

Educational Plant Survey. At least once every five (5) years each board, including the Board of Regents (BOR), the developmental research schools (demonstration lab schools), and the Florida School for the Deaf and the Blind (D&B), shall arrange for an educational plant survey in conformance with Section 235.15(1), Florida Statutes. An educational plant survey shall propose a building program for a board for a period of five (5) years. One file copy of the survey report, all supplemental surveys, modifications or updates, and documentation of board approval, shall be forwarded to the Department of Education, Educational Facilities.

(1) Survey Report. Upon completion of the survey, a written report containing recommendations for housing educational programs, services, leased space used for conducting a school district's instructional programs, projected student population, and other information required by Section 235.15, F.S., shall be reviewed and approved by the board, including the BOR and the D&B. *Depending on the size of the district, college, or university, the five-year survey process may be started at least a year in advance of the date the document is to be completed. This is suggested so that proper attention can be given to areas such as inventory validation, facility list development, collection of various survey related data, and decisions to be made about how the document will be completed.* A survey shall include, but not be limited to the following:

- (a) Inventory.** A current inventory of existing board-owned educational, ancillary, and auxiliary facilities and plants, including satisfactory leased, lease-purchased, and owned relocatables.
- (b) Recommendations.** Recommended remodeling, renovation, new construction, and sites and site additions for existing and new ancillary and educational plants and auxiliary facilities including the general location of each in coordination with the local comprehensive plan as required in Sections 235.193 and 235.194, F.S., the capacity of each, and the estimated cost of work for each.
- (c) Student Population.** Using numbers provided by the DOE, include an analysis of past and projected capital outlay student population (COFTE) based on the "traditional school year" by school center and based on an extended day or year-round operation for kindergarten through 12 and vocational. Community colleges shall use the five-year projections of student population contained in the yearly report of capital outlay full-time equivalent student enrollments (CCFTE 602) prepared by the Division of Community Colleges. Universities shall use the five-year projections of capital outlay full-time equivalent student enrollments approved by the BOR Office of Planning, Budgeting, and Policy Analysis. District projections, if substantially different from those of the DOE, may be included as an alternate to the survey with accompanying recommendations and other survey data. Special facilities, joint use facilities, and cooperative vocational facilities projects shall use DOE COFTE projections.
- (d) Facilities Lists.** Statements of proposed types of facilities, grade structure, and student capacity for kindergarten through 12 and vocational.
- (e) Capital Outlay Proposed Funding Plan -** An analysis of expenditures and projected capital outlay funds for kindergarten through 12 and vocational; millage necessary to raise the required local contribution; tax levies on non-exempt property (millage); debt service obligations; anticipated state funds; the amount of unappropriated and unencumbered capital improvement funds available for construction at the time of the survey; other financial data as may be relevant, such as trends in assessed valuation.
- (f) Campus Master Plan.** Community college surveys shall also include a campus master plan update and detail.

(2) Precedence. A new educational plant five- (5) year survey shall supersede all previous surveys. Previous recommendations which have not been implemented shall not be eligible for the expenditure

of state capital outlay funds unless recommended in the new survey. The Project Priority List (PPL) approval is rescinded except for recommendations for projects in programming or design phases which have been recommended for continuation in the new survey. A supplementary survey may be provided at any time.

- (3) *Coordinate with Local Government.*** *Each school district shall provide a copy of each new survey and any changes or amendments, to each local government. Every year, by October 1, each school board shall send each local government within its boundaries, a general educational facilities report as required in Section 235.194, F.S., containing information about existing facilities, projected needs, planned facilities with funding over the next three (3) years, and the districts unmet needs.*
- (4) *Project Priority Lists (PPL).*** *Update Project Priority Lists for projects using fund sources requiring approved PPL.*

See Rule 6A-2.0111, Florida Administrative Code; Section AXIIS9(d), State Constitution; and Sections 235.002, 235.01, 235.014(12), 235.15(1), 235.26, 235.435(1)(4)(a), 240.295(1), 240.327, Florida Statutes.