGINEER <input type="checkbox"/> STRUCTURAL ENGINEER		
EFIS User Name	<input type="text"/>	Organization	<input type="text" value="DEPARTMENT OF EDUCATION"/>
Status	<input type="text" value="Active"/>		
SAVE		CANCEL	

- Select the reviewer and their data will display under Person Details. Reviewer's data can be edited and Updated.

MANAGE INTERNAL REVIEWERS

First Name	<input type="text" value="Angel"/>	Last Name	<input type="text" value="Rodriguez"/>
Email	<input type="text"/>	Show Inactive	<input type="checkbox"/>
FILTER RESULTS		CLEAR FILTER	

Select	Name	Email	Person Type	Status
<input type="checkbox"/>	Angel Rodriguez	angel.rodriguez@fldoe.org	ELECTRICAL ENGINEER	Active

TOTAL RECORDS: 1

Person Details

First Name	<input type="text" value="Angel"/>	Middle Initial	<input type="text"/>
Last Name	<input type="text" value="Rodriguez"/>	Name Suffix	<input type="text"/>
Email	<input type="text" value="angel.rodriguez@fldoe.org"/>		
Person Type	<input type="checkbox"/> ADMINISTRATOR <input type="checkbox"/> ADMINISTRATOR ASSISTANT <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CIVIL ENGINEER <input checked="" type="checkbox"/> ELECTRICAL ENGINEER <input type="checkbox"/> MECHANICAL ENGINEER <input type="checkbox"/> STRUCTURAL ENGINEER		
EFIS User Name	<input type="text" value="angel.rodriguez"/>	Organization	<input type="text" value="DEPARTMENT OF EDUCATION"/>
Status	<input type="text" value="Active"/>		
UPDATE		CANCEL	

- To add a new Reviewer, enter the data under Person Details and click **Update**.

7 Five Year Work Plan Module

- From the Five Year Work Plan drop down, select **Expenditure**. The Maintenance Expenditure screen displays.

WORK PLAN - EXPENDITURE

Current Work Plan: 2018 - 2019 BROWARD COUNTY SCHOOL DISTRICT

MAINTENANCE EXPENDITURE (1)

LOCAL EXPENDITURE (16)

Expenditure for Maintenance, Repair and Renovation from 1.5 Mills and PECO [Export to Excel](#)

Mark As Complete

PREPARATION OF TENTATIVE DISTRICT FACILITIES WORK PROGRAM

Annually, prior to the adoption of the district school budget, each school board must prepare a tentative district facilities work program that includes a schedule of major repair and renovation projects necessary to maintain the educational and ancillary facilities of the district. The "Expenditure for Maintenance, Repair, and Renovation From 1.5-Mills and PECO" screen assembles and groups information regarding major maintenance and repair projects; the first year column must be the same as the current year school board approved capital outlay budget for projects. Districts can specify multiple "Other" categories to describe and identify locally defined projects and funding amounts.

Current year 2018-19.

Projected years (this should be expenditure amounts projected for each year 2019-20 through 2022-23).

Item	Location	Actual Budget 2018-19	Projected 2019-20	Projected 2020-21	Projected 2021-22	Projected 2022-23	5 Year Total
HVAC	Choose Facilities	\$0	\$0	\$0	\$0	\$0	\$0
Flooring	Choose Facilities	\$0	\$0	\$0	\$0	\$0	\$0
Roofing	3 Facilities	\$23,000	\$27,000	\$33,000	\$37,000	\$39,000	\$159,000
Safety to Life	Choose Facilities	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance/Repair	250 Facilities	\$83,439,000	\$73,475,000	\$71,500,000	\$72,387,000	\$80,439,000	\$381,240,000
	Sub Total:	\$ 83,590,000	\$ 73,647,000	\$ 71,695,000	\$ 72,586,000	\$ 80,651,000	\$ 382,169,000
PECO Maintenance Expenditures		\$4,000,000	\$2,000,000	\$1,000,000	\$2,000,000	\$2,000,000	\$11,000,000
	1.5 Mill Sub Total:	\$ 79,590,000	\$ 71,647,000	\$ 70,695,000	\$ 70,586,000	\$ 78,651,000	\$ 371,169,000

Other-Please Specify

'Other' Local Expenditures have not been specified. Click 'Add New' to add a Local Expenditure.

ADD NEW

SAVE

- The Local Expenditure form can be accessed by clicking on the tab.

Revenue

- From the Five Year Work Plan drop down, select **Revenue**. The **Revenue Totals** screen displays.

Current Project: 2018 - 2019 BROWARD COUNTY SCHOOL DISTRICT

REVENUE TOTALS	1.5-MILL REVENUE (16)	PECO NEW CONSTRUCTION REVENUE (16)	CO & DS REVENUE (16) ✓	FAIR SHARE REVENUE (5A)
SALES SURTAX REVENUE (19A, 19B)	ADDITIONAL REVENUE (16)			

Current Revenue Totals [Export to Excel](#)

Schedule of Estimated Capital Outlay Revenue from each currently approved source which is estimated to be available for expenditures on the projects included in the tentative district facilities work program.

Current year 2018-19. Projected years (this should be revenue amounts projected for each year 2019-20 through 2022-23).

Item	2018-19 Actual Budget	2019-20 Projected	2020-21 Projected	2021-22 Projected	2022-23 Projected	5 Year Total
Local 1.5 Mill Discretionary Capital Outlay Revenue	\$335,061,675	\$353,992,660	\$374,028,644	\$396,208,543	\$418,713,188	\$1,878,004,710
PECO and 1.5 Mill Maint and Other 1.5 Mill Expenditures	-\$317,361,193	-\$353,584,054	-\$368,449,980	-\$382,221,564	-\$401,094,311	-\$1,822,711,102
PECO Maintenance Revenue	\$4,000,000	\$2,000,000	\$1,000,000	\$2,000,000	\$2,000,000	\$11,000,000
Available 1.5 Mill for New Construction	\$17,700,482	\$408,606	\$5,578,664	\$13,986,979	\$17,618,877	\$55,293,608

Item	2018-19 Actual Budget	2019-20 Projected	2020-21 Projected	2021-22 Projected	2022-23 Projected	5 Year Total
CO & DS Revenue	\$8,333,926	\$8,333,926	\$8,333,926	\$8,333,926	\$8,333,926	\$41,669,630
PECO New Construction Revenue	\$10,000	\$20,000	\$30,000	\$40,000	\$50,000	\$150,000
Other/Additional Revenue	\$200,331,266	\$29,565,663	\$26,648,780	\$23,291,865	\$22,305,572	\$302,143,146
Total Available Revenue	\$208,675,192	\$37,919,589	\$35,012,706	\$31,665,791	\$30,689,498	\$343,962,776

- Enter all required data for each form.
- Incomplete data can be saved. When all data has been entered, check the **Mark As Complete** box and **Save**.
- All forms can be exported to Excel.

Project Schedules

- From the Five Year Work Plan drop down, select **Project Schedules**. The **Project Schedule** screen displays.

Current Work Plan: 2018 - 2019 BROWARD COUNTY SCHOOL DISTRICT

PROJECT SCHEDULE	CAPACITY PROJECT SCHEDULES (2A)	OTHER PROJECT SCHEDULES (2B)	ADDITIONAL PROJECT SCHEDULES			
Project Schedules Export to Excel						
The Project Schedules component identifies capital outlay projects, non-capital outlay projects, projects that will be funded, projects that cannot be funded from available revenue sources, and any planned development projects that will not be funded. These schedules include projects for new construction, remodeling, and renovation of educational facilities.						
Item	2018-19 Actual Budget	2019-20 Projected	2020-21 Projected	2021-22 Projected	2022-23 Projected	5 Year Total
Net Available Revenue	\$226,375,674	\$38,328,195	\$40,591,370	\$45,652,770	\$48,308,375	\$399,256,384
Funded Project Cost	\$185,680,654	\$69,000	\$87,000	\$90,000	\$9,649,019	\$195,575,673
Work Plan Balance	\$40,695,020	\$38,259,195	\$40,504,370	\$45,562,770	\$38,659,356	\$203,680,711

Projects FUNDED from current and projected revenue							
Schedule indicating which projects necessary for the availability of satisfactory classrooms that will be funded from revenues projected in Section 16 to support the projected student enrollment in K-12 programs.							
Project Description	Number Of Classrooms	2018-19 Actual Budget	2019-20 Projected	2020-21 Projected	2021-22 Projected	2022-23 Projected	5 Year Total
Long term		\$34,000	\$32,000	\$44,000	\$41,000	\$39,000	\$190,000
Total Available Revenue		\$34,000	\$32,000	\$44,000	\$41,000	\$39,000	

Schedule indicating which non-classroom projects that will be funded from current revenues projected.							
Project Description	Number Of Classrooms	2018-19 Actual Budget	2019-20 Projected	2020-21 Projected	2021-22 Projected	2022-23 Projected	5 Year Total
Safety and security; repairs and renovations; and technology and technology infrastructure		\$0	\$0	\$0	\$0	\$3,103,321	\$3,103,321

- Enter all required data for each form.
- Incomplete data can be saved. When all data has been entered, check the **Mark As Complete** box and **Save**.
- All forms can be exported to Excel.

Tracking

- From the Five Year Work Plan drop down, select **Tracking**. The **Capacity Tracking** screen displays.

WORK PLAN - CAPACITY TRACKING

Current Work Plan: 2018 - 2019 BROWARD COUNTY SCHOOL DISTRICT

[CAPACITY \(3, 11\)](#) |
 [RELOCATABLE REPLACEMENT \(7\)](#) |
 [CHARTER SCHOOL \(9\)](#) |
 [SPECIAL PURPOSE CLASSROOM \(3B, 3C\)](#) |
 [INFRASTRUCTURE \(4, 5\)](#) |
 [NET NEW CLASSROOMS \(3A\)](#) |
 [RELOCATABLE STUDENT STATIONS \(12\)](#) |
 [LEASED FACILITIES \(8\)](#) |
 [FAILED STANDARD RELOCATABLES \(6\)](#)

Capacity Tracking [Export to Excel](#)

Mark As Complete

Locations, capacities, planned utilization rates, and average class size (5 years out) of current educational facilities of the district (permanent and relocatable) (Section 3). Average Class size (5 years out) that will result if the district facilities work plan is fully implemented (Section 11).

Filter:

Location	2018-19 Satisfactory FISH Stu.Sta.	Actual 2018-19 FISH Capacity	Actual 2017-18 COFTE	# Class Rooms	Actual Average 2017-18 Class Size	Actual 2018-19 Utilization	New Stu. Capacity Added/ Removed	New Rooms To Be Added/ Removed	Projected 2022-23 COFTE	Projected 2022-23 Utilization	Projected 2022-23 Class Size
ANNABEL C PERRY PK-8	1,063	956	732.97	55	13	77.00 %	0	0	749	78.00 %	14
APOLLO MIDDLE	1,731	1,557	1,261.96	73	17	81.00 %	0	0	1,264	81.00 %	17
ARTHUR ROBERT JR ASHE CENTER	475	0	0.00	28	0	0.00 %	0	0	0	0.00 %	0
ATLANTIC TECHNICAL COLLEGE	2,107	2,528	689.08	96	7	27.00 %	0	0	647	26.00 %	7

2. Enter all required data for each form.
3. Incomplete data can be saved. When all data has been entered, check the **Mark As Complete** box and **Save**.
4. All forms can be exported to Excel.

Planning

1. From the Five Year Work Plan drop down, select **Planning**. The **Class Size Reduction Planning** screen displays.

Current Work Plan: 2018 - 2019 BROWARD COUNTY SCHOOL DISTRICT

[CLASS SIZE REDUCTION PLANNING \(10\)](#) |
 [SCHOOL CLOSURE PLANNING \(13\)](#)

Class Size Reduction [Export to Excel](#)

Mark As Complete

Provide a narrative description of plans that the district has to reduce the need for permanent student stations over the next five years. The plans must be approved by the school board and address the methods that reduce the need for permanent student stations such as acceptable school capacity levels, redistricting, busing, year-round schools, charter schools, magnet schools, public-private partnerships, multi-track scheduling, grade level organization, block scheduling, or other alternatives.

Testing 10/8/19

SAVE

2. Enter all required data for each form.
3. Incomplete data can be saved. When all data has been entered, check the **Mark As Complete** box and **Save**.
4. All forms can be exported to Excel.

Long Range Planning

1. From the Five Year Work Plan drop down, select **Long-Range Planning**. The **Ten-Year Maintenance and Repair** screen displays.

WORK PLAN - TEN YEAR MAINTENANCE

Current Work Plan: 2018 - 2019 BROWARD COUNTY SCHOOL DISTRICT

[TEN-YEAR MAINTENANCE AND REPAIR \(20\)](#) |
 [TEN-YEAR CAPACITY \(21\)](#) |
 [TEN-YEAR PLANNED UTILIZATION \(22\)](#) |
 [TEN-YEAR INFRASTRUCTURE PLANNING \(23, 24\)](#)
[TWENTY-YEAR MAINTENANCE AND REPAIR \(25\)](#) |
 [TWENTY-YEAR CAPACITY \(26\)](#) |
 [TWENTY-YEAR PLANNED UTILIZATION \(27\)](#)
[TWENTY-YEAR INFRASTRUCTURE PLANNING \(28, 29\)](#)

A current survey with Long Range Planning data has been found. No information is required here. To view the data click [Export to Excel](#)

Ten Year Maintenance [Export to Excel](#)

Mark As Complete

The "Ten Year Maintenance and Repair (20)" screen identifies district projects and locations regarding the projected need for major renovation, repair, and maintenance projects within their district in years 6-10 beyond the projects plans detailed in the five years covered by the work plan. This screen also allows districts to enter a schedule of capital outlay projects projected to ensure the availability of satisfactory student stations for the 5-year span immediately beyond the plans contained in the five-year work program. This screen allows users to enter locations, capacities, and planned utilization rates of future educational facilities in the district, and collects information regarding the projected need for major renovation, repair, and maintenance projects for years 6-10 beyond the plans detailed in the work plan.

	Location	Project	2022-23 / 2027-28 Projected Cost
Delete	4 Facilities	Long Term	\$35,000
Total:			\$ 35,000

[ADD NEW RECORD](#) [SAVE](#)

- Incomplete data can be saved. When all data has been entered, check the **Mark As Complete** box and **Save**.
- All forms can be exported to Excel.

Local Governments

- From the Five Year Work Plan drop down, select **Local Governments**. The **Local Governments** screen displays.

Current Work Plan: 2018 - 2019 BROWARD COUNTY SCHOOL DISTRICT

LOCAL GOVERNMENTS ✓

Coordination With General Purpose Local Governments

Mark As Complete

Report all Local Governmental agencies with whom you have shared the 5-Year Work Plan.

Entity Name:

[ADD NEW](#)

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

	Entity Name
Edit Delete	Coconut Creek
Edit Delete	Cooper City
Edit Delete	Coral Springs

- To add a new entity, enter the name and click **Add New**.
- Added entities can be edited and deleted.

Check/Submit Work Plan

- From the Five Year Work Plan drop down, select **Check/Submit Work Plan**. The **Submit Work Plan** screen displays.

WORK PLAN - SUBMIT WORK PLAN

Current Work Plan: 2018 - 2019 TAYLOR COUNTY SCHOOL DISTRICT

Submit Work Plan [Print Work Plan](#)

The "Save and Submit WorkPlan" screen requires districts to enter all administrative and contact information before submitting the workplan for OEF review and approval.

The list below displays whether or not sections are completed. Click on the corresponding link to correct an incomplete section.

	Section Name	
⊘	1.5-Mill Revenue (16)	Go To Error Page
⊘	PECO New Construction Revenue (16)	Go To Error Page
✓	CO & DS Revenue (16)	
✓	Fair Share Revenue (5A)	
⊘	Sales Surtax Revenue (19A, 19B)	Go To Error Page
⊘	Additional Revenue (16)	Go To Error Page
⊘	Maintenance Expenditure (1)	Go To Error Page
⊘	Local Expenditure (16)	Go To Error Page
⊘	Capacity (3, 11)	Go To Error Page
⊘	Net New Classrooms (3A)	Go To Error Page
⊘	Relocatable Replacement (7)	Go To Error Page
⊘	Relocatable Student Stations (12)	Go To Error Page
⊘	Charter School (9)	Go To Error Page
⊘	Leased Facilities (8)	Go To Error Page
⊘	Special Purpose Classroom (3B, 3C)	Go To Error Page
⊘	Failed Standard Relocatables (6)	Go To Error Page
⊘	Infrastructure (4, 5)	Go To Error Page
⊘	Class Size Reduction Planning (10)	Go To Error Page
⊘	School Closure Planning (13)	Go To Error Page
✓	Capacity Project Schedules (2A)	
⊘	Other Project Schedules (2B)	Go To Error Page
⊘	Additional Project Schedules	Go To Error Page
✓	Local Governments	

[NEXT](#) [CANCEL](#)

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, and the system will redirect users to the screen that needs attention before the Work Plan can be submitted.