



# FISH Updates When Do I Need a Survey

June 30, 2025

Violet Brown - Martha Chauncey - Rick Vermillion



FLORIDA DEPARTMENT OF  
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# The Office of Educational Facilities

*The mission of the Office of Educational Facilities is to provide technical support and information for all issues related to educational facilities planning, funding, construction, and operations throughout Florida's K-20 Education System.*

# Office of Educational Facilities Staff

- Front Office
  - **Rick Vermillion** – Director
    - 850-245-9239
    - [rick.vermillion@fldoe.org](mailto:rick.vermillion@fldoe.org)
  - **Doris Parker** – Administrative Assistant
    - 850-245-9234
    - [doris.parker@fldoe.org](mailto:doris.parker@fldoe.org)

## Office of Educational Facilities Staff Continued

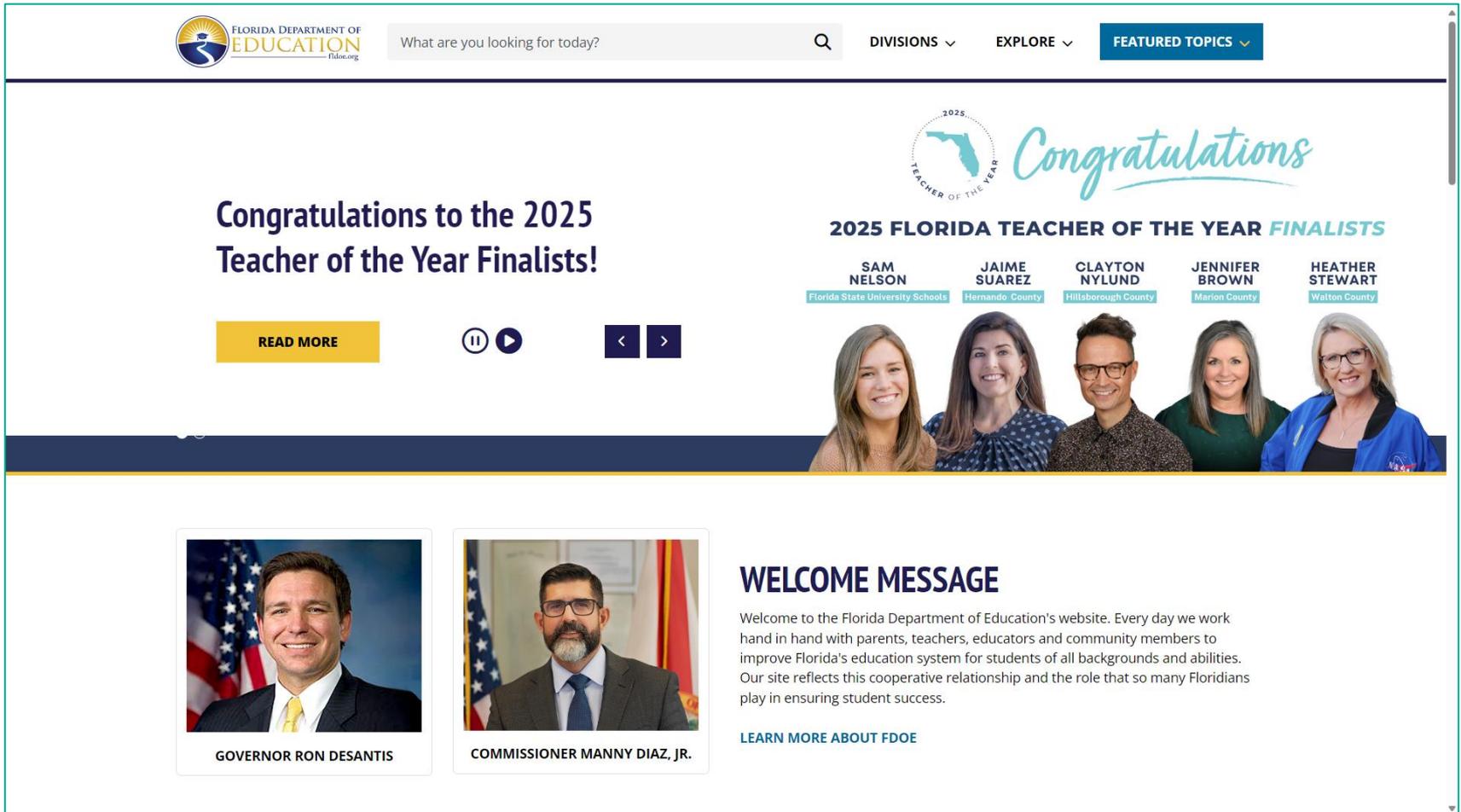
- Planning and Evaluation Team
  - **Violet Brown** – Senior Educational Program Director
    - 850-245-9232
    - [Violet.Brown@fldoe.org](mailto:Violet.Brown@fldoe.org)
  - **Mark Jeter** – Operations & Management Consultant
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## Office of Educational Facilities Staff Continued

- Planning and Evaluation Team Continued
  - **Courtney Carlos** – Educational Consultant
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    - [Courtney.Carlos@fldoe.org](mailto:Courtney.Carlos@fldoe.org)
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## Office of Educational Facilities Staff Continued

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    - 850-245-9295
    - [Don.Whitehead@fldoe.org](mailto:Don.Whitehead@fldoe.org)
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  - **Mark A. Evans** – Research and Training Specialist
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    - [Mark.Evans@fldoe.org](mailto:Mark.Evans@fldoe.org)



The screenshot shows the FLDOE.ORG website homepage. At the top, there is a navigation bar with the Florida Department of Education logo, a search bar containing the text "What are you looking for today?", and dropdown menus for "DIVISIONS", "EXPLORE", and "FEATURED TOPICS". The main content area features a large banner for the "2025 Florida Teacher of the Year Finalists". The banner includes the text "Congratulations to the 2025 Teacher of the Year Finalists!" and a "READ MORE" button. Below the banner is a row of five finalist portraits with their names and school/county affiliations: Sam Nelson (Florida State University Schools), Jaime Suarez (Hernando County), Clayton Nylund (Hillborough County), Jennifer Brown (Marion County), and Heather Stewart (Walton County). Below the banner, there are two portrait boxes for "GOVERNOR RON DESANTIS" and "COMMISSIONER MANNY DIAZ, JR.", followed by a "WELCOME MESSAGE" section with a paragraph of text and a "LEARN MORE ABOUT FDOE" link.

## DIVISIONS

Browse our most popular links and resources for education



Early Learning



Public Schools



School Choice



Accountability



Safe Schools



[Finance](#)



State Board



Technology

# FINANCE & OPERATIONS

In 2014, education in Florida was funded at the highest state and local levels in history. The Florida Department of Education directs and supervises legislative and operating budgets, the Public Education Capital Outlay budget and the Florida Education Finance Program allocations, helping Florida's school districts be fiscally responsible and maximize student outcomes.

## DEPUTY COMMISSIONER OF FINANCE & OPERATIONS



- ▶ Emergency Management
- ▶ Financial & Program Cost Accounting & Reporting for School Districts (Redbook)
- ▶ Florida Education Finance Program (FEFP) Calculations
- ▶ Florida Inventory of School Houses (FISH)

## BUDGET



- ▶ Budget Management
- ▶ Education Budget Requests
- ▶ Long Range Program Plan

## COMPTROLLER



- ▶ Forms
- ▶ Indirect Cost Rates
- ▶ Monthly Bank Electronic Transfer Dates

## CONTRACTS, GRANTS & PROCUREMENT



## EDUCATIONAL FACILITIES



## SCHOOL BUSINESS SERVICES



# FLDOE – Office of Educational Facilities

← → ↻ 🔒 fldoe.org/finance/educational-facilities/

🔍 📄 ☆ 🏠



What are you looking for today?



DIVISIONS ▾

EXPLORE ▾

FEATURED TOPICS ▾

**2014 State Requirements for Educational Facilities (SREF) & The Florida Building Code**

**Agreements for Shared Use of Educational Facilities**

**Annual Energy and Maintenance & Operations Reports**

**Five-Year Educational Work Plan Historical Data**

**Fixed Capital Outlay**

**Florida Inventory Of School Houses (FISH)**

**Staff**

## EDUCATIONAL FACILITIES

### Mission

The mission of the Office of Educational Facilities is to provide technical support and information for all issues related to educational facilities planning, funding, construction, and operations throughout Florida's K-20 Education System.

### Survey Section

- [Florida Inventory of School Houses \(F.I.S.H.\)](#)
- [Five-Year Work Plan Historic Data](#)
- [Capital Outlay FTE \(COFTE\)](#) - The Capital outlay Forecast link has current, historical, and projected COFTE
- [Vacant and Underused Facilities Report](#)

### Plan Review & Training Section

- [Safety & Maintenance Training](#)
- [State Requirements for Educational Facilities \(SREF\) and the Florida Building Code](#)
- [Annual Energy and Maintenance and Operations Reports](#)

### Upcoming Courses

- SREF  
[OEF Registration Form](#) (PDF)

Please download and return the registration form to [Don.Whitehead@fldoe.org](mailto:Don.Whitehead@fldoe.org) and [Kristen.Griffin@fldoe.org](mailto:Kristen.Griffin@fldoe.org)

Revised July 10, 2023



## FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

### LEVEL OF SERVICE REPORT

ORGANIZATION: 5-BREVARD COUNTY SCHOOL DISTRICT

FACILITY : ALL

FACILITY USE: ALL

FACILITY NAME	SCHOOL CAPACITY	PERMANENT CAPACITY	DINING CAPACITY	YEAR ROUND CAPACITY	UTILIZATION FACTOR	PERCENTAGE UTILIZATION	PRIMARY USE	TOTAL COFTE	AVAILABLE CAPACITY (SURPLUS)
520 BUS COMPOUND	0	0	0	0	0.00	0	WAREHOUSE	0.00	0
ANDREW JACKSON MIDDLE	659	659	1,130	791	0.90	83	MIDDLE	546.4	112.60
APOLLO ELEMENTARY	902	902	740	1,082	1.00	71	ELEMENTARY	637.4	264.60
ASTRONAUT SENIOR HIGH	1,450	1,450	3,950	1,740	0.95	65	SENIOR HIGH	947.19	502.81
ATLANTIS ELEMENTARY	739	703	810	887	1.00	83	ELEMENTARY	611.32	127.68
AUDUBON ELEMENTARY	761	761	780	913	1.00	54	ELEMENTARY	410.07	350.93
BAYSIDE SENIOR HIGH	2,357	2,262	2,010	2,828	0.95	81	SENIOR HIGH	1,914.01	442.99
BEACHSIDE OFFICE	0	0	0	0	0.00	0	COUNTY ADMINISTRATION	0.00	0
CAMBRIDGE ELEMENTARY MAGNET	787	649	530	944	1.00	60	ELEMENTARY	471.36	315.64
CAPE VIEW ELEMENTARY	570	570	780	684	1.00	49	ELEMENTARY	280.64	289.36
CENTRAL MIDDLE	1,513	1,513	2,740	1,816	0.90	70	MIDDLE	1,052.01	460.99
CHALLENGER 7 ELEMENTARY	573	551	740	688	1.00	82	ELEMENTARY	468.62	104.38
CHRISTA MCAULIFFE ELEMENTARY	838	754	750	1,006	1.00	77	ELEMENTARY	641.17	196.83
CLEARLAKE EDUCATION CENTER	1,272	1,272	1,000	12	1.50	0	ADULT EDUCATION	0.00	1272
COCOA BEACH JR/SR HIGH	1,488	1,173	1,760	1,786	0.90	64	COMBINATION	949.15	538.85
COCOA JR/SR HIGH	2,084	1,836	2,460	2,501	0.90	68	COMBINATION	1,414.73	669.27

# Acronyms

- EFIS – Educational Facilities Information System
- FISH – Florida Inventory of School Houses
- MIS – Management Information System
- MSID – Master School Identification
- OEF – Office of Educational Facilities
- SREF – State Requirements for Educational Facilities
- COFTE – Capital Outlay Full Time Equivalency
- CO&DS – Capital Outlay and Debt Service
- PECO – Public Education Capital Outlay
- PPL – Project Priority List

# Facilities and Scheduling

- Facilities
  - Upkeep of FISH
  - Remodel
  - Renovation
  - Grade Configuration
  - MSID Association
- Scheduling
  - FISH Flat File
  - 17-digit FISH Number

# FLDOESSO.ORG

## 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



EDUCATORS



GUEST ACCESS

Home

## MENU

My Resources

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Announcements

## Welcome Violet Brown

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The resources below are available for your use based on your role and permissions. To access the resource, click the tile below:



# EFIS FISH Search

HOME **FISH** FIVE YEAR SURVEY FIVE YEAR WORK PLAN FLORIDA COLLEGES PROJECT TRACKING REPORTS

## Educational Facilities Information System

### Announcements

#### SURVEY

Please be aware of expiration dates  
[CLICK TO SEE EXPIRATION DATES](#)

#### COLLEGES INVENTORY

[Click here to read messages](#)

#### 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](#)

Search Facility

Add Facility

Search Parcel

Add Parcel

Search Building

Add Building

Search Room

Add Room

View COFTE

ADMIN

SYSTEM MESSAGES

# Facility Suffix

ORGANIZATION: BREVARD COUNTY SCHOOL DISTRICT

FACILITY: 127-VIERA ELEMENTARY  
SCHOOL

PARCEL: 136

BUILDING: 4

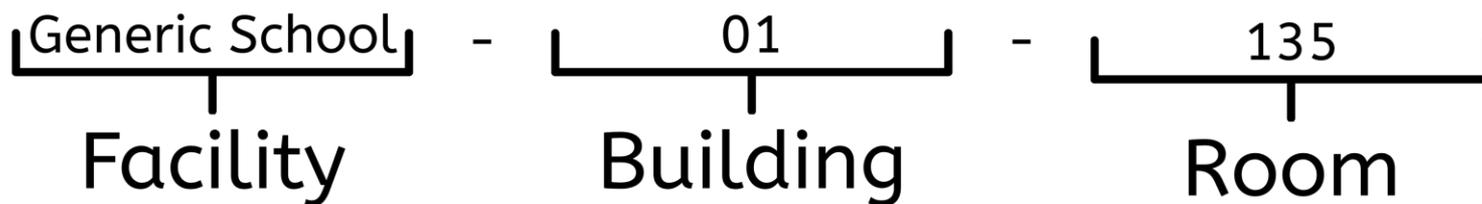
ROOM:

MSID	FACILITY	PARCEL	BUILDING	ROOM	FACILITY FINISH
<b>Current Facility</b> 127 - VIERA ELEMENTARY SCHOOL					
Organization	5 - BREVARD COUNTY SCHOOL DISTRICT			Facility Suffix	A - STANDARD SCHOOL
Facility Name	VIERA ELEMENTARY SCHOOL			Primary Use	A - STANDARD SCHOOL
Facility Number	127			Capital Outlay	C - DISTRICT OWNED CONVERSION CHARTER SCHOOL
SATIS Student Stations	1030			Minimum Grade	F - ANCILLARY FACILITY
Facility Capacity	1030			Maximum Grade	KG - KINDERGARTEN
Under Construction?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			Hurricane Shelter?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Contract Issued	05/28/2019			DOE Validation	04/10/2020
Survey	Select Survey	OR <input type="checkbox"/> Not survey recommended OR previous EFIS system survey		Version	

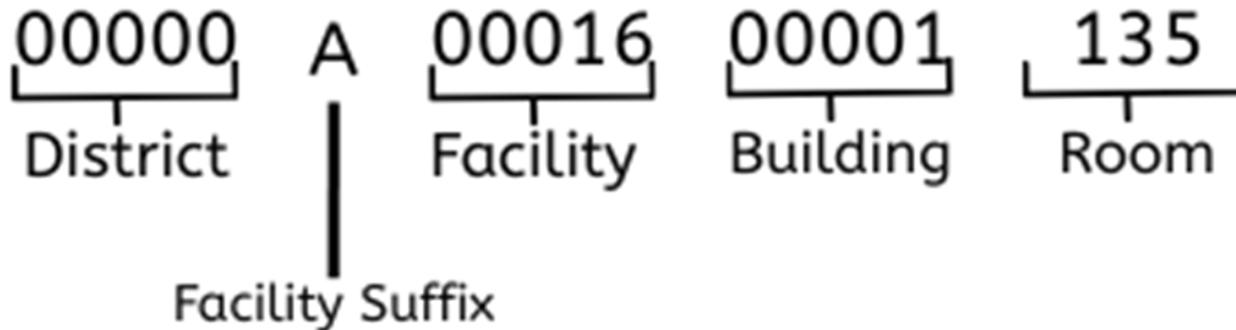
# MIS FISH Number vs EFIS FISH Number

- EFIS FISH
  - Generic School - 01-135
- MIS FISH
  - 00000A0001600001135

# EFIS FISH Numbering



# FISH Flat File Numbering



## FACILITY SUFFIX

**A – School**

**C – Conversion Charter**

**F – Ancillary**

# Facility Suffix

ORGANIZATION: BREVARD COUNTY SCHOOL DISTRICT

FACILITY: 127-VIERA ELEMENTARY SCHOOL

PARCEL: 136

BUILDING: 4

ROOM:

MSID	FACILITY	PARCEL	BUILDING	ROOM	FACILITY FINISH
<b>Current Facility</b> 127 - VIERA ELEMENTARY SCHOOL					
Organization	5 - BREVARD COUNTY SCHOOL DISTRICT			Facility Suffix	A - STANDARD SCHOOL
Facility Name	VIERA ELEMENTARY SCHOOL			Primary Use	A - STANDARD SCHOOL
Facility Number	127			Capital Outlay	C - DISTRICT OWNED CONVERSION CHARTER SCHOOL
SATIS Student Stations	1030			Minimum Grade	F - ANCILLARY FACILITY
Facility Capacity	1030			Maximum Grade	KG - KINDERGARTEN
Under Construction?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			Hurricane Shelter?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Contract Issued	05/28/2019			DOE Validation	04/10/2020
Survey	Select Survey	OR <input type="checkbox"/> Not survey recommended OR previous EFIS system survey		Version	

# Inventory with COFTE

ORGANIZATION: 5-BREVARD COUNTY SCHOOL DISTRICT

FACILITY: VIERA ELEMENTARY SCHOOL

FACILITY USE: ALL

**DISTRICT: 5 BREVARD COUNTY SCHOOL DISTRICT**

**FACILITY: 127-A VIERA ELEMENTARY SCHOOL**

Primary Use: ELEMENTARY

Grades Housed: KG - 06

DOE Validation Date: 4/10/2020 4:00:00 AM Capital Outlay Classification: SCHOOL RECOMMENDED FOR CONTINUED USE

## MASTER SCHOOL ID

MSID	Name	Status
3161	VIERA ELEMENTARY SCHOOL	Default

## CAPITAL OUTLAY FTE

Year: 2023 / 2024							
PK: 0.15	01: 115.00	03: 129.50	05: 98.00	07: 0.00	09: 0.00	11: 0.00	PK-12: 786.71
KG: 123.50	02: 124.50	04: 99.87	06: 96.19	08: 0.00	10: 0.00	12: 0.00	Adult: 0.00
							Total: 786.71

## SCHOOL CAPACITY

SCHOOL CAPACITY	YEAR ROUND CAPACITY	UTILIZATION FACTOR	PRIMARY USE
1,030	1,236	1.00	ELEMENTARY

**PARCEL: 136**

8300 STADIUM PARKWAY

VIERA, FL 32940

# Inventory without COFTE

ORGANIZATION: 5-BREVARD COUNTY SCHOOL DISTRICT

FACILITY: VIERA MIDDLE SCHOOL

FACILITY USE: ALL

**DISTRICT: 5 BREVARD COUNTY SCHOOL DISTRICT**

**FACILITY: 128-A VIERA MIDDLE SCHOOL**

Primary Use: VACANT

Grades Housed: 07 - 08

DOE Validation Date:

Capital Outlay Classification: SCHOOL RECOMMENDED FOR CONTINUED USE

## MASTER SCHOOL ID

MSID	Name	Status
3171	VIERA MIDDLE SCHOOL	Default

## CAPITAL OUTLAY FTE

## SCHOOL CAPACITY

SCHOOL CAPACITY	YEAR ROUND CAPACITY	UTILIZATION FACTOR	PRIMARY USE
0	0	0.00	VACANT

## PARCEL: 132

6093 Stadium Pkwy

Viera, FL 32940

Parking: DEVELOPED	Owner: SCHOOL BOARD	Fire: 5
Athletic: INCLUDED WITH SITE	Water: PUBLIC	Police: COUNTY
Sewage: PUBLIC	Plan: CAMPUS	Drainage: ADEQUATE



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## Certification of FISH

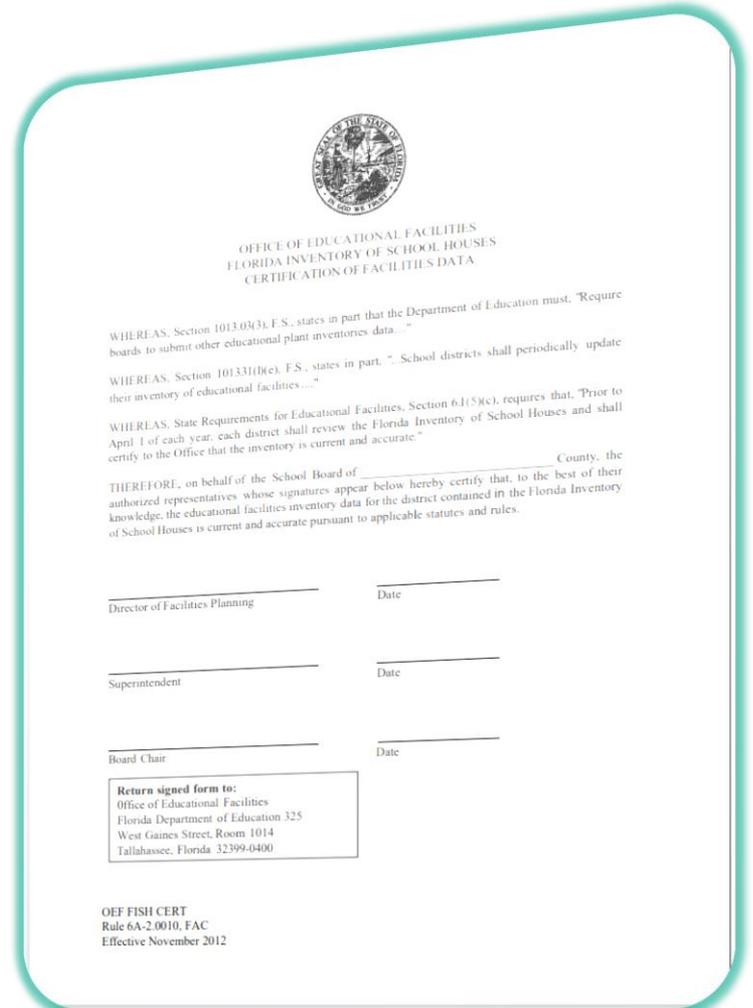
- Form due by April 1<sup>st</sup> of each year
- Must be signed by Director of Facilities Planning, Superintendent and Board Chair

# FISH Certification of Facilities Data

Prior to April 1 of each year, each district shall review FISH (Florida Inventory of School Houses) and shall certify to the Office of Educational Facilities that the inventory is current and accurate, using the Certification of Facilities Data.

- *§1013.03(3), Florida Statutes*
- *§1013.31(1)(d), Florida Statutes*
- *§6.1(5), State Requirements for Educational Facilities*
- *Rule 6A-2.0010, Florida Administrative Code*

[OEF FISH Annual Certification Form](#)



  
 OFFICE OF EDUCATIONAL FACILITIES  
 FLORIDA INVENTORY OF SCHOOL HOUSES  
 CERTIFICATION OF FACILITIES DATA

WHEREAS, Section 1013.03(3), F.S., states in part that the Department of Education must, "Require boards to submit other educational plant inventories data..."

WHEREAS, Section 1013.31(1)(d), F.S., states in part, "... School districts shall periodically update their inventory of educational facilities..."

WHEREAS, State Requirements for Educational Facilities, Section 6.1(5)(c), requires that, "Prior to April 1 of each year, each district shall review the Florida Inventory of School Houses and shall certify to the Office that the inventory is current and accurate."

THEREFORE, on behalf of the School Board of \_\_\_\_\_ County, the authorized representatives whose signatures appear below hereby certify that, to the best of their knowledge, the educational facilities inventory data for the district contained in the Florida Inventory of School Houses is current and accurate pursuant to applicable statutes and rules.

Director of Facilities Planning	Date
Superintendent	Date
Board Chair	Date

**Return signed form to:**  
 Office of Educational Facilities  
 Florida Department of Education 325  
 West Gaines Street, Room 1014  
 Tallahassee, Florida 32399-0400

OEF FISH CERT  
 Rule 6A-2.0010, FAC  
 Effective November 2012

## Florida Statutes Chapter 1013

### Functions of the Department and the Board of Governors

(3) Require boards to submit other educational plant inventories data and statistical data or information relevant to construction, capital improvements, and related costs.

[Florida Statutes 1013.03\(3\)](#)

### Educational Plant Survey; Localized Need Assessment; PECO Project Funding

(d) Periodic update of Florida Inventory of School Houses.—School districts shall periodically update their inventory of educational facilities as new capacity becomes available and as unsatisfactory space is eliminated. The State Board of Education shall adopt rules to determine the timeframe in which districts must provide a periodic update.

[Florida Statutes 1013.31\(1\)\(d\)](#)

## SREF Chapter 6.1(5)(c): Facilities Inventory Data

- Prior to April 1 of each year, each district shall review FISH and shall certify to the Office that the inventory is current and accurate, using the Certification of Facilities Data (OEF Form FISH-Cert)

[State Requirements for Educational Facilities \(SREF\) 2014](#)

# When Can I Update FISH?

- When a contract has been signed to add new buildings
- When physically remodeling and changing use of space
- When you have a FLDOE approved Castaldi to raze a building\*
- When you have added or removed relocatables
- When school grade configuration has changed\*

\*Educational plant survey required

## Notes

- You cannot change a room design just to show more or less capacity unless you have a survey recommendation
- Facility change of use, grade configuration, capital outlay classification or condition must be in an approved Educational Plant Survey
- If not using local funds, you must have a survey recommendation (local funds are LCIF and sales tax)
- Do not change design code just because a school is using it as something else – keep it as what it was designed for unless remodeling

## SREF Section 1.2

(73) Remodeling. The changing of existing facilities by rearrangement of space and/or change of use. Only that portion of the building being remodeled must be brought into compliance with the building and lifesafety codes unless the remodeling adversely impacts the existing lifesafety systems and exiting of the building.

(74) Renovation. The rejuvenation or upgrade of existing facilities by installing or replacing materials and equipment. The use and occupancy of the spaces remain the same. Only that portion of the building being renovated must be brought into compliance with the building and lifesafety codes unless the renovation adversely impacts the existing lifesafety systems of the building.

# What Type of Space is This?



## FTE Survey

- Oct Feb Count
- Do not update FISH
- Crossmatching Errors

## OEF Facilities Survey

- Every 5 Years
- New Construction
- Remodeling
- Renovation
- Grade Configurations
- Sell of property
- PECO/CO&DS (Public Education Capital Outlay/Capital Outlay and Debt Service)
- Project Priority List

# FTE Dates

<b>DPS##.GQ.F70393.YyyyyS.FISH.INITIAL</b>		
Creation Dates: Survey 2: 10/13/25 - 10/25/25 Survey 3: 02/09/26 - 02/21/26	Creation Time: 12:30 a.m. Available Time: 5:30 a.m.	Used in editing Initial files
<b>DPS##.GQ.F70393.YyyyyS.FISH.BATCH</b>		
Creation Dates: Survey 2: 10/13/25 - 10/25/25 Survey 3: 02/09/26 - 02/21/26	Creation Time: 1:00 p.m. Available Time: 3:30 p.m.	Used in editing Batch update files.
<b>DPS##.GQ.F70393.YyyyyS.FISH.FROZEN</b>		
Creation Dates: Survey 2: 10/25/25 Survey 3: 02/21/26	Creation Time: 1:00 p.m.	Used in editing Initial and Batch update files.
<b>DPS##.GQ.F70393.FISH.CURRENT</b>		
Created daily		

# Assigning MSIDs and Various Scenarios

- May need an educational plant survey if moving to an ancillary facility
- May need a new MSID – Cannot have one MSID at two facilities
- May need to update the MSID address with the MSID office
- Rooms must be capacity carrying spaces (to assign a classroom)

# MSID Website



## Master School ID 2024 - 2025

Three ways are provided for your entry into this site for reviewing individual schools. If you know the name of the school, you can enter the name and the specific information will be provided. If you are uncertain about the specific school name yet know which district is of interest to you, you may enter by scrolling to the district, highlight that district and click on submit. All schools in the district are provided for you to make a choice. The third way to enter the site is to identify the name of the city/town in which the school is located and all schools with that city as part of the mailing address will be listed.

Click on the following to view a copy of the [Master School ID Application Guidelines](#).

To list *all* the schools, click *Submit* without specifying anything.

**District Number:**

**School Number:**

**School:**

**District:**   
 BRADFORD  
 BREVARD  
 BROWARD  
 CALHOUN

**City/Town:**   
 ALACHUA COUNTY  
 ALTAMONTE SPRINGS  
 ALTHA  
 ALTOONA



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## Project Priority List (PPL)

- Must be done if you want to spend CO&DS
- Requires an Educational Plant Survey

## Article XII Section 9 of the Florida Constitution

- ...and which capital outlay projects have been approved by the school board of the school district or board of trustees of the community college district, pursuant to the most recent survey or surveys conducted under regulations prescribed by the state board to determine the capital outlay needs of the school district or community college district.
- ...on the basis of a survey made pursuant to regulations of the state board and approved by the state board, all such funds remaining shall be distributed annually and used for such school purposes in such school district...
- ...only in the order of priority of needs, as shown by a survey or surveys conducted in the school district ...

### Article XII Section 9 of the Florida Constitution

# When Do I Need a Survey?

- When using CO&DS funds
- When using PECO funds
- When you have a FLDOE approved Castaldi to raze a building
- When remodeling and changing use of space
- When school grade configuration has changed
- When proposing to dispose of property

# Five Year Educational Plant Survey Schedule - Districts

JUNE 30, 2026

Alachua	Okaloosa
Baker	Okeechobee
Bay	Polk
Bradford	Saint Johns
Broward	Sarasota
Clay	Seminole
Columbia	Sumter
Dixie	Taylor
Duval	Wakulla
Escambia	Walton
Glades	FAU Lab School
Lafayette	FSU Lab School
Marion	PK Yonge K-12
Martin	(UF Lab School)

## Five Year Educational Plant Survey

### 5 Year Schedule of Florida Colleges Deadlines

JUNE 30, 2025	JUNE 30, 2026	JUNE 30, 2027	JUNE 30, 2028	JUNE 30, 2029
Broward College Chipola College Miami Dade College Northwest Florida State College Pensacola State College Lake-Sumter State College* North Florida Community College*	Eastern Florida College Daytona State College Hillsborough Community College Indian River State College Florida Gateway College Saint Johns River State College	Gulf Coast State College	College of Central Florida Florida State College Southwestern State College Florida State College @ Jacksonville The College of the Florida Keys Palm Beach State College Saint Petersburg College Valencia College	Seminole State College of Florida Tallahassee State College Pasco-Hernando State College Polk State College

Q&A

The image features a stylized logo for 'Q&A'. The letter 'Q' is a large, rounded orange shape with a white interior containing a purple question mark. The ampersand '&' is a light blue, rounded symbol. The letter 'A' is a large, green, blocky letter with a dark green shadow or outline. The entire logo is set against a white background, which is framed by dark blue horizontal bars at the top and bottom.



[www.FLDOE.org](http://www.FLDOE.org)



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