



Office of Educational Facilities EFIS and Forms – K-12 and Colleges

FEFPA – Summer Conference
June 29, 2025

Violet Brown, Courtney Carlos, Martha Chauncey, and Rick Vermillion



Office of Educational Facilities Staff

- Front Office
 - **Rick Vermillion** – Director
 - 850-245-9239
 - rick.vermillion@fldoe.org
 - **Doris Parker** – Administrative Assistant
 - 850-245-9234
 - 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
 - **Mark Jeter** – Operations & Management Consultant
 - 850-245-9308
 - Mark.Jeter@fldoe.org
 - **Martha Chauncey** – Educational Consultant
 - 850-245-9513
 - Martha.Chauncey@fldoe.org

Office of Educational Facilities Staff Continued

- Planning and Evaluation Team Continued
 - **Courtney Carlos** – Educational Consultant
 - 850-245-9246
 - Courtney.Carlos@fldoe.org
 - **Jasmin Richardson** – Educational Consultant
 - 850-245-9233
 - Jasmin.Richardson@fldoe.org
 - **Kimberly Knowles** – Educational Consultant
 - 850-245-9302
 - Kimberly.Knowles@fldoe.org

Office of Educational Facilities Staff Continued

- Construction Planning and Training Team
 - **Vacant** – Educational Facs Construction Planning Mngr
 - 850-245-9296
 - **Don Whitehead** – Safe and Efficient Facilities Design Mngr
 - 850-245-9295
 - Don.Whitehead@fldoe.org
 - **James "Jimmy" Mitchell** - Mechanical Engineer
 - 850-245-9227
 - James.Mitchell@fldoe.org
 - **Brad Gray** – Research and Training Specialist
 - 850-245-9224



The Office of Educational Facilities Mission Statement

To provide technical support and information for all issues related to educational facilities planning, funding, construction, and operations throughout Florida's Early Learning-20 Education System.



PURPOSE

To explain EFIS and the different forms that are due to FLDOE.

FLDOE.ORG



What are you looking for today?



DIVISIONS ▾

EXPLORE ▾

FEATURED TOPICS ▾

Congratulations 2026 Florida Teacher of the Year Mark Harrison

READ MORE



GOVERNOR
RON DESANTIS



COMMISSIONER
ANASTASIOS KAMOUTSAS

WELCOME MESSAGE

Welcome to the Florida Department of Education's website. Every day we work hand in hand with parents, teachers, educators and community members to improve Florida's education system for students of all backgrounds and abilities. Our site reflects this cooperative relationship and the role that so many Floridians play in ensuring student success.

[LEARN MORE ABOUT FDOE](#)

FLDOE Website



What are you looking for today?



DIVISIONS ▾

EXPLORE ▾

FEATURED TOPICS ▾

DIVISIONS

Browse our most popular links and resources for education



Early Learning



Public Schools



School Choice



Accountability



Safe Schools



Finance



State Board



Technology

FLDOE Website

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**
[SREF Registration Form](#) (PDF)
Please download and return the registration form to Don.Whitehead@fldoe.org and Kristen.Griffin@fldoe.org
Registration Due: 06/30/2022

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
- PPL – Project Priority List
- CO & DS – Capital Outlay and Debt Service
- LCIF – Local Capital Improvement Funds
- PECO – Public Educational Capital Outlay



Educational Facility Information System (EFIS)

Educational Facility Information System

- On **NEW** platform as of December 2025
- Website: efis.fldoe.org
 - LEA Administrator must set up permissions again
 - <https://flssoportal.fldoe.org/support>



- Use your single sign on username and password
- Multifactor authentication

Single Sign On Homepage



Sign in with one of these accounts



Hosted / Self-Registered login



Florida Department of Education



Alachua County School District



Baker County School District



Bradford County School District



Brevard County School District



Broward County School District



Charlotte County School District



Citrus County School District

Single Sign On Dashboard



[Home](#) | [Log Out](#) | [Menu](#) ▾

[HOME](#) | [ABOUT](#) | [TUTORIALS](#) | [SUPPORT](#)

Home

MENU

My Resources

Announcements

Welcome Violet Brown

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



CPALMS



EFIS



FLORIDA SCHOOL
LEADERS

Single Sign On Authentication

 FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org


We have the following number on record for you. We can send a code via SMS or phone to authenticate you.

Phone Number
XXX-XXX-7846

Please enter the verification code you received

[Send a new code](#)

[Verify Code](#)

[Cancel](#)

[Home](#) [Privacy](#) [Support](#)

Forms Covered

- Vacant and Underused – K-12
- Certification of FISH – K-12
- Project Priority List – K-12 / Colleges
- CASTALDI (OEF Form RCC-BRR) – K-12 / Colleges
- Current and Projected Career and Adult Educational Programs (DVE 768) – K-12 / Colleges
- Project Tracking (OEF Form 110A, 110B, 208 and 209) – K-12 / Colleges
- Cost of Construction (FCO 564) – K-12 / Colleges



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Vacant and Underused Facilities



F.S. 1002.333: ...Low Performing Schools

State Board of Education

Ben Olson, Chair
Ryan Potts, Vice Chair
Members
Monica Brown
Kathleen Boyd
Gracie Patti Christie
Kelly Garcia
Mary Lynn Magar

Florida Department of Education
fldoe.org

Manny Diaz, Jr.
Commissioner of Education

MEMORANDUM

TO: District School Superintendents
District School Facility Directors

FROM: Suzanne Pridgen *Suzanne Pridgen*

DATE: February 23, 2024

SUBJECT: Annual Report of Underused, Vacant, or Surplus Facilities

Pursuant to section 1002.333(7)(d), Florida Statutes, attached is a list of underused, vacant, or surplus facilities owned or operated by your school district, as reported to the Florida Department of Education (department) in the Florida Inventory of School Houses. An "underused, vacant, or surplus facility" is defined in statute as "an entire facility or portion thereof which is not fully used or is used irregularly or intermittently by the school district for instructional or program use."

In reviewing the attached list, the primary use of a facility might not reflect what the district is using the facility for during the current school year, but rather how the district currently codes the facility. Please review the list for accuracy, then indicate on the attached report that the information is accurate as displayed or that corrections are needed.

If the department does not receive a response from your district within 30 days, we will assume that the attached data for your district is accurate. The final report will be available on April 1, 2024, on the department's website at fldoe.org. For questions or technical assistance, please contact Kimberly Knowles at Kimberly.Knowles@fldoe.org or 850-245-9302.

SP/ke

Attachment

cc: Mark Eggers, Assistant Deputy Commissioner, Division of Finance and Operations
Mark Wigly, Interim Director, Office of Educational Facilities
Violet Brown, Senior Educational Program Director, Office of Educational Facilities
Kimberly Knowles, Educational Consultant, Office of Educational Facilities

Suzanne Pridgen
Deputy Commissioner, Finance and Operations

www.fldoe.org

Underused, Vacant or Surplus Facilities

By each April 1, the department shall update and publish a final list of all underused, vacant, or surplus facilities owned or operated by each school district...

[Florida Statutes 1002.333\(7\)\(d\)](#)

Level of Service Report

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

2-Violet.Brown@fldoe.org | Logout

Educational Facilities Information

Announcements

FISH

Upcoming, this week

PLEASE CHECK ANY

[PPLs in progress](#)

LINKS

[Educational Facilities](#)
[SREF & The Florida Building Code](#)
[Fixed Capital Outlay](#)
[Public Schools/Districts](#)
[References & Special Programs](#)
[International Code Council](#)
[Capital Outlay FTE \(COFTE\)](#)

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](#)

Fish Reports

- Survey Reports
- Work Plan Reports
- Project Tracking Reports
- Florida Colleges Reports

Standard Reports

COMMONLY USED REPORTS

AGENCY FACILITIES SUMMARY

AGENCY USE REPORT

FACILITY INVENTORY

SCHOOL LAND INVENTORY REPORT

LEVEL OF SERVICE REPORT

DIST WIDE STUDENT STATION SMRY

DCA NUMBER SUMMARY

MANAGEMENT REPORTS

DESIGN SPECIFICATIONS

AGE REPORT

SPACE REPORT

DISTRICT-WIDE INVENTORY

UPDATE REPORTS

BUILDING UPDATE REPORT

FACILITY UPDATE REPORT

PARCEL UPDATE REPORT

ROOM UPDATE REPORT

Florida Inventory of School Houses (FISH)

ORGANIZATION: 18-FLAGLER 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)
ADULT EDUCATION - A1A CENTER	15	15	130	0	1.50	0	ADULT EDUCATION	0.00	15
BELLE TERRE ELEMENTARY	1,557	918	1,930	1,868	1.00	83	ELEMENTARY	1,293.15	263.85
BELLE TERRE SWIM	0	0	0	0	0.00	0	COMMUNITY SERVICE	0.00	0
BUDDY TAYLOR MIDDLE	1,740	1,546	2,020	2,088	0.90	75	MIDDLE	1,306.76	433.24
BUNNELL ELEMENTARY	1,507	972	2,200	1,808	1.00	72	ELEMENTARY	1,077.55	429.45
CENTRAL SERVICES COMPLEX	0	0	0	0	0.00	0	MULTIPLE USE SUPPORT	0.00	0
COUNTY ADMINISTRATION (GSB)	0	0	0	0	0.00	0	COUNTY ADMINISTRATION	0.00	0
DISTRICT OPERATIONS	0	0	0	0	0.00	0	MULTIPLE USE SUPPORT	0.00	0
Engagement Center	0	0	0	0	0.00	0	MULTIPLE USE SUPPORT	0.00	0
FLAGLER-PALM COAST SENIOR HIGH	2,612	2,503	2,350	3,134	0.95	89	SENIOR HIGH	2,316.5	295.50
INDIAN TRAILS SCHOOL	1,598	1,598	1,300	1,918	0.90	90	MIDDLE	1,445.39	152.61
LEWIS E WADSWORTH ELEMENTARY	908	908	2,010	1,090	1.00	82	ELEMENTARY	742.74	165.26
MATANZAS HIGH SCHOOL	2,580	1,733	2,050	3,096	0.95	72	SENIOR HIGH	1,859.9	720.10
OLD KINGS ELEMENTARY	1,290	837	1,460	1,548	1.00	79	ELEMENTARY	1,014.06	275.94



Certification of FISH

FISH Certification of Facilities Data

- Each district shall:
 - Review FISH
 - §1013.03(3), 1013.31(1)(d)
 - [§SREF 6.1\(5\)](#)
 - Rule 6A-2.0010 Florida Admin Code
 - Certify it is current and accurate
- Completed annually by 1 April
- Must be signed by:
 - Board Chair
 - Superintendent
 - Director of Facilities



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 101331(1)(e), 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

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

Functions of the Department and Board of Governors

- Functions of the Department / Board of Governors
 - F.S. [1013.03\(3\)](#) requires boards to submit
 - Other educational plant inventories data
 - Statistical data
 - Information relevant to construction, capital improvements, and related costs
- Ed Plant Survey; Need Assessment; PECO Funding
 - F.S. [1013.31\(1\)d](#) requires boards to
 - Periodically update FISH
 - As new inventory becomes available
 - As unsatisfactory space is eliminated
 - State Board shall adopt rules on update timeline



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Project Priority List (PPL)

Florida Constitution, Article XII, Section 9

- Capital outlay projects
 - Approved by the district board/board of trustees
 - Approved Educational Plant Survey
 - Approved by State Board of Education
 - Must be on a priority of needs
- Must have a PPL to spend CO&DS

[Article XII Section 9 of the Florida Constitution](#)

Project Priority Lists – Early Learning - 12

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

2-Violet.Brown@fldoe.org | Logout

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](#)

ADMIN

- Add Facility Lists
- View Facility Lists
- Submitted Surveys
- View Surveys
- Add Survey
- Submitted Project Priority Lists
- View Project Priority Lists
- Create a Project Priority List**
- Facility List Planning Tool

Project Priority Lists – Colleges

2-Violet.Brown@fldoe.org | Logout

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

Facilities Information System

FLORIDA COLLEGES - VIEW

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

Organization: 1-EASTERN FLORIDA STATE COLLEGE ▼

- Manage Surveys
- Facility List and Inventory
- View Recommendations
- Funding
- Other
- Project Priority Lists**

ADMIN

		Number	Version	Survey Date	Current Status	Approval Date	Submission Date
Set Active Pending	Select	3	1	05/15/2021	Active Approved	06/30/2021	06/30/2021
	Select	2	2	02/05/2016	Closed	05/16/2017	02/22/2017
	Select	2	1	10/26/2014	Closed	04/24/2015	02/11/2015
	Select	1	3	04/21/2014	Closed	04/24/2014	04/23/2014
	Select	1	2	06/18/2012	Closed	04/21/2014	06/18/2013



FLORIDA DEPARTMENT OF
EDUCATION
— fldoe.org

Castaldi – OEF Form RCC-BRR

Lifespan of Facilities

- §1013.64(1)(a)
 - Permanent building: 50 years
 - Modular building: 35 years
 - Relocatables: 20 years

[Florida Statute 1013.64](#)

Room Condition Change-Building Replacement/Raze



Office of Educational Facilities
Florida Department of Education

Room Condition Change
Building Replacement/Raze

District/Community College _____ Contact Person _____

Phone _____

Facility/Campus Name _____ Facility Number (school districts only) _____

Building Number(s) _____ Parcel/Site Number(s) _____

This Proposed Project will:

☐ Change the condition of permanent rooms from satisfactory to unsatisfactory (if yes, go to Section I and complete certification in Section III). (Not applicable to community colleges)

☐ Change the condition of permanent rooms from unsatisfactory to satisfactory (if yes, go to Section I and complete certification in Section III). (Not applicable to community colleges)

☐ Raze permanent building(s) (if yes, go to Section II and complete certification in Section III).

☐ Replace permanent building(s) (if yes, go to Section II and complete certification in Section III).

Major Capital Outlay Funding Source(s) – Original Building _____

Major Capital Outlay Funding Source(s) – Replacement Building _____

This form is not required for razing a single, freestanding structure that is less than 750 NSF and is debt free, or multiple small structures on a single campus whose total area is less than 750 NSF and are debt free. This form must be completed for any structure 750 NSF or greater and any structure, regardless of size, that is not debt free.

A. DISTRICT/COMMUNITY COLLEGE CERTIFICATION

The district/community college must submit this certification document, completed and signed by the appropriate school officials, along with all required or necessary supporting documentation pertaining to the proposed project.

The _____ County District School Board/Community College Board hereby certifies that:

I. CONDITION CHANGE: (Not applicable to community colleges)

1. All room condition changes are consistent with State Requirements for Educational Facilities (SREF) standards and the Florida Fire Prevention Code (FFPC) requirements for the condition of space.

II. RAZE/REPLACE PERMANENT BUILDING(S):

1. All fund sources have been researched and no current indebtedness or outstanding debt exists for the building(s) that will be razed and/or replaced.

2. Funding Source(s):

a. Original Building: _____

OEFL Form RCC-BRR – March 2008 Page 1

- Must be completed for a structure
 - 750 NSF or greater
 - Any structure, regardless of size, that is not debt free
- Not required for
 - Freestanding structure <750 NSF and is debt free
 - Multiple structures on a single campus whose total area <750 NSF and debt free
- Castaldi Analysis is required for each building (facility condition)

What is a Castaldi?

- The Castaldi formula compares the costs of replacing a building with the costs of remodeling or renovating a building
- Items that go with the formula
 - OEF Form Room Condition Change / Building Replacement/Raze
 - Facility Condition Assessment



Castaldi Formulas

- Replacement

- $$\frac{(R)(NSF)}{L_R}$$

- Remodeling

- $$\frac{(Cost_{Remodeling})(NSF)}{(L_M)(I_A)}$$

- Renovation

- $$\frac{(Cost_{Renovation})(NSF)}{(L_M)(I_A)}$$

- Roofs and HVAC

- It is expected to have to replace these two systems at least one during the lifespan of a building
 - If original to the building, do not include in the justification costs to replace the building over remodeling/renovation

Variables

- Replacement
 - R = Cost of replacement of the building (per NSF)
 - NSF = Net Square Feet of the building
 - L_R = Estimated life of the new building (50 years)
- Remodeling
 - Cost = Total cost to remodel building (per NSF) ($\sim 1/2$ of R)
 - L_M = Estimated useful life of the modernized building
 - I_A = Estimated index of educational adequacy (0.75)
- Renovation
 - Cost = Total cost to remodel building (per NSF) ($\sim 1/3$ of R)

Items of Note

- Costs
 - A facility assessment is still required
 - Justifies the need for remodeling / renovation
- L_M (THIS IS NEW)
 - This is **NOT** the expected life remaining in the building
 - It **IS** the number of years of useful life remaining in the building **AFTER** it is modernized
 - Example using a building built in 1994 and 20 additional years after remodeling
 - $2026 - 1994 = 32$ yrs old, $50 - 32 = 18$ yrs of useful life remaining
 - $18 + 20 = 38$ years of useful life remaining after modernized
 - $L_M = 38$



Current and Projected Career and Adult Educational Programs (DVE 768)

F.S. 1013.31 - ...Need Assessment Criteria...

- The Department of Education shall document the
 - Need for additional career & adult education programs
 - Continuation of existing programs
 - Before facility construction or renovation may be included in the educational plant survey
- Information used to establish facility needs must include, but need not be limited to
 - Labor market data
 - Needs analysis
- Completed every five (5) years
- Updated with new programs as needed

Career/Adult Educational Programs - DVE 768

CURRENT AND PROJECTED CAREER AND ADULT EDUCATION PROGRAM / FACILITY NEEDS FOR FIVE-YEAR AND SUPPLEMENTARY EDUCATIONAL PLANT SURVEY

DVE768

Florida Department of Education

1014 Turlington Building

Tallahassee, FL 32399

To: Martha Chauncey martha.chauncey@fldoe.org

Current Year: 2025-2026

Projected Year: 2030-31

(1) LEA:

(2) SCHOOL / CAMPUS / ALL:

(3) CONTACT PERSON NAME/ TITLE:

(4) CONTACT PERSON TELEPHONE AND EMAIL:

(5) DOE USE ONLY :

APPROVAL DATE: / /

APPROVED BY:

(6)
CIP CODE

(7)
PROGRAM TITLE
(in Alphabetical order by program levels listed below)

(8)
PROGRAM NUMBER
(Secondary and Career Certificate only)

(9)
SOC CODE

(10)
DOE USE ONLY
PROGRAM
APPROVED:
YES/NO

(11)
DOCUMENTATION OF
NEED REFERENCE

Secondary/Career Certificate Programs (add/delete rows accordingly)



Project Tracking OEF 110A, 110B, 208 and 209

Project Tracking

- Boards shall provide a description of the facilities procurement process
 - **Each** project over \$300,000, **prior to implementation**
 - Letter of Transmittal (OEF Form 208)
 - Site name and description of project
 - Grade levels and number of student stations
 - Estimated project cost
 - Fund source

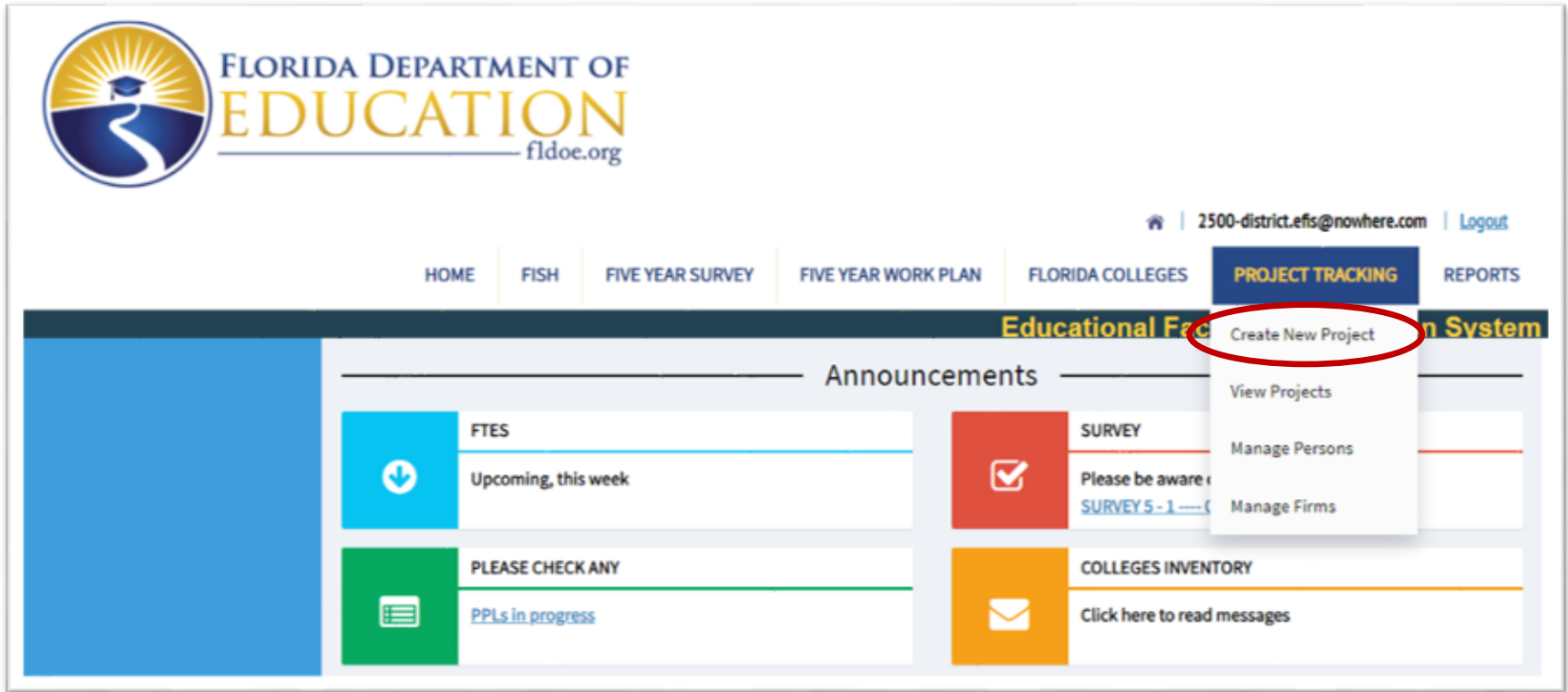
Project Tracking

- Project Implementation Form (OEF Form 110A)
 - Names of the architects and engineers of record for design
 - Contractor or program management entity
 - Building inspector
 - Threshold inspector
- Upon completion, the Board shall provide (through EFIS)
 - Signed Certificate of Occupancy (OEF Form 110B)
 - Signed Certificate of Final Inspection (OEF Form 209)

Project Tracking

- The 110A, 110B, 208 and 209 should be added to EFIS under Project Tracking
- Used for any Remodeling, Renovation and New Construction **project over \$300,000**
- Required if sending plans to DOE for review or not
- Maintenance projects do not need to be entered

Project Tracking



The screenshot displays the Florida Department of Education's Project Tracking system interface. At the top left is the Florida Department of Education logo and name. The top right shows a user login for '2500-district.efis@nowhere.com' with a 'Logout' link. A navigation bar contains links for HOME, FISH, FIVE YEAR SURVEY, FIVE YEAR WORK PLAN, FLORIDA COLLEGES, PROJECT TRACKING (highlighted in blue), and REPORTS. Below the navigation bar is a dark blue banner with the text 'Educational Facilities Management System'. A dropdown menu is open under 'PROJECT TRACKING', listing 'Create New Project' (circled in red), 'View Projects', 'Manage Persons', and 'Manage Firms'. The main content area is titled 'Announcements' and features four colored boxes: a blue box for 'FTES' with a download icon and text 'Upcoming, this week'; a red box for 'SURVEY' with a checkmark icon and text 'Please be aware of SURVEY 5 - 1'; a green box for 'PLEASE CHECK ANY' with a calendar icon and text 'PPLs in progress'; and an orange box for 'COLLEGES INVENTORY' with an envelope icon and text 'Click here to read messages'.

Order of Entering Data

- First: Manage Firms – Make sure firms listed on the forms are on this page, if not, add them
- Second: Manage Persons – Make sure people listed on the forms are on this page , if not, add them
- Third: Add 208 Form – Letter of Transmittal
- Fourth: Add 110A Form – Project Implementation Form
- Fifth: Add 110B Form – Certificate of Occupancy
- Sixth: Add 209 Form – Certificate of Final Inspection

Manage Persons and Manage Firms

MANAGE PERSONS

Organization Type	COMMUNITY COLLEGE NAME ▾	Organization	1 - EASTERN FLORIDA STATE COLLEGE ▾
First Name		Last Name	
Email			
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	dlfarrer@strato.net	BUILDING INSPECTOR	Omni Inspections & Consulting, Inc.
Select	Danny Farrer	dlfarrer@strato.net	BUILDING INSPECTOR	Omni Inspections & Consulting, Inc.

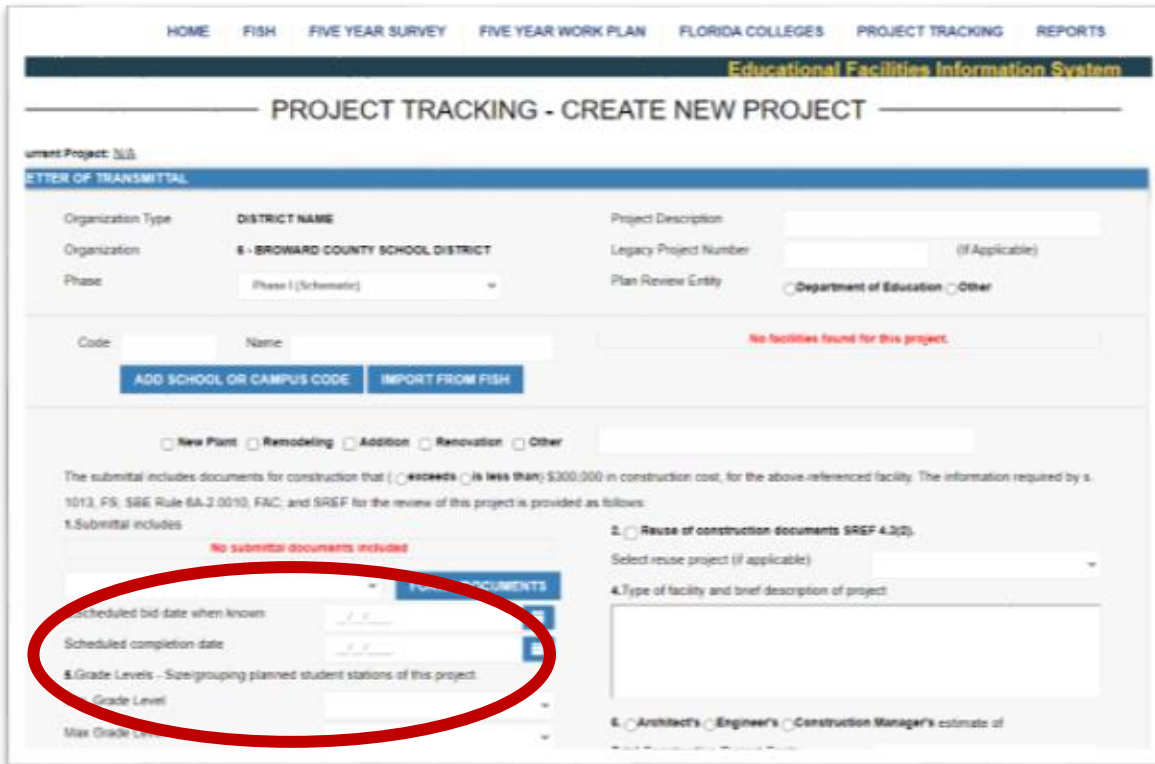
Person Details

First Name		Middle Initial	
Last Name		Name Suffix	
Person License Number		License Expiration Date	
Person Email			
Person Type	☐ ARCHITECT ☐ BUILDING INSPECTOR ☐ BUILDING OFFICIAL ☐ CIVIL/STRUCTURAL ENGINEER ☐ COMMUNITY COLLEGE PRESIDENT ☐ CONTRACTOR ☐ DISTRICT DESIGNEE ☐ DISTRICT SUPERINTENDENT ☐ ENGINEER, CIVIL ☐ ENGINEER, ELECTRICAL ☐ ENGINEER, MECHANICAL ☐ ENGINEER, STRUCTURAL ☐ FIRE SPRINKLER DESIGNER ☐ LANDSCAPE ARCHITECT ☐ PROGRAM MANAGER ☐ THRESHOLD INSPECTOR ☐ UNKNOWN		
Select Firm	No Firm Associated ▾		
Firm Address			
City, State, Zip			
Phone			
	Firm License Number		
	License Expiration		
	Email		

SAVE

CANCEL

OEF Form 208 in EFIS



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

Educational Facilities Information System

PROJECT TRACKING - CREATE NEW PROJECT

Current Project: **110A**

LETTER OF TRANSMITTAL

Organization Type: DISTRICT NAME
Organization: **6 - BROWARD COUNTY SCHOOL DISTRICT**
Phase: Phase I (Schematic)

Project Description:
Legacy Project Number: (If Applicable)
Plan Review Entity: ☐ Department of Education ☐ 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.3.0010, FAC; and SREF for the review of this project is provided as follows:

1. Submittal includes

No submittal documents included

Scheduled bid date when known:
Scheduled completion date:

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

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

- Enter the 208 first
- Select other forms being added (110A, 110B, 209, etc.)
 - Use the drop-down box to select the 209 then click forms/documents
- Required for each form

View Projects - College

PROJECT TRACKING - VIEW PROJECTS

Search Project or Manage Review Documents:

SEARCH PROJECT NUMBER OR

MANAGE REVIEW DOCUMENTS

Organization Type

COMMUNITY COLLEGE NAME

Organization

1-EASTERN FLORIDA STATE COLLEGE

SORT

	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

View Projects – Early Learning-12

PROJECT TRACKING - VIEW PROJECTS

Search Project or Manage Review Documents:

SEARCH PROJECT NUMBER OR

MANAGE REVIEW DOCUMENTS

Organization Type

DISTRICT NAME ▼

Organization

65-LEON COUNTY SCHOOL DISTRICT ▼

SORT

Project Number	School/Campus Name(s)	Status	Description
Select 2009-1	SPRINGWOOD ELEMENTARY	REVIEW LETTER SENT	Ren: HVAC Improvements (Bldgs. 4 and 5)
Select 2024-1	Conner Boulevard Transportation Facility	REVIEW LETTER SENT	Add/Ren: CNG Fueling Station
Select 2026-1	ELIZABETH COBB MIDDLE	REVIEW LETTER SENT	Ren: Restrooms ADA Upgrade (Phase I)
Select 2029-1	SABAL PALM ELEMENTARY	REVIEW LETTER SENT	Rem/Ren: Media Center and Classrooms
Select 2033-1	GRIFFIN MIDDLE	REVIEW LETTER SENT	Add: Administration, I.T., and ESE Building (2-Story)
Select 2044-1	WOODVILLE ELEMENTARY	REVIEW LETTER SENT	Ren: HVAC Improvements (Bldg. 2) and Boiler Replacement
Select 2045-1	JAMES RICKARDS SENIOR HIGH	REVIEW LETTER SENT	Ren: Chiller Replacement (Buildings 5, 6, and 9)
Select 2052-1	SEALEY ELEMENTARY	REVIEW LETTER SENT	Ren: HVAC Replacement (Building 1)
Select 2053-1	WALTER T MOORE JR ELEMENTARY	REVIEW LETTER SENT	Addition, Remodeling, and Renovation
Select 2057-1	GRIFFIN MIDDLE	REVIEW LETTER SENT	Ren: Building 11 (Media Center)
Select 2058-1	DEERLAKE MIDDLE	REVIEW LETTER SENT	Ren: HVAC Replacement (Ph. C - Buildings 2, 3, and 4)
Select 2070-1	LEON SENIOR HIGH	REVIEW LETTER SENT	Ren: Stage Rigging
Select 2089-1	GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT	REVIEW LETTER SENT	Add: 9 Classrooms
Select 2092-1	AUGUSTA RAA MIDDLE SCHOOL	REVIEW LETTER SENT	Ren: HVAC Replacement (Buildings 1, 2, 3, 8, 9, 10, 12)

Project Tracking – Project Details

Current Project: LEON COUNTY SCHOOL DISTRICT - 4820-1

Organization	EFIS Project Number	Project Status	Project Description
LEON COUNTY SCHOOL DISTRICT	4820-1	PROJECT SUBMITTED	New Cafeteria and Stage and Demolition of Bldgs. 2&4 - Phase 1

Project Facilities:

School Or Campus Code	School Or Campus Name
19	GRIFFIN MIDDLE

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	04/29/24 12:00:23 PM	
Select	Phase III (Final)	1	LCCA - Life Cycle Cost Analysis	DRAFT	04/29/24 12:00:23 PM	
Select	Phase III (Final)	1	110A - Project Implementation Information	SUBMITTED	04/29/24 12:44:40 PM	
Select	Phase III (Final)	1	208A - Facility Space Chart/Net And Gross Square Footage	SUBMITTED	05/20/24 11:21:30 AM	

ADD DOCUMENT

ASSIGN REVIEWER(S)

VIEW/ASSIGN DOCUMENT LOCATION

UPDATE PROJECT STATUS



Cost of Construction

Cost of Construction – Statute 1013.64(6)(d)

- The department shall annually
 - Compute the statewide construction costs for
 - Facilities serving each instructional level
 - Relocatable educational facilities
 - Other ancillary and auxiliary facilities
 - Compute the statewide average costs per student station for each instructional level
 - Review the construction costs in each school district
 - Review the student station costs
 - Adhering to student station costs currently suspended
 - Collect all reports and provide them to the Auditor General for verification purposes

Form FCO 564 – General Instructions

- Prepare a separate form for **each** construction project
 - Return the form with “NONE” printed in large letters if there are no projects to report
 - Include POC name, telephone number and email address
- Department letter will have date forms are due
- Forms are to reflect **new construction projects only**
 - New/replacement schools or additions
 - **Do not submit renovation and remodeling projects**
- Report projects with no student stations
- Submit forms electronically to askfco@fldoe.org

Cost of Construction Form

FLORIDA DEPARTMENT OF EDUCATION
FIXED CAPITAL OUTLAY OFFICE
COST OF CONSTRUCTION REPORT - PUBLIC SCHOOLS

Complete the following information and email form to:

AsFCOO@fldoe.org

Florida Department of Education
Fixed Capital Outlay Office
325 West Gaines Street, Suite 1222
Tallahassee, Florida 32399-0400
850-245-9665

DATE SUBMITTED:

CALENDAR YEAR:

PREPARED BY:

PHONE:

EMAIL:

STEP 1: SCHOOL INFORMATION

DISTRICT NAME:

SCHOOL NAME:

DISTRICT NUMBER:

FACILITY (FISH) #:

STEP 2: CONSTRUCTION PROJECT INFORMATION (New or Replacement Schools and Additions Only)

REUSE OF PLANS ☐ PROTOTYPE ☐ DESIGN BUILD ☐ HURRICANE SHELTER ☐
 TYPE OF PROJECT (Select One) ☐ New or Replacement School ☐ Addition to existing school ☐
 TYPE OF ADDITION (gym, classrooms, media, etc.) ☐
 PHASE II PLAN APPROVAL DATE ☐ CONTRACT AWARD DATE ☐
 CERTIFICATE OF OCCUPANCY DATE ISSUED ☐

STEP 3: NEW CONSTRUCTION BASELINE DATA

AMOUNT

1. Number of Student Stations
2. Number of Teacher Stations
3. Net Square Feet
4. Gross Square Feet
5. Number of new classrooms assigned capacity K-5 6-8 9-12 Total
6. Cost Data
 - a. Architect / Engineering fees

This refers to the cost for professional architectural and engineering services performed in connection with planning, design and construction of the facility. Incorporate all base service and additional authorization services.
 - b. Building contract cost

This refers to the total cost of building construction within and including the exterior wall of the building and including all clearing, grubbing, fill, and rough grading in preparation for construction and all materials and supplies purchased by the district school board in this process. All change orders should be added or deducted from the contract cost. Includes covered areas such as: walkways, dining, play areas, and parking areas. Include built-in cabinets, mill work and other furniture or equipment permanently fixed or attached to the building as part of building construction. Do not include cost of movable school furniture and equipment.
 - c. Furniture and equipment

These costs refer to all furniture and equipment required to make the facility operational on the first day of school. This includes, but is not limited to, student and teacher desks, computer equipment, science and vocational lab equipment, library furniture, audio-visual equipment, library books required to initially stock the media center and other school equipment that a district would normally capitalize, such as copy machines, etc. Equipment costs excluded from the definition are items such as interscholastic activity equipment (e.g., football or band uniforms). Additionally, textbooks, consumable supplies and noncapitalized science and vocational lab supplies are excluded from this definition.
 - d. Legal and administrative cost

How to Obtain Forms and Instructions

FIXED CAPITAL OUTLAY

[Home](#) | [Finance](#) | [Fixed Capital Outlay](#) | [Online Forms](#)

Appropriation History & Projections

Capital Outlay & Debt Service (CO & DS)

Charter School Capital Outlay

Classrooms First Monthly Distribution History

Classrooms For Kids Monthly Distribution History By Fiscal Year

Cost Of Construction

Federal Bonds Programs

Fixed Capital Outlay Staff

ONLINE FORMS

Online Forms

- [FCO 352 Encumbrance Authorization Request](#) (Word)
- [FCO 442 Instructions on how to complete a Draw Request](#) (PDF)
- [FCO 442 Draw Request](#) (Excel)
- [PECO Online Disbursement Request Manual](#) (PDF)

Cost of Construction Forms

- [FCO 564 Public School Cost of Construction](#) (Excel)
- [FCO 564 Public School Cost of Construction Instructions](#) (PDF)
- [FCO 564 Florida Colleges Cost of Construction](#) (Excel)
- [FCO 564 Florida Colleges Cost of Construction Instructions](#) (PDF)

<https://www.fldoe.org/finance/fco/forms.stml>

www.FLDOE.org

Five Year Ed Plant Survey Schedule - Districts

June 30, 2026	June 30, 2027	June 30, 2028	June 30, 2029	June 30, 2030
• Alachua • Baker • Bay • Bradford • Broward • Clay • Columbia • Dixie • Duval • Escambia • Gilchrist • Glades • Gulf • Jefferson • Lafayette • Marion • Martin • Okaloosa • Polk • Saint Johns • Sarasota • Seminole • Sumter • Taylor • Wakulla • Walton • FAU Lab School • PK Young (UF Lab School)	• Collier • Gadsden • Hendry • Jackson • Leon • Manatee • Monroe • Orange • Osceola • Pasco • Santa Rosa • Volusia • FAMU Lab School	• Brevard • Calhoun • Charlotte • DeSoto • Hernando • Holmes • Indian River • Lake • Lee • Palm Beach • Saint Lucie • Suwannee • Union • Washington	• Citrus • Miami-Dade • Franklin • Hamilton • Hardee • Highlands • Hillsborough • Levy • Liberty • FSDB (Florida School for the Deaf and the Blind)	• Flager • Madison • Nassau • Pinellas • Putnam • FSU Lab School (Tallahassee)

Five Year Ed Plant Survey Schedule - Colleges

June 30, 2026	June 30, 2027	June 30, 2028	June 30, 2029	June 30, 2030
• Eastern Florida College • Daytona State College • Hillsborough Community College • Florida Gateway College • Northwest Florida State College* • Pasco-Hernando State College* • State College of Florida, Manatee-Sarasota	• Gulf Coast State College	• College of Central Florida • Florida Southwestern State College • Florida State College @ Jacksonville • The College of the Florida Keys • Palm Beach State College • Saint Petersburg College • Santa Fe College • South Florida State College • Valencia College	• Indian River State College • Seminole State College of Florida • Tallahassee State College • Polk State College	• Broward College • Chipola College • Lake-Sumter State College • Miami-Dade College • Pensacola State College • North Florida College

* Survey is on an extension

Q&A



www.FLDOE.org



facebook.com/educationFL

[@EducationFL](https://twitter.com/EducationFL)

youtube.com/educationFL

[@EducationFL](https://instagram.com/EducationFL)

www.FLDOE.org