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ABSTRACT

This document updates Florida's deregulation of construction of educational facilities guidelines, while keeping as the primary focus the safety of the students in pre-K through community college facilities. Organized by the sequence of steps required in the facilities procurement process, it covers general definitions, property acquisition/disposal, finance, lease and lease-purchase, historic buildings, program development, professional services, inspection services, design standards, inspection standards, and codes and regulatory agencies. Final sections address life safety; new construction, remodeling, and renovation; special construction; and the safety, comfort, and health of occupants in existing educational facilities. (GR)

STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES -- 1997

PREFACE

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This revised document has been updated to meet the intent of the State for deregulation of construction of educational facilities, while keeping as the primary focus the safety of the students in pre-K through grade 12 and community college facilities. This *State Requirements for Educational Facilities* (SREF) is written for the multiplicity of users from the superintendents of the small school districts who manage all of the programs, including facilities, to the many people involved in multiple aspects of facilities programs in the large school districts.

The SREF is generally organized by sequence of steps required in the facilities procurement process and covers general definitions, property acquisition/disposal, finance, lease and lease-purchase, historic buildings, program development, professional services, inspection services, design standards, and inspection standards.

Requirements applicable to educational facilities are written in standard type. *Language in blue italics which includes "shall," "must," "is," "are," or "required" are a reflection of statute, references from federal, building, fire or other codes, or reiteration of previously required sections of SREF applicable to the subject. Language in italics which includes "may," "optional," "should," and "recommended" are recommendations, suggestions, and good practices provided for the new facilities administrator or the consultant unfamiliar with statutes, federal laws, building codes, fire codes, or other regulations applicable to public facilities construction programs.*

The Department of Education would like to thank the many school district and community college facilities, management, and program personnel; the board attorneys; Florida design and construction professionals; the Florida Educational Facilities Planners' Association; and the Florida School Plant Management Association, who have taken time to comment on the drafts of this document.

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APPENDIX - FORMS - The following forms can be downloaded as pdf files or requested from the Office of Education Facilities, Room 1054, Turlington Building, Tallahassee, Florida 32399-0400.

OEF 110A - Project Implementation Information (PDF 12 K)
OEF 110B - Certificate of Occupancy. (PDF 12 K)
OEF 208 - Letter of Transmittal. (PDF 21 K)
OEF 209 - Certificate of Final Inspection. (PDF 17 K)
OEF 211 - Project Implementation Information. (PDF 11 K)
OEF 216 - Capital Outlay Bond Issue (COBI) Amendment. (PDF 16 K)
OEF 217 - Request to State Board of Education for Approval of Order of Priorities for Expenditure of State Capital Outlay Funds. (PDF 15 K)
OEF 304 - Annual and Long Range Plan to Expend District Capital Outlay Entitlements. (PDF 17 K)
OEF 352 - Twelve-Month PECO Capital Outlay Projection and Request for Project encumbrance Authorization. (PDF 14 K)

The following form is available, however, it has not been adopted in Rule 6A-2.0111, FAC., and is not currently a part of "State Requirements for Educational Facilities."

Form OEF 208A - Facility Space Chart and Gross Square Footages. (PDF 25 K)

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CHAPTER 6A-2

EDUCATIONAL FACILITIES

6A-2.0111 Educational Facilities. State Board of Education requirements adopted pursuant to Chapter 120, Florida Statutes, to implement the State Uniform Building Code for Public Educational Facilities Construction in Chapter 235, Florida Statutes, are contained in the Department of Education publication titled "State Requirements for Educational Facilities, 1997" which is hereby incorporated by reference and made a part of this rule. All educational and ancillary facilities constructed by a school board or community college board shall comply with the State Uniform Building Code for Public Educational Facilities Construction (UBC). The UBC shall supersede any other code adopted by a board, or any other building code or ordinance, for the construction of educational and ancillary facilities and plants whether at the local, county, or state level rule.

(1) In addition to "State Requirements for Educational Facilities, 1997," all, or the specific portions cited, of the following building codes are hereby incorporated by reference and made a part of this rule. If there should be conflicting requirements between these codes and "State Requirements for Educational Facilities, 1997," the more, or most stringent requirement shall apply.

(a) ACI 318-95, American Concrete Institute, "Building Code Requirements for Structural Concrete and Commentary" 1995, and ACI 530-92, Building Code Requirements for Masonry Structures.

(b) AHERA. Asbestos Hazard Emergency Response Act, 40 CFR, Part 763, as revised July 1, 1995.

(c) ANSI. American National Standards Institute. References to ANSI standards shall be the 1995 edition.

(d) ASCE. American Society of Civil Engineers. References to ASCE 7-93 standards shall be the edition listed in the "State Requirements for Educational Facilities, 1997."

(e) ASHRAE. American Society of Heating, Refrigeration, and Air Conditioning Engineers.

(f) ASTM. American Society for Testing Materials. References to ASTM standards shall be the edition listed in the 1997 edition of the ASTM standards.

(g) DCA. Department of Community Affairs.

1. Florida Americans With Disability Implementation Act, 1993 and the Florida Accessibility Code for Building Construction, 1994 as adopted by the State Board of Building Codes and Standards.

2. Florida Energy Efficiency Code for Building Construction (FEEC), 1993, as adopted by the State Board of Building Codes and Standards under Rule 9B-3.047, FAC.

(h) DOT - AASHTO, American Association of State Highway and Transportation Officials "Standard Specifications for Highway Bridges (1990 English Edition; 1994 Metric Edition) as modified by Florida DOT Structures Design Guideline" Revised July 1, 1996, as incorporated by reference in Chapter 14, FAC.

(i) FEMA. Federal Emergency Management Agency. Rules and Regulations 44 CFR, Parts 59 and 60, revised as of October 1, 1995, for flood plain criteria governing insurability of facilities constructed in flood plain.

(j) NEC. National Electrical Code, 1996 (NFPA 70).

(k) NFPA. National Fire Protection Association, 1994, NFPA 101, and other NFPA codes as applicable. Exceptions are NFPA 101 Sections 10-2.27 and 10-7.2.27 "Exit Passageways" and where NFPA codes are exceeded by these State Requirements.

(l) OSHA. Occupational Safety and Health Administration, U.S. Department of Labor, 29 CFR as Revised July 1, 1995.

(m) SBC. Standard Building Code, 1994 with 1996 Revisions, except as may be superseded by these State Requirements.

(n) SGC. Standard Gas Code, 1994 with 1996 Revisions.

(o) SMC. Standard Mechanical Code, 1994 with 1996 Revisions.

(p) SPC. Standard Plumbing Code, 1994 with 1995/96 Revisions.

(q) TMS. The Masonry Society Standards, 1992; TMS 602-92, TMS 402-92.

(r) Commercial Building Standard for Telecommunications Pathways and Spaces, EIA/TIA-569, October 1990.

(s) Commercial Building Telecommunications Cabling Standard, TIA/EIA-568-A, October 1995.

(2) Copies of the publication "State Requirements for Educational Facilities, 1997" are available from the Office of Educational Facilities, Florida Department of Education, Room 1054, Turlington Building, 325 West Gaines Street, Tallahassee, Florida 32399-0400, at a cost to be determined by the Commissioner, but which shall not exceed actual cost. Copies of the codes listed in subsection (1) of this rule are available from the publisher whose location and address are available from Educational Facilities. These codes are readily available to the public upon request at the cost established by the publisher.

Specific Authority: Section AXIIS9(a), AXIIS9(d), State Constitution; Section 215.61(5), 229.053(1), 230.23(9), 230.64, 235.01(2), 235.06, 235.19, 235.211, 235.26, 235.31, 235.32, 239.229, 240.327(1) Florida Statutes. Law Implemented: Section AXIIS9(a), AXIIS9(d), State Constitution; 50.011, 50.021, 50.031, 50.041, 50.051, 50.061, 50.071, 215.61, 230.23(9), 230.33(12)(j), 230.64, 235.011, 235.014, 235.04(1), 235.05, 235.054, 235.055, 235.056, 235.057, 235.06, 235.15, 235.18, 235.19, 235.193, 235.195,235.211, 235.26, 235.30, 235.31, 235.32, 235.321, 235.34, 235.41, 235.42, 235.435, 236.13, 236.25, 236.35, 236.36, 236.37, 236.49, 237.01, 237.031, 237.40, 239.229, 240.209(3)(a), 240.295, 240.299, 240.319(3)(e)&(f), 240.327, 240.331, 255.0515, 255.20, 267.061, 287.055, 287.0935, 287.133, 440.02, 440.03, 440.10, 440.103, 440.38, 442.004, 442.006, 442.007, 442.0105, 422.019, 422.022, 442.101, 442.109, 442.115, 471.003, 481.229, 489.113(2), 489.125, 553.63, 553.64, 553.71, 553.79, 633.025, Florida Statutes. History - New 10-30-94, Amended 4-28-97.

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Section 1.2

Definitions

Definitions. For the purpose of these "State Requirements for Educational Facilities" the following terms shall have the meaning indicated herein and shall be applicable to all public educational facilities and plants: pre-kindergarten (pre-K) through grade twelve (12), area vocational education schools, area vocational technical centers, community colleges, ancillary plants, relocatables, lease and lease-purchase projects, and to new construction, remodeling, renovation and improvements, regardless of fund source, and BOR and D&B, where referenced.

(1) Administrator - The superintendent of schools of a school district or the president of a community college.

(2) Approved - To make reference to a nationally recognized code or organization; to label, endorse, sanction, accredit, or certify.

(3) Asbestos - The asbestiform varieties of: Chrysotile (serpentine); Crocidolite (riebeckite); amosite (cummingtonitegrunerite); tremolite; and actinolite.

(a) Asbestos-Containing Material - Any material or product which contains more than one (1) percent asbestos as determined using the method specified in Appendix A, Subpart F, 40 CFR, Part 763, Section 1, polarized light microscopy.

(b) Friable - Asbestos material that, when dry, can be crumbled, pulverized, or reduced to powder by hand pressure. This definition includes previously nonfriable material which becomes damaged to the extent that, when dry, it can be crumbled, pulverized, or reduced to powder by hand pressure.

(c) Nonfriable - Asbestos material which when dry cannot be crumbled, pulverized, or reduced to powder by hand pressure.

(4) Assembly - Assembly occupancies include, but are not limited to, buildings or portions of buildings used for gatherings of fifty (50) or more people. Assembly occupancies include adjacent and related spaces to the main seating area such as stages, dressing rooms, workshops, lobbies, rest rooms, locker rooms, and store rooms.

(a) Class A Assembly Occupancy = One thousand (1,000) or more occupants.

(b) Class B Assembly Occupancy = Three hundred (300) or more but less than one thousand (1,000).

(c) Class C Assembly Occupancy = Fifty (50) or more but less than three hundred (300)

(5) Basement - That portion of a building between floor and ceiling which is below or partly below grade.

(6) Board - A district school board or a community college board of trustees. The term board does not include the State Board of Education, Board of Regents, the board of trustees for the Florida School for the Deaf and the Blind, or foundations. Each school board and community college board of trustees is deemed to be the owner of facilities and property within its respective jurisdiction.

(7) Boiler - A heat-producing appliance with an input capacity of more than sixty thousand (60,000) BTU's per hour and intended to supply hot water or steam. Boilers and the inspection of boilers shall comply with the Boiler Safety Act of 1987.

(8) BOR - Board of Regents, State University System.

(9) Building - A structure enclosed by exterior walls or covered by a roof designed for the housing, shelter, enclosure, or support of humans, animals, or property of any kind. A building separated from other structures by sixty (60) feet, or by a four- (4) hour fire wall with protected openings is considered a separate building.

(10) Building Permit - A letter of plan approval authorizing construction from the Department of Education, or equivalent from another enforcing agency as authorized by Chapters 235 and 553, F.S., or other state law.

(11) CCNA - Consultant's Competitive Negotiations Act, Section 287.055, Florida Statutes.

(12) CFM - Cubic feet per minute.

(13) Change Order - A written order to the contractor signed by the superintendent/president and the architect, issued after the execution of the contract, authorizing a change in the work or an adjustment in the contract sum or the contract time as originally defined by the contract documents.

(14) COBI - A State Board of Education capital outlay bond issue sold by the State on behalf of the boards pledging CO&DS for debt service.

(15) CO&DS - Capital Outlay and Debt Service funds derived from sources authorized by Section 9(d), Article XII of the State Constitution, as amended.

(16) CO&DS Flow-Through - The remainder of CO&DS money allocated to boards after debt service and administrative costs are withheld.

(17) Combustible/Noncombustible:

(a) Combustible - Capable of igniting at pressures and temperatures that might occur during a fire.

(b) Noncombustible - A material that, in the form in which it is used, will not aid combustion, add appreciable heat, or propagate fire.

(18) Commissioner - The Commissioner of Education, State of Florida.

(19) Completion Date - The date on which the board accepts the project, in whole or in part.

(20) Construction Documents - Those plans and specifications pertaining to a particular construction project including all amendments, addenda, bidding and bid documents, field orders and change orders which are part of the contract documents.

(21) Corridor - A roofed horizontal passageway within or adjacent to a building.

(a) Primary Corridor - A rated corridor serving spaces with an aggregate total capacity of fifty (50) or more persons.

(b) Secondary Corridor - A corridor which does not connect primary corridors or which serves spaces with a total capacity of less than fifty (50) persons.

(c) Interior/Enclosed Corridor - A corridor with long sides enclosed, ends enclosed or open, and a roof over the entire length.

(d) Protected Corridor - Any interior corridor, either open at the ends or closed at the ends by exit doors, which is separated from the remainder of the building by walls, ceilings, and floors having a fire resistance rating of one (1) hour or more.

(e) Exterior/Open Corridor - A corridor with only one (1) of the long dimensions enclosed.

(22) Courtyard - A non-air-conditioned court or enclosure adjacent to, or surrounded by, a building(s).

(a) Exterior Courtyard - A courtyard which is not roofed, has a minimum width of sixty (60) feet, and has an exterior opening a minimum width of sixty (60) feet, with no obstructions, on one end. An exterior courtyard may be considered exterior space and used for exiting of adjacent spaces.

(b) Enclosed Courtyard - A courtyard which is not roofed and which is substantially surrounded by a building(s) and each opening to the exterior is less than sixty (60) feet in width. The area shall be calculated for maximum occupancy as an assembly space and the number and size of remotely located exits shall be calculated for the maximum possible load. The maximum possible load is the greater of the calculated capacity of the courtyard or the load imposed by the surrounding spaces. An enclosed courtyard may be used as a component of exiting provided that the walls and openings meet the requirements of SBC Table 600 and the maximum travel to the exit discharge does not exceed one hundred fifty (150) feet from any point within the enclosed courtyard.

(c) Roofed Courtyard - A courtyard which is roofed in any manner. A roofed courtyard is an assembly space and may not be used as a component of exiting for adjacent spaces.

(23) D&B - Florida School for the Deaf and the Blind.

(24) DCF - Florida Department of Children and Families (formerly part of HRS, Department of Health and Rehabilitative Services).

(25) Department - The Department of Education, State of Florida.

(26) Design Professional - A design professional is a professional engineer, registered land surveyor, architect, or landscape architect, as defined by Chapters 471, 472, and 481, Florida Statutes.

(27) DMS - Department of Management Services, State of Florida.

(28) DOH - Florida Department of Health (formerly part of HRS, Department of Health and Rehabilitative Services).

(29) Educational Plant Survey - A systematic study of educational and ancillary plants of an educational agency conducted at least every five (5) years, to evaluate existing facilities and to plan for future facilities to meet proposed program needs.

(30) Egress, Means of - A continuous and unobstructed way of exit travel from any point in a building or

structure to a public way and consisting of three (3) separate parts: (a) the exit access, (b) the exit, and (c) the exit discharge. A means of egress comprises the vertical and horizontal ways of travel and shall include intervening room spaces, doorways, hallways, corridors, passageways, balconies, ramps, stairs, enclosures, lobbies, horizontal exits, exterior courtyards and enclosed courtyards.

(a) Exit Access - That portion of a means of egress which leads to the entrance of an exit.

(b) Exit - That portion of a means of egress which is separated from all other spaces of the building or structure by construction or equipment to provide a protected way of travel to the exit discharge.

(c) Exit Discharge - That portion of a means of egress between the termination of an exit and a public way.

(d) Emergency Wall Openings - See item below.

(31) Emergency - Natural disasters such as fires and storms or other providential causes resulting in imminent danger to life or safety or overcrowding of students.

(32) Emergency Lighting - Lighting designated to provide required illumination automatically in the event of any failure of the general lighting.

(33) Emergency Wall Openings. These openings may be satisfied by meeting the natural light and ventilation requirements if they meet the minimum dimension criteria.

(a) Emergency Access - A panel or opening, used for fire fighting, placed at intervals around the building exterior. This opening may be a door, a window, or a panel and may also serve as an emergency rescue (emergency escape), subject to conformance with minimum size requirements.

(b) Emergency Rescue - An opening to the exterior from every student-occupied space in a nonsprinklered building. This opening may also serve as an emergency access (emergency escape), subject to conformance with minimum size requirements.

(34) Employee - An "employee authorized by a board" shall be defined as follows: A person who receives compensation from, and is under the supervision of, a board which regularly deducts the F.I.C.A. and withholding tax, and provides worker's compensation, all as prescribed by law.

(35) Equipment - An equipment item is a material unit which meets all of the following conditions:

(a) Shape - It retains its original shape and appearance with use.

(b) Nonexpendable - It is nonexpendable, that is usually more feasible to repair it rather than replace it with an entirely new unit.

(c) Capital - It represents an investment of money which makes it feasible and advisable to capitalize the item.

(d) Identity - It does not lose its identity through incorporation into a different or more complex unit or substance.

(36) Facility.

(a) Ancillary Facility - A building or other facility necessary to provide district wide support services, such as an energy plant, bus garage, warehouse, maintenance building, or administrative building.

(b) Ancillary Plant - The buildings, site, and site improvements necessary to provide district wide vehicle maintenance, storage, building maintenance activities, or administrative functions necessary to provide support services to an educational program.

(c) Auxiliary Facility - The support spaces which are not designed for student occupant stations located at educational facilities and plants, such as libraries, administrative offices, and cafeterias.

(d) Educational Facility - Buildings and equipment, structures, and special educational use areas that are built, installed, or established to serve primarily the educational purposes and secondarily the social and recreational purposes of the community.

(e) Educational Plant - Comprises the educational facilities, site, and site improvements necessary to accommodate students, faculty, administrators, staff, and the activities of the educational program.

(f) Existing Facility - A facility owned, rented, or leased.

(g) Leased Facility - A facility not owned, but contracted for use.

(h) Permanent Facility - A facility designed for a fixed location.

(I) Relocatable/Portable Facility - A building which is designed to be moved to a new location.

(j) Modular Facility - A structure which, when combined with other modules and/or demountable roof and/or wall sections, forms a complete building. This facility may be relocatable.

(37) Feasibility Study - The examination and analysis of information related to a projected educational facility to determine whether it is reasonable and financially practical.

(38) FEEC - Florida Energy Efficiency Code for Building Construction.

(39) Fire Extinguisher - A portable piece of fire fighting equipment. This equipment is approved and classified by a national testing authority such as Underwriters Laboratory or other authority as approved by the Office.

(40) Fire Resistance Rating (Fire Resistance Rated) - The time, in minutes or hours, that materials or assemblies have withstood a fire exposure as established in accordance with the test procedures of NFPA 251, Standard Methods of Fire Tests of Building Construction and Materials.

(41) Fire Separation - Fire separation is achieved by either a fire wall or building separation of sixty (60) feet.

(42) Fire Wall - A four- (4) hour fire resistance rated wall, having protective openings, which extends continuously from the foundation through the roof for a distance of three (3) feet above the roof.

(43) FISH - Florida Inventory of School Houses. The numbering system used by the Department of Education for parcels, buildings, and rooms in public educational facilities. Not applicable to community college inventory system.

(44) Germicidal Cleaner - A cleaning product containing a neutral detergent and a germicide (either a phenolic or quaternary ammonium type) agent that destroys microorganisms (bacteria, viruses and some fungi). The phenolic or quaternary ammonium type germicide shall be effective against the following organisms in the presence of five percent (5%) blood serum and water hardness of four hundred (400) ppm or higher: Salmonella choleraesuis; Staphylococcus aureus; Pseudomonas aeruginosa; Trichophyton mentagrophytes; and, Mycobacterium tuberculosis [use Environmental Protection Agency (EPA) registered tuberculocidal disinfectants only].

(45) Historical Resource - Any prehistoric site or historic district, site, building, object, or other real or personal property of historical, architectural, or archaeological value. These properties or resources may include, but are not limited to, monuments, memorials, Indian habitations, ceremonial sites, abandoned settlements, sunken or abandoned ships, engineering works, treasure troves, artifacts, or other objects with intrinsic historical or archaeological value, or any part thereof, relating to the history, government, or culture of the State.

(46) Impact or Service Availability Fees - A fee, user charge, or assessment imposed by a municipality or other governmental agency for: the privilege of connecting to a system for which there is no immediate specific requirement for a capital improvement, expansion, or installation at the utility source necessitated by the connections; or an assessment imposed on board-owned property for the installation of a contiguous utility line; or an intangible service which does not have a clearly established cost.

(47) Impervious Material - Any smooth, nonabsorbent, and durable material, including waterproof grout, permanently resistant to corrosion or the effects of water, normal cleaning materials, and natural or artificial chemicals generally associated with toilet rooms, shower rooms, and food preparation areas. Such products as seamless epoxy quartz flooring, special epoxy coatings, ceramic tile, and quarry tile are acceptable as impervious materials.

(48) Inspection - An onsite review of a facility or site as required by Chapter 235, F.S., and by these State Requirements.

(49) Instructional Space - Any student capacity bearing space used primarily by students.

(50) Interior Finish - Materials permanently affixed to the interior building structure.

(51) LCCA - Life-Cycle Cost Analysis.

(52) Long-Range Planning - A systematic method whereby educational information and needs are carefully analyzed to provide facilities to meet the goals and objectives of the educational agency.

(53) Low-Energy Usage Features - Engineering features or devices which supplant or minimize the consumption of fossil fuels.

(54) Maintenance and Repair - The upkeep of educational and ancillary plants including, but not limited to, roof or roofing replacement short of complete replacement of membrane or structure; repainting of interior or exterior surfaces; resurfacing of floors; repair or replacement of glass and hardware; repair or replacement of electrical and plumbing fixtures; repair of furniture and equipment; replacement of system equipment with equivalent items meeting current code requirements providing that the equipment does not place a greater demand on utilities, structural requirements are not increased, and the equipment does not adversely affect the function of life-safety systems; traffic control devices and signage; and repair or resurfacing of parking lots, roads, and walkways. Does not include new construction, remodeling, or renovation except as noted above.

(55) Need Determination - The identification of types and amounts of educational facilities necessary to accommodate the educational programs, student population, faculty, administrators, staff, auxiliary services, and ancillary services of an educational agency.

(56) New Construction - Any construction of a building or unit of a building in which the entire work is new. An addition connected to an existing building is considered new construction. For accounting purposes, a construction project is considered new through the fiscal year in which the project was completed and the first year thereafter.

(57) Noncombustible/Combustible - See "Combustible."

(58) Occupancy, Certificate of - A certificate which signifies that the facility is approved and may be occupied for its intended use.

(59) Occupant Load - For life-safety purposes, the total number of persons that may occupy a building or room thereof at any one time. Classrooms are calculated at one (1) person per twenty (20) net square feet; shops, laboratory, vocational and similar spaces at fifty (50) net square feet per person.

(60) Occupied.

(a) Occupied Building - Any time a building is open to the public or any other time the building is occupied by six (6) or more persons.

(b) Occupied Space - Any area designed for use by six (6) or more persons.

(c) Non-student Occupied Space - Any area planned primarily for use by persons other than students.

(d) Student Occupied Space - Any area planned primarily for use by six (6) or more students.

(61) Office - The Florida Department of Education, Educational Facilities, and/or Educational Facilities Budgeting.

(62) Open Plan Building - Any building which does not have corridors defined by permanent walls and is entirely open or divided by partitions which may be easily rearranged.

(63) Open Plan Instructional Space - An arrangement of two (2) or more class areas with no permanent partitions or wall separations.

(64) Owner - Each school board and community college board of trustees is deemed to be the owner of facilities within its respective jurisdiction.

(65) Partition/Wall - See "Walls."

(66) Passive Design Elements - Design features which minimize heat gain, heat loss, and the use of building equipment.

(67) PECO - Public Education Capital Outlay and Debt Service Trust Fund are funds derived from sources authorized by Section 9(a)(2), Article XII of the State Constitution, as amended.

(68) Prequalification of Contractors. An optional program which may be used to prequalify contractors.

(a) Competence for Qualification - The required construction experience, competent supervisory personnel, sufficient finances, and the special abilities necessary to perform the type of work specified.

(b) Delinquent Contractor - When one (1) or more of the following occurs without justifiable cause:

1. Failure to provide substantial compliance with plans and specifications.

2. Failure to provide proper supervision and coordination of subcontractors.

3. Failure to meet the time schedule at any stage of completion of a project.

4. Failure to pay subcontractors in accordance with all previously approved requisitions for payment.

5. Failure to provide the quality of workmanship considered standard for the local trades involved.

6. Failure to comply with the warranty requirements of a contract.

(c) Independent Certified Public Accountant - A certified public accountant who has not had, during the period of the report, a financial interest or business affiliation with an applicant for qualification. This definition shall not include a firm or individual who performs a company's audit on a recurring basis.

(d) Past Performance - The contractor's past performance in quality of workmanship, supervision and coordination of subcontractors, compliance with plans and specifications, payment of subcontractors, meeting time schedules, and satisfactory compliance with all warranties.

(e) Prime Contractor - The individual, firm, or corporation awarded the contract for the work specified.

(f) Projects of Equal Complexity - Projects which require the same types and extent of skills in the various trades.

(g) Projects of Equal Value - Projects of approximately the same cost in dollars.

(h) Responsible Experience - Satisfactory completion of previous work of equivalent value and complexity.

(69) Project. A project may be one of the following:

(a) Architectural/Engineering Project - Project in which an architect or engineer translates specific educational requirements into drawings and specifications.

(b) Construction Project - The process in which a contractor uses plans and specifications to assemble materials, erect a building or structure, or physically modify real property.

(c) Project Priority List (PPL) - A list of board planned survey-recommended construction projects approved by the State Board of Education for CO&DS funding.

(d) Prototype Project - An architectural or engineering plan intended for reuse on another site and which will be updated for the new site and for compliance with the UBC and any laws relating to fire safety, health and sanitation, casualty safety, and requirements for the physically handicapped which are in effect at the time a construction contract is to be awarded.

(70) Project Manual - The volume assembled for the work which may include the bidding requirements, sample forms, conditions of the contract, and technical specifications.

(71) Remodeling - The changing of existing facilities by rearrangement of space and/or of use. The use and occupancy of the spaces may be changed.

(72) Renovation - The rejuvenating or upgrading of existing facilities by installation or replacement of materials and equipment. The use and occupancy of the spaces remain the same.

(73) Repair and Maintenance - See "Maintenance and Repair."

(74) Sanitation - Promoting health and healthful conditions by the elimination of dirt and agents of infection or disease.

(75) Satisfactory Educational Facility - A facility which has been recommended for continued use by an educational plant survey or which has been classified as satisfactory in the state inventory of educational facilities: Florida Inventory of School Houses (FISH) for pre-K through 12 and vocational, or the Community College Facilities Inventory.

(76) SBE - State Board of Education.

(77) Separate Atmosphere - The individual volumes of air in a building which are divided by smoke proof barriers to limit contamination of the air by smoke and fumes during a fire.

(78) Shall/Must - Indicates mandatory compliance.

(79) Should/May - Indicates highly recommended procedure.

(80) Site - Land occupied or to be occupied by an educational facility or program.

(a) Site Development - Work that must be performed on an unimproved site to make it usable for the intended purpose.

(b) Site Improvement - Work that must be performed on an existing site to improve its utilization, correct health and safety deficiencies, meet special program needs, or provide additional service areas.

(c) Site Improvement Incident to Construction - The work that must be performed on a site in conjunction with the construction of an educational, auxiliary or ancillary facility.

(81) Specifications - That portion of the contract documents consisting of the written requirements for materials, labor, equipment, construction systems, standards, and performance of related services.

(82) Square Footage - (For net/gross calculations) in pre-K through grade 12, and vocational centers:

(a) Net-Assigned Square Footage (NASF) - The enclosed and interior floor area of a pre-K through 12 or vocational facility, measured from the inside faces of the walls which form the boundaries of the spaces, excluding exterior and interior wall thicknesses, interior and exterior circulation, toilet rooms, and electrical and HVAC equipment areas.

(b) Nonassigned Square Footage - In a pre-K through 12 or vocational facility, all square footage of

interior and exterior wall thicknesses calculated at full (1.0) square foot value, roofed courtyards calculated at one-half (.50) square foot value, interior corridors calculated at full (1.0) square foot value, exterior covered walks calculated at one-half (.50) square foot value, electrical and HVAC equipment areas, including mechanical mezzanines, calculated at full (1.0) square foot value, and roof overhangs not used as covered walks calculated at one-third (.33) square foot value.

(c) Gross Square Footage - In a pre-K through 12 or vocational facility the total of net-assigned square footage plus non-assignable square footage.

(83) Square Footage - (For net/gross calculations) for postsecondary facilities:

(a) Assignable Square Footage (ASF) - In a community college, the enclosed and interior floor area assigned to or available to be assigned to an occupant or specific use, measured from the inside faces of the walls which form the boundaries of the spaces, excluding exterior and interior wall thicknesses, interior and exterior circulation, toilet rooms, electrical rooms, HVAC equipment areas and structural areas.

(b) Nonassignable Square Footage (also Net Nonassignable Square Footage) - In a community college facility, the floor area of a building space not available for assignment to an occupant or for specific use, but necessary for the general operation of the building. Includes custodial, circulation, mechanical, and toilet areas. The area is measured from the inside faces of the surfaces which form the boundaries of the space.

(c) Net Square Footage - Sometimes referred to as Net Usable Square Footage, includes assignable square footage and non-assignable square footage.

(d) Structural Square Footage - The floor area of a building that cannot be occupied or put to use because of structural building features, such as interior and exterior walls, or unusable areas in attics. This area is determined by calculating the difference between the measured gross square footage and the measured net square footage.

(e) Gross Square Footage - The sum of all floor areas on all floors of a building included within the outside faces of its exterior walls. The area is measured from the outside faces of the exterior walls, disregarding cornices, pilasters, buttresses, or other architectural features which extend beyond the wall face. Includes assignable square footage, (ASF) and non-assignable square footage (Non-ASF) and structural square footage; in other words, the total of the net square footage and the structural square footage.

(84) Stage - A raised portion of a place of assembly which is designed for the presentation of plays, demonstrations, or other entertainment in pre-K through grade twelve (12) and community college educational facilities. Stages are classified as follows:

(a) Working Stage (Legitimate Stage) - A stage exceeding one-thousand (1000) square feet in floor area; or equipped with fly galleries, gridirons, rigging, or horizontal scenery dock, for movable theater type scenery; or having a ceiling greater than five (5) feet at any point above the proscenium arch.

(b) Nonworking Stage (Regular Stage) - A stage not exceeding one-thousand (1,000) square feet in floor area; and, enclosed on three (3) sides by one- (1) hour fire resistance rated walls; and, with or without a proscenium opening; and, having a continuous solid type ceiling over the stage area which does not exceed five (5) feet above any point of the proscenium arch; and, which does not contain a vertical or horizontal scenery dock.

(c) Platform - A stage, fixed or portable, not exceeding five-hundred (500) square feet in area, (not counting accessibility ramps); and, separated from a room or seating area by no more than a difference in floor level; with or without curtains; and, sharing a common ceiling plane with the seating area.

(d) Thrust Stage - A stage, not exceeding one-thousand (1000) square feet in floor area, extending beyond the proscenium arch into the seating area.

(85) Student Capacity - For planning purposes, the estimated number of students that can be satisfactorily housed in a facility at any given time based upon a percentage of the total number of satisfactory student stations.

(86) Student Station - For planning purposes, the net square footage requirements per student based upon the instructional program to be housed.

(87) Toilet Rooms.

(a) Group Toilet Rooms - Those rooms containing two or more of any one fixture type which are designed to be used by more than one occupant simultaneously, and which are accessible directly from a corridor, circulation area, or the exterior. The term gang toilet is synonymous with group toilet.

(b) Special Toilet Rooms - Those rooms which are in addition to the minimum number required by the codes and laws for the population to be served, but which are necessary to serve a limited area of the building or are accessible primarily to a particular group of occupants.

(c) Public Toilet Rooms - Those rooms which serve primarily the public and are conveniently located and accessible to public use facilities. Public toilet rooms may be utilized by students during school hours.

(d) Accessible Toilet Rooms - Those rooms serving primarily disabled persons.

(e) Individual Toilet Rooms - Those rooms containing one water closet and one lavatory. An individual toilet may also contain a urinal which is not separated from the water closet by a partition.

(88) Uniform Building Code (UBC) - The Uniform Building Code for Public Educational Facilities Construction authorized by Chapter 235, Florida Statutes, and found in these "State Requirements for Educational Facilities."

(89) Walls/Partitions - A wall normally extends from the floor through the ceiling to the deck above. A partition normally extends from the floor to the bottom of the ceiling above.

(a) Demountable Partition - A partition system made up of units designed to be disassembled, moved, and reassembled with a minimum of waste.

(b) Operable Partition - A partition system so constructed that it can be easily opened and closed by the occupants of the building.

(c) Permanent Partition - Any fixed partition system.

(d) Portable Partition - Any partition, screen, divider, visual barrier, or acoustical barrier which can be physically picked up and relocated.

(e) Smoke Barrier - A wall or permanent partition designed to prevent or restrict the spread of smoke.

Such wall shall normally extend from the floor to bottom of deck above. Smoke barrier is synonymous with smoke wall.

(f) Fire Resistance Rated Wall - A fire resistance rated wall normally extending from the floor below to the bottom of the deck or roof above.

(g) Fire Wall - A four- (4) hour fire resistance rated wall, having protective openings, which extends continuously from the foundation through the roof for a distance of three (3) feet above the roof.

See Rule 6A-2.0111, Florida Administrative Code, and Sections 235.002, 235.01, 235.011, 235.06, 235.26, 240.327, Florida Statutes.

Continue - Return to Rule

Section 1.3

Exceptions to Standards for Innovative Planning and Construction Techniques.

The Office may authorize exceptions to these State Requirements to permit boards to use new materials, systems, and applications in the design and construction of educational facilities. An authorized exception shall apply only to a specifically named project.

(1) Requests for Approval. Requests for exceptions to these State Requirements shall be made in writing prior to submission of educational specifications or plans. The request shall contain all of the following:

(a) Scope. Statement of proposed project.

(b) Justification. Reason for the request for exception.

(c) Process. Process to be used in conducting the project.

(d) Results. Statement of the expected results and benefit.

(e) Predictability. Statement of how reliable results will be produced.

(f) Remediation. Proposed corrective measures if the expected results are not achieved.

(2) Required Reports. Documentation of approved projects shall be submitted to the Office as indicated in the Educational Facilities approval letter and shall include:

(a) Submittals. Planning and construction document submittals.

(b) Reports. Interim status reports during construction.

(c) Inspections. Uniform Building Code Inspector (UBCI) and Office construction inspections.

(d) Conclusions. Project completion report, conclusions, and evaluation of the project.

(e) Follow-up. A minimum of two annual follow-up reports and inspections.

(f) Remediation. Method and date of implementation of corrective measures, if required.

(3) Unacceptable Results. When the results of a project authorized by this section are determined by tests and other required documentation to be unacceptable, the board, at its own expense, shall make corrections as previously agreed.

(4) Acceptance as Standard. Projects proven to be satisfactory may be approved for general use only when adopted into these State Requirements by the State Board of Education (SBE).

See Rule 6A-2.0111, Florida Administrative Code, and Sections 235.002, 235.01, 235.06, 235.211, 235.26, 240.327, Florida Statutes.

Continue - Return to Rule

Section 1.4

Acquisition and Disposal of Real Property.

Boards, including the Board of Regents (BOR), are authorized to purchase, own, convey, sell, lease, trade or encumber real property. Each board, including the BOR, may exercise the right of eminent domain. A board planning to acquire sites, existing facilities, or new facilities, through purchase, gift, lease, lease purchase, or otherwise, shall comply with all laws, procedures, and requirements pertaining to the appropriation and use of capital outlay funds including appraisal and/or condemnation procedures.

(1) Authority. Boards are authorized to purchase, own, trade, convey, sell, lease, or encumber real property.

(2) Acquiring Real Property. The purchase of real property by a board shall be in compliance with Sections 235.054 and 235.19, F.S. Before acquiring real property the board shall consider the most economical and practical locations for current and anticipated needs. The board shall coordinate with local, regional, and state governmental agencies to assure compatibility with the comprehensive plan. *The board should also consider the following factors:*

(a) Adjacent Property. *The present and projected uses of property adjacent to the proposed site are not incompatible with the operation of the proposed facility.*

(b) Right-of-Way. *The proposed site shall not be located within any path of flight approach of any airport and, insofar as is practicable, the site shall not adjoin a right-of-way of any railroad or through highway and shall not be adjacent to any factory or other property which would be likely to interfere with the educational program.*

(c) Interference. *The proposed site shall not be adjacent to or in the vicinity of any factory or other property from which noise exceeding one-hundred five (105) decibels at property lines, odors, or other disturbances or conditions would be likely to interfere with the program.*

(d) Roads. *The road capacity in the vicinity of the proposed site is, or will be, adequate for present and projected vehicular traffic and will not create conditions detrimental to ingress or egress. It is preferable to have two separate access points to the site to maintain traffic flow in the event of an emergency.*

(e) Traffic Control. *Roads, sidewalks, and bicycle paths in the immediate vicinity of the proposed site contain, or will contain, adequate safety and traffic control devices.*

(f) Size. *The proposed site contains at least the minimum usable acreage necessary to meet the needs of the anticipated program.*

(g) Floodplain. *Identify the floodplain zone of the proposed site and the feasibility of the proposed construction in compliance with the floodplain management criteria in federal document 44 C.F.R., Parts 59 and 60, and subsequent revisions adopted by the Federal Emergency Management Agency (FEMA).*

(h) Outdoor Use. *The site is suitable for outdoor programmed purposes, is well drained and free of mud.*

(i) Transmission Lines. *When selecting a site, it is preferable to avoid sites adjacent to, or near, high voltage power transmission lines. If this condition is unavoidable, the board should ensure that the site*

has adequate acreage so that the buildings, play areas, and common use areas will not be within the power line right-of-way.

***(j) Archaeological Resources**. Significant archaeological resources, if any, on the site will not interfere with the planned program.*

***(k) Utilities**. Utilities can be provided to the proposed site within the project budget*

***(l) Protection**. Fire, police, and emergency services are, or will be, available at the proposed site.*

***(m) Soil Borings**. Soil borings indicate the proposed site is suitable for construction.*

***(n) Clear Title**. The proposed site can be purchased with a clear title.*

***(o) Easements**. Right-of-way easements do not cross the proposed site or infringe on useable acreage.*

***(p) Potentially Hazardous Materials.** The site should be determined to be clear of hazardous materials and underground contamination.*

***(q) Environmental Management.** Environmental management issues must be addressed, as appropriate, with local and state agencies.*

(3) Coordination with Local Governing Bodies. The board and the appropriate local governing body shall agree on a process for assuring coordination and cooperation in the provision of educational facilities and associated infrastructure as described in Sections 235.193 and 235.194, F.S.

(4) Recommended Usable Acreage. The board should ensure that each site contains at least the minimum usable acreage necessary to meet the needs of the anticipated program as follows:

(a) Elementary School. A minimum of four (4) acres for the first two hundred (200) student capacity plus one (1) acre for each additional one hundred (100) students.

(b) Middle or Junior High School. A minimum of six (6) acres for the first three hundred (300) student capacity plus one (1) acre for each additional one hundred (100) students.

(c) Senior High School. A minimum of seven (7) acres for the first three hundred (300) student capacity plus one (1) acre for each additional fifty (50) students up to one thousand (1,000) students, plus one (1) acre for each additional one hundred (100) students thereafter.

(d) Area Vocational-Technical School. A minimum of twenty (20) acres for the first five hundred (500) student capacity plus one (1) acre for each additional fifty (50) students up to one thousand (1,000) students.

(e) Community College. A main campus site shall be a minimum of one hundred (100) acres. Each separate center site shall contain a minimum of forty (40) acres for the first five hundred (500) student capacity plus two (2) acres for each additional one hundred (100) students. Special-purpose center site acreage shall be appropriate to contain the functions identified in the program.

(f) EXCEPTION: The board may waive these minimum site sizes if a two-thirds () majority finds that an appropriate and equitable educational program can be provided on a smaller site.

(5) Abandoned Facilities. Abandoned facilities owned by the board shall be secured to eliminate hazards, unlawful entry, and vandalism.

(6) Returning Facilities to Instructional Use. When returning board owned educational facilities to instructional use, the facility shall be brought into compliance with the UBC requirements for existing facilities.

(7) Disposal of Property. A board may dispose of any land or other real property by resolution of such board, if recommended in an educational plant survey, and if determined to be unnecessary for educational or ancillary purposes. A board shall take diligent measures to dispose of educational property only in the best interest of the public. This section does not apply to granting of easements, rights-of-way, or leases of board property. The board may dispose of such property by one of the following methods:

(a) Transfer. Transfer to another governmental agency for whatever consideration the board deems to be in its best interest.

(b) Trade. The board may trade, to a public or private entity or person, land or other real property.

1. The board may trade land or other real property that has been appraised to be at least of equal dollar value.

2. The board may trade land or other real property not of equal value if the board deems the trade to be in its best interest.

3. There shall be no limit on the value of land or other real property which may be traded by the board.

(c) Sale of Property under $100,000. When, in the opinion of the board, the property has an estimated value of less than one hundred thousand dollars ($100,000) the board may dispose of the property by either public or private sale for whatever consideration the board deems to be in its best interest.

(d) Sale of Property over $100,000. When, in the opinion of the board, the property to be sold has an estimated value in excess of one hundred thousand dollars ($100,000), the board shall dispose of the property by public sale. Such sale shall be advertised for a minimum of once a week for three (3) consecutive weeks in a newspaper having general circulation in the district.

1. For property with an estimated value from one hundred thousand dollars ($100,000) to five hundred thousand dollars ($500,000), the board shall obtain an appraisal from at least one (1) qualified real estate appraiser to determine a fair market value, prior to or concurrent with receiving bids.

2. For property with an estimated value exceeding five hundred thousand dollars ($500,000), the board shall obtain appraisals from at least two (2) qualified real estate appraisers to determine a fair market, prior to or concurrent with receiving bids.

3. The board may sell the property if the bid price is within ten (10) percent of the lowest appraised value.

4. The board shall have the authority to reject any or all bids. If there are no bids, the board may dispose of the property by other approved means.

5. After disposal of any land or real property, funds received shall be expended on capital outlay projects.

6. When the property is obtained through the use of federal funds or under specified conditions, all prior

covenants shall be met.

7. Upon disposal of any land or other real property, the board shall provide written notification of the action to the Office for deletion from Florida Inventory of School Houses (FISH) files.

8. When surplus property has been determined to be a liability by the board, after obtaining appraisals, advertising the property for public sale, and opening bids, if the highest bid is less than (10) percent of the lowest appraised value, the board may by extraordinary vote, dispose of the property to the highest bidder.

(e) Lease-Purchase Contracts. A board may dispose of any land owned by it, through a lease with an option to purchase or a lease-purchase agreement, to any person or entity, as the board determines to be in its best interest. A determination that the land, facility, or educational plant is unnecessary for educational purposes is not a prerequisite for the lease or lease-purchase. The board shall advertise the proposal as required by law and prior to entering into such agreement shall hold a public meeting. A copy of the final agreement shall be available for inspection and review by the public. The intent to enter into a lease with an option to purchase or a lease-purchase agreement shall be published three (3) times in a local newspaper as required by law.

(8) FISH. Real property acquired by a school board shall be included in their inventory update as reported to the Department either electronically or mailed to the Office on the appropriate forms.

***(9)* Waiver. When a board waives the Recommended Usable Acreage it should consider the following:**

(a) Grade Levels. The grade levels to be housed and the activities for each.

(b) Educational Programs. The educational programs including all outdoor activities to be conducted.

(c) Student Capacity. Student capacity of the proposed facility.

(d) Square Footage. Square footage of proposed facilities and approximate area of the ground level buildings.

(e) Other Uses. Size of areas required, for other uses including, but not limited to:

1. Ballfields, practice fields, physical education, and other play areas.

2. Vehicular traffic/parking.

3. On-site utility plants.

4. Easements.

5. Environmental mitigation.

6 . Growth management plans affecting the site.

(f) Justification. Justification for the waiver.

(10) Written Agreements. The board should have written agreements with the appropriate local or

state agencies for provision of the following:

(a) Traffic control and safety devices.

(b) Fire and police protection.

(c) Primary roads and emergency access.

(d) Electricity.

(e) Water.

(f) Sewage disposal.

(g) Drainage and flood control.

(h) Archaeological resource identification.

See Rule 6A-2.0111, Florida Administrative Code, and Sections 230.23(9), 235.002, 235.01, 235.04(1), 235.05, 235.054, 235.19, 235.26, 240.209(3)(a), 240.319(3)(f), 240.327, 267.061, Florida Statutes.

Continue - Return to Rule

Section 1.5

Historical Resources

When new construction, remodeling, or renovation projects involve a historical resource as defined in Section 267.021, F.S., pursuant to Section 267.061(2) , F.S., the board shall notify the Division of Historical Resources of the Department of State, and afford them a reasonable opportunity to comment with regard to the project prior to the approval or expenditure of any state funds.

***(1)* Requirements. A board may designate an educational facility or plant as a historic educational facility if one of the following applies:**

(a) Eligible for Listing. The Division of Historical Resources of the Department of State or the appropriate historic preservation board certifies that the plant is listed or determined eligible for listing in the National Register of Historic Places; or,

(b) Certified Local District. The plant is designated historic within a certified local district; or,

(c) Historically Significant. The Division or historic preservation board otherwise finds that the plant is historically significant.

(2) Demolition or Alteration. Each board shall initiate measures in consultation with design professionals having preservation expertise and with the Division of Historical Resources of the Department of State to assure that where a historic property is to be demolished or substantially altered, timely steps are taken to determine that no feasible and prudent alternative to the proposed demolition or alteration exists, and, where no alternative is determined to exist, to assure that timely steps are taken either to avoid or mitigate the adverse effects, or to undertake an appropriate archaeological salvage excavation or other recovery action to document the property as it existed prior to demolition or alteration.

(3) Funding for Renovation and Remodeling. If the plant is determined to be unsatisfactory during an educational plant survey, a board may use PECO funds for renovation and remodeling of a historic facility designated pursuant to Section 235.435(1)(g), F.S., which provides that:

(a) The board agrees that the plant shall continue to house students.

(b) The board agrees to pay costs in excess of funds the facility would have generated through the depreciation formula in Section 235.435(1)(a), F.S., for renovation and remodeling had it been determined to be satisfactory.

(c) The board formally designates the facility as historic with concurrence by other agencies, as required in statutes.

(4) Standards for Rehabilitation. If a board chooses to initiate a historic preservation project, the following standards for rehabilitation should be used:

(a) Preserve Historic Character. The historic character shall be retained and preserved with minimal change to the defining characteristics of the building, its site and environment.

(b) Recognize the Facility's Time, Place, and Use. The property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, should not be undertaken.

(c) Maintain Significant Changes. Most properties change over time; those changes having acquired historic significance in their own right shall be retained and preserved.

(d) Preserve Distinctive Features. Distinctive features, finishes, construction techniques and examples of craftsmanship that characterize the historic property shall be preserved.

(e) Repair/Replace Deteriorated Features. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

(f) Safe Surface Cleaning. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials, or the environment, shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

(g) Protect/Preserve Archaeological Features. Significant archaeological resources affected by the project shall be protected and preserved. If such resources are disturbed, mitigation measures shall be undertaken.

(h) New Work to be Compatible with Older Property. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the mass, size, scale, and architectural features, to protect the historic integrity of the property and its environment.

(i) New Construction, if Removed, Leaves Property Unimpaired. New additions and adjacent or related new construction shall be undertaken in such a manner which, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

See Rule 6A-2.0111, Florida Administrative Code, and Sections 235.002, 235.01, 235.06, 235.211, 235.26, 235.435(1)(g), 240.327, 267.061, Florida Statutes.

Continue - Return to Rule

Section 2.1

Educational Facilities Finance

Educational facilities finance and capital outlay resources for the boards, including the BOR and the D&B, and other educational agencies, and the parameters under which PECO and CO&DS funds may be disbursed and expended shall be as prescribed in this section.

(1) Administration of SBE Capital Outlay Programs. The Commissioner shall be the agent of the State Board of Education (SBE) for the administration of all SBE capital outlay programs, including those programs funded in whole or in part from the proceeds of bonds issued pursuant to law. The DOE office of Educational Facilities Budgeting (EFB) is designated to administer the capital outlay programs for all public educational agencies.

(2) Manuals and Forms for Boards. The manner and the forms to be used by a board in reporting the source and use of monies together with various depository accounts maintained by the board shall be as prescribed in "A Manual: Financial and Program Cost Accounting and Reporting for Florida Schools" or "Accounting Manual for Florida's Public Community Colleges." In addition to the forms listed in the manuals, the following Educational Facilities forms shall be used:

(a) CO&DS Forms. Capital outlay and debt service (CO&DS) forms: OEF 217, "Approval of Order of Priorities for Expenditures of State Capital Outlay Funds" (PPL).

(b) PECO Forms. Public Education Capital Outlay (PECO) forms:

1. OEF 304, "Annual and Long Range Plan to Expend District Capital Outlay Entitlements." (For school boards and the D&B school only.)

2. OEF 352, "Twelve Month PECO Capital Outlay Projection and Request for Project Encumbrance Authorization."

3. OEF 442, "Cash Disbursement Request."

(3) Depository Account for School Boards. The school boards shall establish a depository account into which shall be deposited proceeds and interest earned from the sale of school district bonds. The following funds, and interest earned, may also be deposited into the account, with a separate accounting by fund source:

(a) State Capital Outlay Funds.

(b) Proceeds of SBE Bonds.

(c) Proceeds of Revenue Certificates. Unless otherwise restricted by issuing resolution.

(d) Receipts from Local Capital Improvement Tax Levies.

(e) Proceeds from Sections 237.161 and 237.162, F.S., Loans.

(f) Transfers from Operating Funds.

(g) Federal Sources. As allowed by federal statutes and as directed by the Commissioner.

(h) Proceeds from the Sale of Real Property.

(4) CO&DS Funds are Available to Boards. Each board is entitled to CO&DS funds on the basis of instructional units. CO&DS funds are currently authorized under the following provisions:

(a) Administer and Expend. All funds accruing to or benefiting a board under Section 9(d), Article XII of the State Constitution, as amended, (CO&DS funds) shall be administered and expended in compliance with requirements and laws relating to capital outlay expenditures and construction of educational plants. This includes current funds, the proceeds of SBE capital outlay bond issues (COBI), and other loans intended to be serviced at any time from CO&DS.

(b) Use of Funds. CO&DS funds may be used only for the following purposes:

1. The SBE may use CO&DS funds to pay debt service on bonds issued by the State under provisions of the State Constitution, and to pay the costs of administration.

2. CO&DS flow-through (non-bonded proceeds) may be used by a board to pay lease- purchase agreements which are eligible for expenditure of CO&DS funds or debt service on loans, including principal and interest; to pay principal and interest on local district bonds, provided all projects paid from this source of funds are approved by the Commissioner for the SBE, on a Project Priority List (PPL); to pay loans made under the provisions of Sections 237.161 and 237.162, F.S., when the proceeds of such loans are used to pay for capital outlay projects eligible for the expenditure of CO&DS funds; to pay for survey-recommended capital outlay projects in order of priority, as determined by law, rule, and other requirements and; to repay an advance from its annual operating budget for funds expended on authorized projects. The funds for an advance shall be transferred back to the source from which they were made. Accounting corrections may be made in any subsequent fiscal year provided expenditures were for fully eligible and authorized uses as described in this paragraph.

3. Proceeds from SBE capital outlay bond issues (COBI) may be used by a board to pay for survey-recommended capital outlay projects, in order of priority, as determined by law, rule and other requirements, and to repay an advance from its annual operating budget for funds expended on authorized projects. The funds for an advance shall be transferred back to the source from which they were made. Accounting corrections may be made in any subsequent fiscal year provided expenditures were for fully eligible and authorized uses as described in this paragraph. .

(c) Proceeds for Designated Projects. Proceeds of CO&DS funds derived from SBE bonds may be expended only for the costs of the projects designated in the original or amended (OEF Form 216) resolutions requesting and authorizing the issuance of the bonds. If the board finds that, subsequent to validation, it is more advantageous to the district to change the projects, it may by formal resolution request that the SBE amend the list of projects included in the original bond resolution. Expenditures on amended projects shall not be made until approved by the SBE.

(d) Establish Priority of Projects. The priority of CO&DS projects shall be established by the following procedures:

1. The board shall formulate a proposed building program for projects to be paid from CO&DS funds. This proposed building program shall be based on the current educational plant survey and shall list the projects in the order of priority as determined by the board, survey, law, rules and other requirements.

2. The Department shall verify that the proposed building program and the priority of projects conform to the provisions of the Constitution, law and requirements. The Department shall submit the list to the Commissioner for approval. When approved by the Commissioner for the SBE, the building program and priority of projects shall be followed for the issuance of bonds to pay for the projects, and for the "pay-as-you-go" method of purchasing projects. If the Department finds that the proposed building program and priority of projects do not conform, the board shall be notified, giving reasons and suggestions for change.

3. Exceptions to the order of priority may be allowed by the SBE if the board submits evidence that it will be advantageous to the welfare of the district or will provide substantial savings. A board requesting an exception shall present a statement in writing to the Department, setting forth justifications. The Commissioner shall make a recommendation on the request for exception to the SBE.

4. The PPL shall remain in effect until all projects are completed or until changed by a new PPL.

(e) Expenditure in Order of Priority. CO&DS funds, the proceeds of loans, lease-purchase or bond issues serviced by CO&DS funds, shall only be expended by boards in the order of priority as established below. All Priority A projects recommended in a survey must be under contract before lower priority projects are eligible for expenditure of CO&DS funds, except as prescribed in this section.

1. PRIORITY A.

a. New construction, remodeling or renovation of educational and auxiliary facilities and plants; equipment for educational programs and auxiliary facilities; sites or additions to sites; site development; site improvement incident to new construction; and, correction of safety to life, health, and sanitation deficiencies.

b. During any fiscal year, a board may encumber up to twenty percent (20%) of its current entitlement of CO&DS funds for equipment for existing satisfactory facilities.

2. PRIORITY B.

a. Maintenance and repair of an educational plant recommended for continued use in an educational plant survey.

b. Other capital outlay and educational plant improvement purposes authorized by law and requirements.

c. Ancillary facilities.

(f) Expenditure After All Survey Needs Are Met. If a board has met all its capital outlay needs as determined in its educational plant survey, it may apply to the SBE for approval of expenditure of CO&DS funds for purposes determined by the board. A request for approval of expenditure of these funds shall be submitted to the SBE on a PPL.

(5) PECO Funds are Available to Boards, Including the BOR and the D&B, and Other Educational Agencies. Each board, including the BOR and the D&B, and other educational agencies, may receive capital outlay funds from PECO as annually appropriated by the Legislature. PECO funds are currently authorized under the following provisions:

(a) Administered and Expended. All funds accruing to or benefiting a board, including the BOR and the

D&B, and other educational agencies, under Section 9(a)(2), Article XII of the State Constitution, as amended, (PECO funds) shall be administered and expended in compliance with requirements and laws relating to capital outlay expenditures and construction of educational plants. This includes current funds and the proceeds of SBE public education capital outlay bonds intended to be serviced at any time from PECO funds.

(b) Use of Funds. PECO funds may be used for the following purposes:

1. The SBE may use PECO funds to pay debt service on PECO bonds issued by the State under provisions of the State Constitution and to pay the costs of administration.

2. Boards, including the BOR, may use PECO funds allocated pursuant to Section 235.435(1), F.S., for remodeling, renovation, maintenance, repair, and site improvement for existing satisfactory facilities. A board shall spend at least ten percent (10%) of its allocation under this section to correct safety to life, health and sanitation deficiencies. Remodeling projects must be survey-recommended.

3. Eligible school boards may use PECO funds allocated pursuant to Section 235.435(2), F.S., Special Facilities Construction Account. (SFCA)

4. School boards may use PECO funds allocated pursuant to Section 235.435(3), F.S., to pay principal only on debt service, for lease-purchase agreements, district bonds, or principal only on loans made under the provisions of Section 237.161 and 237.162, F.S., when projects funded by these sources are recommended in an educational plant survey. School boards may also use these funds to pay for capital outlay projects recommended in an educational plant survey and to repay an advance from its annual operating budget for funds expended on authorized projects. The funds for an advance shall be transferred back to the source from which they were made. Accounting corrections may be made in any subsequent fiscal year provided expenditures were for fully eligible and authorized uses as described in this paragraph. Districts participating in an SFCA construction account must apply all their Section 235.435(3) funds toward their SFCA.

5. Community college boards of trustees and the BOR may use PECO funds allocated pursuant to Section 235.435(4), F.S., as authorized by legislative appropriation.

6. School boards earning PECO funds allocated pursuant to Section 235.435(5), F.S., may expend these funds toward any survey-recommended project.

7. EXCEPTION: District school boards shall not use PECO for landscaping, the construction of football fields, bleachers, site lighting for athletic facilities, tennis courts, stadiums, racquetball courts, or any other competition-type facilities not required for physical education curriculum. Regional or intra-district football stadiums may be constructed with PECO funds provided a minimum of two high schools and two middle schools are assigned to the facility and the stadiums are survey-recommended. Sophisticated auditoriums, such as performing arts theaters and auditoriums for district school boards, shall be limited to magnet performing arts schools. Enhancements of performing arts facilities and landscaping of schools shall be made only with local fund sources as required by Section 235.435(5), F.S.

(6) Earned Interest. Interest earned by a board, including the BOR, from investing CO&DS or PECO funds shall be credited to the fund source earning the interest.

(7) Eligibility Criteria. Eligibility for expenditure of PECO and CO&DS funds, where applicable, is based on the following criteria:

(a) Public Educational Agencies. May expend these funds on projects when specifically authorized by legislative appropriation, such as cooperative development between two boards, cooperative development between private industry and school boards, community educational facilities, special facilities construction, or other programs as designated by the Legislature.

(b) School Boards. School boards are required to have a five- (5) year survey and five- (5) year school building program. In addition, a PPL approved by the Commissioner for the SBE is required for expenditure of CO&DS funds.

(c) Community Colleges. Community colleges are required to have a five- (5) year survey and a five- (5) year Capital Improvement Program (CIP). The State Board of Community Colleges must provide a three- (3) year priority list for inclusion in the Commissioner's annual budget request. Educational specifications shall be approved by the Division of Community Colleges for new construction projects included on the first year of the three- (3) year priority list. All projects must be specifically authorized by legislative appropriation. In addition, a PPL approved by the Commissioner for the SBE is required for expenditure of CO&DS funds.

(d) D&B School. The D&B school is required to have a five- (5) year survey and five- (5) year school building program. In addition, a PPL approved by the Commissioner for the SBE is required for expenditure of CO&DS funds.

(e) Universities. Are required to have a five- (5) year survey and a five- (5) year Capital Improvement Program (CIP). The Board of Regents must provide a three- (3) year priority list for inclusion in the Commissioner's annual budget request. Educational specifications shall be approved by the Chancellor for new construction projects included on the first year of the three- (3) year priority list. All projects must be specifically authorized by legislative appropriation.

(8) Project Types. CO&DS for boards and PECO funds for boards, including the BOR and the D&B, and other educational agencies, and proceeds of loans or bond issues serviced by these funds may be expended for capital outlay projects. Projects shall include only the following:

(a) Site Acquisition. Acquisition of sites or additions to sites, subject to approval by the appropriate agencies.

(b) Site Work. Site development.

(c) Utilities. Water, sewer and other utilities necessary to serve the board's facility.

(d) New Construction.

(e) Equipment and Furnishings. For new educational and ancillary plants and facilities and additions to existing educational and ancillary plants and facilities, when the following conditions have been met:

1. For Boards:

a. The items are classified as equipment in either "A Manual: Financial and Program Cost Accounting and Reporting for Florida Schools" or "Accounting Manual for Florida's Public Community Colleges."

b. Funds for equipment must be encumbered by the end of the fiscal year following the fiscal year in which a Certificate of Occupancy is issued.

2. For Boards, Including the BOR:

a. The number and cost of items have a reasonable relationship to the cost of the facility and to the activities carried on therein. Equipment acquired for an addition shall be restricted to the addition.

b. The items are used primarily within the facility, they are necessary for the operation of the facility, or are required for the programs and activities for which the facility is recommended to be used in the current educational plant survey.

(f) Remodeling.

(g) Renovation.

(h) Maintenance and Repair.

(i) Leased Facilities. Capital outlay improvements of educational plants and facilities leased by a board pursuant to Sections 235.055,F.S., and related requirements. During any lease period, a board may encumber for capital outlay improvements an amount up to two percent (2%) of the current construction cost per square foot as established by Section 235.435(1) F.S., multiplied by the gross square feet of the leased building(s), multiplied by the number of years of the lease.

(j) Damaged Facilities. Restoration of satisfactory facilities damaged by storm, fire or other providential causes.

(k) Project Related Costs. All planning, design, bidding, and administrative costs directly associated with the project.

(9) Prompt Investment by a Board. It shall be the duty of the board to arrange for the prompt investment of SBE bond proceeds in legal investments as provided by state and federal law, to earn the maximum possible legal amount of interest, subject to the Federal Tax Act of 1986 (Arbitrage), until such funds are needed to pay the cost of projects for which the bonds were issued. All funds not reasonably expected to be needed shall be promptly invested.

(10) Improperly Expended Funds by a Board, Including the BOR, the D&B, and Other Educational Agencies. Improperly expended CO&DS funds by a board, and improperly expended PECO funds, by a board, including the BOR the D&B and other educational agencies, as determined by an independent audit, shall be reimbursed to the State no later than the next succeeding budget year after the violation is cited. Arrangements shall be made to reimburse the State from funds exclusive of PECO and CO&DS. Upon failure to make such reimbursement, the Commissioner shall recommend to the State Comptroller that any funds due from the State under any provision of law be withheld until evidence has been submitted to the Commissioner and the State Comptroller that the reimbursement has been made.

(11) Lease Agreements by a Board, Including the BOR. Lease agreements by a board, including the BOR, may be paid from the following fund sources provided the expenditure meets the requirements of the fund source:

(a) Community college boards of trustees and the BOR. May use operating funds to lease facilities or sites; and, may use non-bonded PECO funds to lease relocatables for up to three (3) years, provided Educational Facilities Budgeting is notified no later than August 10th of the fiscal year.

(b) School boards.

1. May use funds from the operating budget or local capital outlay millage, two (2) mills, to make payments on lease agreements.

2. May use non-bonded PECO funds pursuant to Section 235.435(3)(c), F.S., to lease relocatables for up to three (3) years provided Educational Facilities Budgeting is notified no later than August 10th of the fiscal year.

(12) Lease-Purchase Agreements by the Boards, Including the BOR. May be paid from the following fund sources provided the expenditure meets the requirements of the fund source:

(a) The BOR. May use PECO funds if approved by the Legislature.

(b) Community College Boards of Trustees. May use CO&DS funds for payment of principal and interest; and, may use PECO funds for payment of principal only.

(c) School boards.

1. May use operating funds or discretionary local capital outlay millage, two (2) mills, pursuant to Section 236.25(2)(e), F.S., to pay up to one-half () of the district's authorized capital outlay millage.

2. May use CO&DS funds for payment of principal and interest.

3. May use PECO funds for payment of principal only provided projects are survey- recommended.

4. May use CO&DS, provide the projects are survey-recommended and are on an approved PPL.

See Rule 6A-2.0111, Florida Administrative Code; Sections AVIIS12, AXIIS9(a), AXIIS9(d), State Constitution; and Sections 215.61, 230.33(12)(j), 235.01, 235.014(6), 235.18, 235.34, 235.41, 235.42, 235.435, 236.13, 236.25, 236.35, 236.36, 236.37, 236.49, 237.01, 237.031, 240.295(1), 240.327, Florida Statutes.

Continue - Return to Rule

Section 2.2

Lease Contracts for Educational and Ancillary Facilities and Sites

Boards, including the BOR, may enter into facility, site, or air space lease agreements with any person or entity pursuant to Sections 235.055 and 235.056, F.S.

(1) Leasing Board Owned Property. *Boards, including the BOR, are authorized to lease facilities, sites, or air space to any person or entity under the following conditions:*

(a) Educational Facilities. *May be leased to any public or private agency for use at times other than regularly scheduled activities.*

(b) Air Space. *May be leased over property pursuant to criteria established in Section 235.057, F.S., when a board, including the BOR, intends to jointly finance a construction project or construct a combined occupancy structure.*

(c) Board Owned Real Property. *A board may lease land, facilities, or educational plants owned by it to any person or entity as the board determines to be in its best interest. The board shall advertise the proposal as required by law and prior to entering into such lease shall hold a public hearing on the proposal. A copy of the final agreement shall be available for inspection and review by the public. The lease may provide for the option of purchase of the land for its fair market value.*

(2) Leasing From Persons and Entities. *Boards are authorized to lease facilities, sites, or air space from any person or entity under the following conditions. Boards must ensure that facilities and sites conform to Section 5.5 of the UBC or the State Minimum Building Code pursuant to Chapter 553, F.S., and the Life Safety Codes pursuant to Chapter 633, F.S., prior to occupancy*

(a) Lease Agreements for Less Than One (1) Year. *If a lease is extended beyond the first year, it becomes a multiple-year lease and must conform to the requirements for lease agreements of one (1) year or more.*

(b) Lease Agreements for One (1) Year or More. *If a site is to be leased for forty (40) years or longer, the site may be leased from any person or entity. If permanent facilities are to be constructed by the board on the leased property, the term of the lease shall be at least forty (40) years or the life expectancy of the permanent facilities constructed thereon, whichever is longer.*

(c) Inspection of Existing Facilities and Sites. *Facilities and sites shall be inspected annually.*

(d) Lease Agreements. *Lease agreements should include, but not be limited to, the following:*

1. *A schedule of payments for the leased property.*

2. *Provisions for prepayment of the lease.*

3. *Provisions for maintenance of the property, including custodial care.*

4. *Conditions under which alterations to the property may be made.*

5. *Provisions for furnishing and equipping the property.*

6. *Provisions for insuring the grounds, facilities, and property.*

See Rule 6A-2.0111, Florida Administrative Code, and Sections 229.053(1), 230.23(9)(b)4. 5., 235.002, 235.01(2), 235.014, 235.055, 235.056, 235.057, 235.06, 235.211, 235.26, 240.319(3)(f) (p), 240.327, Florida Statutes.

Continue - Return to Rule

Section 2.3

Lease-Purchase Contracts for Ancillary and Educational Facilities and Sites

A board, including the BOR, may enter into a lease-purchase agreement pursuant to Section 235.056, F.S.

(1) Board Acquisition Options. **A board has two (2) options for entering into a lease-purchase agreement to acquire educational facilities and sites.**

(a) Option 1: Lease-purchase agreements may be developed through a direct support organization for:

1. School boards, as authorized in Section 235.056(3)(a), F.S., using a direct-support organization formed pursuant to Section 237.40, F.S., or nonprofit educational organization or a consortium of district school boards.

2. Community college boards of trustees, as authorized in Sections 240.319(3)(f) and 240.327, F.S. using a direct-support organization formed pursuant to Section 240.331, F.S.

(b) Option 2: Boards may enter directly into a lease-purchase agreement.

(2) BOR Lease-Purchase Authority. **The BOR or a university may enter into a lease-purchase agreement as authorized in Section 240.294, F.S., using a direct-support organization formed pursuant to Section 240.299, F.S. The BOR shall have legislative authorization prior to entering into a lease-purchase agreement of an educational or ancillary facility or site when general revenue funds will be required for operation or maintenance of the facility. A university shall submit all documents to the BOR for review and approval.**

(3) Prerequisites for Board Agreements. **Before a board authorizes a lease-purchase agreement for educational facilities or sites, regardless of fund source or duration of the agreement, the following should be met:**

(a) Advertise for Bids. Lease-purchase projects using public funds in any manner shall be advertised for competitive bids or proposals.

(b) Sunshine Law. All activities, information, and lists of individual participants associated with these agreements shall be subject to Sunshine Laws, Section 286.011, F.S.

(c) School Board Financing Through a Direct-Support Organization. A school board may enter into an agreement with a direct-support organization, a nonprofit educational organization, or a consortium to provide financing of the proposed project without competitive bids; or, a school board may select an agent through competitive bids to administer the financing of the project. If a school board or its agent administers the sale of the certificates of participation, it shall select financing through competitive bids.

(d) Community College Boards of Trustees. Community college boards of trustees and their direct-support organizations shall have legislative authorization prior to entering a lease-purchase

agreement where general revenue funds must be used for operations or maintenance of the facility at any time during its projected life span.

(4) Agreement Stipulation. Lease-purchase agreements for boards, including the BOR, should include, but not be limited to, the following:

(a) A Schedule of Payments. That stipulates an annual rate with components consisting of a principal component and an interest component which will constitute the total payment to be made, including certification that the interest rate does not exceed the maximum rate established in Section 215.84(3), F.S.

(b) Prepayment. Provisions for prepayment of the lease-purchase.

(c) Maintenance. Provisions for maintenance of the property, including custodial care.

(d) Construction. Conditions under which new construction, remodeling, and renovations may be made to the property.

(e) Furnishings. Provisions for furnishing and equipping the facility.

(f) Insurance. Provisions for insuring the site and facilities.

(g) Termination. Provisions for termination of the lease-purchase agreement.

(h) Tax Exemption. A statement that the facilities and sites acquired under a lease-purchase agreement are exempt from ad valorem taxation.

(i) Term of Agreement. The term of the lease-purchase agreement including any subsequent renewals shall not exceed the useful life of the facilities or thirty (30) years, whichever is less.

(j) Expiration of Agreement. The initial and subsequent terms of any lease-purchase agreement shall expire on June 30 of each fiscal year, but may be automatically renewed annually subject to the board's making sufficient appropriations. The failure of a board to renew a lease-purchase agreement does not constitute a default or require any payment of any penalty nor in anyway limit the right of a board to purchase or utilize educational facilities or sites similar to those provided under the lease-purchase agreement.

(k) Not an Obligation. A statement that the lease-purchase agreement shall not constitute a debt, liability, obligation or pledge of faith and credit of the State or a board, including the BOR.

(l) BOR Insurance. The BOR shall purchase an insurance policy pursuant to Section 240.294, F.S., which guarantees the payment of all principal and interest payable under the lease-purchase agreement in the event of the failure of the university, the BOR, or the State to make such payments.

(5) Agreements for Lease-Purchase Buildings on Board-Owned Property. If a board proposes to lease-purchase an educational facility to be constructed on land owned or to be acquired by the board, it may lease to the lessor such land for the same period of years that the board proposes to lease the educational facility. If the project occurs on a site containing other facilities owned by the board, the amount of land leased shall be kept to the minimum required to make the facility useable by an owner other than the board.

(a) Purchase Option. Should the board decide not to exercise its annual option to renew the terms of

the lease-purchase, the board shall, within six (6) months after the expiration of the lease-purchase agreement, grant an option to the lessor to purchase such land.

1. When, in the opinion of the board, the property has an estimated value of less than one hundred thousand dollars ($100,000), the board may dispose of the property for whatever consideration the board deems to be in its best interest.

2. Required Appraisals.

a. For property with an estimated value from one hundred thousand dollars ($100,000) to five hundred thousand dollars ($500,000), the board shall obtain an appraisal from at least one (1) qualified real estate appraiser.

b. For property with an estimated value exceeding five hundred thousand dollars ($500,000), the board shall obtain appraisals from at least two (2) qualified real estate appraisers.

3. The board may dispose of the property only if the bid price is at least equal to the minimum selling price established by the appraisers.

See Rule 6A-2.0111, Florida Administrative Code, and Sections 230.23, 235.002, 235.01, 235.055, 235.056, 235.057, 235.06, 235.15, 235.26, 236.25, 237.40, 240.209, 240.294, 240.295, 240.299, 240.331, 240.319, 240.327, Florida Statutes.

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Section 3.1

Educational Plant Survey

At least once every five (5) years each board, including the 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 and projected student population 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 educational , ancillary, and auxiliary facilities and plants.

(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 pre-K 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 consistent with the five-year planned enrollment cycle for the State University System prepared by the Board of Regents. 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 pre-K through 12 and vocational.

(e) Capital Outlay Proposed Funding Plan - An analysis of expenditures and projected capital outlay funds for pre-K 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.

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Section 3.2

Educational Specifications and Facilities Programming

When developing an educational specification or program for new construction, remodeling, or renovation, the board may consider and use the criteria listed in this section. These guidelines are recommended for use by the educational specifications and facilities programming committees. This committee may include educators, administrators, maintenance personnel, risk managers, and design professionals. The board, including the BOR, may use the "Size of Space and Occupant Design Criteria Table," and survey recommendations when appropriate, to develop educational specifications.

(1) ***Administration.*** *The board should keep on file written educational, auxiliary, or ancillary specifications.*

(a) Educational Specifications. For educational specifications the board should develop a detailed program based on the survey recommendations, space chart criteria, and a detailed description of each space for the proposed educational facility.

1. Educational and Auxiliary Facilities Specifications should include:

a. Educational philosophy, user requirements and goals upon which the programs are based.

b. A description of the educational program including all activities to be conducted in each space.

c. Initial and ultimate capacity of the proposed facility.

d. The student groups to be housed and an outline of activities of each group.

e. Size of groupings and description of time module to be used.

f. A list of spaces required, the size of each space and the number of students each space shall serve. These should be coordinated with the educational plant survey and "Size of Space and Occupant Design Criteria Table."

g. A description of each space, including special environmental considerations, equipment to be housed, and built-in items required.

h. Spatial relationships showing the relationship of program to program, and the relationship of space to space within each program.

i. Description of innovative ideas which might be incorporated into programs and the proposed facility.

j. Methods by which computer technology, job simulation stations, satellite networks, interactive work stations, or other advanced technology teaching methods may be installed in the facility at the time of construction or in the future.

k. All programs, services, and activities should be accessible or adaptable to accessibility requirements of the disabled as required by law.

l. Safe school design concepts should be listed as appropriate.

2. Ancillary Facilities Specifications should include:

a. Program philosophy and goals.

b. A description of the program(s) including all activities to be conducted in each space.

c. Initial and ultimate capacity of the proposed facility.

d. The occupant groups to be housed and an outline of activities of each group.

e. Size of groupings and description of time module to be used.

f. A list of spaces required, the size of each space and the number of occupants each space shall serve. These should be coordinated with the educational plant survey and "Size of Space and Occupant Design Criteria" table.

g. A description of each space including special environmental considerations, equipment to be housed and built-in items required.

h. Spatial relationships showing the relationship of program to program, and the relationship of space to space within each program.

i. Description of innovative ideas which might be incorporated into programs and the proposed facility.

j. Methods by which computer technology, satellite networks, interactive work stations, or other advanced technology methods which may be installed in the facility at the time of construction or in the future.

k. All programs, services, and activities should be accessible or adaptable to accessibility requirements of the disabled as required by law.

l. Safe facility design concepts should be listed as applicable.

*(b) **Space Requirements.** Boards, including the BOR, and public broadcasting stations may use the "Size of Space and Occupant Design Criteria" table to develop educational specifications. The net square footage as calculated from the table may be increased as follows:*

1. Electrical, communications, mechanical, and HVAC spaces should not exceed six (6) percent of the total net square footage.

2. General circulation, walls, covered walkways and roof overhangs used as covered walkways should not exceed:

a. Twenty-seven (27) percent of the total net square footage for pre-K and elementary schools; grades pre K through grades five(5) or six (6).

b. Thirty-two (32) percent for middle schools and junior high schools; grades six (6) through eight (8) or nine (9).

c. Thirty-four (34) percent for grades nine (9) through postsecondary, including ancillary and

broadcasting stations.

3. Open plan instructional space, add four (4) square feet per student for egress/circulation.

*(c) **Full Service Schools.** Integrate delivery of education and human services to public school students and their families as district initiatives require. Clinic requirements are included in Chapter 5, SREF.*

*(d) **Flexibility and Open Plan Spaces.***

1. Flexibility. Every plant should be designed to accommodate changing educational activities and programs. Wherever possible, structure, mechanical systems, partitions and plan layout should allow for practical conversion of enclosed space.

2. Community Use. Consideration should be given to the potential use of a facility for an emergency public shelter, community education, or joint use activity which might result from other cooperative inter-agency/governmental agreements. If a facility is going to be designated as an emergency public shelter or refuge, spaces and facilities used for habitation, medical care, and food service must be easily accessible during emergency conditions without having to go outside.

3. Open Plan Buildings. An open plan building, or portion of the building, may be subdivided into smaller areas by use of partial partitions, movable partitions, or movable furnishings, which do not exceed five (5) feet in height and are a minimum five (5) feet from any permanent wall.

a. Occupants must be able to have unobstructed visual surveyance of the entire open plan and must be aware of emergency situations in any area of the plan.

b. Architectural techniques should be employed to clearly define the paths of egress from all spaces.

c. In the open plan, these rooms must be totally enclosed: rest rooms, kitchen, mechanical, custodial and storage rooms. The following rooms may be totally enclosed: administrative and faculty offices and planning rooms.

*(e) **Safe School Design**. Recognizing that providing a safe, secure, orderly and peaceful learning environment is essential to the educational process and the general welfare of Florida's school population, including pre-K through twelve (12), vocational and community colleges, safe school design strategies are available from DOE/Educational Facilities and the DOE Internet site. School boards should design educational facilities and sites to enhance security and reduce vandalism through the use of "safe school design" principles, including but not limited to the following:*

1. Natural access and control of schools and campuses.

2. Natural surveillance of schools and campuses both from within the facility and from adjacent streets by removing obstructions or trimming shrubbery.

3. School and campus territorial integrity; securing courtyards, site lighting, building lighting.

4. Audio and motion detection systems covering ground floor doors, stairwells, offices and areas where expensive equipment is stored.

5. Designs which will promote the prevention of school crime and violence. Exterior architectural features which do not allow footholds or handholds on exterior walls, tamper-proof doors and locks,

non-breakable glass or shelter window protection system; also landscaping and tree placement should be designed so they do not provide access to roofs by unauthorized persons. Sections of schools commonly used after hours should be separated by doors or other devices from adjacent areas to prevent unauthorized access. Install locks on roof hatches; apply slippery finishes to exterior pipes.

6. Exterior stairs, balconies, ramps, and upper level corridors around the perimeter of buildings should have open-type handrails or other architectural features to allow surveillance.

7. Open areas, such as plazas, the building's main entrance, parking lots, and bicycle compounds should be designed so they are visible by workers at work stations inside the buildings.

*(2) **Site.** Site design should include the strategic placement of tree canopy so that it provides opportunities for student protection from the sun, as well as maximizing energy conservation for building power usage. Site development criteria should include, but is not limited to, the following:*

(a) Landscaping.

1. Maximize the retention of trees as a valuable natural resource.

2. Improve environmental quality by recognizing the beneficial effects of landscaping upon the environment.

3. Create an aesthetically pleasing, functional environment by conserving trees and other vegetation and requiring the planting of same.

4. Create a transition between uncomplementary and incompatible land uses by providing buffers and screening.

5. Use water and chemical conservation techniques; local native plants and gray water irrigation systems, where feasible; and, maintain existing natural habitat when consistent with teaching program. Gray water, where used for landscape sprinkler systems, shall meet Department of Health and Department of Environmental Protection water quality standards.

6. Place shrubs and trees so as not to obstruct visibility or create a hazard to the normal flow of personnel or vehicular traffic.

7. Clear sites of hazardous, invasive non-native, and poisonous plants, and plant no new ones of these types.

***(b) Transmission Lines**. It is preferable to avoid locations adjacent to, or near, high voltage power transmission lines. If this condition is unavoidable, the buildings, play areas, and common-use areas should not be located within the power line right-of-way.*

***(c) Storm Water Management**. Site drainage and retention ponds must be accommodated on the site as required by law.*

1. The entire site must be graded and drained to prevent an accumulation of standing surface water.

2. Paved or unpaved patios, low areas, and downspout water collection areas must be provided with drainage systems sufficient in size to prevent water accumulation and flooding.

3. Loose sand must be stabilized to prevent blowing and wash outs.

(d) Floodplain Areas. *Sites and facilities must meet appropriate floodplain criteria as determined by FEMA.*

(e) Environmental Concerns. *Check with the appropriate environmental regulatory agencies.*

(f) Traffic and Pedestrian Circulation Adjacent to the Site.

(g) Walks. *Sidewalks should follow the paths of least resistance as formed by the students, where possible, subject to egress, safety, and accessibility.*

(h) Roads and Parking.

1. Bus drives, service drives, or other vehicular drives must not completely encircle an educational facility or be located where students are required to cross any drive for access to facilities or athletic areas.

2. Bus loading and unloading areas must be separate from all other drives and unloading areas.

3. It is preferable to have two roads for ingress and egress; however, wide shoulders on the primary road may be used as emergency access to the site.

4. Auto parking areas must be designed to be convenient and safe. Consider alternate surfaces for overflow parking, such as pavers, lock stone, etc. Parking should be striped, provide positive drainage, and should be effectively illuminated for night use. Parking spaces should be provided for faculty, staff, visitors, disabled persons and students as required.

5. In a remodeling or renovation project, where potential traffic, construction, mechanical, electrical or site hazards exist, protective fencing/barriers must be provided.

6. All parking areas must be defined for orderly parking and be hazard-free. Provisions should be made to accommodate the disabled.

7. Adequate and safe space should be provided for refuse, trash and recycling containers; hose bibb and drains should be provided.

(i) Athletic Area Surfaces. *When practical, transition from paved play surfaces to grade must be gradual, otherwise, complete ramping of the area should be provided.*

(j) Pools. *Provide support spaces for pools; i.e., equipment rooms, dressing rooms, sanitary facilities and spectator provisions in compliance with DOH rules.*

(k) Fences. *Fences which are potentially dangerous should not be installed.*

(l) Bicycle Racks. *Bicycle parking areas, if provided, should be located so they are visible from the administration area and in such a manner that crossing a driveway is not required.*

(m) Play Area. *Play area must be safe and free from any hazardous condition.*

(n) Pest control. *Provide soil treatment for facilities construction as required.*

*(o) **Airport Right-of-Way.** Buildings, play areas, parking, and any other facilities, except aviation schools, should not be located within an area which extends one-half the length of the longest runway on the sides and from the end of all the runway centerlines as required in Section 333.03, F.S.*

*(3) **Concrete.** Anticipate color, finishes of concrete surfaces as appropriate for programmed activities.*

*(4) **Masonry.** Consider readily available local materials for economical construction and ease of maintenance.*

*(5) **Metals.** When selecting materials, consider the long-term maintenance impact on exposed metal surfaces.*

*(6) **Wood.***

*(a) **Architectural Woodwork.** Casework and cabinets should be finished with durable mar- resistant surfaces. If casework is not included in the general construction contract, provisions should be made to coordinate fabrication and installation.*

*(b) **Cabinets.** Should be sized for the intended grade grouping and accessibility.*

*(7) **Insulation and Moisture Protection.** Consider the most durable, maintenance-free and economical systems. All roofs should be designed with positive drainage.*

*(8) **Doors and Windows.** Recessed doors and windows around the exterior perimeter of a building should not allow unobserved access to the building. The depth of a recess should not exceed its width, and recesses should be illuminated at night.*

*(a) **Doors.** Doors should be positioned so that there is a clear floor space on the latch side of the door to allow for accessibility. The floor on both the interior and exterior sides of doors must be substantially level.*

1. Egress and Exit Doors. Doors and gates, regardless of use or location, must swing in the direction of exit travel. Classroom doors may either be recessed and hinged to swing ninety (90) degrees or contain a view panel and be hinged to swing one-hundred eighty (180) degrees.

2. Fire Doors. Fire doors must be self-closing and equipped with positive latching devices to hold them in a closed position; doors may have magnetic hold-open devices released by the fire alarm system. Manual hold-open devices must not be used on fire doors.

3. Smoke Stop Doors. Smoke stop doors must be used to divide corridors into aggregate lengths not to exceed three hundred (300) feet, whether the building is sprinklered or not. Smoke stop doors should not have locking devices. Doors may be held in the open position with approved automatic release devices.

4. Special Function Doors. Special function doors, including horizontal sliding doors, balanced doors, overhead doors, revolving doors, turnstiles, folding doors, folding partitions, shutters, power operated doors, darkroom doors, overhead and sliding security grills, gates, screen and storm doors, must not be used in a means of egress.

5. Storefronts. All storefront doors in the path of egress must remain unlocked when the building is occupied.

6. Wood, Plastic, and Metal Doors. Wood, plastic, and metal doors may be used provided they meet appropriate fire classifications.

(b) Hardware. *Doors and gates must be equipped with hardware which will allow egress from each room or space at all times without assistance. Hardware accessible to the disabled is required in all means of egress, in at least one (1) classroom in each grade level and program, and all auxiliary spaces. Lever-operated, push-type, and "U" shaped handles are acceptable designs.*

(c) Glazing. *Glass areas subject to human impact, or in hazardous locations, must be glazed with tempered glass, safety glass, safety plastic, or, if in a fire-rated assembly, wire glass or impact resistant fire-rated glazing.*

(d) Windows. *Windows must be provided for natural light and ventilation around the perimeter of a building and may be provided for emergency access, emergency rescue, and secondary means of egress.*

1. Projecting and awning windows should not be located adjacent to a corridor or walkway where they may create a hazard.

2. Security screens or grills may be installed on the outside of windows provided they can be released from the inside by a single operation and without the use of tools.

3. Shading techniques and shielding devices should be considered for energy conservation and storm protection.

4. Appropriate window treatment should be considered for audiovisual use, where required by the program.

(e) Natural Light. *Natural light is required in instructional spaces around the perimeter of buildings, except music rooms, gyms, locker and shower facilities, laboratories, and instructional spaces with a capacity of more than one hundred (100) persons.*

(f) Emergency Access. *Emergency access openings are required around the perimeter of buildings for fire- fighting access.*

(g) Emergency Rescue. *Emergency rescue openings are required in every space greater than two hundred fifty (250) square feet subject to student occupancy or instructional use, or with a student occupancy of six (6) or more. These openings are not required if the facility is totally sprinklered.*

(h) Natural ventilation. *Operable glazing of at least five percent (5%) of the floor area must be provided in each student-occupied space located on the perimeter of the building in new educational facilities, except auxiliary facilities, music rooms, gymnasiums, shower and locker rooms, auditoriums or other large group instructional areas of capacity of more than one hundred (100), community college laboratories, and other spaces requiring special climatic control.*

(9) Finishes. *Interior and Exterior.*

(a) Ceilings. *Use finishes that can be easily maintained and cleaned. Suspended lay-in type ceilings should not be used in exterior applications or in group toilet rooms for grades pre-K through twelve (12). When determining ceiling heights, the designer should consider the volume and proportion of the space; however, ceiling heights should be at least the following:*

1. Pre-kindergarten through elementary school should have a minimum unobstructed height of at least eight (8) feet.

2. All other classrooms should have a minimum unobstructed height of at least nine (9) feet.

3. Other programs should have minimum unobstructed heights as follows:

a. Music/Choral rooms with risers, from highest riser to ceiling: nine (9) feet.

b. Music/Choral rooms without risers: eleven (11) feet.

c. Shops, locker room, lab, group and public toilets, foyers: nine (9) feet.

d. Gymnasium playing area: twenty-two (22) feet.

e. Cafeterias and other large assembly spaces: fifteen (15) feet

(b) Walls.

1. When selecting materials for walls, it is recommended that durable, impact resistant, low maintenance products be used.

2. Kitchen, scullery, garbage refuse, toilet and shower rooms must be finished with smooth impervious materials.

(c) Floors.

1. Finishes should be appropriate for the program activity indicated and of durable, high- use materials. Bare concrete should not be used.

2. Kitchen, scullery, garbage refuse, can wash, group toilet and shower rooms must be finished with an impervious non-slip surface. Terrazzo, marble, glue-down or vinyl-type floor surfacing must not be used in these areas. Seamless sheet vinyl may be used in individual toilet rooms and vinyl composition or non-slip ceramic tile may be used in classroom wet areas.

3. Floors in all instructional and auxiliary spaces should be covered with carpet or other resilient, non-absorbent material. Floors in shops, storage, ancillary facilities, mechanical rooms and similar spaces may be sealed concrete.

4. Floors in clinics, or other areas including instructional spaces, where children may come in direct contact with the floor should be of a material that can withstand daily cleaning.

***(d) Acoustics.** All student-occupied spaces should be designed or acoustically treated to reduce transmission of noise from one space to another and to enhance the sound qualities of the learning environment.*

***(e) Interior Finish Flame Spread General Requirements.** Draperies, curtains, and other similar furnishings and decorations must be flame resistant. Furnishings or decorations of an explosive or highly flammable character can not be used.*

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Section 4.1

Professional Services and Construction Techniques

The board shall consider appropriate design and construction techniques which will deliver facilities in a timely and economical manner. The process by which professional services are obtained by a board, the construction techniques available, and the procedures for delivering projects shall be as authorized in Sections 235.211, 235.31, and 255.20, F.S., and as described in this section. Allowable design and/or construction techniques include, but are not limited to, conventional bidding, systems building, fast-track construction scheduling, construction management, program management, turnkey, use of components, commissioning, partnering, value engineering, and design-build. Boards shall provide the Office a brief description of the facilities procurement process for each project over $200,000, prior to implementation. The description shall include the names of the architects and engineers of record for design, the plan review entity, the contractor/construction manager/design-build or program management entity, building inspector/UBCI and threshold inspector (OEF Form 110A). Upon completion, the board shall provide the Office with a signed Certificate of Occupancy (OEF Form 110B) for all projects over $200,000.

(1) Consultants' Competitive Negotiations. Policies and procedures shall be adopted for selecting professional services in conformance with the Consultant's Competitive Negotiations Act (CCNA) pursuant to Section 287.055, F.S.

(2) Professional Design Services Required. A board, or any volunteer or service organization, which undertakes new construction, remodeling, renovation, leasing, lease-purchase, day labor project, addition to any educational plant, or ancillary facility project, regardless of cost or fund source, shall have plans and specifications prepared by a design professional registered in compliance with Chapters 481 and 471, F.S. Boards shall ensure that all projects comply with these "State Requirements for Educational Facilities."

(a) Professional Responsibility. A registered Architect or Engineer (A/E), whether on staff, under continuing contract, or under a specific project contract, shall be responsible for the design and construction of the project to be in conformance with these State Requirements and the Uniform Building Code (UBC) and shall sign and seal the appropriate drawings and the project manual and shall be the A/E of record. The federal Asbestos Hazard Emergency Response Act (AHERA) of October 22, 1986, requires the architect or engineer of record to sign a statement that no asbestos-containing building materials were specified, or, to the best of his/her knowledge, were used as a building material in the project.

(b) Plan Review. Boards which adopt policies for plan review shall utilize the services of architects and engineers meeting the criteria established in Section 235.017, F.S.

(c) EXCEPTION: Maintenance and repair projects may not require professional services; however, they must be reviewed and approved for compliance with applicable federal and state laws and building and life-safety codes, and constructed accordingly. A copy shall be retained as a permanent record in the board's office. Maintenance and repair projects include: roof or roofing replacement, short of complete replacement of membrane or structure; repainting of interior or exterior surfaces; resurfacing of floors; repair or replacement of glass; repair of hardware, furniture, equipment, electrical fixtures, and plumbing fixtures; repair or resurfacing of parking lots, roads, and walkways or, the placement and hookup of relocatables. Maintenance and repair projects include upkeep of facilities, but not renovation of facilities.

(d) EXCEPTION: The services of a registered architect shall not be required for minor renovation projects with a construction cost of less than fifty thousand dollars ($50,000) or for the placement and

hookup of relocatables.

(e) EXCEPTION: The services of a registered engineer shall not be required on projects exempted by Section 471.003, F.S.

(3) Day Labor Projects. For any one (1) construction project estimated to cost two hundred thousand dollars ($200,000) or less, the board may arrange for the work to be accomplished on a day labor basis using employees authorized by a board which are defined as follows: a person who receives compensation from, and is under the supervision of, a board which regularly deducts the F.I.C.A. and withholding tax, and provides worker's compensation, all as prescribed by law. The board may use subcontractors for portions of day labor projects.

(a) Project Requirements. Day labor projects shall include contract documents (plans and specifications) and are subject to the same laws, rules, and codes as for new construction as outlined in other portions of these State Requirements.

1. Construction documents exceeding construction values stipulated in Chapters 471, 481, and 235, F.S., shall be prepared, signed, and sealed by a registered architect or engineer.

2. Day labor projects shall be reviewed and approved for compliance with the UBC and a copy shall be retained as a permanent record in the board's office, if not forwarded to the Office for review and approval.

3. Day labor projects shall comply with the inspection criteria outlined in these State Requirements.

(b) Project Costs. Estimated construction project costs shall include the total expenditures by the board for supervision, labor, materials and supplies necessary to make a complete and usable facility or improvement.

1. Materials purchased shall be bid when their totals are estimated to be in excess of limits stipulated in Section 287.017, F.S., as required by Section 230.23(10)(j), F.S., and a board's authorized purchasing limit.

2. EXCEPTION: Project costs do not include architectural and engineering planning fees, administrative fees, furnishings, and equipment.

(c) Licensing. Subcontractors shall be state licensed as required by Chapter 489, F.S., or locally registered, and shall carry required insurance, including worker's compensation. A licensed subcontractor or board employed supervisor may only supervise unlicensed employees in accordance with Section 489.113, F.S.

(d) EXCEPTION. For renovation and remodeling projects estimated to cost over two hundred thousand dollars ($200,000), when no bids are received after advertising the project in the manner prescribed by law, the work may then be performed on a day labor basis provided all of the other requirements for projects costing over two hundred thousand dollars ($200,000) are met.

(4) Negotiated Contracts under Emergency Conditions. The board may negotiate a contract to replace, reconstruct, or make repairs under these emergency conditions:

(a) Natural Disaster or Other Imminent Danger. In an emergency situation such as fire, storm, or other providential cause, other impending danger to life safety, or pursuant to Section 235.31(b), F.S., the board may declare an emergency, may negotiate a contract with a design-build firm, design professional, or contractor in accordance with Section 255.20(1)(a)1., F.S., and may do so without public notice as authorized by Section 287.055 (3), F.S.

(b) Negotiations with Low Bidder. If a bid is received which exceeds the construction budget established at the time of completion of the construction documents, and all deductive alternates have been taken, and no additional funds are available, then the board may declare an emergency, stating why it exists, and begin negotiations with the lowest responsible bidder. When the construction documents or the scope of the project is changed, the revised documents shall be reviewed for compliance with applicable federal and state law and the building and life-safety codes.

(5) General Contractors and Sub-Contractors. All construction on board-owned property including volunteer or service organization projects, shall be performed by state-certified or licensed general contractors and subcontractors, or locally registered subcontractors where applicable, as required by Chapter 489, F.S. Locally registered subcontractors may only provide services to boards in municipalities or counties where their registration is valid. Where mandated by local ordinance, an occupational license may also be required.

(a) EXCEPTION: Routine maintenance and repair may be provided by authorized employees of a board.

(b) EXCEPTION: Day labor projects costing less than two-hundred thousand ($200,000) dollars may be constructed using authorized employees of a board and in compliance with Chapter 489, F.S.

(6) Construction Management/Construction Program Management . Using a competitive selection process and negotiations pursuant to Section 287.055, F.S., a board may select a construction manager (CM) or a total program manager (TPM) for construction services. Boards shall develop policies, procedures, evaluation standards, and contracts for construction management and total program management for implementation of CM/TPM contracts. The board shall assure that CM/TPM projects are in compliance with all applicable federal and state laws and rules, building and life-safety codes, and the UBC. *To expedite project work flow and efficiently manage this type of contract, it is recommended that, where CM/TPM contracts are utilized, boards delegate project decision-making authority to the superintendent or college president pursuant to Sections 235.26(2) and 235.321, F.S., for survey-approved projects including: submission of project documents for approval; award of contracts consistent with board pre-approved project time, scope and budget; and approval of change orders within pre-established amounts. The board must have approved policies for delegation of these responsibilities, as required by statute.*

(a) Construction Manager. A manager (CM) generally takes the place of the contractor; holds each subcontract; and manages and coordinates, as well as monitors the progress of construction. The contract for the construction manager at risk provides for a project with a guaranteed maximum price (GMP) pursuant to Section 235.211, F.S., or may be a continuing contract with several projects and limited to $500,000 in construction costs as defined in Section 287.055(2)(g), F.S.

(b) Total Program Manager. A total construction program manager (TPM) provides a variety of services to manage the design and construction of a total building program within the board's budget limitations and the program master schedule. The contract may include preconstruction services, land acquisition assistance, selection of design and construction professionals, planning, coordination, administration, management of individual projects and other services as required by the board to implement the total building program. The total program manager holds each contract for the design and construction consultants.

(c) Considerations. In making a determination if CM/TPM is in the best interest of the district, the board should consider such factors as a need for highly detailed scheduling, value engineering, specialized expertise for complex projects, central coordination of large or complex projects, or to provide continuing

contract services for minor works programs as defined in Section 287.055, F.S.

(d) Competitive Selection. After a board has determined the CM/TPM services required, it should use the following process to select a construction manager:

1. Advertisement for services, as the board deems required for a project, should be made as required in Section 287.055, F.S., for selection of professional services.

2. Upon receipt of qualifying proposals, the board should convene a selection committee. The committee should be comprised of not less than five (5) persons who should serve throughout the selection process for a project until selection of a CM/TPM is completed.

3. The committee should evaluate statements of qualification data submitted by firms proposing to provide services and should determine the relative ability of each firm to perform the services required for the project. The committee should conduct discussions and may require public presentation by no less than three (3) firms regarding their qualifications, approach to the project, and ability to furnish the required services. Selection should include evaluation criteria, set forth in an evaluation scoring form. The evaluation scoring form should include a point system and should rate, at a minimum, the following criteria:

a. The company's history, structure, personnel, licenses, and experience.

b. Related projects similar in scope or amount completed by the company, including name of client or its representative.

c. Financial information such as balance sheet and statement of operations.

d. Project management, scheduling and cost control systems the company uses for similar projects.

e. Proposed minority business involvement in the project.

f. Cost control and value engineering techniques.

g. Description of litigation, major disputes, contract defaults and liens in the last five (5) years.

h. Interview.

i. Confirmation of references.

4. The selection committee should, based upon points received during the evaluation process, select no less than three (3) firms, in order of preference, deemed to be the most highly qualified to perform the required services on scores. The committee should recommend its selections to the board, who should act upon the recommendation.

(e) Competitive Negotiations. After the board approves the recommendation of the committee, the superintendent, president, or designated representative should negotiate a contract for services for fees to provide direct management cost of the CM/TPM. CM/TPM contracts should maintain an "open book" project accounting process, with any savings returned to the board.

1. Should the negotiations not result in a contract with the firm considered to be the most qualified at a price determined by both parties to be fair, competitive, and reasonable, negotiations with that firm shall

be formally terminated. The board, or its designee, should undertake negotiation with the second most qualified firm and thereafter if necessary with the third.

2. Should the board be unable to negotiate a satisfactory contract with any of the selected firms, additional firms should be selected in accordance with the above described procedure. Negotiation should continue in accordance with Section 287.055, F.S., or until the board determines not to proceed and to readvertise and begin the process again.

(f) Construction Manager/Total Program Manager Duties. Depending upon the requirements for CM/TPM services, duties of the manager may include, but are not limited to, the following:

1. Pre-design activities:

a. Provide or review project requirements, educational specifications, on- and off-site development, survey requirements, preliminary budget, and make recommendations for revisions.

b. Prepare project schedule, including critical path elements, responsibilities of the owner, CM/TPM, architect, contractor, and outside agencies, and update monthly throughout the duration of the contract.

c. Where the program includes renovation or expansion of existing structures, prepare an analysis package outlining the condition of existing structures, existing finishes and existing equipment, code deficiencies, energy use, and life expectancy of other building systems. The package should contain recommendations and cost estimates.

d. Provide project delivery options for the design, bid, and bid packaging of projects for efficient scheduling, cost control and financial resource management.

e. Procure design services or assist the owner with selection of design professionals.

f. Utilize an information and reporting system to provide the board with accurate and current cost control, work status, including but not limited to work narrative, work completed/anticipated, schedules, estimated expenditures, and project accounting systems of the project at all times.

g. Provide a project manual which shall describe, as a minimum, the work plan, job responsibilities, and written procedures for reports, meetings, inspections, changes to the project, etc.

h. Provide market analysis and motivation for contractor interest for the publicly opened bids, and recommendations for minority business participation.

2. Design phase:

a. Provide value engineering recommendations to maximize the board's capital outlay and operations resources.

b. Attend all project-related meetings and record proceedings.

c. Periodically review all design documents for constructability and compliance with applicable laws, rules, codes, design standards, and ordinances.

d. Periodically update cost estimates and make recommendations to keep the project within the budget.

e. Periodically update the project schedule and make recommendations for recovery of lost time.

f. Secure and monitor the review and approval process of governing authorities.

3. Bid and award phase:

a. Maintain a list of potential bidders and subcontractors and solicit bidders, including minority participation.

b. Monitor and review all addenda and coordinate code review compliance.

c. Prepare and issue bid packages, open or assist in the opening and evaluation of bids from at least two bidders for each trade package, and provide written recommendations.

d. Receive and review pre-contract documents as required.

e. Review the schedule-of-values for balance of tasks vs. dollars and compliance with the project schedule.

f. Review contracts and make recommendations.

g. Provide guaranteed maximum price.

h. Provide value engineering during subcontractor bidding phase.

i. Hold contracts and subcontracts; provide bonding for projects.

4. Construction phase:

a. Schedule, conduct, and/or attend the preconstruction conference.

b. Provide contract administration and approval of payments; monitor and record the construction progress; review and approve as-builts and maintenance and warranty manuals from all subcontractors; provide limited construction services; and keep a log of all site visits and observations.

c. Develop and implement procedures to monitor, record, review, and approve all submittals, shop drawings, change orders, pay requests, and field orders for budget and schedule impact, and compliance with the contract documents.

d. Provide inspection of all work, materials, and tests prior to wall installation, including substantial completion and occupancy inspections.

e. Ensure that as-builts are being kept up to date by the contractor.

f. Make recommendations for correction of nonconforming or substandard work.

g. Coordinate ordering and delivery of owner supplied equipment.

h. Coordinate the testing, inspections and approvals of project, delivery of instructions for operating all building systems, including training of maintenance staff for the owner.

i. Prepare final project accounting and provide written evaluation of the A/E, general contractor and

major subcontractors.

j. CM/TPM may perform construction services if approved by board and upon justification of benefits to contract such as savings in cost, in time, improved quality or other issues relevant to delivery of the project within terms of the contract. CM/TPM may perform construction services as authorized by law in cases of emergency under procedures approved by the board.

5. Minimum One-Year Warranty:

a. Assist owner in completion of warranty work during the warranty period.

b. Assist owner in the warranty inspections and completion of required work generated by the inspections.

c. Assist in the transfer of the project to the maintenance department including the delivery of as- builts warranties, guaranties, and operating instructions.

(g) ***Board's Duties.*** *The duties of the board should include, but not be limited to:*

1. *Determine project scope, time frame for construction, funding source(s) and project budget.*

2. *Depending on the scope of CM/TPM contract for services, the board may also have to provide a site survey, educational plant survey or survey update, educational specifications/program, approvals, easements, assessments, coordination with local government, architectural or engineering services, inspection services, drawings and specifications.*

3. *Provide a project representative with authority to render decisions promptly and furnish information expeditiously.*

4. *Provide the CM/TPM with a description of applicable requirements, state and federal laws, board policies and processes, time frames, interface/approvals required, payment policies, change orders, inspections, and approval procedures.*

(7) Design-Build. Pursuant to Section 235.211, F.S., a board may use a design-build process for design and construction of educational and ancillary facilities using processes and selection criteria as described in Section 287.055, F.S. Design and construction professionals providing design-build services to the boards shall include design professionals and contractors certified, licensed, or registered to do business in Florida in conformance with Chapter 471, F.S., for engineers; Chapter 481, F.S., for architects; and Chapter 489, F.S., for contractors. The board shall assure that design-build projects are in compliance with applicable state and federal laws and building and life-safety codes. Boards shall develop policies and procedures for design-build processes which include, as a minimum, the requirements of Section 287.055, F.S., the selection of professionals, evaluation of professional services, certification as qualified pursuant to law and regulations of the board, establishment of criteria, procedures, and standards for evaluation of design-build contract proposals or bids. *Section 287.055(10), F.S., provides that evaluations must be based on price, technical and design aspects, weighted for a specific project. The following procedures reiterate a portion of the requirements of statute, which are identified with "shall":*

***(a)* Design Criteria Professional. A board shall select a design professional in accordance with Section 287.055, F.S. (CCNA), or may use its staff design professional, who shall prepare and seal the design criteria package (schematic plans and performance specifications) for competitive proposals or bidding the project. This design professional shall be independent of the design-build entity, and shall assist the board in the evaluation of the responses or bids submitted by the design-build firms,**

provide supervision and/or approval of the detailed working drawings, and evaluate the project construction against the design criteria package.

(b) The Design Criteria Package. The design criteria package shall include, but not be limited to, performance-oriented drawings and/or specifications incorporating the legal description of the site, site survey, interior space requirements, material quality standards; schematic layout, conceptual design criteria, cost or budget estimates, design and construction schedules, site development requirements, provisions for stormwater retention and disposal, parking requirements, and statement of required compliance with these State Requirements as applicable. The design criteria package should include: design-build firm selection criteria, procedures and standards for the evaluation of design-build contract proposals or bids based on price, technical and design aspects weighted for the project ; provisions for contracts; competitive proposal or bid form as board determines; insurance requirements; general and special conditions ; description of proposed plan to provide utility and other services and to construct facility; description of responsibilities for permits for connections to utilities, storm water, roads, to meet environmental regulations; and growth manage-ment requirements; testing; and soil borings.

(c) Board Approval. The design criteria package, including the funding sources, shall be reviewed and approved pursuant to Section 235.017, F.S., for compliance with these State Requirements, and other state and federal laws and rules which apply to the project.

(d) Advertise Request For Proposal. The board shall advertise in accordance Section 287.055, F.S. The public announcement shall include a general description of the project and indicate how interested consultants may apply.

(e) Select Short-List. The board, or its designated selection committee, using CCNA and the following criteria as a minimum, shall select at least three (3) design-build firms which will be allowed to submit competitive proposals, or bid, on the design criteria package (project):

1. Qualification: The ability and professional qualifications of the design-build firm and its members/partners to perform the work and to complete the work in a timely and cost-efficient manner, and/or whether the firm is a certified minority business enterprise.

2. Availability: Compare the location of the responding design-build firms in relation to the project site. Evaluate the firm's current and projected work load in relation to the project's proposed schedule.

3. Past Work: Compare similarity and dollar value of past work to proposed project, including knowledge of these "State Requirements for Educational Facilities." Consider dollar value and volume of work previously awarded to the design-build firm by the board, with the objective of effecting equitable distribution of contracts among qualified firms, providing such distribution does not violate the principle of selection of the most highly qualified. Conduct reference checks with previous clients of the design-build firm to confirm that past projects were completed within time schedule and project budget. Include the contractor's ability to furnish performance and payment bond and other required insurance.

4. Project Scheduling: Evaluate the design-build firm's proposed design and construction phasing and projected project scheduling.

5. Response to the design criteria package: Understanding the board's program and project requirements and incorporating these in the technical and design aspects of the project.

6. Price: Where a bid is not utilized for award of contract from among the short listed design-build entities, include in evaluation criteria a guaranteed maximum price for the project, applying points in the evaluation of price relative to other factors of importance such as technical and design aspects needed for a successful completion of the project.

(f) Competitive Proposal or Pre-Bid Conference. The board may hold a conference for prospective or interested design-build entities and may issue addenda to the design criteria package.

(g) Competitive Proposals or Bids. At the board's option, the board may receive, at a preappointed time and place, competitive proposals or sealed bids from the selected design-build firms. Where sealed bids are utilized, the sealed bids shall be opened and read publicly at the appointed time and place.

(h) Evaluation. Where competitive proposals are received, each short-listed firm's design solution shall be evaluated by the selection committee and the design criteria professional for conformance with the design criteria package. As an option, the committee may request that the selected design-build firms publicly present their responses to the design criteria package. The board shall establish evaluation criteria and assign numerical values according to their relative importance. The evaluation criteria shall include price, technical and design aspects of the response . The evaluation criteria may include, but is not limited to, the following elements:

1. Foundation and structural systems.

2. Exterior materials.

3. Mechanical systems, including operational characteristics and costs.

4. Plumbing, including fixtures.

5. Interior finishes and hardware.

6. Interior wall, floor, and ceiling systems.

7. Electrical and lighting systems.

8. Roofing system.

9. Site work, drainage, roads, parking, play fields, and landscaping.

10. Project cost.

11. Energy conservation design elements.

12. Long-term maintenance and life-cycle cost design elements.

13. Fire suppression and containment, life-safety, and safe school concepts.

14. Esthetics.

15. Applicable building codes and ordinances, state and federal laws.

16. Time of completion.

17. Value engineered alternates to the design criteria.

18. Compliance with design criteria package.

(i) Contract Award. The board may reject all competitive proposals or bids or may award the contract. Contract award may be to the best qualified design-build firm having the most responsive competitive proposal or to the lowest responsive bid.

(j) Approval of Documents. After the contract award, the board shall submit the design-build firm's construction documents to its review entity for approval pursuant to Section 235.017, F.S., including addenda and/or change orders.

(k) Design-Build Responsibility. The design-build firm shall be responsible for the design and construction of the project in conformance with these "State Requirements for Educational Facilities," and with other state and federal laws and rules, where applicable. All construction documents shall be signed and sealed by architects and engineers registered in Florida, as required by law.

(l) Board Responsibility. The board shall ensure that the project conforms to these "State Requirements for Educational Facilities," and with other state and federal laws and rules, where applicable, and to the design criteria package. Upon completion of the project, required reports, including FISH and cost of construction, shall be submitted to the Office.

Continue - Return to Rule

Section 4.2

General Contract Procedures

A board which undertakes construction, remodeling, renovation, lease, or lease-purchase of any educational plant or ancillary facility, or day-labor project, regardless of cost or fund source, shall use contracts that comply with laws governing public facilities contract and construction requirements, these State Requirements, and more specifically, Chapters 235 and 50; also, Sections 235.211, 235.26, 235.31, 255.05, 255.20, 255.551 through 255.565, 287.133, 287.0935, 442.103, 489.113(4)(c), and 553.60 through 553.64, F. S. Finance and facilities construction reports, as required by Chapter 235, F.S., shall be provided to the Department for legislative information.

(1) Bonds and Insurance.

(a) Bonds. Bonds are required on projects costing two hundred thousand dollars ($200,000) or more. The board shall establish criteria for qualifying surety companies; however, when a bond is required on projects costing five hundred thousand dollars ($500,000) or less, surety companies meeting the criteria of Section 287.0935, F.S., shall be accepted by the board.

1. **Bid Bond/Security equaling five percent (5%) of the base bid. Security shall be in the form of a certified check, cashier's check, treasurer's check, or bank draft of any national or state bank.**

2. Performance Bond and Materials and Payment Bond. Each bond shall equal one hundred percent (100%) of the contract amount, and shall be with a surety insurer authorized to do business in Florida and complying with Section 255.05, F.S.

3. Where the contract amount does not exceed five hundred thousand dollars ($500,000), the board shall not refuse a bonding company which meets the provisions of Section 287.0935, F.S.

4. On projects with costs less than two hundred thousand dollars ($200,000), bonds shall be at the discretion of the board.

(b) Proof of Insurance. The board shall verify that the contractor has a valid license, as required by Chapter 489, F.S., and, through a Letter of Insurability or Certificate of Insurance, is maintaining the insurance coverages and limits as required by law. The board may deny contract approval on this basis, as permitted by Section 489.113(4)(c), F.S. *The project shall be covered by the following insurance, with limits as required by law:*

1. Workers' Compensation and employer's liability.

2. Public liability to include personal injury, bodily injury, and property damage.

3. Products and completed operations liability.

4. Owner's protective liability.

5. Business automobile liability, including owned, non-owned, and hired automobiles.

6. Property all-risks coverage to one hundred percent (100%) of the value at risk. This is subject to the deductibles acceptable to the board.

7. Boiler and machinery insurance as required.

(c) Asbestos Contractor Liability Insurance. **A board shall verify that an asbestos abatement contractor has liability insurance with a pollution endorsement against claims or claim expenses arising from any abatement project. Upon receipt of written documentation that such coverage is unavailable in the insurance market, the board shall require that the contractor post a surety bond in at least the minimum amount required by law. For projects, including asbestos abatement, a board may indemnify and hold harmless an asbestos consultant against acts of omission or release of contaminants during asbestos abatement activities in accordance with Sections 255.551 through 255.565, F.S.**

(d) Indemnification Agreement. **When an indemnification or hold harmless agreement is used in a construction contract, it shall provide either a payment from the board to the contractor for the indemnification or shall set a specific limit to the contractor's risk exposure, as provided in Section 725.06, F.S.**

(e) Flood Insurance. When a board is eligible, and proposes to obtain flood insurance, it shall comply with appropriate federal standards for construction in addition to the UBC.

(2) Advertising, Bidding, and Awarding Contracts. Construction projects estimated to cost two hundred thousand dollars ($200,000) or more shall be advertised in conformance with the procedures outlined in this section. Projects estimated to cost less than two hundred thousand dollars ($200,000) and which the board will complete using contracted services, shall be advertised for a minimum of one week. Unless other authorized contract processes are used, the bidding process shall be used to award all projects over $200,000, as required by Section 255.20, F.S. *Section 255.101, F.S., requests public entities to be sensitive to job-size barriers on minority businesses and encourages the use of competitive bids for construction projects over $100,000. Sections 287.093 and 235.31, F.S., provide that a board may set aside up to ten (10) percent of its capital outlay funds for competitive bids only among minority business enterprises as defined in statute.*

(a) Legal Notice. The board shall publish legal notice in accordance with Chapter 50, F.S., providing at least the following information:

1. Project name and name of board.

2. Location of the project.

3. Brief statement describing the work.

4. Date, time, and place of bid opening.

5. From whom and when contract documents are available, including deposit or charge.

6. Other information for bidders: notice of pre-bid conference, bid security, insurance, plan deposit, and board's intention to waive technicalities.

(b) Minimum Notice. This notice shall be published a minimum of once a week for three (3) consecutive weeks in a local newspaper with general circulation throughout the district. The last such notice shall appear at least seven (7) days prior to the date set for the bid opening.

1. Any correction or change in the advertisement shall be made at least seven (7) days prior to the date set

for bid opening.

2. The original date set for bid opening may be changed and extended at any time within the final seven-(7) day period provided the notice to bidders is published again for one (1) time at least seven (7) days prior to the new bid date, and each known prospective bidder is notified in writing of the change.

3. Complete drawings and project manual shall be available to contractors on the date of the first legal advertisement.

(c) Invitation to Bid. In addition to publication of the notice, the board shall require that the invitation to bid be mailed or delivered to not less than three (3) prospective bidders or shall be distributed to area plan review rooms.

(d) Include with Bid. Contractors shall include information, as required by law, with their bid.

***1.* Public Entity Crime. Assurance of conformance with Public Entity Crime Law, Section 287.133(2)(a), F.S.**

2. Trench Safety Act. Reference to the trench safety standard, where relevant, and written assurance that the contractor will comply with the Trench Safety Act, Sections 553.60 through 553.64, F.S.

3. Subcontractors listed in the bid shall not be replaced without cause, once the list has been opened and made public, in accordance with Section 255.0515, F.S.

(e) Bid Opening. Bids shall be publicly opened, read, and tabulated at the designated time and place by an employee of the board or other appointed individual.

(f) Alternates. Alternates listed in the bidding documents may be accepted at any time after the contract award by change order provided the contractor remains the low bidder on the combination of the base bid and the alternates selected. **Deductive alternates must be used to obtain a reduced project scope and are required by statute when bidding is to take place on a project where funds are in jeopardy of reversion and a rebid process would not be possible within remaining time available and the board wants to preserve the option to negotiate with the apparent low bidder if bids exceed available project funds.**

(g) Waive Technicalities. The board may reserve the right to waive minor technicalities, if so stated in the bid advertisement.

(h) Contract Award. The board shall consider all bids received and either reject all bids or identify the apparent low bidder, considering base bid and accepted alternates, and award a contract for a fixed amount for the work. The contract shall include a time limit in which the construction is to be completed.

***(i) Optional Bid Protest Bond.* If a board uses bid protest procedures pursuant to Section 120.53(5), F.S., then the board may require the protestor to post a bond in accordance with Section 255.0516, F.S.**

(j) Delegated Authority. *The board may adopt policies and procedures to delegate authority to the superintendent or president to award contracts subsequent to and consistent with the board's approval of the scope, time frame, fund source, and budget of a survey-recommended project.*

(3) Payments to Contractor and Project Close Out. Each board shall adopt policies and procedures to be

followed for all construction contracts and for making payments to the contractor. Final payment shall not be made until an Occupancy Certificate has been issued, the project has been completed, and the board has accepted the project. The adopted policy and procedures shall be implemented in the contract documents. *The board policies shall specify, but not be limited to, the following:*

(a) ***Payments.*** *Notice of time limit and method of payment to the contractor, including final payment. Included should be the criteria for making payment during the construction process, such as materials suitably stored on the site and percentage of work completed.*

(b) ***Retainage, Penalties and Incentives.*** *Where required by the board, the amount retained and the conditions for its payment, or the penalty to be paid by the contractor for failure to comply with the time limits of the contract. Boards are authorized to include incentives for early completion of the project.*

(c) ***Federal Wage Rates.*** *Federal wage rates and hourly scales shall be used where required by federal fund source. Federal wage rates shall be secured from the U. S. Department of Labor. When using a federal wage rate, federal Workers' Compensation must also be used. Federal wage rates are not required for construction projects financed totally from local or state funds*

(d) ***Project Closeout.*** *The board should establish policy and procedures for final acceptance of a construction project including the criteria and conditions for project completion, substantial completion, punch lists, UBCI inspection and procedures for occupancy, warranties, the design professional's inspection and concurrence, equipment manuals, as-built documents, final acceptance of project by the board including final payment to the contractor, the value of incomplete items if the board should accept the facility for full and complete occupancy prior to the satisfactory completion of such items, and other issues as appropriate. Upon completion of a threshold building, the threshold inspector shall file a signed and sealed statement with the board indicating that, to the best of his/her knowledge and belief, the building's structural load-bearing components comply with the permitted documents and the shoring and reshoring conform with the shoring and reshoring plans previously submitted to the board.*

(e) Asbestos. **The federal Asbestos Hazard Emergency Response Act (AHERA) of October 22, 1986, requires the architect or engineer of record to sign a statement that no asbestos-containing building materials were specified, or, to the best of his/her knowledge, were used as a building material in the project. The contractor should certify to the board that to the best of his/her knowledge, no asbestos containing building materials were used as a building material in the project. Section 255.40, F.S., prohibits the use of asbestos-containing materials in the construction of new public buildings.**

(f) Board's Acceptance of the Project and **Final Payment. The criteria and conditions for final payment to the contractor shall be established and included in the contract.**

(4) OEF Form 209 - Certificate of Final Inspection. Submit one (1) copy to Educational Facilities for all projects over two hundred thousand dollars ($200,000) after the project has been inspected for occupancy, signed by the architect or engineer of record, signed by the UBCI, and approved by the board.

(5) Change Order. Changes to contracts shall be initiated by change order. The architect or engineer of record shall certify to the board that the changes to the approved construction documents comply with building code and life safety code as required. The board shall act to approve all changes in construction after award of the contract, or may develop policy to delegate approval as authorized in Section 235.321, F.S.

(a) Delegate Authority. **To expedite the change order process and not delay construction in progress, the board may by policy, delegate authority to approve change orders up to a designated amount, to**

an administrator or other individual in the name of the board. Change orders shall be reported to the board and entered into the official minutes, on a schedule or as otherwise required by the board.

(b) Increase or Decrease. Performance and payments bonds and insurance coverages shall increase or decrease in response to a change order.

(6) Toxic Substance Safety Precautions. School boards shall develop policy and procedures to address toxic substances used during work on occupied facilities. Consideration should be given to the time required for the toxic substance to dissipate to safe levels and removal of occupants during the application phase as recommended by the material manufacturer

(a) **Contractor. When toxic substances are to be used during the renovation, remodeling, or addition to an existing facility, the contractor shall notify the administrator in writing at least three (3) working days before any toxic substance listed in Section 442.103, F.S., is used. The notice shall indicate the name of each of the toxic substances which will be used, where and when they will be used, and a copy of a material safety data sheet (MSDS) for each, as defined in Section 442.102, F.S. The contractor shall comply with the safety precautions and handling instructions set forth in the material safety data sheet. Copies of hazardous waste manifests documenting disposal should be provided.**

(b) Administrator. The administrator shall notify occupants of the anticipated presence of toxic substances during the renovation, remodeling, or addition to an existing facility. The administrator shall take all reasonable actions to ensure that the contractor complies with the safety precautions and handling instructions set forth in the material safety data sheet for each substance used so that usage of the substance poses no threat to the health and safety of students, school personnel, and the general public.

(7) Testing. *A provision setting forth who should pay for standard tests of concrete, plumbing, electrical, steel and others as required by industry standards. A provision setting forth who should pay for the testing of questionable installations, procedures, products, or materials in the construction phase. Test and balance services for HVAC systems should be provided by a company employed by the board.*

*(8) **Sole Source.** When sole source materials or systems are recommended for use, the board shall follow the requirements set forth in Section 255.04(1), F.S.*

*(9) **Wood Products.*** **Boards should specify use of Florida forest products, where available, in accordance with Section 255.20, F.S.**

*(10) **Preference to Home Industry.** Boards may give preference to Florida materials and a preference to suppliers, contractors, architects and engineers who reside within the State in conformance with Section 255.04, F.S.*

See Rule 6A-2.0111, Florida Administrative Code; Chapter 50 and Sections 230.23(9), 235.002, 235.01, 235.26, 235.31, 235.32, 235.321, 240.327, 255.0515, 255.20, 287.0935, 287.133, Florida Statutes.

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Section 4.3

Documents and Submittals.

A board which undertakes the construction, remodeling, renovation, lease, or lease-purchase of any educational plant or ancillary facility, or day labor project, regardless of cost or fund source, shall develop policies and procedures for the review of contract and construction documents as outlined in Section 235.017, F.S.; permanent archival of plans; and submission of project data as requested to the Department pursuant to Section 235.33, F.S. Boards may submit construction documents to the Office for review and approval as prescribed in this section for new construction, remodeling and renovation, regardless of estimated project cost, including relocatables. Documents for projects shall conform to the appropriate sections of these State Requirements.

(1) Construction Documents (Phase III). The board shall approve construction/Phase III documents which may be sent to the Office for code review and approval.

(a) Delegation of Authority. Pursuant to Section 235.26(2), F.S., the board may adopt policies and procedures for delegation of authority to the superintendent or president for submitting documents to the Office for review and approval, subsequent to, and consistent with the board's approved scope, time frame, funding source, and budget of a project.

(b) Approval or Approval Withheld. Notice of approval of construction/Phase III documents, or an approval withheld of construction/Phase III documents, will be issued to the administrator and the project design professional. If approval is withheld from the construction/Phase III documents the board shall correct cited mandatories, submit corrected documents to the Office, highlighting any changes from the original, and receive an Educational Facilities approval letter.

(2) Reuse or Prototype Projects. The facilities list and construction documents shall be updated, highlighting any changes from the original, to adapt to the new site and to comply with these State Requirements and other current rules or codes in effect relating to safety-to-life, health and sanitation, physically disabled, and any laws in effect at the time a design adaptation contract is awarded. FEEC and LCCA documents shall also be updated to evaluate energy use and energy efficient designs.

(3) Document Submittal. When the board chooses to send documents to the Office for review, one (1) set of contract documents shall be submitted for review and approval, as follows:

(a) General Requirements.

1. Submit OEF Form 208 - Letter of Transmittal with construction documents for review.

2. Record Set; signed and sealed/statements of compliance. Only complete documents, signed and sealed by the design professionals, will be accepted for review; in addition, these documents shall contain a statement of compliance by the architect or engineer of record that, "To the best of my knowledge, these drawings and the project manual are complete and comply with the 'State Requirements for Educational Facilities.'" This submittal is the official record set of the bid documents, which will be permanently archived by the Department for the benefit of future boards.

3. When requested by the Office, engineering calculations for mechanical, electrical, and structural systems shall be submitted separately from drawings and the project manual.

4. Changes to the construction documents may be made prior to contract award by addenda and/or resubmittal of documents graphically indicating the changes. Addenda and revised drawings shall be signed and sealed by the design professionals and submitted to the Office as they occur during the bidding process for complete record set documentation.

5. Life-Cycle Cost Analysis (LCCA) Data Summary Sheets 1, 2, 3. LCCA shall be signed and sealed and submitted to the Office for review and approval with the construction documents.

6. Florida Energy Efficiency Code for Building Construction (FEEC). Submit one (1) copy Florida Energy Efficiency Code for Building Construction (FEEC) forms, signed and sealed by a State of Florida registered design professional, including calculations for mechanical systems, documenting energy efficiency ratio rating of HVAC equipment, electrical systems, insulation, and building envelope.

7. "OEF Facilities Space Chart/Net and Gross Square Footages" or equivalent chart indicating all room names in the project, room numbers, the number of square feet in each room, and design occupant capacity.

(b) Drawings. Documents shall be submitted on sheet sizes not to exceed thirty-two (32) inches by forty-two (42) inches. The drawings shall include the following:

1. Site plans, including, but not limited to, area location map, legal description of property, demolition, excavation, utilities, finish grading, landscaping, mechanical, electrical, civil/structural, and architectural site plans.

a. Acreage, points of the compass, scale, contours and general topographical conditions, flood zone and floodplain elevation, overall dimensions, adjacent highways, roads, emergency access, fire hydrants, power transmission lines, ownership and use of adjacent land, walks and paths, vehicle and bike parking areas, accessibility for the disabled, service areas, play areas, bus and car loading zones, existing buildings and use, location of proposed building(s) and future additions, community use buildings, phased construction.

b. A statement should be included on the site plan identifying the FEMA flood zone and floodplain elevation in which the project is located. The statement shall be signed and dated by the A/E of record.

c. Drainage, water retention ponds, sewage disposal and water supply systems, and such physical features that may adversely affect or enhance the safety, health, welfare, visual environment, or comfort of the occupants.

d. Soil testing results.

2. Plans and details including, but not limited to:

a. Title sheets including a table of contents and statement of compliance by the architect or engineer of record. Each discipline shall have a list of abbreviations, schedule of material indications, and schedule of notations and symbols at the beginning of their section of the plans.

b. Architectural sheets including floor plans, door, window and finish schedules, roof plans, elevations, sections, and details.

c. Floor plans showing points of the compass, overall dimensions, identity of each space, proposed door locations, accessibility for the disabled, Florida Inventory of School House (FISH) numbers, occupant load of each space, proposed passive design and low energy usage features, possible community service areas and instructional spaces that can be converted to community use areas, any existing buildings and use,

future additions, and phased construction. Indicate emergency public shelter design features, if applicable.

d. A life-safety plan showing exits, accessibility for the disabled, fire walls, fire resistance rated walls, rated doors, emergency wall openings, smoke vents, master valves and emergency disconnects, emergency lighting, emergency power equipment, fire extinguishers, exit signs, smoke and fire dampers, working stage protection, range and fume hoods, eye wash and emergency showers, protected corridors, smoke barriers, fire alarm systems, room names and numbers, or any other life-safety features relevant to the facility. The life safety plan shall also show the fire sprinkler system if proposed. By symbol, indicate connections and tie-ins to existing equipment.

e. A floor plan drawn at an architectural scale that will allow the entire facility to be shown on one sheet, without breaklines.

f. Floor plans for additions to an existing facility shall indicate the connections and tie-ins to the building, including all existing spaces, exits, plumbing fixtures and locations, and any proposed changes thereto. Distinguish between new and existing areas for renovation, remodeling, or an addition.

g. Existing facilities to be remodeled or renovated may use accessibility lifts provided: sketches of proposed vertical platform lifts shall include layout drawings showing the effect of the lift on existing corridor width and exiting from the affected facility; sketches of proposed inclined wheel chair lift shall include layout drawings showing the effect of the lift on the stairway width in the folded and unfolded position, as well as the upper and lower platform storage locations, and the sketches shall also show the effect on exiting from the affected areas of the facility.

h. When planning open space schools, a floor plan should be developed showing the methods used to permanently define the means of egress, such as surface finish or color.

i. Exterior building elevations as necessary to show the general character of the facility.

j. Typical building sections to show dimensions, proposed construction materials, and elevations of finished floors and finished ground grades.

k. Civil/Structural sheets including paving; drainage; water, sanitary sewer, fire protection; foundation plans; floor plans; roof plans; structural plans; sections; details; and pipe, culvert, beam, column, wall and footing schedules.

l. Mechanical sheets including floor plans; room names and numbers; sections; details; riser diagrams; kitchen exhaust hoods; and, equipment, fan, and fixture schedules, fixture locations and fixture unit calculations.

m. Electrical sheets including floor plans; room names and numbers; sections; details; riser diagrams; and fixture and panel schedules.

n. A threshold building inspection plan, prepared by the A/E of record, as set forth in Section 553.79(5), F.S., including the name of a certified threshold building inspector, shall be submitted to the Office for review and approval. *A threshold building is any building greater than three (3) stories or fifty (50) feet in height, or any building with an assembly space that exceeds five thousand (5000) square feet in area, and has an occupant load of more than five hundred (500) persons.*

(c) Project Manual. The project manual shall include, but not be limited to, the following:

1. Title Page including a statement of compliance by the architect or engineer of record.

2. Table of Contents.

3. Schedule of Drawings.

4. Invitation to Bid and Advertisement for Bids. *Include a statement regarding provisions of Public Entity Crime Law, Section 287.133(2)(a), F.S.*

5. Instructions to Bidders, including date and time of bid opening and notice of pre-bid conference.

6. Sample Forms. *Owner/Contractor Agreement; Performance and Payment Bond; Change Order; Bid Form, which may require the general contractor's license number, and may include a subcontractors list and license numbers; and other project forms.*

7. Bonding Requirements. *Bonds are required on projects costing two hundred thousand dollars ($200,000) or more. On projects with costs less than two hundred thousand dollars ($200,000), bonds shall be at the discretion of the board .*

a. *Bid Security equaling five percent (5%) of the base bid, as required by Section 255.051, F.S. Security shall be in the form of a certified check, cashier's check, treasurer's check, or bank draft of any national or state bank.*

b. *Performance Bond and Materials and Payment Bond. Each bond shall equal one hundred percent (100%) of the contract amount, and shall be with a surety insurer authorized to do business in Florida and complying with Section 255.05, F.S.*

c. *Where the contract amount does not exceed five hundred thousand dollars ($500,000), the board shall not refuse a bonding company which meets the provisions of Section 287.0935, F.S.*

8. Insurance Requirements. *The project shall be covered by the following insurance, with limits as required by law:*

a. *Workers' Compensation and employer's liability.*

b. *Public liability to include personal injury, bodily injury, and property damage.*

c. *Products and completed operations liability.*

d. *Owner's protective liability.*

e. *Business automobile liability, including owned, non-owned, and hired automobiles.*

f. *Property all-risks coverage to one hundred percent (100%) of the value at risk. This is subject to the deductibles acceptable to the board.*

g. *Boiler and machinery insurance as required.*

9. General Conditions and Supplementary Conditions. *The contract should include, but not be limited to, the following:*

a. **Deductive alternates must be used if bidding is to take place on a project where funds are in jeopardy of reversion and a rebid process would not be possible within remaining time available, and the board wants to preserve the option to negotiate with the apparent low bidder.**

b. Notice of time limit and method of payment to the contractor including final payment.

c. Time limit in which the construction is to be completed.

d. The penalty to be paid by the contractor for failure to comply with the time limits of the contract.

e. Federal wage rates and hourly scales shall be used where required by federal fund source. Federal wage rates shall be secured from the Federal Department of Labor. When using a Federal wage rate, Federal workers' compensation must also be used. Federal wage rates are not required for construction projects financed totally from local or state funds.

f. Where projects include trenching which exceeds a depth of five (5) feet, reference shall be made to the trench safety standard as required by Sections 553.63 and 553.64, F.S.

g. For projects including asbestos abatement, a board may indemnify and hold harmless an asbestos consultant against acts of omission or release of contaminants during asbestos abatement activities in accordance with Sections 255.551 through 255.565, F.S.

h. *A listing of all toxic substances enumerated in the Florida Substance List established pursuant to Section 442.103, F.S., that are to be used in the construction, repair, or maintenance of educational facilities, and before use, the contractor shall notify the district superintendent or college president, and the administrator, in writing at least three (3) working days prior to using the substance. The notification shall contain: the name of the substance to be used; where the substance is to be used and when the substance is to be used. A copy of a material safety data sheet as defined in Section 442.102, F.S., for each such substance shall be included in the notification. The administrator shall take all reasonable actions to ensure that the contractor complies with the safety precautions and handling instructions set forth in the material safety data sheet for each substance used so that usage of the substance poses no threat to the health and safety of students, school personnel, and the general public.*

i. *A provision setting forth who should pay for standard tests of concrete, plumbing, electrical, steel and others as required by industry standards.*

j. *A provision setting forth who should pay for the testing of questionable installations, procedures, products, or materials in the construction phase.*

k. *Test and balance services for HVAC systems should be provided by a company employed by the board.*

l. *The board may include an incentive in the contract for early completion of the project.*

10. Specifications. Written requirements for materials, equipment, construction systems, standards, workmanship, and performance of related services.

11. Addenda.

(4) Community College Master Plan. Proposed buildings shall conform with the approved campus development plan. Changes to the campus development plan shall be updated every five (5) years.

(5) Schematic Design Documents (Phase I). As a guide, boards may request the following information for schematic phase documents. Concept drawings/documents should include, but not be limited to:

(a) Site Plan. A site plan showing acreage; points of the compass; scale; contours and general topographical conditions; floodplain elevation and velocity zone; overall dimensions; adjacent highways, roads, emergency access; fire hydrants; power transmission lines; ownership and use of adjacent land; walks and paths; vehicle and bike parking areas; accessibility for the disabled; service areas; play areas; bus and car loading zones; existing buildings and use; location of proposed building(s) and future additions; community use buildings; phased construction; and preliminary soil borings.

(b) Floodplain. A statement should be included on the site plan identifying the FEMA flood zone and floodplain elevation in which the project is located. The statement shall be signed and dated by the A/E of record.

(c) Environmental Studies. Evidence showing that required environmental studies have been completed and sensitive site areas have been identified as required by Section 235.193, F.S.

(d) Floor Plans. Floor plans showing points of the compass, overall dimensions, identity of each space, proposed door locations, accessibility for the disabled, Florida Inventory of School Houses (FISH) numbers, occupant load of each space, proposed passive design and low energy usage features, possible community service areas and instructional spaces that can be converted to community use areas, any existing buildings and use, future additions, and phased construction.

(e) Public Shelter. Indicate emergency public shelter design features, if applicable.

(f) Life Safety Plan. A life-safety plan showing exits, accessibility for the disabled, fire walls, fire resistance rated walls, protected corridors, smoke barriers, fire alarm systems, room names and numbers, or any other life-safety features relevant to the facility. The life-safety plan shall also show if a fire sprinkler system is proposed.

(6) Design Development Documents (Phase II). A board may approve the Phase II design development documents as appropriate and may request the following information:.

(a) Documents. Design development documents should continue the development of the schematic phase documents and should include the following:

1. Site plan showing, in addition to Phase I requirements, landscaping, drainage, water retention ponds, sewage disposal and water supply systems, and such physical features that may adversely affect or enhance the safety, health, welfare, visual environment, or comfort of the occupants.

2. A statement on the site plan identifying the number of existing trees, the number of required trees, and the number of new trees to be planted. The statement shall be signed and dated by the design professional.

3. Soil testing results. When special foundation problems occur, identify the proposed method of treatment.

4. Floor plans including, but not limited to, the following:

a. A floor plan drawn at an architectural scale that will allow the entire facility to be shown on one sheet, without breaklines.

b. Floor plans drawn at a larger scale showing typical student-occupied spaces or special rooms with dimensions, equipment and furnishing layouts, sanitary facilities, stairs, elevators, and identification of accessible areas for the disabled.

c. Floor plans for additions to an existing facility shall indicate the connections and tie-ins to the building, including all existing spaces, exits, plumbing fixtures and locations, and any proposed changes thereto. Distinguish between new and existing areas for renovation, remodeling, or an addition.

5. Existing facilities to be remodeled or renovated may use accessibility lifts provided:

a. Sketches of proposed vertical platform lifts shall include layout drawings showing the effect of the lift on existing corridor width and exiting from the affected facility.

b. Sketches of proposed inclined wheel chair lift shall include layout drawings showing the effect of the lift on the stairway width in the folded and unfolded position, as well as the upper and lower platform storage locations, and the sketches shall also show the effect on exiting from the affected areas of the facility.

6. Life-safety plan to show exit strategy, rated doors, emergency wall openings, working stage protection, range and fume hoods, eye wash and emergency showers.

a. By symbol, indicate fire sprinklers, if provided, fire alarm equipment, smoke vents, master valves and emergency disconnects, emergency lighting, emergency power equipment, fire extinguishers, exit signs, smoke and fire dampers, and other life-safety equipment relevant to the facility.

b. By symbol, indicate connections and tie-ins to existing equipment.

7. When planning open-space schools, a floor plan should be developed showing the methods used to permanently define the means of egress, such as surface finish or color.

8. Plumbing fixture locations and fixture unit calculations.

9. A minimum of two (2) exterior building elevations and others as necessary to show the general character of the facility.

10. Typical building sections to show dimensions, proposed construction materials, and relationship of finished floor to finished grades.

11. Outline specifications giving general description of finishes, materials, and systems, including HVAC, electrical, plumbing, and specialty items, including fire sprinklers, if proposed.

(b) Life-Cycle Cost Analysis (LCCA). LCCA should be prepared for review along with design development documents.

(c) Florida Energy Efficiency Code for Building Construction (FEEC). FEEC forms, including calculations for mechanical systems, documenting energy efficiency ratio rating of HVAC equipment, electrical systems, insulation, and building envelope, should be prepared for review along with the design development documents.

See Rule 6A-2.0111, Florida Administrative Code, and Sections 235.002, 235.01, 235.06, 235.211,

235.26, 235.32, 240.327, 255, 287.0935, 440, 442, 553.63, 553.64, 553.71, 553.79, Florida Statutes.

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Section 4.4

Inspectors and Inspections

The board shall ensure that all educational facilities, pre-K through grade twelve (12) and community colleges and ancillary plants meet the requirements of law, rule, code and these State Requirements and provide for enforcement of the life safety, health, sanitation and other standards as described. The board is authorized to employ qualified persons to enforce the UBC, inspect facilities, and to provide for the inspection of its facilities by other authorized persons or agencies.

(1) Uniform Building Code Inspectors (UBCI). Each board shall secure the services of a UBCI who shall be familiar with all construction documents and provide periodic inspections of the board's new construction, remodeling, renovation, relocatable, lease, lease-purchase, maintenance, repair and day-labor projects to determine compliance with the requirements of law, rule, code and these State Requirements, as described in the UBC. It is the board's responsibility to employ and/or discharge UBCI as necessary and to be responsible for their performance. The Department is responsible for training, issuing and/or revoking certificates.

(a) Candidate Categories. Candidates for new UBCI certification shall be at least one (1) of the following:

1. State-licensed contractor, construction superintendent, or project manager in an architectural, engineering, or construction (A/E/C) firm, with a minimum five (5) years of experience.

2. Local city or county building department general construction inspector or special inspector, with a minimum of five (5) years of experience. UBCI certification for building department special inspectors shall be in their specific area of expertise: structural roofing, mechanical, electrical, plumbing, or gas.

3. Building construction graduate, with a minimum of one (1) year of experience.

4. Graduate architect intern, with a minimum of one (1) year of experience.

5. Graduate engineer intern, with a minimum of one (1) year of experience. UBCI certification shall be in the specific area of expertise: civil, structural, mechanical, electrical, plumbing, or gas.

6. Registered architect or engineer.

7. State licensed sub-contractor, with a minimum of five (5) years of experience. UBCI certification shall be in the specific area of expertise: structural, roofing, mechanical, electrical, plumbing, or gas.

(b) Application. Qualified candidates shall submit an application form to the Department with a current resume, license, registration, and other pertinent information regarding the candidate's qualifications. The Office will review the information submitted and will admit qualified candidates to the next available training course.

(c) Training and Exam. Candidates shall successfully complete a UBCI training course and examination administered by the Department.

(d) Statewide Certificate. Candidates successfully completing the course and passing the examination shall receive a statewide UBCI certificate to inspect board-owned educational facilities for compliance

with the UBC. EXCEPTION: Design professionals and their employees shall not serve as the UBCI, nor shall they perform occupancy inspections on their own projects.

(e) Renewal. A UBCI certificate shall be issued to the candidate and shall be valid for three (3) years from the date of issue. The certificate shall be renewed, prior to expiration, by successfully completing one (1) of the following:

1. A thirty-two (32) hour UBCI training and certification course administered by the Department.

2. The equivalent of thirty-two (32) hours of training in Department preapproved courses, with a minimum of eight (8) hours in a UBC instruction administered by the Department.

3. EXCEPTION. Notwithstanding 2. above, inspectors shall attend the thirty-two (32) hour UBCI training and certification course, administered by the Department, at least once every six (6) years.

(f) Revocation. An administrator for a board may at any time, for cause, recommend in writing to the Department that a UBCI certificate be revoked. Upon recommendation, the Department shall review the charges and, if valid, shall revoke the certificate. The Department shall notify the certificate holder of the revocation and will notify all boards. Causes for revocation shall include, but not be limited to, the following:

1. Evidence of misleading or false information provided to the Department for the purpose of securing a UBCI certificate.

2. Conflict of interest.

3. Inaccurate, incomplete, or misleading inspection reports, job site records, and diaries.

4. Failure to perform, causing repeated delays in construction.

5. Failure to notify the owner when violations occur.

6. Evidence the UBCI has assumed the responsibility of the contractor or design professional.

7. Evidence the UBCI has pilfered material from the project.

(g) Duties of the UBCI. The board shall employ the UBCI to administer and enforce the provisions of the UBC. The UBCI shall not assume either the contractor's responsibility for construction nor the project architect or engineer's responsibility for contract administration. Duties, as assigned by the board, shall include, but not be limited to, the following:

1. Be familiar with construction documents prior to the start of construction.

2. Inspect the board's construction projects during the various stages of construction.

3. Keep on file in the administrator's office inspection reports for each project under construction.

4. Notify the immediate supervisor, in writing, if a condition or procedure is observed to be incompatible with the contract documents or the UBC.

5. Upon substantial completion, certify to the administrator that the project is ready for an occupancy

inspection in accordance with the contract documents and the UBC.

***6.* Coordinate the instruction of all concerned facility staff on the operation of all life-safety features of the facility.**

(h) EXCEPTION. Persons who do not meet the requirements of the candidate categories may follow the application procedures and attend the training course for audit purposes. A certificate of attendance will be issued upon successful completion of the course. The certificate of attendance does not allow the person to act as, or perform the duties of, a UBCI.

(2) Threshold Building Inspectors. The board shall require a qualified threshold inspector, who may be a consulting architect or engineer, the architect or engineer of record or a board employee, who is certified by the State of Florida, Department of Community Affairs, Board of Building Codes and Standards, to perform structural inspections on threshold buildings as required by Chapter 553, F.S. *Threshold buildings are greater than three (3) stories or fifty (50) feet in height, or contain an assembly space that exceeds five thousand (5000) square feet and has an occupant load of more than five hundred (500) persons.*

(3) Architect/Engineer of Record (A/E of Record). The A/E of record, if under contract, shall make on-site inspections and observations during the course of construction but may not perform the UBCI inspections or final occupancy inspection. The A/E of record may provide verification of compliance with rules, statutes, and codes on non-occupancy projects such as roofing, paving, and replacement of equipment.

(4) Other State Agencies. Other state or local agencies may inspect new construction or existing facilities when required by law; however, such inspections shall be in conformance with these State Requirements and the UBC. EXCEPTION: Leased property may be constructed and inspected using the state minimum building and life safety codes as provided in Chapter 553, F.S. Lease-purchase projects shall be constructed and inspected in accordance with these State Requirements. New construction and existing facilities may require additional inspections by other state agencies using rules as authorized by law, which include, but are not limited to, inspections for: elevators, on-site water and sewer, swimming pools, underground fuel storage tanks, work-place safety, kitchens, traffic control and roads, storm water runoff. Other state agencies having jurisdiction include, but are not limited to, the following:

(a) Department of Children and Families (DCF).

(a) Department of Health (DOH).

(b) Department of Business and Professional Regulations (DBPR).

(c) Department of Environmental Protection (DEP).

(d) Department of Transportation (DOT).

(e) Department of Community Affairs (DCA). Boards shall provide for the inspection of relocatable classrooms during construction, or ensure that pre-manufactured units have been inspected and certified by DCA-approved factory inspectors holding a current UBCI certification.

(f) Department of Labor and Employment Security (DLES).

(g) Water Management District (WMD).

(5) Fire Safety Inspectors. Fire safety inspectors shall be certified by the State of Florida, Department of Insurance, Division of State Fire Marshal. The board shall ensure that every building on each site within its jurisdiction, whether owned, leased or lease-purchased, receives an annual comprehensive fire safety inspection conducted by an inspector in conformance with Section 235.06, F.S., and that reports are kept on file in board offices.

(6) Sanitation and Casualty Safety Inspectors (SCSI). Each board shall secure the services of a SCSI who shall provide annual sanitation and casualty safety inspections of the board's existing facilities to determine compliance with the UBC. It is the board's responsibility to employ and/or discharge SCSIs as necessary and to be responsible for their performance. The board shall ensure that every building on each site within its jurisdiction, whether owned, leased or lease-purchased, receives an annual comprehensive, sanitation, and casualty safety inspection conducted by an inspector in conformance with Section 235.06, F.S., and that reports are kept on file in board offices. Duties, as assigned by the board, shall include, but not be limited to, the following:

(a) Annual Inspection. Annually inspect the board's facilities for compliance with the UBC for existing facilities

(b) Maintain Records. Keep a file in the administrator's office of inspection reports for each facility.

(c) Non-Compliance Notification. Notify the immediate supervisor, in writing, if a condition or procedure is observed to be incompatible with the UBC.

(d) Facility Operation. Participate in the instruction of all concerned facility staff on the operation of all life-safety features of the facility.

(7) Other Inspectors as Required by Code or Law. Provide periodic inspections by certified inspectors of fire alarms, fire sprinklers, fire extinguishers, bleachers, and other equipment, as required by law, rule, or code.

(8) Inspections by Local Agencies. The board may authorize local government agency inspectors to inspect new construction or existing educational and ancillary facilities pursuant to Section 235.26(3), F.S. Any inspection by local inspectors shall be based on applicable federal and state laws, rules, building codes, life-safety codes and these "State Requirements for Educational Facilities."

See Rule 6A-2.0111, Florida Administrative Code, and Sections 235.002, 235.01, 235.211, 235.26, 235.30, 235.32, 240.327, 255, 440, 442, 553.63, 553.64, 553.71(7), 553.79(5), 553.79(7), Florida Statutes.

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Section 5.1

Codes and Regulatory Agencies

All educational and ancillary facilities constructed by a board shall comply with these "State Requirements for Educational Facilities" known as the State Uniform Building Code for Public Educational Facilities Construction (UBC) and are exempt, except as noted herein, from all other state, county, district, municipal, and local building codes, ordinances, interpretations, building permits and assessments of fees for building permits, impact fees and service availability fees. This is a minimum standard; boards may impose more restrictive requirements.

(1) The State Uniform Building Code for Public Educational Facilities Construction (UBC). The UBC shall supersede any other code adopted by a board, or any other building code or ordinance, for the construction of educational and ancillary facilities and plants whether at the local, county, or state level.

(2) Referenced Codes. All, or portions, of the following codes are hereby incorporated in and made a part of the UBC. In the case of conflicting requirements or where the UBC is mute, the more, or most, stringent shall apply. In cases of conflict between two reference codes, for life-safety issues, the NFPA codes take precedence, and for building construction issues, apply the Standard Building Code as referenced herein.

(a) ACI 318-95. American Concrete Institute, "Building Code Requirements for Structural Concrete and Commentary" 1995, ACI 530-92.

(b) AHERA. Asbestos Hazard Emergency Response Act, 40 CFR, Part 763, as revised July 1, 1996.

(c) AISC. American Institute of Steel Construction edition adopted by SBC.

(d) AISI. American Iron and Steel Institute, 1991.

(e) ANSI. American National Standards Institute. References to ANSI standards shall be the 1995 edition.

(f) ASCE. American Society of Civil Engineers. References to ASCE 7-93 standards shall be the edition listed in these State Requirements.

(g) ASHRAE. American Society of Heating, Refrigeration, and Air-Conditioning Engineers.

(h) ASTM. American Society for Testing Materials. References to ASTM standards shall be the edition listed in the 1995 edition of the ASTM standards.

(i) DCA. Florida Department of Community Affairs.

1. Florida Americans With Disability Implementation Act, 1993, and the Florida Accessibility Code for Building Construction, 1994, as adopted by the State Board of Building Codes and Standards.

2. Florida Energy Efficiency Code for Building Construction (FEEC), as adopted by the State Board of Building Codes and Standards under Rule 9B-3.047 FAC.

(j) DOT - AASHTO. American Association of State Highway and Transportation Officials "Standard Specifications for Highway Bridges (1990 English edition; 1994 metric edition) as modified by Florida DOT Structures Design Guideline" Revised July 1, 1996, as incorporated by reference in Chapter 14,

FAC..

(k) FEMA. Federal Emergency Management Agency. Rules and Regulations 44 CFR, Parts 59 and 60, and subsequent revisions thereto which are adopted by the Federal Emergency Management Agency for flood plain criteria governing insurability of facilities constructed in flood plain areas.

(l) MIL-L-19140E. Military Specification for Lumber and Plywood, Fire Retardant Treated.

(m) NEC. National Electrical Code, 1996. (NFPA 70).

(n) NfoPA . National Forest Products Association, 1991.

(o) NFPA. National Fire Protection Association, 1994. NFPA 101 and other NFPA codes as applicable. Exceptions are Sections NFPA 101 10-2.2.7 and 10-7.2.2.7 "Exit Passageways" and where NFPA codes are exceeded by these State Requirements.

(p) OSHA. Occupational Safety and Health Administration, U.S. Department of Labor, 29 CFR, as revised July 1, 1996.

(q) SBC. Standard Building Code, 1994 with 1996 Revisions, except as may be superseded by these State Requirements.

(r) SGC. Standard Gas Code,1994 with 1996 Revisions.

(s) SJI . Steel Joist Institute, 1994.

(t) SMC. Standard Mechanical Code,1994 with 1996 Revisions.

(u) SPC. Standard Plumbing Code, 1994 with 1995/96 Revisions.

(v) TMS. The Masonry Society Standards, 1992; TMS 602-92, TMS 402-92.

(3) Other Regulatory Agencies. Boards shall coordinate the planning of projects with the following regulatory and permitting agencies, as applicable for both local and regional issues, for plan approval, installation permits, final inspections, and annual inspections.

Page 2
April 1997 (a) Florida Department of Business and Professional Regulation (DBPR).

1. Escalators.

2. Elevators.

(b) Florida Department of Children and Families (DCF). Day care and child care facilities

(c) Florida Department of Environmental Protection (DEP), including the Regional Water Management Districts.

1. Water management and drainage.

2. Wells.

3. Water treatment.

4. On-site sewage disposal systems over ten thousand (10,000) gallons per day.

5. Protection of ground water.

(d) Florida Department of Labor and Employment Security (DLES). Inspections for work place safety.

(e) Florida Department of State (DOS). Division of Historical Resources. For new construction, remodeling, or renovation projects involving a facility or building fifty (50) years old or more.

(f) Florida Department of Transportation (DOT). Off-site, state, city, and county access roads adjacent to property.

(g) Florida Department of Health (DOH).

1. On-site sewage disposal systems under ten thousand (10,000) gallons per day.

2. Swimming pools.

3. Bio-hazardous wastes.

4. Facilities intended to house birth to age three (3) children, including Teenage Parent Programs (TAP), shall meet DOH construction and licensing requirements, in addition to the UBC.

5. Potable water.

(h) Bureau of Liquefied Petroleum Gas (LPG). LPG is the regulatory authority for liquefied petroleum gas in the State, and is part of the Division of Standards, Florida Department of Agriculture and Consumer Services. See Chapter 527, F.S.

(i) Local Governing Body Regulating Land Use. Each board shall cooperate with the local governing body regulating land use to ensure, to the maximum extent feasible, that the planning needs of the board's sites and facilities as they relate to environmental concerns, health, safety, welfare, off-site impact and/or effects on adjacent property is in concert with the local growth management plan.

(j) State Fire Marshal. Florida Department of Insurance.

1. Certification of fire inspectors for annual safety inspections.

2. Boiler Safety

***(k) Local Services**. Each board should have a written agreement with appropriate agencies for the following:*

***1.** Fire protection.*

***2.** Police protection.*

3. Necessary traffic control and safety devices.

4. Primary roads and emergency access.

5. Utilities and connection fees.

6. Historical resources.

(*l*) Design Guidelines. Boards may want to use or reference some of the following facilities design guidelines, as local policy determines.

1. ASTM/CPSC. "Playground Audit Guide."

2. HPPS. "Handbook for Public Playground Safety," by the U.S. Consumer Product Safety Commission.

See Rule 6A-2.0111, Florida Administrative Code, and Sections 229.053(1), 235.01(2), 235.014(9), 235.19, 235.193, 235.26, 235.435(1)(g), 240.327, 267.061, 553, 633, Florida Statutes.

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Section 5.2

Life Safety

All new construction and existing buildings owned by a board, being remodeled or renovated, shall comply with NFPA 101 Life Safety Code, other building codes and standards identified in state and federal laws and rules, and these "State Requirements for Educational Facilities." In the case of conflicting requirements or where the UBC is mute, the more, or most stringent shall apply.

(1) Means of Egress. Every occupied space shall be arranged, constructed, equipped, maintained, and operated so as to permit prompt egress in case of fire or other emergency. *As required by NFPA 101, every classroom and space larger than 250 square feet normally subject to student occupancy shall have at least one (1) window or panel to the exterior for emergency rescue. The window or panel shall be operable from the inside without the use of tools and meet minimum size requirements. Exceptions are authorized by NFPA, and include: when the building is protected throughout by an automatic fire sprinkler system, or the room or space has a door leading directly to the exterior.*

(a) Means of Egress/Remodeling or Renovations. Remodeling or renovations in existing facilities shall not reduce the means of egress below the requirements for new buildings; safe means of egress from a student-occupied space may be accomplished as authorized by NFPA 101. New construction (additions) shall not block or reduce safe means of egress from existing structures. Renovations shall not reduce the fire resistance of existing exit corridors, and the exit path shall be marked with exit signs as appropriate. Fire escape stairs shall not be constructed as a means of egress for new or remodeled buildings. Common paths of travel shall not exceed 75 feet; dead ends shall not exceed 20 feet. When renovating or remodeling existing buildings, safe means of egress from a student-occupied space may be accomplished by one of the following:

1. Provide doors leading from student-occupied spaces directly to the exterior.

2. Provide complete automatic sprinkler protection of the entire building. *Secondary means of egress may be included in addition to fire sprinklers to accommodate the rapid exit of occupants.*

3. In renovations, provide minimum one-half () hour fire-resistance rated corridors leading to approved exits and provide emergency rescue windows from each student-occupied space.

4. In remodeling, provide minimum one- (1) hour fire-resistance rated corridors leading to approved exits, and provide emergency rescue windows from each student-occupied space.

5. Where the corridor is separated from the classrooms by a wall that resists the passage of smoke, and where all classroom doors are self-closing, then non-locking communicating doors between adjacent classrooms may be used to provide direct access to exits in both directions, to an exit in one direction and to a separate smoke compartment that provides access to another exit in the other direction, where the total travel distance to the exit discharge does not exceed 150 feet. Each communicating door shall be marked with a lighted exit sign indicating the direction of exit. *It is highly recommended that each communicating space have an emergency rescue window.*

(b) Safe Egress. Occupant load and safe egress requirements shall comply with NFPA 101 as a minimum. In addition, every building and space shall have sufficient exits so arranged to provide safe egress for occupants as follows:

1. All components of required means of egress, including doors, shall provide accessibility for the physically disabled. *Thirty-six (36) inches clear width is recommended.* Exit width of doors shall be determined by measuring the actual width of the door leaf. Projections into the doorway by doorstops or hinge stile may be disregarded. *Where a door has two (2) or more leaves, separated by mullions, the unit of exit width shall be the sum of the units of each leaf calculated separately.*

2. Every educational facility and every floor, individual room or section of room thereof, and every place of assembly, every tier or balcony, shall have exits sufficient to provide for the total capacity thereof. Two (2) or more doors leading from the same space into a common foyer, lobby, or corridor are not considered as separate exits; these doors must exit into separate atmospheres or to the exterior to be considered as separate exits. In assembly occupancies, each required exit must exit into separate atmospheres or to the exterior to be considered as separate exits.

3. Exit doors and gates shall be of the side hinged type, shall always be readily opened from the side from which egress is to be made, and shall either be recessed or shall open one hundred eighty (180) degrees where swinging into corridors. Exit access shall not be through a toilet room, storage room, or similar space.

a. *The minimum width of any way of exit access shall not be less than specified by NFPA 101.*

b. *Room capacity for determining exiting requirements shall be based on Occupant Load Factors (Table A-5.3.1.2) of NFPA 101.*

c. *Single ways of exit access shall be of necessary width to accommodate the capacity for that exit. Where more than one way of exit access leads to an exit, each shall be of adequate width to accommodate the total capacity.*

4. Corridors. Every corridor, aisle, balcony and other means of egress to exits and exit discharge shall be in accordance with NFPA 101.

a. *The clear width of all exit access corridors shall be based on the required units of exit width for the occupants served; however, they shall be a minimum of six (6) feet wide, as required by NFPA 101; no fixed or movable equipment of any kind shall reduce this minimum width. Six feet is based on the design assumption by NFPA committee, that two files of students will be moving simultaneously towards the exits with teachers able to supervise movement. It is therefore highly recommended that the designers provide a minimum of eight (8) feet to ten (10) feet wide corridors to allow easy and quick exit without bumping or pushing, and to provide for normal student congregation in areas outside classrooms. Corridors shall not decrease in required width as occupants travel towards an exit.*

b. *Corridors shall be so arranged that each end leads to an exit and is without pockets or dead ends more than twenty (20) feet in length.*

c. *Hallways in office or service areas shall be a minimum of forty-four (44) inches in width.*

d. *Room doors, when practical, shall be recessed so they do not project into corridors. Where a room door swings into a corridor, it shall be hinged to swing one hundred eighty (180) degrees and shall not reduce the required width of the corridor except for door thickness and required hardware.*

e. *Drinking fountains or other equipment, fixed or movable, shall not be placed to obstruct required mininum corridor width.*

5. Interior Corridors. In new buildings every interior exit access corridor shall be provided with one- (1) hour fire-resistance rated construction as required by NFPA 101. Corridor walls shall extend from the floor slab through the ceiling to the roof or floor slab above.

a. *When the corridor ceiling system is constructed of materials having a one- (1) hour fire-resistance rating when tested as a wall by a nationally recognized testing laboratory, the corridor walls may then terminate at the ceiling.*

b. *Door openings in fire-resistance rated walls shall be protected by door and frame assemblies having a minimum of twenty- (20) minute fire rating and doors shall be equipped with self-closing devices.*

c. Buildings shall be subdivided by one- (1) hour fire-resistance rated smoke barriers or one- (1) hour fire-resistant rated walls, into compartments with a maximum area of thirty thousand (30,000) square feet whenever the building exceeds that area or three hundred (300) feet in any dimension.

d. *Each door, frame, and closer within the corridor proper shall be a fire-rated C- Labeled assembly. Doors may only be held in an open position with approved devices which release the door upon activation of the fire alarm system.*

e. *Labeled wire glass or approved fire-rated glazing, mounted in steel frames, shall be used in rated classroom doors with a maximum of one thousand two hundred ninety-six (1,296) square inches. In no case shall maximum dimensions of glass exceed fifty-four (54) inches in doors.*

f. *Glass, when used in one- (1) hour fire-resistance rated corridor walls, shall be labeled wire glass or approved impact resistant fire-rated glazing mounted in steel frames, with a maximum single pane size of twelve hundred ninety-six (1,296) square inches. The total amount of glazing shall not exceed twenty-five percent (25%) of the room wall area.*

g. *When interior corridors are divided into sections by smoke barriers consisting of partitions with smoke stop doors therein, the partitions shall be continuous from the floor through the ceiling to the floor or roof deck above.*

6. One- (1) hour fire-resistance rated construction of interior exit access corridor walls is not required In buildings where:

a. All spaces normally occupied by students have required exit doors that open directly to the exterior of the building; enclosed courtyards are not considered exterior by these requirements, or;

b. Buildings which are protected throughout by an approved, supervised automatic sprinkler system and the corridor walls, wall openings, and ceilings resist the passage of smoke. The corridor walls extend to the underside of the deck or are sealed to a solid smoke-tight ceiling; doors are one and three-quarters (1) inch solid bonded wood core with closers and are set in metal frames; hold-open devices, if included, are magnetic holders which release upon initiation of the fire alarm; doors may be undercut a maximum of three quarters () inch; louvers may only be installed in doors of toilet rooms that have inner perimeter walls that maintain continuous smoke-tight construction; glass is set in metal frames with gaskets/sealants to prevent the passage of smoke and may be tempered or safety glass; wired glass is not to be used in non-rated walls or doors; ductwork may penetrate the walls provided the surrounding openings are smoke tight; all transfer ducts/openings in ducts passing through the corridor walls must have smoke dampers.

c. Corridors within administration areas of educational facilities serving only that facility are not required to be fire-rated.

7. Exterior (Open) Corridors or Balconies. Stairs and that part of a balcony serving as a required means of egress shall be roofed and shall meet the requirements of NFPA 101. Floors of balconies and exterior corridors shall have a positive slope for drainage. Balconies shall have guardrails or balustrades a minimum of forty-two (42) inches high. Guardrails shall have balusters spaced so that a four (4) inch sphere cannot pass through and a bottom rail spaced so that a two (2) inch sphere cannot pass between the bottom rail and floor. Exterior corridors or balconies serving as a required means of exit shall open to the outside air. If balconies are enclosed in any manner, they shall be considered as interior corridors.

a. *The minimum clear width on an exterior corridor or balcony serving as a means of egress shall be based on the minimum width per person served, but in no case shall it be less than six (6) feet.*

b. *Floors of balconies, exterior corridors, and stairs shall be solid, without openings. Exterior balconies or stairs shall be of the same type construction as the building they serve.*

8.Class C places of assembly with a capacity of fifty (50) to three hundred (300) persons shall have a minimum of two (2) separate exits, arranged as remote from each other as practicable, but no less than one-half () the diagonal room dimension apart. Exits shall open into separate fire-rated atmospheres or directly to the exterior.

9. Every Class B place of assembly with a capacity over three hundred (300) to five hundred (500) persons shall have a minimum of two (2) separate exits, as remote from each other as practicable, but no less than one-half () the diagonal room dimension apart. A Class B place of assembly with a capacity over five hundred (500) to one thousand (1,000) persons shall have a minimum of three (3) separate exits of not less than two (2) doors each. Exits shall open into separate fire-rated atmospheres or directly to the exterior.

10. Every Class A place of assembly with a capacity over one thousand (1,000) persons shall have a minimum of four (4) separate exits of not less than two (2) doors each. Exits shall open into separate fire-rated atmospheres or directly to the exterior.

Table for Required Exits and Egress

Occupant Capacity	Required No. of Exits	Emergency Rescue Opening
Less than 6	1	0
6-49	1	1***
50-300**	2*	1***
301-500**	2*	1***
501-1000**	3*	1***
Over 1000**	4*	1***

* *Each exit door must open to the exterior or to a separate fire-rated atmosphere.*

** *Signs shall be posted indicating capacity for assembly areas.*

*** *Emergency rescue is not required in a sprinklered building, or where a door leads directly to the outside. Above the third floor, emergency rescue wall opening may be modified to dimensions needed for ventilation only.*

11. *Exits shall be so arranged that total length of travel from any point in the building (including places of*

assembly) to reach an exit shall not exceed one hundred fifty (150) feet. Exit distance shall be measured along the path of natural travel as follows:

a. *Distance to an exit shall be measured on the floor or walking surface along the center line of the natural path of travel, starting one (1) foot from the most remote point, curving around corners or obstructions with one (1) foot clearance and ending at the center of the doorway or point where exit begins. Where measurement includes stairs, it shall be taken in the plane of the tread nosing.*

b. *Where open stairways are permitted as a path of travel to required exits, such as between mezzanines or balconies and the floor below, distance shall include the distance to reach the stairway, travel on the stairway, and travel from the end of the stairway to reach an exterior door or other exit. Where travel is through an interior courtyard, the distance shall be measured to the outside of the building.*

c. *EXCEPTION: In a building equipped with a fully automatic fire sprinkler system, the travel distance to an exit may be increased to two-hundred (200) feet.*

12. *All required means of egress at the level of exit discharge of the building exterior shall lead directly to the street or yard area of safety. The landing of exit discharge shall be one (1) foot wider on each side of the exit discharge door(s) and shall be as long as it is wide. Yards, courts, open spaces or other portions of the exit discharge shall be of the required width and size to provide all occupants with safe access to public ways.*

13. *Where exits serve more than one (1) floor, only the occupancy load of each floor considered individually need be used in computing the capacity of the exits at that floor, provided that exit capacity shall not be decreased in the direction of exit travel. When means of egress from floors above and below converge at an intermediate floor, the capacity of the means of egress from the point of convergence shall be the sum of the two (2) floors.*

14. *If a building has an approved automatic sprinkler system, interior instructional spaces are allowed and are not required to have emergency rescue windows, panels, or doors.*

15. *Access to an exit may be by means of any exterior balcony, porch, or gallery that conforms to requirements of this section.*

16 *Open mezzanines may be provided within a space, and exit through the space, provided the floor area of the mezzanine does not exceed one-third () of the total floor area below the mezzanine.*

17. *All exits shall discharge directly to the street, a yard, court, or other open space that gives safe and accessible access to the street. Streets to which exits discharge shall be of width adequate to accommodate all persons leaving the building. Yards, courts or other open spaces to which exits discharge shall also be of adequate width [minimum sixty (60) feet] and size to provide all persons leaving the building with ready access to the street. Stairs and other exits shall be so arranged to make clear the direction of egress to the outside.*

18. *Exit ramps. A ramp may be used as a component in a means of egress when it conforms to the general criteria found elsewhere in these State Requirements and to the special requirements of this section.*

a. *All exit ramps shall meet the following requirements:*

WIDTH = At least forty-four (44) inches.

SLOPE = Maximum one (1) inch rise for twelve (12) inches of run.

MAXIMUM RISE IN ANY RUN = Thirty (30) inches.

CAPACITY PER UNIT OF EXIT WIDTH = Two tenths (0.20) inch per person.

***b.** A ramp used as an exit component inside a building shall be protected by separation from other parts of the building. Separation construction shall comply with the requirements of this section. Fixed labeled wire glass or approved fire-rated glazing mounted in steel frames may be installed in a separation in a fully sprinkled building.*

***c.** Space under ramps in an exit enclosure shall not be used for any purpose. This does not prohibit an enclosed ramp beneath another flight.*

***d.** Surface finish of ramps shall be non-slip.*

(c) Interior Stairs, Exterior Stairs and Smoke-proof Towers. Stairs shall be provided as required by applicable building and life safety codes.

1. Differences in floor elevations which require less than three (3) risers shall be ramped with a maximum gradient of one (1) inch rise to twelve (12) inch run.

2. Exterior (open) stairs and ramps serving as required means of egress shall be roofed. *They shall not be completely enclosed by walls, shall be fire resistive, and shall be separated from the interior of the building by walls having a fire resistance rating of one (1) hour from the ground to a point ten (10) feet above the topmost landing of the stairs or to the roofline, whichever is lower, and at least ten (10) feet horizontally. Stairs separated from the building by the required full width of a balcony or corridor are not required to be shielded from fire, except that openings within ten (10) feet of such stairway shall be protected by fire doors, fire-rated glazing, or fixed labeled wire glass.*

3. Closets or storage shall not be placed under or over required stairs. The open space beneath the stair shall not be used for any purpose.

***4.** Buildings two (2) or more stories, where the second floor has an occupant capacity of six (6) or more, shall have two (2) stairways, comprising separate means of egress, located as remotely from each other as practicable. All required stairways shall be under roof cover.*

***5.** Required stairways from floor to floor shall be constructed of permanent noncombustible materials in straight runs between landings.*

***a.** The maximum height between landings should not exceed nine (9) feet.*

***b.** The height of every riser and the width of every tread shall be so proportioned that the sum of two risers and a tread, exclusive of nosing or projection, is not less than twenty-four (24) or more than twenty-five (25) inches. Stairs shall have treads that are a minimum of eleven (11) inches.*

***6.** Treads shall be of uniform depth and risers shall be of uniform height in any flight of stairs. Treads, landings and risers shall be solid. Skirt type risers with one (1) inch space for drainage may be permitted.*

***7.** The maximum difference in floor elevation at doorways in a path of egress shall not exceed one half ( ) inch.*

8. The minimum clear width of stairways serving as a required means of egress shall be based on occupancy of the space served but shall not be less than forty-four (44) inches. Handrails shall not project into the required stair width more than three and one-half (3) inches. Width of the stairway shall not decrease in the direction of exit travel. No dimension of a landing shall be less than the width of the stairway in which it occurs.

9. Exit stairs shall not be constructed with winders or spirals; however, curved stairs may be permitted in a means of egress provided the minimum depth of tread is eleven (11) inches measured twelve (12) inches from the narrower end of the tread, and the smallest radius is not less than twice the stair width.

10. All interior stairways shall be enclosed and shall open directly to the exterior or into a protected vestibule or corridor that opens to the exterior. A stairway need not be enclosed when serving only one (1) adjacent floor and is not connected to a corridor or other stairways serving other floors. Stairways leading directly to an open mezzanine need not be enclosed.

11. An interior stair not serving as a required exit in a building of three (3) stories or less shall be protected by a single fire door located at the top. When the stairwell pierces more than one (1) floor, additional fire doors shall be provided to protect each floor with the exception of the first floor.

12. Handrails at least thirty (30) inches to thirty-eight (38) inches in height shall be provided on both sides of required stairs.

a. Any stair eighty-eight (88) inches or more in width shall have intermediate handrails not more than seventy-two (72) inches between adjacent handrails.

b. Non-required stairs less than forty-four (44) inches in width and stage steps shall have a minimum of one handrail.

c. Handrails shall be designed to support a two hundred (200) pound concentrated load applied at any point and in any direction. Handrails shall also be designed to support a fifty (50) pound per lineal foot load applied in any direction.

d. In facilities housing pre-K through grade six (6), the handrail design for stairs shall incorporate two separate handrail heights. The top handrail shall be thirty (30) to thirty-eight (38) inches in height and the lower handrail shall be twenty- six (26) inches in height. The lower handrail shall have an outside diameter a maximum of one and one-quarter (1) inches.

e. Handrails shall allow for continuous grasp of the inside rail.

13. Doors separating enclosed stairways from egress corridors shall be self-closing fire doors and shall swing in the direction of travel. Doors may be held open with approved devices which will release the door upon activation of the fire alarm. Other doors incorporated into stairway enclosures shall be self-closing fire doors.

14. Doors swinging into an aisle, corridor, passageway, stair, or landing shall leave unobstructed at least one-half () of the required width, and when fully open, the door shall not project more than seven (7) inches into the required width of the aisle, corridor, passageway, stair, or landing.

15. A smoke-proof tower, when required by the SBC, shall be a continuous fire-resistive enclosure protecting a stairway from fire or smoke in the building. Connection between the building and the tower

shall be by balconies directly open to the outside air.

***a.** Stairs in smoke-proof towers shall be of noncombustible construction and shall comply with the requirements for interior stairs.*

***b.** Stairways shall be completely enclosed by fire-resistive materials having structural strength to withstand a severe fire. There shall be no openings in walls separating the enclosure from the interior of the building. Fixed or automatic fire windows are permitted in exterior walls not subject to a severe fire exposure hazard from the same or nearby building.*

***c.** Access to stairways shall be provided at every story through vestibules open to the outside on an exterior wall or from balconies overhanging an exterior wall, not subject to severe fire exposure hazard. Every such vestibule, balcony, or landing shall have an unobstructed length and width not less than the required width of exit doors, serving same, and shall be directly open to a street, alley, yard, or to an enclosed court open at the top, not less than twenty (20) feet in width and one thousand (1,000) square feet in area. Balconies or vestibules above the third floor shall have guardrails between forty-eight (48) and fifty-two (52) inches high. Wall openings in exposed balconies or vestibules shall be protected with required fire-resistive ratings as provided elsewhere in these State Requirements.*

***(d) Approved Means of Egress.** A means of egress comprises the vertical and horizontal means of travel and may include room space, doorway, corridor, hallway, stairs, passageway, ramp, lobby, and other paths of travel.*

***(e) Not Approved Means of Egress.** Elevators, fire escapes, slide escapes, and revolving doors are not approved as required means of egress for new buildings.*

***(f) Separation of Exit Access.** When an exit access is required to be protected by separation from other parts of the building by requirements of this section, the separation construction shall meet the following requirements:*

***1.** Exits connecting three (3) stories or less shall have a separation of one- (1) hour fire resistive rating. This applies whether the stories connected are above or below the level of exit discharge.*

***2.** Exits connecting four (4) or more stories, whether above or below the floor of exit discharge shall have a separation of two- (2) hour fire resistive rating. The separation shall be constructed of noncombustible materials. Supporting structural members shall have two- (2) hour fire resistive rating, where only one floor is supported and three- (3) hour fire resistive rating where more than one floor is supported.*

***3.** Any opening therein shall be protected by an approved self-closing fire door.*

***4.** Openings in exit enclosures shall be confined to those necessary for access to the enclosure from normally occupied spaces and for egress from the enclosure.*

***5.** No exit enclosure shall be used for any purpose, such as piping for flammable liquids or gases, which could interfere with its value as an exit.*

***(g) Exit Widths.** Means of egress shall be measured in inches of width per occupant. Exit width shall be measured in the clear at the narrowest point of the means of egress.*

***1.** Handrails may project three and one-half (3) inches inside the measured width on each side.*

2. No pipe, locker, planter, water fountain, fire hose cabinet, or other projection shall infringe on the required clear width of a means of egress.

3. An exit or exit access door swinging into the means of egress shall not be considered as an obstruction if it is hung so that it will open one hundred eighty (180) degrees and lay flat against an adjoining wall.

(h) Capacity of Exits.

1. Doors, ramps, and horizontal exits shall provide two tenths (0.20) inch per occupant.

2. Stairs shall provide thirty-seven hundredths (0.37) inch per occupant.

3. Places of assembly in accordance with NFPA 101.

(2) Fire Sprinklers. Fire sprinklers shall be provided in buildings over two (2) stories and as required by Section 553.895(2), F.S. Each automatic fire sprinkler system, when provided, shall be of a standard approved type so installed and maintained, per NFPA 13 and, where applicable, per NFPA 75, to provide complete coverage. Sprinklers shall be tied to the fire alarm system by flow switches and tamper switches. Flow equal to one sprinkler head shall activate the fire alarm. Fire sprinkler systems shall be designed by Florida licensed design professionals. *When a complete, approved automatic fire sprinkler system is installed:*

(a) Flame Barriers. *Flame barriers (eyebrows) are not required on the outside of buildings, and emergency access panels may be located at two hundred (200) lineal foot intervals.*

(b) Exit Corridors. *Exit corridors need not have one- (1) hour fire resistance rated walls and ceilings; however, they shall resist the passage of smoke, and door closers are required.*

(c) Interior Finishes. *Interior finishes may be reduced by one (1) classification.*

(d) Travel Distance. *Travel distance may be increased from one hundred fifty (150) feet to two hundred (200) feet.*

(e) Building Area. *The allowable building area may be increased in accordance with SBC and NFPA 101.*

(f) Heat Detectors. *Rooms or spaces for storage, custodial closets, spaces under stages with wood structures, and other unoccupied, unsupervised, or concealed spaces which are sprinklered do not require heat detectors; however, smoke detectors are required at supply and return of HVAC systems and on both sides of smoke doors.*

(g) Emergency Rescue Openings. *Emergency rescue openings are not required.*

(3) **Separation of Spaces**. Separation of spaces shall meet the requirements of SBC and NFPA 101.

(a) Common walls dividing one (1) and two (2) story construction and any structural members therein shall be not less than one- (1) hour fire resistance rated. EXCEPTION: The common exterior wall need not be fire resistance rated provided the roof/ceiling assembly of the adjacent one (1) story building is one- (1) hour fire resistance rated for a distance of not less than fifteen (15) feet, unless other fire-resistance rating requirements of SBC Table 600 apply to the exterior wall or roof/ceiling.

(b) Firestopping and Draftstopping. Any concealed space, including remodeling or renovation of

existing buildings, in which exposed materials have a flame-spread rating less than Class A, shall be effectively firestopped and draftstopped as follows:

1. Exterior and interior walls and partitions shall be firestopped at each floor level, at the top story ceiling level, and at the level of roof support.

2. Any concealed space, including the crawl space below floors and space between ceiling and floor above, or roof, shall be equipped with heat detectors and draftstopped for the full depth of the space along the line of support for floor or roof structural members. Draftstop locations shall form areas not to exceed one thousand (1,000) square feet for any space between ceiling and floor above and three thousand (3,000) square feet for any space between ceiling and roof above, and crawl space.

3. Installation of a fire sprinkler system may be used in lieu of draftstopping and heat detectors in concealed crawl, attic, and floor spaces. Sprinkler systems of six (6) heads or less may be a "domestic" type system.

See Rule 6A-2.0111, Florida Administrative Code, and Sections 229.053(1), 235.01, 235.014(9), 235.211, 235.26, 240.319(3), 240.327, 553, 633.025, Florida Statutes.

Continue - Return to Rule

Section 5.3

New Construction, Remodeling, and Renovation

A board shall comply with and enforce the provisions of this section to provide for the reasonable safety, comfort, and health of occupants in educational, auxiliary, and ancillary facilities under its jurisdiction. The board, as owner, has design authority and shall determine the level of quality of its facilities provided they meet or exceed the minimum requirements of the Uniform Building Code (UBC). All board-owned facilities, whether new construction or existing buildings being remodeled or renovated, shall comply with these State Requirements. New buildings, whether board-owned, leased, or lease-purchased, shall not be occupied until the building has been approved for human occupancy. These requirements represent minimum standards and may be exceeded.

(1) Administration. Construction requirements of pre-kindergarten (pre-K) through grade twelve (12), auxiliary, ancillary, vocational, and community college facilities and buildings shall comply with the following:

(a) Construction Requirements for Educational Facilities.

1. One (1) and two (2) story facilities shall be non-combustible Type IV construction or better.

a. When Type III construction is used, wood shall be exposed and not covered by ceilings or other construction.

b. EXCEPTION: Covered walkways open on all sides may be Type V or Type VI construction.

c. EXCEPTION: Single classroom relocatable units may be combustible Type V or Type VI construction.

d. EXCEPTION: Dugouts, press boxes, concession stands, related public toilet rooms, and non-flammable storage buildings which are detached from the main educational facility by at least sixty (60) feet, may be Type V or Type VI construction as long as these facilities meet other requirements of these "State Requirements for Educational Facilities."

2. Facilities three (3) stories or more shall be Type II construction or better. *Fire sprinklers shall be provided in buildings over two (2) stories and as required by Section 553.895(2), F.S.*

(b) Construction Requirements of Auxiliary Spaces. Auxiliary spaces within an educational plant, such as administrative suites, libraries, and food service areas, are considered educational occupancies and shall comply with the general provisions of these State Requirements.

(c) Construction Requirements of Ancillary Facilities. Ancillary facilities, such as central administration buildings, warehouses, maintenance areas, and bus garages shall comply with the appropriate occupancy classification in Standard Building Code (SBC) for general design and construction requirements and NFPA 101 for life safety requirements. Construction of ancillary facilities and buildings may comply with appropriate local building codes and the administration of such codes, provided that such ancillary facility is separated from an educational facility by a minimum of sixty (60) feet or a "fire wall" as defined in SREF. For these purposes the following occupancy classifications for ancillary facilities shall be used:

1. Assembly Occupancy. Meeting rooms, conference rooms, and auditoriums with an occupancy load of fifty (50) or more.

2. Business Occupancy. Administration buildings, data processing centers, kitchens, and media centers.

3. Hazardous Occupancy. Chemical storage and spray painting facilities.

4. Storage Occupancy. Warehouse and maintenance facilities, repair shops, bus garages, parking structures and parking lots.

(d) Construction Requirements of Community Colleges. Community college facilities and buildings shall comply with the following:

1. Classrooms. Facilities and buildings housing adult classes shall comply with either these state requirements or the applicable occupancy use sections of state minimum building and life safety codes pursuant to Chapters 553 and 633, F.S.

2. Child Care. Facilities and buildings housing child care shall comply with the SREF and, where applicable, licensing requirements of other state agencies.

3. Dormitories. Dormitories may be constructed on a college campus as provided in Section 240.331, F.S. New construction, remodeling or renovation of dormitories on college property shall comply with the appropriate sections of the UBC, the SBC for general design and construction requirements, and NFPA 101 for life safety requirements for dormitories.

4. Libraries. Community college libraries which are to become operational nodes on the statewide Library and Information Network for Community Colleges (LINCC) administered by the College Center for Library Automation (CCLA) under the auspices of the State Board of Community Colleges (SBCC) have additional special construction requirements. To insure proper connection and functional LINCC operation, these libraries should be constructed to meet the technical wiring specifications of the LINCC statewide automated library system as established by the College Center for Library Automation. These requirements include:

a. A structured data communications cabling system to meet the ANSI TIA/EIA 568 national standards for telecommunications wiring utilizing Category 5 UTP cabling and RJ-45 terminating IDC "jack" connectors. This wiring system must consist of a "star" topology of "home run" wire pulls which "hub" within the same building as the library and be accessible to library staff. CCLA will provide a communications cabinet to house the central "hub" wiring termination and CCLA provided and maintained telecommunications equipment. This cabinet requires its own twenty (20) amp dedicated isolated ground electrical circuit. This cabinet also requires a dedicated three-quarter () inch conduit to house state provided data communications circuit independent of the campus telephone system.

b. All telecommunications cabling shall be within the ANSI EIA/TIA 569 standards for conduit, floor ducts, and ceiling pathways.

c. Electrical power will be available near all telecommunications outlets.

d. A telephone line and instrument with SUNCOM access must be available near the CCLA telecommunications cabinet (for ongoing troubleshooting purposes).

e. The room which houses the CCLA telecommunications cabinet and equipment must be environmentally controlled twenty-four (24) hours a day, three hundred sixty-five (365) days per year, in accordance with the ANSI EIA/TIA 569 standard.

5. Size of Space Requirements. Areas and occupancy for community college educational facilities, ancillary facilities, and assembly spaces may be calculated using the "Size of Space and Occupant Design Criteria Table."

(e) Construction Requirements of Facilities for the BOR and the D&B. Construction of facilities for the Board of Regents (BOR) and the Florida School for the Deaf and the Blind (D&B) are excluded from the UBC.

(f) Standards for Remodeling and/or Renovation Projects. Portions of buildings being remodeled and/or renovated shall be brought into compliance with required life safety codes, including safe means of egress, exiting, fire sprinklers, smoke barriers and additional items as required by the plan review authority in its best judgement. Leased facilities shall be brought into compliance with applicable occupancy requirements of the state minimum building code as required in Chapter 553, F.S., and the life safety codes as required in Chapter 633, F.S.

1. Occupancy During Construction. Facilities, or portions of facilities, shall not be occupied during construction unless exits, fire detection and early warning systems, fire protection, and safety barriers are continuously maintained and clearly marked at all times. *A safety plan should be provided by the contractor which clearly delineates areas for construction, safety barriers, exits, construction traffic during the various phases of the project, as necessary, when conditions change. Construction on an occupied site should be separated from students and staff by secure barriers. It is recommended that heavy machinery work on an occupied site should occur during weekends, holidays, or after school hours, or be separated from occupants by double barriers with a distance of ten (10) feet in between.*

2. Flammable or Explosive Substances. No flammable or explosive substances or equipment shall be introduced during a remodeling or renovation project in a facility of normally low or ordinary hazard classification, while the building is occupied.

***3. Toxic Substances Used During Construction**. As required by Section 235.3215, F.S., in the construction, repair, or maintenance of educational facilities, a list of all toxic substances enumerated in the Florida Substance List established pursuant to Section 442.103, F.S., shall be provided to the administrator of the facility by the contractor in writing at least three (3) working days prior to use of any of the substances proposed for use on the project. The notification shall contain: the name of the substance to be used; where the substance is to be used and when the substance is to be used. A copy of a material safety data sheet as defined in Section 442.102, F.S., for each such substance shall be included in the notification. The administrator shall take all reasonable actions to ensure that the contractor complies with the safety precautions and handling instructions set forth in the material safety data sheet for each substance used so that usage of the substance poses no threat to the health and safety of students, school personnel, and the general public.*

***4. Awareness Training.** At least one safety awareness training session is highly recommended, for students, faculty, and staff, on the dangers inherent in a construction project. The contractor should work with school administration staff to provide continued safety awareness training to the subcontractors and suppliers on the dangers inherent in a construction project on an existing occupied school site.*

(2) Site. Board-owned sites shall comply with the following:

(a) Building Setbacks. Building setbacks shall be a minimum of twenty-five (25) feet from the property line or comply with local setback requirements if less than twenty-five (25) feet.

(b) Fencing. Fencing for educational and ancillary sites may be of any material which provides structural integrity, strength and esthetics appropriate for the intended location, is non-flammable, not electric, safe, durable, and low maintenance. Chain link fence shall be turned down at the top. Fence heights shall be in compliance with local zoning regulations. Access shall be provided for maintenance machinery.

1. In pre-K through 12 facilities, fencing shall be required in the following locations:

a. Exposed mechanical, plumbing, gas, or electrical equipment located on ground level.

b. Special hazards; i.e., retention ponds whose water depth exceeds one (1) foot, drainage ditches, canals, highways, etc.

2. All pre-K, child care, and kindergarten play areas require fencing.

3. Barbed wire shall not be used on educational sites. EXCEPTION: Agricultural plots not contiguous to an educational facility site and ancillary sites may use barbed wire fencing.

4. *Fencing may be installed in the following locations:*

a. *Play areas and athletic fields. Pedestrian egress shall be provided at all times; i.e., through gates, turnstiles, fence maze, etc.*

b. *Bicycle parking areas.*

c. *District warehouse, maintenance and bus compounds.*

d. *Security fencing and gates may be installed around the perimeter of buildings and sites provided pedestrian egress is provided at all times when the site is occupied.*

(c) Walks, Roads, Drives, and Parking Areas. Walks, roads, drives, and parking areas on educational and ancillary sites shall be paved. Roads, drives, and parking areas shall be in compliance with Department of Transportation (DOT) road specifications and striped in compliance with DOT paint specifications. All paved areas shall have positive drainage.

1. Vehicular/Pedestrian Interface. Passenger drop-off/loading zones shall be as close to accessible entrance(s) as possible and meet the requirements of the ADA and Chapter 553, F.S., for accessibility. *The driveway pavement at passenger drop-off/loading zones should either:*

a. *Provide a continuous six (6) inch curb that extends the full length of the drop-off loading zone, with appropriately located curb cuts and ramp with a warning strip extending a minimum of thirty-six (36) inches beyond the sides and beginning of the ramp, marked in color and texture; or*

b. *Raise driveway to be even with the walk for the full length of the zone with bollards provided at four (4) foot intervals, or other similar barrier, along the intersection of the pavement and walkway.*

2. Walks and Accessible Routes. All facilities in pre-K through grade twelve (12) shall be accessible under continuous roof cover.

a. The minimum clear width for major exterior walks accessible to the disabled and primary connections between buildings shall be wide enough to allow wheel chairs to pass. Accessible walks shall connect building entrance(s) to all accessible parking, public transportation stops, public streets, sidewalks, loading

and drop-off zones, and other facilities within the site.

b. Level areas shall be provided adjacent to accessible walks at one-hundred (100) foot intervals. These level areas shall be a minimum of forty-two (42) inches by seventy two (72) inches. Included in this area shall be a bench and an open area for wheelchairs.

c. Soil, grass, and planting beds shall provide positive drainage away from walk(s), but shall not fall away at more than a three percent (3%) gradient of slope for a minimum distance of five (5) feet from the edge. The location for all drains, grates, drop inlets, catch basins, and other drainage elements shall be to the side of walks. Curb cuts shall be out of the main flow of pedestrian traffic.

d. In facilities requiring ramps that house pre-K children, a minimum of one (1) accessible ramp with a maximum gradient of one in twenty (1:20) shall be provided.

e. Walls, railings, or other physical barriers, a minimum twelve (12) inches in height, shall define and protect any vertical drop between joining or abutting surfaces of more than six (6) inches but less than eighteen (18) inches in height. Any vertical drop of eighteen (18) inches or more shall be protected by a wall or guardrail a minimum of forty two (42) inches in height.

f. Where covered walks are provided, extend the width of the roof cover one (1) foot beyond each side of the walk. Gutters, or other water funneling devices shall prevent storm water from pouring onto or draining across walks.

3. Roads and Streets.

a. Educational and ancillary site access shall consist of a primary road and another means of access to be used in the event the primary road is blocked. EXCEPTION: Stabilized wide shoulders of the primary road, unobstructed by landscaping, planters, light fixtures, poles, benches, etc., which allow a third lane of traffic, may satisfy the requirement for the other means of access.

b. Driveways shall not completely encircle a school plant, to allow student access to play areas without crossing roads; vehicular and pedestrian traffic shall not cross each other on the site; bus driveways and parent pick-up areas shall be separated.

c. Turn-ins within a public street right-of-way may use local government or state DOT engineering standards as applicable.

4. Bus Drives.

a. Bus drives on educational sites shall be designed so that buses do not have to back up.

b. The minimum width shall be twenty-four (24) feet for two-lane traffic.

c. The turning radius on educational and ancillary sites and for turning off public access streets shall be as follows: one-way traffic, sixty (60) feet minimum measured to the outside curb or edge of the traffic lane; two-way traffic, sixty (60) feet minimum measured to the centerline of the road.

***d.** Turn-ins within a public street right-of-way may use local government or state DOE engineering standards as applicable.*

5. Vehicle parking areas. Vehicle parking areas shall comply with minimum parking space requirements in

this section. Except for parking space requirements to meet federal and state accessibility laws, where alternate transportation or parking arrangements are available the parking area requirements may be reduced from these standards if sufficient justification documentation is provided and if the review authority approves the reduction based on the justification. Alternative parking surfaces which facilitate water absorption rather than runoff, may be approved for use by the review authority. *Parking should be located so it can be easily supervised from building windows, adjacent streets, or other vantage points, and shall be separated from the on-site road system.*

a. Faculty and staff = one (1) space for each member.

b. Visitors = one (1) space for every one-hundred (100) students.

c. Community clinics where provided = ten (10) spaces, including one (1) accessible space.

d. High schools = one (1) space for every ten (10) students in grades eleven (11) and twelve (12).

e. Vocational schools = one (1) space for every two (2) students.

f. Community colleges = one (1) space for every two (2) students.

g. Accessible parking = Parking spaces designated for the physically disabled shall comply with the ADA, the DCA Florida Americans With Disability Implementation Act, and Section 316.1995, F.S.

6. Bicycle parking areas, when provided, shall be located so they can be viewed from building windows, adjacent streets, or other vantage points. Spaces should be provided as follows:

a. Elementary level = one (1) space for every five (5) students.

b. Secondary level = one (1) space for every twenty (20) students.

c. Bicycle parking shall be separated from vehicular traffic.

7. Written Agreements. The board should have a written agreement with the appropriate agencies for fire and police protection for each of its facilities. The design professional should consult with the appropriate agencies to incorporate features into the design to facilitate this protection.

(d) Lighting. Design, construction, and installation of exterior lighting for educational and ancillary facilities shall comply with the following:

1. Exterior standard mounted light fixtures, standards, and foundations shall be designed to withstand a sustained wind load as appropriate for the intended location.

2. Exterior lighting standards shall be grounded by a ground rod driven adjacent to the standard.

3. Security lighting may be provided for:

a. Auto, bus, and service drives and loading areas.

b. Parking areas.

c. Athletic complexes.

d. Building perimeter.

e. Covered and connector walks between buildings and between buildings and parking.

4. Parking area lighting standards may be located in landscaped islands and perimeter planting areas. Parking areas may be illuminated to an average maintained horizontal footcandle, measured at the surface as follows:

a. Parking areas = one (1) footcandle

b. Covered and connector walks = one (1) footcandle

c. Entrances/Exits = two (2) footcandles

5. Athletic playing field surfaces and exterior spectator seating areas, if local funds are available, may be illuminated to a minimum of thirty (30) footcandles measured at the surface.

6. Building exteriors, perimeters, and entrances may be illuminated to the minimum number of footcandles, measured at the surface with a suggested uniformity ratio of 2:1 as follows:

a. Entrances = five (5) footcandles

b. Building surrounds = one (1) footcandle

7. Motion detectors, photo cells, and/or time clocks may be used to control night lighting systems to provide security and to maximize energy conservation.

8. All exterior lighting should be shielded from adjacent properties.

(e) Floodplain and Velocity Zone Requirements. Facilities construction shall comply with Federal Emergency Management Agency (FEMA), 44 Code of Federal Regulations (CFR), Parts 59 and 60, and other requirements:

1. A statement shall be included on any new construction site plan identifying the FEMA floodplain or velocity zone in which that project is located; this statement shall be signed, sealed, and dated by the architect/engineer (A/E) of record.

2. Relocatables are not permitted in Flood Zone V (Coastal or Velocity zone). EXCEPTION: Relocatable structures are permitted in flood zone A1 through A 30, AE, AH, and AO (one-hundred-year floodplain) provided the finished floor is a minimum of one (1) foot above base flood elevation and is anchored to resist buoyant forces.

3. EXCEPTION: In Flood Zone A1 through A 30, AE, AH, and AO (one-hundred-year floodplain) the floor elevation of an interior space may be located lower than the base flood elevation provided the floor slab and surrounding walls are impermeable to the passage of water. The floor slab and walls shall resist hydrostatic, hydrodynamic, and buoyant forces. The A/E of record shall certify the elevation above mean sea level to which the structures are floodproof and that the design conforms to accepted engineering practice.

4. EXCEPTION: The lowest entry floor level in Flood Zone AO shall be above the highest adjacent

existing grade at least as high as the depth number specified on the local FIRM (Federal Insurance Rate Map), but no less than two (2) feet above grade if no depth number is specified.

5. EXCEPTION: In Flood Zone V, ASCE 7 - 93 (wind velocity) is amended as follows: On the mainland, fifteen hundred (1,500) feet from the Coastal Construction Control Zone (CCCZ) and offshore islands, five thousand (5,000) feet from the CCCZ, the design wind velocity shall be one-hundred ten (110) miles per hour. The design wind velocity for the Florida Keys shall be one-hundred fifteen (115) miles per hour.

6. EXCEPTION: Remodeled or renovated facilities, including reconstruction, shall be exempt from these requirements provided the cumulative cost of all improvements does not exceed fifty (50) percent of the fair market value of the existing facility prior to the proposed improvements and the improvements are not essentially safety-to-life in nature.

7. Flood Zone A1 through A30, AE, AH, and AO [one-hundred-year floodplain]: If the proposed construction occurs in this zone, these requirements shall apply:

***a.** Finished floor at the lowest entry level shall be a minimum one (1) foot above the base flood elevation.*

***b.** Mechanical and electric rooms and equipment, whether located inside or outside, shall be a minimum one (1) foot above the base flood elevation.*

***c.** Utility lines below the base flood elevation shall be floodproof.*

***d.** Hydrostatic forces shall be equalized in fully enclosed facilities subject to flooding by providing for the free entry and exit of flood waters. A minimum of two (2) openings having a total net area of one (1) square inch for every square foot of enclosed area shall be provided. The bottom of all openings shall be one (1) foot above grade but no higher than the finished floor level.*

***8.** Flood Zone X [five-hundred-year floodplain]: No requirement for floor slab elevation.*

***9.** Flood Zone C (No Flooding): No requirement for floor slab elevation.*

***10.** Flood Zone D (Flood Zone Undetermined): The area may or may not be subject to flooding; the A/E of record shall verify conditions.*

***11.** Flood Zone V (Coastal or Velocity Zones): If the proposed construction occurs in this zone, the following requirements shall apply:*

***a.** The bottom of the lowest horizontal structural member shall be a minimum one (1) foot above the elevation of the wave uprush on storm surge.*

***b.** The structure shall be located landward of the reach of the mean high tide.*

***c.** The structure shall be designed for wind (lateral and uplift) and water (hydrostatic, hydrodynamic, buoyant, and erosional forces) acting simultaneously. Wind and water forces shall be based on a one hundred (100) year frequency of occurrence.*

***d.** The building foundation shall be on pilings.*

***e.** The space below the lowest floor shall be free of obstructions or have non- supporting breakaway walls designed to collapse without causing collapse or structural damage to the building above.*

f. Structural slabs on grade are not permitted.

g. Relocatable structures are not permitted.

h. Mechanical and electrical rooms and equipment, whether inside or outside, shall be a minimum of one (1) foot above the wave uprush elevation.

i. Utility lines below wave uprush elevation shall be floodproof.

j. The architect or engineer of record shall certify that the piling foundation and structure are anchored to resist flotation, collapse, and lateral movement.

12. Floodways. If the proposed construction occurs in a floodway, the following requirements shall apply:

a. In a regulatory floodway (surveyed and mapped), construction shall not increase the one-hundred- year flood elevation. The A/E of record shall provide a FEMA No-Rise Certificate indicating that the proposed development does not increase the flood elevation as determined for pre-development conditions.

b. In a non-regulatory floodway (not surveyed or mapped), construction may increase the one-hundred-year flood elevation by not more than one (1) foot.

(f) Transmission Line Right-of-Way. Buildings, play areas, and common use areas shall not be located within a high-voltage power transmission line right-of-way.

(g) On-Site Wells and Sewage Systems.

1. On-site wells supplying potable water shall be approved by the Department of Health (DOH) or its authorized representative.

2. On-site sewage disposal systems under ten thousand (10,000) gallons per day shall be approved by DOH or its authorized representative. On-site sewage disposal systems over ten thousand (10,000) gallons per day shall be approved by the Department of Environmental Protection (DEP) or its authorized representative.

(h) Stormwater Management. Water management shall follow the requirements of the Department of Transportation (DOT) Drainage Manual, Volume 2A, and/or the requirements of the local comprehensive plan. Permits for stormwater management plans will be issued, and plans shall be reviewed, by the appropriate Florida Water Management District, or Florida DEP, as required for the particular location.

1. Design for site drainage as follows:

a. Pipe capacity = Manning Formula.

b. Pipes flowing partially full = Minimum flow velocity shall not be less than two (2) feet per second.

2. Design for parking lot drainage as follows:

a. Storm recurrence frequency = Five (5) years.

b. Paving shall have positive drainage.

c. Storm drainage system water level shall not exceed the elevation of the pavement surface.

(i) Playgrounds, Equipment, and Athletic Fields. Playgrounds, equipment, and athletic fields shall be accessible and compatible with the educational facility served and shall comply with the following:

1. Pre-K and kindergarten play areas shall be fenced, separated from other play areas, and shall have direct access from the pre-K and kindergarten classrooms.

2. Playgrounds and equipment shall be designed and installed to be structurally sound, vermin proof, and shall not have jagged or sharp projections.

3. Direct access from the facility shall be provided to play areas and athletic fields without crossing roads, traffic lanes, and parking lots.

4. Related facilities such as toilets, concessions, storage, shower and locker rooms, bleachers, press boxes, observation platforms, scoreboards, and dugouts shall be appropriate for the anticipated program. Planning and construction of these facilities shall comply with these State Requirements and the Uniform Building Code (UBC).

5. Playgrounds and equipment should be designed and installed using the "Handbook for Public Playground Safety" by the U. S. Consumer Product Safety Commission, and the ASTM/CPSC "Playground Audit Guide" as applicable.

Continue - Return to Rule

Section 5.4

Special Construction

The spaces and facilities listed in this section, whether owned, leased, or lease-purchased by a board, shall comply with the appropriate general criteria found elsewhere in these State Requirements, as well as the specific criteria described here.

(1) Accessibility Requirements. Accessibility requirements for children with disabilities shall comply with these "State Requirements for Educational Facilities" and, where not addressed herein, by the requirements of the Americans With Disabilities Act and the Florida Accessibility Code for Building Construction. Accessibility requirements for adults with disabilities shall comply with the Florida Accessibility Code for Building Construction, implemented under the "Florida Americans With Disabilities Accessibility Implementation Act" of 1993. *Federal criteria may become effective upon adoption of a final draft of the document "Accessibility Standards for Children's Environments" into rule by the U.S. Architectural and Transportation Barriers Compliance Board.*

(a) Accessible Services. It is the board's responsibility to ensure that its programs, services, and activities are accessible to students, faculty, staff, and the public and conform to requirements in the federal Americans With Disabilities Act of 1990.

(b) Children Defined. For the purpose of this section on accessibility in these State Requirements, "children" are defined as students in grades pre-K through grade five (5) or grade six (6), depending on the grade levels included in an elementary school facility. Where grade six (6) is included in a middle school, the children's standards are not required in the middle school facility. "Adults" are defined as faculty, staff, parents, students in grades six (6) through twelve (12), and the general public using public educational facilities. Students housed in vocational/technical centers (VTC), and community colleges are also defined as "adults."

(c) Doors Accommodating Children With Disabilities.

1. In facilities that house pre-K through grade twelve (12), the opening devices on doors shall be mounted thirty-four (34) inches above the floor.

2. In facilities that house pre-K through grade three (3), if door closers are used on non-rated doors, the sweep period shall be adjusted so that, from an open position of ninety (90) degrees, the door takes a minimum of twenty (20) seconds to move to an open position of approximately twelve (12) degrees.

3. In facilities that house pre-K through grade three (3), vision panels in doors shall be provided. The bottom of the vision panel shall begin at thirty (30) inches from the floor and shall have a minimum area of ninety-six (96) square inches.

***4.** Doors should have kickplates extending eighteen (18) inches above the floor and made of a material that can withstand battering from wheelchair footrests, crutches, and other ambulatory aids.*

5. A clear width of thirty-six (36) inches is recommended.

***6.** Doors should be positioned so that there are twenty-four (24) inches of clear floor space on the pull side, adjacent to the latch of the door. The floor on both the interior and exterior sides of a single door should be substantially level for a minimum of sixty (60) inches in length.*

(d) Libraries and Media Centers. At least five percent (5%), or a minimum of one (1), of fixed seating, tables, or study carrels shall be provided for the disabled. Facilities that house pre-K through grade three (3) shall meet the following criteria:

1. Work surface height shall be a maximum of thirty (30) inches. Minimum under-counter clearance shall be twenty-seven (27) inches in height, nineteen (19) inches in depth, and thirty (30) inches in width.

2. There shall be a minimum clear aisle width of forty-four (44) inches throughout the accessible portion of the facility.

3. At check-out areas at least one lane shall provide a counter with a maximum height of thirty (30) inches.

4. Card catalogs, magazine displays, and dictionary stands shall have a maximum height of thirty-six (36) inches.

(e) Food Service. Food service lines, tables, and seating areas shall meet the following criteria:

1. Service lines shall have a minimum clear width of forty-four (44) inches between the tray slides and aisle control bars.

2. If self-service shelves are provided, at least one shelf must be within a horizontal distance of twelve (12) inches.

3. Tableware, dishware, condiment, food and beverage display shelves, dispensing devices and top of tray slides shall not exceed thirty (30) inches above the finished floor.

4. At least five (5) percent, or a minimum of one (1) table, shall be provided for the disabled. Table height shall be a maximum of thirty (30) inches. Minimum under-table clearances shall be twenty-seven (27) inches high, nineteen (19) inches in depth, and thirty (30) inches in width.

5. A minimum clear aisle width of forty-four (44) inches shall be provided throughout the accessible portions of the cafeteria.

(f) Offices (Auxiliary). In facilities that house pre-K through grade three (3), the administrative office reception desk shall have a section of the desk located at no more than thirty (30) inches above the finished floor.

(g) Classroom and Instructional Areas.

1. Accessible classrooms in pre-K through grade three (3) shall have access to either one (1) adjustable sink, two (2) sinks at different heights, or one (1) side access sink.

a. Sinks, measured from the finished floor to the top of the sink rim, shall be mounted at twenty-two (22) inches in pre-K and twenty-five (25) inches in grades K through three (3).

b. Side access sinks shall have a clear floor space of forty-eight (48) inches wide by thirty- six (36) inches deep. Forward access sinks shall have a clear floor space of thirty-six (36) inches wide by forty-eight (48) inches deep.

c. If base cabinets are provided, the knee space opening shall have a minimum clear width of thirty-six (36)

inches under the sink and the finished floor shall extend under the counter to the wall. The counter and supporting structure shall have a maximum thickness of two (2) inches over the required clear space.

d. Soap dispensers, drinking fountains, and other accessories shall be mounted a maximum of four (4) inches from the front edge of counter top mounted sinks. Lavatory faucet sets shall be side mounted and shall be set six (6) inches back from the front edge of the counter top.

e. Drinking fountains shall be provided at sinks in pre-K through grade three (3) and ESE classrooms. Bubblers, or any arrangement whereby water falls back on the mouthpiece, shall not be used.

2. In accessible classrooms for pre-K through grade three (3), all electrical receptacles, within reach of students, shall have ground fault circuit interrupt protection (GFCI).

3. Where children require vestibular boards and swings, accessible classrooms and instructional areas shall have a minimum of two (2) permanently attached ceiling mounted devices.

a. Therapy areas shall have a minimum of three (such as hooks, eye bolts, beams, etc.) that are capable of supporting a three hundred (300) pound swing load, exclusive of the weight of the apparatus. Each device shall be located at least four (4) feet from any wall, window, door, or other permanent fixture.

b. Support structures shall be clearly identified from other portions of the ceiling that do not comply with said weight requirements. Hooks or other devices used to attach equipment to these beams or support structures shall be permanently fixed.

4. A chalkboard, tackboard, mirror or other display surface in accessible classrooms and instructional areas for pre-K through grade three (3) shall be adjustable or permanently mounted for use by children who may be sitting on the floor.

5. In accessible classrooms pre-K through grade three (3), accessible storage shelves shall be a maximum of thirty-six (36) inches high for wheelchair access and forty-six (46) inches for ambulatory children. The maximum height of clothes rods shall be forty (40) inches, and hooks shall be thirty-six (36) inches above the finished floor.

6. Storage for wheelchairs, carts, walkers, and other devices shall be provided in or adjacent to each ESE classroom or instructional area. The area shall be large enough to store two (2) wheelchairs.

(h) Therapy. Any area designated as a physical therapy area, even if therapy is just one of its multipurpose functions, shall have a minimum of thirty (30) percent of its floor surface as a resilient vinyl or composition tile. At least one wall shall have mirrors, beginning a maximum of six (6) inches above the floor and going to a minimum height of seventy-two (72) inches above the floor. Minimum width of the mirror shall be six (6) lineal feet. The mirror shall be tempered glass or stainless steel, firmly attached to the wall.

(i) Sanitary Facilities. Sanitary and/or personal hygiene facilities for children pre-K through grade three (3) shall comply with the following:

1. Toilet rooms, where provided, in classrooms serving pre-K through grade three (3) shall comply with accessibility requirements, providing a minimum of 60" clear space for wheelchair turnaround within the space, and meeting the size requirements of Chapter 553, F.S., Part V.

2. Accessible toilet rooms in accessible classrooms shall have a minimum of one (1) water closet, one (1)

lavatory, and ESE classrooms shall have one (1) changing table. Changing tables shall have a flat top that is a minimum of twenty-four (24) inches by sixty (60) inches. The top of the table shall be a maximum of thirty (30) inches above the floor.

3. Water closets shall be of standard height. In accessible toilet rooms, one (1) vertical and one (1) horizontal grab bar shall be provided on one (1) side of the water closet. The vertical grab bar shall be located four (4) inches back from the front edge of the water closet and four (4) inches from the side. The vertical bar shall extend thirty-six (36) inches from the floor to the top. The horizontal bar shall be thirty-six (36) inches long located twelve (12) inches from the back wall and twenty-six (26) inches above the floor.

4. A minimum of one (1) vertical grab bar shall be mounted on one side of every accessible sink or lavatory. The bar shall be mounted perpendicular to the back wall at least four (4) inches above the top of the sink and extend to four (4) inches in front of the sink and be anchored to the floor.

5. Accessible bathtubs shall have two (2) thirty-six (36) inch long grab bars, one located at twenty- eight (28) inches above the floor and one at twenty-four (24) inches above the floor. Both shall be installed on the back wall, twelve (12) inches from the water service wall .

6. Accessible showers shall have a thirty-six (36) inch long grab bar installed on the back wall, mounted at twenty-eight (28) inches above the floor.

(j) Required Stairs.

1. *Open risers are not permitted at interior or exterior stairs. Any gap between the riser and tread (such as the spacing between wooden planks in exterior steps) shall be less than one-half () inch in width and shall occur in the height of the riser, not in the depth of the tread.*

2. *A warning strip shall be placed at the top and bottom landings for visual and tactile warnings. This strip shall be a minimum of thirty-six (36) inches deep by the full stair width and shall consist of contrasting texture and color and/or materials.*

(2) Assembly Occupancies (Within Educational Facilities). For the purpose of these State Requirements, assembly occupancies are buildings, portions of buildings, or spaces used for gatherings of fifty (50) or more persons, such as auditoriums, gymnasiums, multipurpose rooms, classrooms and labs, cafeteria, stadiums, media centers, and interior courtyards. Assembly occupancies shall include the adjacent and related spaces associated with the main seating area.

(a) Funding. Sophisticated auditoria for district school boards shall be provided only for magnet performing arts schools pursuant to limitations by statute. Enhancements which exceed the following basic sound and lighting systems for performing arts facilities shall be made only with local fund sources as required by Section 235.435(5), F.S.

1. A basic auditorium sound reinforcement system shall consist of amplifier, mixer, equalizer, accessories, and speaker cluster as follows:

a. One 8-input modular microphone/line level mixer/amplifier with four (4) low-Z balanced (150 ohm) microphone input modules (one with phantom power) and two (2) high-Z unbalanced input modules (10K ohms) for tape and CD players, gain controls for each input, and the master output level.

b. One 15-band two-thirds () octave graphic equalizer with 12 dB boost and cut range in each band,

security cover.

c. One power amplifier, 120 watts into four (4) ohms, 50-15,000 Hz at 0.5% THD, with 4/8 ohm and 25/70 volt outputs.

d. One loudspeaker system (package or components) consisting of a mid-size 90 x 40 degree (hxv) CD horn, large format (1.4-2 inch exit) compression driver (40 watt), passive crossover at 500-800 Hz and a 15 inch LF speaker in a tuned-port enclosure. Overhead mounting shall be designed as required.

e. The system electronics shall be designed for EIA 19 inch rack mounting and mounted in a locking rack cabinet. The rack shall be wall or floor mounted as directed and shall have a 1RU (1.75 inch) blank or perforated rack panel between components where possible for ventilation and magnetic isolation. All empty spaces shall be filled with panels.

f. Accessories: four (4) microphones, cardioid dynamic, balanced low-Z, four (4) 50-foot cables with connectors; one (1) cassette tape deck; one (1) compact disc player; other accessories as directed for program needs.

g. Loudspeaker coverage at 2 kHz should be uniform in the audience seating area, +/- 3 dB. The system contractor should be made responsible for coordinating the speaker location with the board and selecting components as required to achieve optimum coverage.

h. *System Performance: The system should be free of audible hum, noise, and distortion when operating at normal operating levels. Minimum signal-to-noise ratio is 40 dB, 50 Hz to 8 kHz, 5.0% maximum THD, measured at the amplifier output with no EQ. Proof of performance testing with contractor-supplied test equipment shall be at the option of the board.*

2. Auditorium lighting for general use shall require 20 footcandles (dimming system as needed). Auditorium lighting for visual tasks shall be an average of sixty (60) RAW footcandles at the desk level. Stage lighting shall provide minimal front, back, sides and top lighting for theater and musical productions.

(b) Occupancy. Occupant capacity of an assembly occupancy shall be calculated as follows:

1. Auditorium = the number of fixed seats, including accessible seating, in the main seating area plus the stage at thirteen (13) net square feet per person, plus dressing rooms at twenty (20) net square feet per person.

2. Gymnasium/gymnatorium with stage = the number of fixed and telescopic bench-type bleacher seats at eighteen (18) linear inches per person, including accessible seating, plus the main court area at fifteen (15) gross square feet per person, plus locker rooms at five (5) net square feet per person, plus stage at thirteen (13) net square feet per person, plus dressing rooms at twenty (20) net square feet per person.

3. Dining rooms/cafetorium with stage/multipurpose rooms = the main floor area at fifteen (15) gross square feet per person, plus the stage at thirteen (13) net square feet per person, plus dressing rooms at twenty (20) net square feet per person, plus the kitchen at one hundred (100) gross square feet per person.

4. Classrooms and labs = the main floor area of a single space at the design capacity. If spaces are combined through the use of folding partitions, the capacity and exiting shall be based on the capacity of all the spaces joined.

5. Stadiums = the number of fixed bench-type bleacher seats at eighteen (18) linear inches per person, plus

accessible seating.

6. Media centers = the reading room and stacks floor area at thirty-six (36) net square feet per person, plus group instruction rooms at five (5) net square feet per person.

7. Closed circuit television production, distribution, and control = the main floor area at fifteen (15) net square feet per person.

8. Interior courtyards = the interior courtyard area at fifteen (15) gross square feet per person. Raised, dedicated landscape areas may be deducted.

(c) Sprinklered Assembly Occupancies. Facilities with Class A or Class B assembly occupancies greater than twelve thousand (12,000) square feet, not used for exhibition or display, shall be fully sprinklered throughout the floor containing the assembly occupancy and throughout all floors below the floor containing the assembly occupancy. The square footage requirement includes the stage but excludes adjacent and related spaces of the assembly occupancy.

1. EXCEPTION: When independent egress from the assembly occupancy and fire separation from the remainder of the facility are provided, only the assembly occupancy need be sprinkled.

2. Fire separation consists of a four- (4) hour fire-resistance rated wall between the assembly occupancy and all other spaces within the building, or building separation, as shown in the following table:

Required Fire-Resistance for Separation of Assembly Occupancies

Wall Rating	Separation Distance in Feet				
in Hours	None	15'	30'	45'	60'
4	*				
3		*			
2			*		
1				*	
0					*

(d) Classification. *Assembly occupancies shall be classified as follows:*

1. Class A = More than 1,000 occupants.

2. Class B = More than 300 but not greater than 1,000 occupants.

3. Class C = 50 or more but not greater than 300 occupants.

(e) Exiting. *Exits shall lead directly to the exterior or to separate fire-rated atmospheres which then lead directly to the exterior as follows:*

1. A Class C occupancy with a capacity of fifty (50) or more but not greater than three hundred (300) persons shall have a minimum of two (2) separate exits, arranged as remote from each other as practicable.

2. A Class B occupancy with a capacity more than three hundred (300) but not greater than five hundred (500) persons shall have a minimum of two (2) separate exits, as remote from each other as practicable. A

Class B occupancy with a capacity more than five hundred (500) but not greater than one thousand (1,000) persons shall have a minimum of three (3) separate exits of not less than two (2) doors each.

3. A Class A occupancy with a capacity more than one thousand (1,000) persons shall have a minimum of four (4) separate exits of not less than two (2) doors each.

(f) Accessibility. *Auditoriums and other assembly occupancies shall be provided with special acoustics, listening devices, and accommodations for the physically and hearing impaired in compliance with state and federal accessibility requirements. In assembly areas with fixed seating for children, space shall be provided for wheelchairs in accordance with the "Florida Accessibility Code for Building Construction" requirements. Such spaces shall contain easily removable chairs so that such spaces could accommodate either wheelchairs or children with braces or crutches. In areas that include fixed tables, a minimum clearance of forty-two (42) inches shall be provided behind the table and the next adjacent table or wall.*

(g) Seats Shall be Securely Fastened. *Seats in places of assembly accommodating more than two hundred (200) persons shall be securely fastened to the floor as required in NFPA 101.*

1. EXCEPTION: This is not required when seats are fastened together in groups of not less than three (3) nor more than seven (7).

2. EXCEPTION: In cafeterias, lunchrooms, or other assembly areas where fastening of seats to the floor may be impractical, seats not secured to the floor will be permitted, provided that in the area used for seating, excluding stage and storage, there shall be at least fifteen (15) square feet of net floor area per seat and aisles to reach exits are maintained at all times.

3. All seats in balconies and galleries shall be securely fastened to the floor.

(h) Conventional Seating.

1. The spacing of rows of chairs shall provide a space of not less than twelve (12) inches from the back of one chair to the front of the most forward projection of the chair immediately behind it. The rows of chairs shall be spaced not less than thirty-three (33) inches back to back. Horizontal measurements shall be made between vertical planes. When all chairs in a row have automatic or self-rising seats that comply with ASTM F851, Test Method for Self-Rising Seat Mechanisms, the measurement may be made with the seats in the up position. When any chair in a row does not have an automatic or self-rising seat, then the measurement shall be made with the seat in the down position.

2. Rows of chairs between aisles shall have no more than fourteen (14) chairs.

3. Rows of chairs opening onto an aisle on one end only shall not have more than seven (7) chairs.

4. Chairs without dividing arms shall have their capacity determined by allowing eighteen (18) inches per person.

(i) Bleacher Seating (Indoors and Without Backs).

1. Rows of seats shall be spaced not less than twenty-two (22) inches nor more than thirty (30) inches back to back.

2. Vertical aisles shall be provided when such seating is more than eleven (11) rows high.

3. Vertical aisles, where provided, shall not have a dead end in excess of sixteen (16) rows.

4. The rise per row shall not exceed twelve (12) inches.

5. EXCEPTION: Folding or telescoping seating and grandstands shall comply with NFPA 102, "Standard for Assembly Seating, Tents, and Membrane Structures," with a limit of dead ends in vertical aisles of sixteen (16) rows.

(j) Tablet-Arm Chair Seating.

1. Rows of seating with tablet-arm chairs shall only be permitted if the clear width of the aisle accessway complies with row spacing requirements when the tablet is in the usable position.

2. EXCEPTION: Tablet-arms shall be measured in the stored position where tablet-arms automatically return to the stored position when raised manually to a vertical position in one motion and fall to the stored position by force of gravity.

(k) Aisles Serving Seating Not at Tables. *Every portion of any assembly occupancy that contains a theater or similar type seating facility shall be provided with aisles leading to exits as follows:*

1. Aisles shall have a minimum clear width sufficient to provide egress for the occupants, but shall be not less than:

a. Thirty-six (36) inches wide for stairs and level or ramped aisles when serving seats on one (1) side only.

b. Forty-two (42) inches wide for level or ramped aisles when serving seats on both sides.

c. Forty-eight (48) inches wide for stairs serving seats on both sides.

d. Twenty-three (23) inches between a handrail and seating or a guardrail where the aisle is subdivided by a handrail, or between a handrail or guardrail and seating where the aisle does not serve more than five (5) rows on one (1) side.

2. On aisles where egress is possible in either direction, their width shall be uniform.

3. Aisles shall terminate in a cross aisle, foyer, or exit.

4. The width of cross aisles, foyer, or exit shall not be less than the sum of the required width of the widest aisle plus fifty percent (50%) of the total required width of the remaining aisles it serves.

5. No dead-end aisles shall be greater than twenty (20) feet in length. In arena or thrust stage theaters, dead-end aisles at the stage shall not exceed five (5) rows beyond the cross aisle.

6. Every aisle with a gradient of one-in-eight (1:8) or less shall be a ramp.

7. Every aisle with a gradient exceeding one-in-eight (1:8) shall be stairs having treads, risers, and handrails complying with the following:

a. Treads shall be a minimum of eleven (11) inches in depth. Risers shall be a minimum of four (4) inches and a maximum of eight (8) inches in height. EXCEPTION: Where the gradient of an aisle exceeds eight-in-eleven (8:11), the riser height shall not exceed nine (9) inches. EXCEPTION: Folding or

telescopic seating shall be in accordance with NFPA 102, "Standard for Assembly Seating, Tents, and Membrane Structures."

b. *Tread depths shall be uniform in each aisle and non-uniformities or tolerances shall not exceed three-sixteenths (3/16) of an inch in adjacent treads.*

c. *Riser heights shall be uniform within a flight. EXCEPTION: Riser height may be nonuniform, but only to the extent necessary to maintain sight lines within a seating area, and shall be indicated with a distinctive marking stripe on each tread at the nosing or leading edge adjacent to the nonuniform risers.*

d. *Ramped aisles having a gradient exceeding one-in-twelve (1:12) and aisle stairs shall be provided with handrails at one (1) side or along the centerline. The handrails shall have rounded terminations or bends. Handrails along the centerline shall have gaps or breaks at intervals not exceeding five (5) rows. The gap shall have a clear width of not less than twenty-two (22) inches nor more than thirty-six (36) inches measured horizontally. Handrails along the centerline of aisle stairs shall have an additional intermediate rail located approximately twelve (12) inches below the main handrail.*

e. *A contrasting marking stripe shall be provided on each tread at the nosing or leading edge so that the location of such tread is readily apparent, particularly when viewed in descent. Such stripe shall be at least one (1) inch wide and shall not exceed two (2) inches in width. EXCEPTION: The marking stripe may be omitted where tread surfaces and environmental conditions in all conditions of use are such that the location of each tread is readily apparent particularly when viewed in descent.*

8. *Aisle accessways shall be as required elsewhere in this section.*

(l) Aisles and Aisle Accessways Serving Seating At Tables.

1. *Every portion of an assembly occupancy that contains table and chair-type seating facilities or tables, displays, equipment, or other similar materials shall be provided with aisles leading to exits as required elsewhere in this section.*

2. *When loose seating occurs bordering on an aisle, a thirty-six (36) inch aisle shall be provided plus an additional nineteen (19) inches for a chair on one (1) side of the aisle or an additional thirty-eight (38) inches for chairs on both sides of the aisle.*

3. *Aisle accessways shall be provided as follows: Fixed or loose chairs, tables, and similar furnishings or equipment shall be arranged and maintained so that a path of travel to an aisle or exit is provided. The aisle accessway (path of travel) shall not exceed ten (10) feet from any point to an aisle or exit. EXCEPTION: The aisle accessway may be extended up to twenty (20) feet provided the path of travel to an aisle or exit is not less than fifty-four (54) inches for seating back-to-back or not less than thirty-six (36) inches for seating on one side only.*

Continue - Return to Rule

Section 5.5

Existing Facilities

This section is intended to provide for the safety, comfort, and health of occupants in existing educational, auxiliary, and ancillary facilities under a school board or a community college board of trustees' jurisdiction. Nothing in this section is intended to be more restrictive than a similar requirement for new construction. Each board shall establish policies and procedures for a comprehensive program of accessibility, safety, maintenance, and sanitation for the protection of occupants in its facilities. Board policies shall include procedures for withdrawal of sites and facilities from use until unsafe or unsanitary conditions are corrected.

(1) Administration. Boards shall adopt policies and procedures for the maintenance, sanitation and housekeeping of existing facilities to ensure the health and safety of occupants. Each board shall conduct at least one (1) fire safety, one (1) casualty safety, and one (1) sanitation inspection of each building of each educational and ancillary plant in its jurisdiction, whether owned or leased, each fiscal year, to determine compliance with this section. *The board should conduct a maintenance assessment concurrent with the annual fire, casualty, and sanitation inspections.*

(a) Existing Educational and Ancillary Facilities. Existing educational facilities housing pre-K through grade twelve (12), auxiliary, vocational facilities, community colleges, and ancillary facilities shall comply with this section for maintenance and operation of existing educational facilities. Maintenance and operations activities shall be in compliance with the appropriate sections of the UBC, SBC, NFPA 101 and other NFPA codes for existing educational facilities, OSHA, and other applicable state and federal laws, codes, and regulations.

(b) Existing BOR and D&B Facilities. Existing BOR and D&B facilities are excluded from these State Requirements.

(c) Other Agencies. Additional state and local agencies are authorized to inspect educational and ancillary facilities. Such agencies will require compliance with their rules and regulations. In the case of conflicting requirements, the more or most stringent shall apply, except that a specific requirement in the UBC applicable to the same condition shall prevail.

(d) Annual Fire Safety, Casualty Safety, and Sanitation Inspections. Annual fire safety, casualty safety, and sanitation inspections on new construction, remodeling, or renovations shall begin one (1) year after the facility has been occupied. The fire safety inspections shall be conducted by qualified local personnel certified by the State Fire Marshal. *Casualty and sanitation inspections should be performed by persons proficient in these rules and other standards applicable to safety, comfort, and health in existing facilities.*

(e) Remodeling and Renovation. Remodeling, renovation, and correction of deficiencies of existing educational, auxiliary, and ancillary facilities shall comply with the New Construction requirements found elsewhere in these State Requirements.

(f) Returning Facilities to Use. Any existing facility which has been removed from instructional use shall be inspected for deficiencies, and remodeled, renovated, or deficiencies corrected in accordance with the new construction requirements before returning it to instructional purposes.

(g) Board Policies. The board's policies and procedures for maintenance, safety, casualty, sanitation and housekeeping shall provide for program organization, financing, fiscal control, staffing, scheduling of work

and evaluation, including the following:

1. A time table, priority listing, and funding for the correction of deficiencies found during the annual comprehensive safety inspection.

2. Communicable disease control programs in accordance with rules in Chapter 10D-3, F.A.C.

3. Provide work areas free from recognized hazards and conduct employee safety and health programs to comply with 29 CFR 1910 parts D through Z (OSHA).

4. Pest management programs in accordance with the EPA's Integrated Pest Management in Schools guidelines. Reference *Pest Control in the School Environment: Adapting Integrated Pest Management* (EPA Document 735-F-93-012, August 1993).

5. Compliance with all appropriate EPA and DEP hazardous waste regulations.

6. Occupied facilities shall be cleaned and serviced in accordance with an established schedule and prescribed methods.

a. Student-occupied areas, including interior places of assembly, classrooms and corridors, and all other areas designed for occupancy by more than two (2) persons, shall be cleaned daily. Administrative and faculty offices designed for single or double occupancy shall be cleaned at least once per week.

b. Toilet rooms, food service areas, shower and locker rooms, and clinics shall be cleaned and sanitized daily using an appropriate germicidal or bacteriostatic cleaner.

c. Floor drains shall be sanitized and water flushed at least once per day.

d. Trash and waste containers shall be provided in all areas, sufficient in number, to handle the daily accumulation of trash. Containers shall be emptied daily and such trash stored in bins or containers in a central waste disposal area until removed from the facility.

e. Filters used in conjunction with HVAC equipment shall be kept clean, serviceable, orderly at all times, and sized to prevent unfiltered air from entering the air stream.

f. Light fixtures and window surfaces, both inside and outside, shall be kept clean, serviceable, and in good repair at all times.

g. Custodial areas shall be kept clean, safe, and orderly at all times. Custodial equipment shall be kept safe, serviceable and in good repair at all times. Custodial and maintenance supplies and equipment shall not be stored in mechanical and electrical rooms unless specifically designed for that purpose.

h. Each district shall develop a policy regarding animals on district property for security purposes or in school classrooms, taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement. Animals in classrooms shall be kept in a healthy condition in appropriate cages or tanks, which are kept clean.

(h) Required Inspection Report. The life safety, casualty, and sanitation inspection reports required by Section 235.06, F.S., shall be submitted to the board by June 30 of each year. A plan for correction of each deficiency shall be included in each report. Life threatening deficiencies require prompt corrective action by the board or withdrawal of the educational or ancillary facility from use until corrected. Life threatening

deficiencies include, but are not limited to, non-functional fire alarm system, existing non-functional fire sprinkler system, doors with padlocks or other locks which preclude egress at all times, and inadequate exits. *Board-owned or leased sites and facilities should be inspected using the following sections as a checklist to determine that the existing sites and facilities meet minimum life safety, casualty, and sanitation requirements. Each item requires a "yes" (item complies) or "no" (item does not comply) answer unless "not applicable" for a particular item.*

1. The inspection report should be approved by the board, which should forward one (1) copy of the completed inspection report to the person in charge of the facility and retain one (1) copy for its files. Each building of each facility should be accounted for on the inspection form.

2. Inspection reports should be available for public review.

3. The board should maintain with each yearly inspection report a list of corrected deficiencies from the prior fiscal year report.

4. Inspection Report Form. The Comprehensive Safety Inspection Form may be used to record the inspection of each building of each plant. Only items with a "no" answer should be recorded under the appropriate building on the form.

*(i) **Abandoned Facilities.** Board facilities no longer in use and abandoned, but still owned, should be secured in such a manner as to prevent safety and sanitation hazards, unlawful entry, and undue vandalism from occurring.*

*(2) **Site.** The site meets the following minimum safety, casualty, and sanitation requirements for landscaping, signage, fencing, etc., as applicable.*

*(a) **Landscaping.** The design and installation of landscaping on the site complies with the following minimum standards: (Landscaping does not include grassed areas.)*

1. Areas are landscaped by the use of trees, shrubs, grass, ground cover, mulch, hedges, or boulders.

2. Recommend planted buffers or screening such as hedges, fences, walls, earth berms, and other landscaping to separate board-owned sites and adjacent sites.

3. Trees are healthy and disease free.

4. The site is free of any poisonous, toxic, and hazardous plants.

5. A program is in place to remove all invasive non-native plants, such as Punk tree (Melaleuca Quinquenervia), Brazilian Pepper (Schinus Terebinthifolius), Australian Pine (Casuarina-equisetifolia), and Catclaw Mimosa (Mimosa Pigra).

6. Recommend paved parking areas have landscaped planter islands, traffic divider median strips, perimeter landscape strips, and landscaping adjacent to the buildings served by the parking area.

7. Recommend water conservation policies be incorporated in landscape maintenance programs. Xeriscape landscaped areas do not require watering. Building landscaped areas which do require watering include a means of automatic or manual watering using gray water or other recycling techniques and the irrigation system is operational. Gray water, where used for landscape sprinkler systems, shall meet Department of Health and Department of Environmental Protection water quality standards.

8. Trees and landscaped areas around the perimeter of buildings are maintained so as not to create blind spots or provide access to the roof. Trees are trimmed of dead, diseased, and broken branches.

9. Road intersection visibility, on or off site, is achieved by providing a clear sight line at intersections.

10. The site is free of broken glass, metal, trash, undergrowth, and any debris that constitutes a hazard or which encourages the harborage and concealment of pests.

11. The entire site is graded and drained to prevent washouts or an unintentional accumulation of standing surface water and debris.

12. Washouts around buildings and entrance slabs are filled and stabilized to remove hazardous conditions and to prevent any further washout damage.

*(b) **Exterior Signage.** Site signage complies with the following:*

1. Permanent or temporary exterior site signage is provided.

2. Site signage does not create visual barriers at entrances, sidewalks, roads, or road intersections.

3. Accessible routes, including parking, building directories, building identification, and accessible entrances are marked by exterior signage in conformance with federal and state accessibility laws.

4. External illumination of signs complies with the National Electric Code (NEC).

5. A program is in place to have existing permanent and temporary free standing exterior signs certified by a design professional to withstand hurricane force winds. (Certification is on file in the district office.)

6. Wall mounted individual letters and signs are attached to the building in such a way so as to prevent removal, discourage climbing, and prevent building access.

7. Flag poles, pulleys, and ropes are in a safe and workable order.

*(c) **Fencing.** Security/boundary fencing, when provided, complies with the following:*

1. Play areas and athletic fields provide pedestrian egress at all times. One (1) gate will be provided to allow access of service equipment.

2. All kindergarten play areas are separately fenced.

3. Mechanical, plumbing, and electrical equipment, when exposed, are locked and secured to prevent unauthorized access, but access is allowed for maintenance and repair.

4. Special hazards (i.e., retention ponds whose depth exceeds one (1) foot, drainage ditches, canals, highways and roads, on-site streets and parking, on-site sewage disposal plants, etc.) are locked and secured to prevent unauthorized access, but access is allowed for maintenance and repair.

5. District warehouse, maintenance, and bus compounds are locked and secured to prevent unauthorized access.

6. Only agricultural plots not contiguous to an educational facility site have barbed wire fencing, or existing barbed wire on an educational or ancillary site is six (6) feet or more above the ground. (New barbed wire shall not be installed on existing educational or ancillary sites).

7. Fencing and gates are constructed of non-flammable, non-electric, safe, durable, and low maintenance materials, and the barbs on chain link fencing are turned over.

8. Footings and foundations are protected from exposure and tripping hazards.

9. Fencing and gates are located so they do not provide access to roofs by unauthorized persons.

***(d) Walks, Roads, Drives, and Parking Areas.** Walks, roads, drives, and parking areas on educational and ancillary sites comply with the following:*

1. Walks, roads, drives, and parking areas are paved.

2. Paved areas are bitumen or concrete surfaced.

3. Paved roads, drives, and parking areas are striped and maintained in a condition that defines the function of the area.

4. All paved areas have positive drainage.

5. All paved areas are clean and free of debris, broken, or hazardous paving.

6. Vehicular/Pedestrian Interface.

a. Passenger drop-off/loading zones are as close to accessible entrance(s) as possible.

b. A curb cut, or ramp with a warning strip marked in color and texture, or a walkway and street at the same level, has been provided.

7. Walks/Accessible Routes.

a. The minimum clear width for major exterior accessible walks and primary connections between buildings is at least six (6) feet.

b. The minimum clear width for secondary or minor exterior accessible walks is at least four (4) feet.

c. Building entrance(s) are connected by an accessible walk to all accessible parking and loading/drop-off zones.

d. When provided, gutters and down spouts prevent storm water from pouring onto or draining across accessible walks.

e. Soil, grass, or planting beds provide positive drainage away from accessible walk(s).

f. When provided, drains, grates, drop inlets, catch basins, and other drainage elements are to the side of accessible walks.

g. Curb cuts or ramps are out of the main flow of pedestrian traffic.

h. Where existing ramps occur, and the rise is six (6) inches or less, at least one (1) accessible ramp with a maximum gradient of one-in-ten (1:10) is provided. [A rise greater than six (6) inches requires a ramp with a one-in-twelve (1:12) slope.]

i. Walls, railings, or other physical barriers define and protect any vertical drop of more than eighteen (18) inches.

j. Handrails for exterior ramps or steps in accessible walks are provided and allow for continuous grasp of the rail.

8. Roads and streets.

a. Site access consists of a primary road and an emergency means of access. (Stabilized wide shoulders, unobstructed by plantings, signs, light poles, etc., of the primary road may satisfy the requirement for emergency means of access.)

b. Fire fighting and other emergency equipment have free access to any part of the educational plant.

c. On-site driveways are restricted from completely encircling the school plant.

d. Vehicular and pedestrian traffic are prevented from crossing each other on the site or, appropriate safety devices are provided where vehicular and pedestrian traffic cross.

e. Service drives and loading docks on educational sites are located to minimize hazards to students, or have appropriate safety devices to minimize hazards to students.

9. Bus Drives.

a. The minimum width of an existing bus drive is fourteen (14) feet.

b. The turning radius on educational and ancillary sites is forty-five (45) feet to the inside curb.

c. The turning radius for turning off public access streets is sixty (60) feet to the inside curb.

d. Bus drives and drop-off/pick-up areas are provided so that buses do not have to back up.

e. Bus driveways and parent pick-up areas are separated, or appropriate safety devices are provided where bus drives and parent pick-up areas are not separated.

10. Vehicle parking areas.

a. Vehicle parking areas are located so they can be easily supervised from the building or other vantage points.

b. Parking areas comply with the minimum parking space requirements for the facility being inspected: Faculty and staff = one (1) space for each member; High schools = one (1) space for every ten (10) students above grade ten (10); Vocational schools = one (1) space for every two (2) students; Community colleges = one (1) space for every two (2) students. Visitor parking = appropriate spaces for the facility.

c. At least one (1) accessible parking space designated for the physically disabled is placed immediately

adjacent to the main administrative area or other frequently used public spaces and the total number of accessible spaces are provided as follows:

Required Accessible Parking Spaces

Total Parking	Required Accessible Spaces
0 to 25	1
26-50	2
51-75	3
76-100	4
101-150	5
151-200	6
201-300	7
301-400	8
401-500	9
501-1,000	2% of total
over 1,000	20 plus 1 for each 100 over 1,000

d. *Parking spaces are separated from bus and parent drop-off/pick-up drives, or appropriate safety devices are provided where parking and drives are not separated.*

11. *Bicycle parking areas, when provided, are located for easy supervision from building windows, adjacent streets, or other vantage points. Bicycle parking is separated from vehicular areas.*

(e) Lighting. *Exterior light standards, guy wires, fixtures, and wiring for educational and ancillary facilities comply with the following (which are not required for new construction under SREF 1997):*

1. *When the facility is occupied after dark, security lighting is provided for:*

a. *Auto, bus, and service drives and loading areas.*

b. *Parking areas.*

c. *Athletic complexes.*

d. *Building perimeter.*

e. *Covered and connector walks between buildings.*

f. *Covered and connector walks between buildings and parking.*

2. *Parking area lighting standards and guy wires are located in landscaped islands or perimeter planting areas, or are equipped with suitable protection to eliminate potential hazards.*

3. *Parking and related areas are illuminated to an average maintained horizontal footcandle level as follows:*

a. *Parking areas = one (1) footcandle*

b. Covered and connector walks = one (1) footcandle

c. Parking entrances/exits = two (2) footcandles

4. Athletic playing field surfaces and exterior spectator seating areas are illuminated if for night-time use.

5. Recessed doors and windows around the exterior perimeter of a building are illuminated at night when the facility is occupied and maintained in an observable condition. Building exteriors, perimeters, and entrances are illuminated as follows:

a. Entrances = five (5) footcandles

b. Building perimeters = one (1) footcandle

6. Exterior lighting poles and fixtures are grounded.

7. Motion detectors, photo cells, and time clocks are used to control night lighting systems to provide security and to maximize energy conservation.

8. All exterior lighting is shielded from adjacent properties.

***(f) Transmission Line Right-of-Way.** High-voltage transmission power line right-of-ways are kept free of activity and equipment which might impede power company access to the right-of-way.*

***(g) Stormwater Drainage.** A storm water drainage system for the site is provided, is free of sand and debris and is maintained in an operational condition at all times.*

(h) On-Site Wells and Sewage Systems.

1. On-site potable water system is in proper working order.

2. Samples of on-site treated and raw water have been taken monthly and tested for the purpose of bacteriological examination, the water supply has been determined to be safe, and the certificate is on file and available for inspection.

3. On-site sewage disposal system is in proper working order. The system has been tested monthly and proved to be functioning properly, and the certificate is on file and available for inspection.

***(i) Playgrounds, Equipment, and Athletic Fields.** Playgrounds, equipment, and athletic fields are maintained in a safe and acceptable condition for the intended function, using as a guideline appropriate sections of the "Handbook for Public Playground Safety" by the U.S. Consumer Product Safety Commission and the "ASTM/CPSC Playground Audit Guide," whenever possible.*

1. Play areas and athletic fields are fenced and have at least one (1) gate to the exterior large enough to accommodate pedestrian egress and one (1) gate to the exterior large enough to accommodate service equipment access. (This is not required for new construction under SREF 97.)

2. Pre-kindergarten, kindergarten, or day-care play areas are fenced, separated from other play areas, and have direct access from their related classrooms.

3. Playground equipment (backstops, swings, slides, etc.) are structurally sound, vermin proof (tires), and

are free from jagged or sharp projections (concrete foundations, exposed nuts and bolts, braces, etc.).

4. The ground under playground equipment is resilient material, either unitary or loose- laid, that is maintained to prevent injury.

5. Direct access from the facility is provided to play areas and athletic fields without crossing roads, traffic lanes, or parking lots, or appropriate safety devices are provided where access crosses parking or drives.

6. Covered play areas, when provided, have positive drainage away from the center of the floor.

7. Related facilities such as toilets, concessions, storage, shower and locker rooms, bleachers, press boxes, observation platforms, scoreboards, and dugouts, when provided, have been inspected under the appropriate area of this section.

8. Accessibility is provided to playgrounds, equipment, athletic fields, and related facilities.

*(j) **On-Site Waste Burners.** On-site waste burners, when permitted, are located at least one- hundred (100) feet from any building, are equipped with a three-quarter () inch mesh wire screen, and are used for burning paper and trash only.*

*(3) **Concrete.** Exposed concrete meets the following minimum safety, casualty, and sanitation requirements for structural members, light and flag poles, walks, drives, etc., including relocatables, as applicable.*

*(a) **Structural Members.** Concrete structural members, foundations, retaining walls, and framing are maintained in a safe condition and are free from hazards, including cracks, spalling, and exposed reinforcing steel.*

*(b) **Concrete Furniture.** Light and flag poles, benches, tables, planters, etc., are maintained in a safe condition and are free from hazards.*

*(c) **Walks and Drives.** Concrete walks, drives, loading docks, swimming pool decks, parking areas, etc., are maintained in a safe condition and are free from hazards.*

*(d) **Stadiums and Bleachers.** Structural members for stadiums and bleachers, including seats and related facilities, are maintained in a safe condition and are free from hazards, including cracks, spalling, and exposed reinforcing steel. Annual inspections have been performed by board staff and biennial inspections have been performed by a structural engineer and a certificate is on file in the district office.*

*(4) **Masonry.** Exposed masonry meets the following minimum safety, casualty, and sanitation requirements for masonry veneers, framing, benches, tables, etc., including relocatables, as applicable.*

*(a) **Masonry Veneers.** Masonry veneers, walls, retaining walls, and framing are maintained in a safe condition and are free from hazards, including cracks, spalling, and exposed reinforcing steel.*

*(b) **Stadiums and Bleachers.** Masonry in stadiums and bleachers, including related facilities, are maintained in a safe condition and are free from hazards, including cracks, spalling, and exposed reinforcing steel. Annual inspections have been performed by board staff and biennial inspections have been performed by a structural engineer and a certificate is on file in the district office.*

*(5) **Metals.** Structural steel and light gauge metal framing meets the following minimum safety, casualty,*

and sanitation requirements for structural members, framing, light and flag poles, benches, tables, etc., including relocatables, as applicable.

(a) Structural Steel. *Structural steel members and light gauge metal framing for buildings are maintained in a safe condition and are free from hazards, including rust and loose fastenings.*

(b) Light and Flag Poles. *Light and flag poles, benches, tables, etc., are maintained in a safe condition and are free from hazards, including rust and loose fastenings.*

(c) Parking Structures. *Steel parking structures, covered walkways, etc., are maintained in a safe condition and are free from hazards.*

(d) Stadiums and Bleachers. *Structural members for stadiums and bleachers, including seats and related facilities are maintained in a safe condition and are free from hazards, including rust and loose fastenings. Annual inspections have been performed by board staff and biennial inspections have been performed by a structural engineer and a certificate is on file in the district office.*

(6) Wood. *Structural wood, casework, and cabinets meet the following minimum safety, casualty, and sanitation requirements for structural members, framing, benches, tables, etc., including relocatables, as applicable.*

(a) FRTW. *Permanent educational facilities are free of fire-retardant treated wood, or appropriate safety measures, such as paint and preservatives, have been taken to protect the wood from deterioration and FRTW and fasteners are free of corrosion and deterioration.*

(b) Structural Members. *Wood columns, beams, joists, trusses, heavy timber construction, and other structural members are maintained in a safe condition and are free from hazards, including loose fastenings, wood rot, chips, splits, cracks, and wood destroying insects.*

(c) Handrails and Ramps. *Miscellaneous blocking, trim, handrails, boardwalks, relocatable platforms, ramps, and steps, stage and gymnasium flooring, casework and cabinets, and paneling are maintained in a safe condition and are free from hazards, including loose fastenings, wood rot, chips, splits, cracks, and wood- destroying insects.*

(d) Chemical Treatment. *Wood within eight (8) inches of concrete, masonry, or soil is protected against decay and termites by chemical treatment, termite shields, etc.*

(e) Hurricane Tie-Downs. *Wood structures have appropriate hurricane straps and tie-downs.*

(f) Built-Ins and Casework. *Built-ins and casework, including plastic laminates, are free of sharp corners, splinters, or any construction feature, such as protruding hardware, that would be hazardous to occupants and users.*

(g) Wood Floors. *Wood floors are free of loose or broken boards, holes, uneven projections, protruding nails, splinters, and other tripping hazards.*

(7) Insulation and Moisture Protection. *Insulation and moisture protection meet the following minimum safety, casualty, and sanitation requirements for roofing, fireproofing, firestopping, etc., including relocatables, as applicable.*

(a) Thermal Insulation. *Thermal insulation, when provided, must be visible for inspection in such spaces*

as an attic, crawl space, duct work, mechanical room, etc., and must be protected from the weather and held securely in place.

(b) Vapor Barriers. *Vapor barriers, when provided, are visible for inspection in such spaces as an attic, crawl space, mechanical space, insulated duct, chilled water line, etc., located on the exterior side of thermal insulation, protected from the weather, and held securely in place.*

(c) Roofing. *Roofing systems, including flashing, gutters, roof drains, membrane, roof penetrations, etc., are watertight, held securely in place, free of debris, and maintained in a good condition.*

1. *Positive drainage is provided for all portions of the finished roof surface to the edge of the roof or to roof drains.*

2. *Roofs are maintained so that water does not pond.*

3. *Accessories such as flashing, gravel stops, drip edging, expansion joints, gutters, scuppers, and roof drains, when provided, are maintained in a good condition.*

4. *Structural members, including deck, beams, fascia, etc., are in good repair and structurally sound.*

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CHAPTER 6A-2

EDUCATIONAL FACILITIES

6A-2.0111 Educational Facilities. State Board of Education requirements adopted pursuant to Chapter 120, Florida Statutes, to implement the State Uniform Building Code for Public Educational Facilities Construction in Chapter 235, Florida Statutes, are contained in the Department of Education publication titled "State Requirements for Educational Facilities, 1997" which is hereby incorporated by reference and made a part of this rule. All educational and ancillary facilities constructed by a school board or community college board shall comply with the State Uniform Building Code for Public Educational Facilities Construction (UBC). The UBC shall supersede any other code adopted by a board, or any other building code or ordinance, for the construction of educational and ancillary facilities and plants whether at the local, county, or state level rule.

(1) In addition to "State Requirements for Educational Facilities, 1997," all, or the specific portions cited, of the following building codes are hereby incorporated by reference and made a part of this rule. If there should be conflicting requirements between these codes and "State Requirements for Educational Facilities, 1997," the more, or most stringent requirement shall apply.

(a) ACI 318-95, American Concrete Institute, "Building Code Requirements for Structural Concrete and Commentary" 1995, and ACI 530-92, Building Code Requirements for Masonry Structures.

(b) AHERA. Asbestos Hazard Emergency Response Act, 40 CFR, Part 763, as revised July 1, 1995.

(c) ANSI. American National Standards Institute. References to ANSI standards shall be the 1995 edition.

(d) ASCE. American Society of Civil Engineers. References to ASCE 7-93 standards shall be the edition listed in the "State Requirements for Educational Facilities, 1997."

(e) ASHRAE. American Society of Heating, Refrigeration, and Air Conditioning Engineers.

(f) ASTM. American Society for Testing Materials. References to ASTM standards shall be the edition listed in the 1997 edition of the ASTM standards.

(g) DCA. Department of Community Affairs.

1. Florida Americans With Disability Implementation Act, 1993 and the Florida Accessibility Code for Building Construction, 1994 as adopted by the State Board of Building Codes and Standards.

2. Florida Energy Efficiency Code for Building Construction (FEEC), 1993, as adopted by the State Board of Building Codes and Standards under Rule 9B-3.047, FAC.

(h) DOT - AASHTO, American Association of State Highway and Transportation Officials "Standard Specifications for Highway Bridges (1990 English Edition; 1994 Metric Edition) as modified by Florida DOT Structures Design Guideline" Revised July 1, 1996, as incorporated by reference in Chapter 14, FAC.

(i) FEMA. Federal Emergency Management Agency. Rules and Regulations 44 CFR, Parts 59 and 60, revised as of October 1, 1995, for flood plain criteria governing insurability of facilities constructed in flood plain.

(j) NEC. National Electrical Code, 1996 (NFPA 70).

(k) NFPA. National Fire Protection Association, 1994, NFPA 101, and other NFPA codes as applicable. Exceptions are NFPA 101 Sections 10-2.27 and 10-7.2.27 "Exit Passageways" and where NFPA codes are exceeded by these State Requirements.

(l) OSHA. Occupational Safety and Health Administration, U.S. Department of Labor, 29 CFR as Revised July 1, 1995.

(m) SBC. Standard Building Code, 1994 with 1996 Revisions, except as may be superseded by these State Requirements.

(n) SGC. Standard Gas Code, 1994 with 1996 Revisions.

(o) SMC. Standard Mechanical Code, 1994 with 1996 Revisions.

(p) SPC. Standard Plumbing Code, 1994 with 1995/96 Revisions.

(q) TMS. The Masonry Society Standards, 1992; TMS 602-92, TMS 402-92.

(r) Commercial Building Standard for Telecommunications Pathways and Spaces, EIA/TIA-569, October 1990.

(s) Commercial Building Telecommunications Cabling Standard, TIA/EIA-568-A, October 1995.

(2) Copies of the publication "State Requirements for Educational Facilities, 1997" are available from the Office of Educational Facilities, Florida Department of Education, Room 1054, Turlington Building, 325 West Gaines Street, Tallahassee, Florida 32399-0400, at a cost to be determined by the Commissioner, but which shall not exceed actual cost. Copies of the codes listed in subsection (1) of this rule are available from the publisher whose location and address are available from Educational Facilities. These codes are readily available to the public upon request at the cost established by the publisher.

Specific Authority: Section AXIIS9(a), AXIIS9(d), State Constitution; Section 215.61(5), 229.053(1), 230.23(9), 230.64, 235.01(2), 235.06, 235.19, 235.211, 235.26, 235.31, 235.32, 239.229, 240.327(1) Florida Statutes. Law Implemented: Section AXIIS9(a), AXIIS9(d), State Constitution; 50.011, 50.021, 50.031, 50.041, 50.051, 50.061, 50.071, 215.61, 230.23(9), 230.33(12)(j), 230.64, 235.011, 235.014, 235.04(1), 235.05, 235.054, 235.055, 235.056, 235.057, 235.06, 235.15, 235.18, 235.19, 235.193, 235.195,235.211, 235.26, 235.30, 235.31, 235.32, 235.321, 235.34, 235.41, 235.42, 235.435, 236.13, 236.25, 236.35, 236.36, 236.37, 236.49, 237.01, 237.031, 237.40, 239.229, 240.209(3)(a), 240.295, 240.299, 240.319(3)(e)&(f), 240.327, 240.331, 255.0515, 255.20, 267.061, 287.055, 287.0935, 287.133, 440.02, 440.03, 440.10, 440.103, 440.38, 442.004, 442.006, 442.007, 442.0105, 422.019, 422.022, 442.101, 442.109, 442.115, 471.003, 481.229, 489.113(2), 489.125, 553.63, 553.64, 553.71, 553.79, 633.025, Florida Statutes. History - New 10-30-94, Amended 4-28-97.

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