Florida
College System

Chapter 7

Facilities/Capital Outlay
Data Base

(FCO)

2011-12

Chapter 7 - Table of Contents

Section 7.1 -
Documents and Procedures

Facilities/Capital Outlay Data Base Submission Dates
Reporting Year

I.   SUMMER END-OF-TERM (1E)

August 22, 2011   Submission Period Start Date. Colleges begin submitting Summer End-of-Term data.

September 12, 2011   Due Date – Colleges must load data by this date.

September 13, 2011   If data has not been loaded, CCTCMIS contacts College Reports Coordinator by letter with a copy to the College President.

September 26, 2011   End of Submission Period. Summer End-of-Term data must be loaded data by this date. Database is closed out for the term.

September 27, 2011   Certification Form is due to CCTCMIS no later than this date.

If data has not been loaded, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.

September 28, 2011   If Certification Form has not been received, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.

Facilities/Capital Outlay Data Base Submission Dates
Reporting Year

II.   FALL END-OF-TERM (2E) DATA

December 26, 2011	**Optional Submission Period Start Date – CCTCMIS Discretion**. Colleges may begin submitting Fall End-of-Term data if CCTCMIS has provided notification to that effect.
January 2, 2012	**Official Submission Period Start Date**. Colleges may begin submitting Fall End-of-Term data.
January 30, 2012	Due Date – Colleges must load data by this date.
January 31, 2012	If data has not been loaded, CCTCMIS contacts College Reports Coordinator by letter with a copy to the College President.
February 27, 2012	End of Submission Period. Fall End-of-Term Data must be loaded by this date. Database is closed out for the term.
February 28, 2012	Certification Form is due to CCTCMIS no later than this date. If data has not been loaded, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.
February 29, 2012	If Certification Form has not been received, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.

Facilities/Capital Outlay Data Base Submission Dates
Reporting Year

III.   WINTER / SPRING END-OF-TERM (3E) DATA

April 09, 2012	**Optional Submission Period Start Date - CCTCMIS Discretion.** Colleges may begin submitting Winter/Spring End-of-Term data if CCTCMIS has provided notification to that effect.
April 23, 2012	**Official Submission Period Start Date**. Colleges begin submitting Winter/Spring End-of-Term data.
May 14, 2012	Due Date - Colleges must load data by this date.
May 15, 2012	If data has not been loaded, CCTCMIS contacts College Reports Coordinators by letter with a copy to the College President.
June 11, 2012	End of Submission Period. Winter/Spring End-of-Term data must be loaded data by this date. Database is closed out for the term.
June 12, 2012	Term Close. Certification Form is due to CCTCMIS no later than this date. If data has not been loaded, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.
June 13, 2012	If Certification Form has not been received, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.
June 14, 2012 through June 25, 2012	Data Verification Period. If errors are found, resubmission of data will be allowed only with a request signed by the College President.
June 26, 2012	Annual Close. No resubmission of data or a supplemental file will be accepted.

Facilities Data Base (1E, 2E, 3E) Verification Reports List

The following reports are generated for every data submission and are available on a one day turnaround basis. They may be obtained by executing the procedure NWRRJE with the appropriate FNAM parameter:

Report Description	File Name	FNAM
Site Inventory	CCxx.FAC.SITEINV.Tttyyyy	SITEINIV
Facility Inventory	CCxx.FAC.FACINV.Tttyyyy	FACINV
Room Inventory	CCxx.FAC.ROOMINV.Tttyyyy	ROOMINV
Facilities Under Construction	CCxx.FAC.FACCONST.Tttyyyy	FACCONST
Room Inventory by Space Category	CCxx.FAC.RMSPCAT.Tttyyyy	RMSPCAT
Aggregate Room Area by Site	CCxx.FAC.RMAGGSIT.Tttyyyy	RMAGGSIT
Aggregate Room Area by Facility	CCxx.FAC.RMAGGFAC.Tttyyyy	RMAGGFAC
Room Area Difference	CCxx.FAC.DIFAREA.Tttyyyy	DIFAREA
Facility and Room Area Comparison	CCxx.FAC.SUMAREA.Tttyyyy	SUMAREA
PECO Sites Report	CCxx.FAC.PECOSITE.Tttyyyy	PECOSITE
Exception Report	CCxx.FAC.EXCEPT.Tttyyyy	EXCEPT
*Comparative Frequencies	CCxx.FAC.FAttyyyy	COMPFREQ

*Only generated as a PDF File

Procedures and Definitions

Purpose of Facilities Inventory

The Facilities and Capital Outlay Data Base (FCODB) provides the data for all reports involving the physical facilities of a college including the Facilities Inventory. From these reports, evaluations and decisions are made which affect the future of the college facilities. The data are used in many ways: for determining the number of existing student stations and instructional capacity, for planning sites, for conducting the Educational Plant Survey, for identifying space needs used for the capital outlay budget request, and for generating funding needs for facilities depreciation. With all these applications, it is critical for these data to be correct. Further, Sections 1013.03(3), 1013.03(10)(a)2, 1013.31(1)(2), 1013.60(2), and 1013.64(1)(4) of the Florida Statutes require that an updated facilities inventory be maintained for use by the Office of Educational Facilities, Department of Education.

Overview of Facilities Inventory

The FCODB contains information about each site, each facility on each site, and each room in each building used by the college. All facilities owned by the college, including those for which the Legislature has appropriated funds, are included. Leased or shared sites, facilities, and rooms are also included when the agreement for leasing or sharing is for more than one year. For the purposes of the facilities inventory, the following definitions are used:

> **Site** - A space of ground occupied or to be occupied by an educational facility or program.
>
> **Facility** - A building, covered walkway, structure or special use area built, installed or established to serve educational purposes.
>
> **Building** - A structure enclosed with exterior walls or covered by a roof designed for the housing, shelter, enclosure, or support of individuals, animals, chattel, or property of any kind.
>
> **Covered Walkway** - A covered walkway attached to or connecting a building. The walkway is totally or partially constructed of either noncombustible or fire resistant materials for a fixed location with a life expectancy of more than twenty years.
>
> **Room** - A delimited area defined by the college as a room. Rooms must be entered for all buildings. For buildings under construction, rooms may be aggregated by Room-Use Code and ICS until plans are completed.

New Sites and Facilities

Official PECO Sites - Campuses, Centers, Special Purpose Centers, and Joint-Use Facilities must be approved by the State Board of Education, or through legislative appropriations, to receive PECO funding. Division of Florida Colleges staff maintains an Official PECO Sites List. Sites and Joint-Use Facilities approved for ownership, property that has been obtained, or sites approved for lease with a signed lease must be entered into the FCODB during the first submission following the Board meeting or Legislative session when the site or Joint-Use Facility is approved. Owned sites and Joint-Use Facilities without property must be entered into the FCODB during the first submission after property has been acquired. Leased sites without a lease must be entered into the FCODB during the first submission after a lease has been signed. The PECO Sites List has a field

(PECO Edit Flag) which will be set to "N" for owned sites without property and leased sites without a lease. Sites with the PECO Edit Flag equal to "Y" will be edited against the facilities Inventory and a critical edit will be issued for sites that do not match. Colleges must inform Division of Florida Colleges staff of any owned site without property or leased site without a lease, so the PECO Edit Flag will be set properly.

Instructional and Other Sites - Instructional and other sites funded through legislative appropriations will be entered during the submission period immediately preceding the effective date of the appropriation. Leased sites, sites acquired as gifts, or sites acquired with non-appropriated funds will be entered during the first submission period following acquisition of the site.

Facilities - Facilities funded through legislative appropriations will be entered during the submission period immediately preceding the effective date of the appropriation. Facilities leased for more than one year, facilities acquired as gifts, or facilities acquired with non-appropriated funds will be entered during the first submission period following acquisition of the facility.

Joint-Use Sites and Facilities

Information on Joint-Use Sites and Facilities, when the college is either host or visitor, is included in the FCODB. Information for all rooms is included for facilities owned by the college. Rooms assigned to or shared by visitors will be coded appropriately under Room-Use Code and Room Joint-Use Code. For facilities owned by another institution, room information is included only for the Rooms assigned to the college or rooms that the college shares. A Joint-Use Site or Facility is one that is designated as such in advance of its acquisition or construction, that is, one specifically funded for cooperative use. For all Joint-Use Facilities there are:

❑   the host institution that owns, maintains and operates the facility

and

❑   one or more visitor institutions that use some of the space in the building

Simple Line Drawings

In addition to maintaining the Facilities Inventory, the college is responsible for submitting simple line drawings to the Office of Educational Facilities. Please refer to State Requirements for Educational Facilities (SREF), Section 6.4, DocC (2) and DocD(1) which specify: For each Site a copy of a simple line drawing site plan, on letter or legal-size paper, showing site number and name, building locations, and numbers and for each floor of a building which has a survey recommendation for remodeling or renovation, a copy of a simple line drawing floor plan, on letter or legal-size paper, showing building number and name, room locations and numbers. They are to be updated whenever changes are made.

General Description of Facilities & Capital Outlay Data Base (FCODB)

The FCODB consists of three types of records: 1) site, 2) facility, and 3) room. Each record is uniquely identified by its key element(s). The key element for a site is Site Number. The key element for a facility consists of site number and facility number. For a room, it is the combination of site number, facility number, and room number. Data is referenced by these unique identifying numbers when it is processed.

The FCODB data is used in the preparation of the Capital Outlay Budget request, and is used by a college to prepare the Educational Plant Survey. The data is reported by term, and any changes to the FCODB

due to the Educational Plant Survey must be submitted during the three regular open submission periods. When a file is submitted, (Site, Facility, or Room) the entire FCODB must be sent electronically to the Northwest Regional Data Center (NWRDC) through the Florida Information Resource Network (FIRN). Use the following naming convention for the file:

<div align="center">

CCxx.FAC.FACILITY.TtEccyy

</div>

where

    xx = College Number, **t** = Term being submitted, and **ccyy** = The last year of the reporting year in four-digit form.

For example--Gulf Coast Community College would submit the Summer FCODB that is due on September 30, 2008, with the filename: CC09.FAC.FACILITY.T1E2009

General Instructions for FCODB

1.   Data must be entered in **every** field.

2.   **Data Entry by Numeric Codes**
   In numeric fields, **only** numbers are to be used; **no dashes, slashes, commas, periods, etc. are allowed**. Only the site area field has an implied decimal point.

3.   **Right-Justified Fields**
   All numeric data fields are right-justified. Leading zeros may or may not be added to the left-hand side to fill in the fields.

4.   **Name Fields**
   The fields for Site, Facility, and Room Name are twenty (20) characters wide. The characters that are allowed in the name fields include letters, numerals, blanks, periods, commas, hyphens, slashes, and parentheses. Other characters may be changed to blanks.

5.   **Format for Dates**
   All dates entered in the data fields must be in the form CCYYMM which stands for the century (CC), year (YY) and month (MM). (For example, July 2005 is entered as 200507.) The day of the month is not reported. Dashes and slashes are not allowed.

6.   **Cross checking Between Site, Facility and Room Data**
   A Site in the FCODB may or may not contain any facilities, but a Facility must always be located on a Site. All buildings must have rooms, but a Facility other than a building will **not** have any rooms. Rooms cannot exist without a building. Rooms in a Joint-Use Building must have a Room Joint-Use Code of 1, 2, or 3; otherwise the Room Joint-Use Code is 0.

Definitions and Instructions for Site Record

A description of each data field that appears on the Site Record is listed in this section. Definitions of codes and special instructions are given for each field.

Data Fields

1. **College Number** - Two-place numeric field which is the number of the college where the colleges are listed alphabetically. Must be from 1 to 28.

2. **File Number** - One-place numeric field that must be a 1 to indicate a site record.

3. **Site Number** - Two-place numeric field that is assigned by the college to each site. The number must be unique as it is the key element for identifying a site within the file. Must be from 1 to 98. Site 99 is reserved for use in the FTE report by site.

4. **Site County -** A two-digit numeric code to identify the county where the site is located. County codes range from 1–67 and are assigned to each county as the list appears alphabetically.

5. **Site Name** - Twenty-place alpha/numeric field the name is assigned by the college.

6. **Site Type** - One-place numeric field that designates the nature of the site which is represented by the following codes:

Code	Definition	
1	Campus	An instructional and administrative unit of a college, consisting of college owned facilities and staffed primarily by full-time personnel. It houses a full range of instructional services, including institutional, instructional, and student support services. facilities and other resources are sufficient to accommodate at least one thousand (1,000) Full-Time Equivalent (FTE) students and are in compliance with the criteria established in Section 1.4(4)e, State Requirements for Educational facilities (SREF).
2	Center	An instructional and administrative unit with limited support services. It consists of college owned or unowned facilities and is staffed primarily by full-time personnel. It does not necessarily offer a full range of instructional programs or courses and is in compliance with the criteria established in Section 1.4(4)e, (SREF).
3	Special Purpose Center	A unit of a college consisting of college owned or unowned facilities leased for more than one year that provides a limited number of special, clearly defined programs or services, such as instruction or administration and is in compliance with Section 1.4(4)e, (SREF).
4	Instructional Site	An instructional unit of a college that offers students a very limited range of instructional programs or courses in unowned facilities leased for one year or less with no support services.
0	Other	

7. **Site Area in Acres** - Six-place numeric field. Two decimal places are implied. This area is to be reported in acres. If site ownership is code 9, then the area can be zero.

8. **Site Ownership** - One-place character field. The agency with which the title to the site rests.

Code	Definition
0	Owned, Joint-Use Facility host.
1	Owned in fee simple.
2	Title vested in the institution and being paid for on an amortization schedule (regardless of whether site is shared with another institution or organization).
3	Title vested in a holding company or land corporation to which payments are being made by the institution; title ultimately will pass to the institution (includes lease-purchase arrangements).
4	Not owned by the institution, but leased or rented to the institution at a typical local rate.
5	Not owned by the institution, but made available to the institution either at no cost or at a nominal rate.
6	Not owned by the institution, but shared with an educational organization that is not a postsecondary educational institution.
7	Not owned by the institution, but shared with another postsecondary educational institution.
8	Other (e.g., not owned by the institution, but shared with a non-educational institution).
9	Unowned, Joint-Use Facility visitor.
A	Special Leased, Joint-Use Facility - Owned by another Florida Public Education Institution, leased by the college and the funds for the building were appropriated by the legislature to the college (applies to Daytona State College only).

9. **Site Length of Holding** - Two-place numeric field. The length is the number of years for which a site is leased or shared. Use 99 for more than 99 years. Use zero for owned site.

10. **Site Acquisition Means** - One-place numeric field. The means by which the site was acquired.

Code	Definition
1	Purchase
2	Gift
3	Gift and purchase
4	Transfer from Board of Public Instruction
5	Lease or rental agreement
6	Other

11. **Site Acquisition Date** - Six-place numeric field. CCYYMM form. This date is the year and month in which the site was acquired. Do not enter dashes or slashes.

Definitions and Instructions for Facility Record

A description of each data field that appears on the Facility Record is listed in this section. Definitions of codes and special instructions are given for each field.

Data Fields

1. **College Number** - Two-place numeric field which is the number of the college where the colleges are listed alphabetically. Must be from 1 to 28.

2. **File Number** - One-place numeric field which must be a 2 to indicate a facility record.

3. **Site Number** - Two-place numeric field that is assigned by the college to each site and must be from 1 to 98. Site 99 is reserved for use in the FTE report by site. Must match a site number in the site inventory.

4. **Facility Number** - Four-place numeric field which is assigned by the college to each facility. This number is a unique number among all facility numbers for the site. The site/facility number must be unique as it is the **key** for identifying a facility within the file.

5. **Facility Name** - Twenty-place alpha/numeric field which is a name assigned by the college.

6. **Facility Type** - One-place numeric field which designates the nature of the Facility.

Code	Definition
1	Building
2	Parking Area
3	Athletic Area
4	Agricultural Field
5	Outdoor Swimming Pool
6	Covered Walkway
0	Other

7. **Facility Status** - One-place numeric field for the classification of the life of the Facility is represented by the following codes:

Code	Definition
1	Permanent
2	Temporary
3	Under Construction

All facilities owned or leased for one year or more **must** be entered into the FCODB. Leased facilities and facilities acquired as gifts or with non-appropriated funds will be entered during the

first submission period following acquisition of the Facility. Facilities funded through legislative appropriations will also be entered during the submission period immediately following the effective date of the appropriation. Facility status code 3 is used until the final inspection. At that time, the code is changed to either 1 or 2.

8.   **Facility Condition** - One-place numeric field. The physical quality of the facility is represented by the following codes:

Code	Definition
1	Satisfactory: Suitable for continued use with normal maintenance.
2	Remodeling-A: Requires restoration to present acceptable standards without major room-use changes, alterations, or modernization. The approximate cost of Remodeling-A is up to 25% of the estimated replacement cost of the Facility.
3	Remodeling-B: Requires major updating and/or modernization of the Facility. The approximate cost of Remodeling-B is between 25% and 50% of the estimated replacement cost of the Facility.
4	Remodeling-C: Requires major remodeling of the Facility. The approximate cost of Remodeling-C is more than 50% of the estimated replacement cost of the Facility.
5	Demolition: Should be demolished or abandoned because the facility is unsafe or structurally unsound, irrespective of the need for space or the availability of funds for replacement.
6	Termination: Planned termination or relinquishment of occupancy of the facility for reasons other than, structural unsoundness or the existence of dangerous conditions, such as abandonment of temporary units or vacating of leased space.

An **unsatisfactory** facility condition code (5 - Demolition or 6 - Termination) can be entered for a facility **only** at the recommendation of the Education Plant Survey in the written survey report or with the written concurrence of the Survey Section of the Office of Educational Facilities.

9.   **Facility Area in Gross Square Feet** - Six-place numeric field. May be 0 if the facility is not a building or covered walkway (facility type codes 2, 3, 4, 5, 0) or if the college is a joint-use visitor (facility ownership code is 9). If a facility is a building or covered walkway, then the area is required. This includes buildings funded through legislative appropriations. The area for a building is the sum of the floor areas of the building included within the outside face of exterior walls for all stories or for areas that have floor surfaces. Gross area is computed by measuring from the outside face of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall face. The area for a covered walkway should be measured from roof edge to roof edge. No covered walkway area should be included in the building area except that portion which falls beneath building roof overhang. Any area included in the building area must be excluded from the covered walkway area. Round to the nearest square foot.

10. **Facility Ownership** - One-place numeric field. The agency with which the title to the facility rests is represented by the following codes:

Code	Definition
0	Owned, Joint-Use Facility host.
1	Owned fee simple.
2	Title vested in the institution being paid for on an amortization schedule (regardless of whether the facility is shared with another institution or organization).
3	Title vested in holding company or building corporation to which payments are being made by the institution; title will ultimately pass to the institution (includes lease-purchase arrangements).
4	Not owned by the institution, but leased or rented to the institution at a typical local rate.
5	Not owned by the institution, but made available to the institution either at no cost or at a nominal rate.
6	Not owned by the institution, but shared with an educational organization that is not a postsecondary educational institution.
7	Not owned by the institution, but shared with another postsecondary educational institution.
8	Other (e.g., not owned by the institution, but shared with a non-educational institution).
9	Unowned, Joint-Use Facility visitor.
A	Special Leased, Joint-Use Facility - Owned by a Florida Public Education institution, leased by the college and the funds for the building were appropriated by the legislature to the college (applies to Daytona State College only).

11. **Facility Length of Holding** - Two-place numeric field. This is the number of years for which the Facility is leased or shared. Use 99 for more than 99 years. Use zero for owned facility.

12. **Facility Original Inspection Date** - Six-place numeric code. The number is 0 if the facility is not a building or covered walkway (facility type codes 2, 3, 4, 5, 0), is under construction (facility status code 3), or is unowned (facility ownership codes 4, 5, 6, 7, 8, 9). Required when facility status code 3 is changed to code 1 or 2.

CCYYMM form. The year and month the Certificate of Final Inspection was issued for a facility constructed for the college. It is the year and month in which construction was completed for purchased facility. Do not enter dashes or slashes.

13. Facility Last Inspection Date - Six place numeric code. The number is 0 if the facility is not a building or covered walkway (facility type codes 2, 3, 4, 5, 0), is under construction (facility status code 3) or is unowned (facility ownership codes 4, 5, 6, 7, 8, 9). Required when facility status code 3 is changed to code 1 or 2. The number is 0 if there has not been any remodeling or renovation changes.

CCYYMM form. The year and month the Certificate of Final Inspection was issued for a facility remodeled or renovated for the college. Facility Original Inspection Date will be used if the building has not been remodeled or renovated since facility has been built. It is the year and month in which construction was completed for the facility. Do not enter dashes or slashes.

Definitions and Instructions for Room Record

A description of each data field that appears on the Room Record is listed in this section. Definitions of codes and special instructions are given for each field.

At the time that a facility whose status is under construction is entered into the FCODB (see Item 7, Facility Status under Definitions and Instructions for Facility Record, above), the rooms for that building must be entered on the FCODB. Individual rooms may be entered based on information taken from the construction drawings or pseudo rooms may be used to enter aggregates of the area for the appropriate Room-Use Code. When the building is completed, the Room file is updated to report the rooms as built.

Data Fields

1. **College Number** - Two-place numeric field which is the number of the college where the colleges are listed alphabetically. Must be from 1 to 28.

2. **File Number** - One-place numeric field that must be a 3 to indicate a room record.

3. **Site Number** - Two-place numeric field which is assigned by the college to each site and must be from 1 to 98. Site 99 is reserved for use in the FTE report by site. The Site/Facility Number must match a Site/Facility Number in the Facility Inventory.

4. **Facility Number** - Four-place numeric field which is assigned by the college to each facility. The Site/Facility Number must match a Site/Facility Number in the Facility Inventory.

5. **Room Number** - Six-place alpha/numeric field. The Room Number must be unique among all room numbers for the facility. The Site/Facility/Room Number must be unique as it is the **key** for identifying a room within the file. Only the characters A through Z, the numbers 0 through 9 and blanks are allowed. The room number is broken into 3 parts as follows:

    a. Prefix: one-place. May be blank. If it is not blank, then the core must not contain blanks.
    b. Core: four-places. Must contain at least one character or number right justified.
    c. Suffix: one-place. May be blank.

6. **Room Name** - Twenty-place alpha/numeric field. Name is assigned to a room by the college, except a classroom for vocational laboratory-related instruction is always named RELATED INSTRUCTION. The name may describe the use of the room.

7. **Room-Use Code** - Three-place numeric field. This code is a description of the use for which the room is designed. For detailed definitions, refer to the **Higher Education Facilities Inventory and Classification Manual, 1973** published by the United States Office of Education. Room-Use Codes are provided as follows:

Group	Code	Definition
Classroom	110	Classroom
	115	Classroom Service
	120	Computer Classroom
Laboratory	125	Computer Classroom Service
	210	Class Laboratory
	212	Related Instruction Classroom (for Allowed Vocational Programs only)
	215	Class Laboratory Service
	220	Special Class Laboratory
	225	Special Class Laboratory Service
	240	Student Computer Terminal Room
	245	Student Computer Terminal Service
Office	310	Office
	315	Office Service
	350	Conference Room (Office Related)
	355	Conference Room Service (Office Related)
Study	410	Reading/Study Room
	420	Stack
	430	Open-Stack Reading Room
	440	Processing Room
	455	Study Service
Special Use	510	Armory
	515	Armory Service
	520	Athletic/Physical Education
	523	Athletic Facilities Spectator Seating
	525	Athletic/Physical Education Service
	530	Audiovisual, Radio, TV
	535	Audiovisual, Radio, TV Service
	540	Clinic (Non-Health Professions)
	545	Clinic Service (Non-Health Professions)
	550	Demonstration
	555	Demonstration Service
	560	Field Building
	570	Animal Quarters
	575	Animal Quarters Service
	580	Greenhouse
	585	Greenhouse Service
	590	Other

General Use	610	Assembly
	615	Assembly Service
	620	Exhibition
	625	Exhibition Service
	630	Food Facilities
	635	Food Facilities Service
	640	Day Care
	645	Day Care Service
	650	Lounge
	655	Lounge Service
	660	Merchandising Facilities
	665	Merchandising Facilities Service
	670	Recreation
	675	Recreation Service
	680	Meeting Room
	685	Meeting Room Service
	690	Locker Room
Supporting	710	Data Processing/Computer
	715	Data Processing/Computer Service
	720	Shop
	725	Shop Service
	730	Central Storage
	735	Central Storage Service
	740	Vehicle Storage
	745	Vehicle Storage Service
	750	Central Service
	755	Central Service Support
	760	Central Laundry
Health-Care	810	Patient Bedroom
	815	Patient Bedroom Service
	820	Patient Bath
	830	Nurse Station
	840	Surgery
	845	Surgery Service
	850	Treatment
	855	Treatment/Examination Clinic Service
	860	Diagnostic Service Laboratory
	865	Diagnostic Service Laboratory Support
	870	Supplies
	880	Public Waiting
	890	Staff On-Call Facility
	895	Staff On-Call Facility Service
Residential	910	Sleep/Study without Toilet/Bath
	919	Toilet/Bath
	920	Sleep/Study with Toilet/Bath
	935	Sleep/Study Service

	950	Apartment
	955	Apartment Service
	970	House
Non-assignable	010	Custodial Area
	020	Circulation Area
	030	Mechanical Area and Toilet Room
	040	Structural Area
	050	Joint-Use Room Used by Visitor in a Facility Owned by the College
Unsatisfactory *	001	Classroom
	002	Laboratory
	003	Other

*   A room evaluated and coded by the Educational Plant Survey as unsatisfactory for the purpose it serves due either to condition or size even though it may be located in a satisfactory building.

8.   **Room Area in Net Square Feet** - Six-place numeric field. This space is the floor area of the room computed by measuring from the inside surfaces of the walls, excluding unusable areas having less than six feet, six inches clear headroom. Round to nearest square foot.

For some reports, room areas are grouped into space categories. The combination of the Room-Use Code and the Information Classification Structure Code for a room determines into which category the area is placed. The ten assignable space categories are: classroom, academic laboratory, vocational laboratory, physical education, library, audiovisual, auditorium/exhibition, student services, offices and support services.

9.   **Room Information Classification Structure (ICS) Code** - Eight-place numeric field. This code is the Florida College Information Classification Structure code that identifies the program or function to which the activities in the Room contribute. The codes and definitions are found in **Detail Coding for Advanced and Professional and Vocational Courses and Programs of Study with Student Station Sizes.** All eight places in the field **must** be filled. Use numbers only and do not separate numbers with dashes or decimal points.

The ICS code for a classroom for vocational laboratory-related instruction (Room-Use Code 212) is always the same as for the vocational laboratory to which it is related. This ICS code must be in the range 12000000 - 12999999.

The ICS code must be 00000000 if the room is in a Joint-Use Facility owned by the college and is used by the visitor institution. The code must be 90000000 if the room is non-assignable and is not a Joint-Use Facility Room used by the visitor institution.

When the Room-Use Code is 110, 120, 210, or 220, the Room ICS Code for the Advanced and Professional and Vocational Courses must be in the **Detail Coding for Advanced and Professional and Vocational Courses and Programs of Study with Student Station Sizes.**

10.   **Room Joint-Use Code** - One-place numeric field. To identify if a room is in a Joint-Use Facility, and if so, whether the room is assigned totally to the college, if the college shares the room with another institution, or if the room is assigned totally to another institution, the following codes are used:

Code	Definition
0	Room is not in a Joint-Use Facility.
1	Room is in a Joint-Use Facility and assigned to the college.
2	Room is in a Joint-Use Facility and is shared by the college.
3	Room is in a Joint-Use Facility and is assigned to the visitor institution.

11. **Room Condition** - One-place numeric field. To identify a room that was not available for use for the term reported, because the Room was being remodeled. If the facility condition is reported as Remodeling A, B, or C, then the room may be reported as satisfactory.

Code	Definition
1	Satisfactory
2	Remodeling

Definitions and Instructions for PECO File

The Official PECO Sites List file is maintained by the Division of Florida Colleges, Facilities Planning & Budgeting. The file contains sites which have been approved by the State Board of Education or have been legislatively funded. Sites and Joint-Use Facilities approved for ownership, property has been obtained, and sites approved for lease with a signed lease must be entered into the FCODB during the first submission following the Board meeting or Legislative session when the Site or Joint-Use Facility is approved. Owned sites and Joint-Use Facilities without property must be entered into the FCODB during the first submission after property has been acquired. Leased sites without a lease must be entered into the FCODB during the first submission after a lease has been signed. The PECO Sites List has a field (PECO Edit Flag) which will be set to 'N' for owned sites without property and leased sites without a lease. Sites with the PECO Edit Flag equal to 'Y' will be edited against the Facilities Inventory and a critical edit will be issued for sites that do not match. Colleges must inform Division of Florida Colleges staff of any owned site without property or leased site without a lease, so the PECO Edit Flag will be set properly.

Beginning with the 2004-05 Summer End-of-Term submission, the following critical edits will ensure matching between the facilities and Capital Outlay Data Base (FCODB) and the Official PECO Sites List:

1. A site or Joint-Use Facility (JUF) on the Official PECO Sites List, with a PECO Edit Flag equal to 'Y', must be submitted on the FCODB.

2. A site in the Facilities Inventory with Site Type of Campus, Center, or Special Purpose Center must be on the Official PECO Sites List.

3. A site in the Facilities Inventory with Site Type of Instructional or Other must not be on the Official PECO Sites List.

Data Fields

1. **College Number** - Two-place numeric field which is the number of the college where the colleges are listed alphabetically. Must be from 1 to 28.

2. **Site Number** - Two-place numeric field which is assigned by the college to each site and must be from 1 to 98. Site 99 is reserved for use in the FTE report by site. The Site/Facility Number must match a Site/Facility Number in the Facility Inventory.

3. **Facility Number** - Four-place numeric field which is assigned by the college to each facility. The Site/Facility Number must match a Site/Facility Number in the Facility Inventory.

4.   **PECO Name** - Thirty-place alpha/numeric field for the name as reported by Division of Florida Colleges staff.

5.   **PECO Type** - Twenty-place alpha/numeric field which is the approved designation of the site or JUF (Campus, Center, Special Use Center, or Joint-Use Facility).

6.   **Site Date Approved** - Eight-place numeric field for the date the site was approved in CCYYMMDD format.

7.   **PECO Flag** - One-place alpha/numeric field. This field will be used to determine whether editing should be performed between the FCODB and the PECO Sites file. The default is 'Y'. For specific, exceptional situations, the flag will be set to 'N' by Division of Florida Colleges staff at the college's request. Examples of exceptional situations include:

   a.   A PECO-appropriated owned site for which land has not yet been acquired
   b.   A leased site for which the lease has not yet been signed

Error Report

When the Facilities and Capital Outlay Data Base (FCODB) is submitted, the data is edited and an error report is generated. The report has four parts. Critical errors are listed in the first three parts. Part 4, which is for informational errors, has the same layout as Part 1. For each critical error, Part 1 lists the error number (data element number plus the number of the edit from the Data Element Dictionary, for example, 5340_3 denotes the third edit listed for Room ICS Code), unique identifier or record key (for example, site/Facility/Room Number), the table number(s)*****, the field value(s) in error, and a short message indicating why the field is in error. The errors are grouped by the data types: Site, Facility, Room, and Table Cross Edits. Part 2 lists the entire data records for any record that contains a field in error. The data records are grouped by the data types: Site, Facility, and Room. Part 3 gives a summary of the data records including the total number of records, the total number of good records, the total number of bad records, and the records totals by data type. Part 4 is for informational errors only.

*NOTE: For error reporting purposes, the PECO Sites List file is identified as table number 4.

Error Report Codes and Messages

When the Error Report is generated, an error code and a short error message are listed. A critical error will cause a record to be put into an error file and data will not be loaded into the data base. An informational error will not prevent data from being loaded into the data base, but some field in the record needs attention to be sure it is correct.

Error Correction

To correct any errors in the FCODB, the entire data file must be resubmitted.

Coding Summary for Site Record

Site Number   Assigned by college. Key element.

Name	Assigned by college. Twenty places.
County	A two-digit numeric code to identify the county ranging from 1–67 (see DE 5150).
Type	1 - Campus 2 - Center 3 - Special purpose center 4 - Instructional site 0 - Other
Area in Acres	Two decimal places are implied.
Ownership	0 - Owned, Joint-Use Facility host 1 - Owned in fee simple 2 - Institution amortizing 3 - Institution paying holding company 4 - Unowned, leased, or rented 5 - Unowned, nominal rate 6 - Unowned, shared with non-postsecondary institution 7 - Unowned, shared with postsecondary institution 8 - Other 9 - Unowned, Joint-Use Facility visitor A - Special Leased Joint-Use Facility
Length of Holding	Number of years of lease or sharing. Zero for owned.
Acquisition Means	1 - Purchase 2 - Gift 3 - Gift and purchase 4 - Transfer from Board of Public Instruction 5 - Lease or rental agreement 6 - Other
Acquisition Date	Year and month site was acquired. CCYYMM form.

Coding Summary for Facility Record

Site Number	Assigned by college. Key element.
Facility Number	Assigned by college. Key element.
Name	Assigned by college. Twenty spaces.
Type:	1 - Building 2 - Parking area 3 - Athletic area 4 - Agricultural field 5 - Outdoor swimming pool

6 - Covered walkway
0 - Other

Status

1 - Permanent
2 - Temporary
3 - Under construction

Condition

1 - Satisfactory
2 - Remodeling-A
3 - Remodeling-B
4 - Remodeling-C
5 - Demolition
6 - Termination

Area in Gross Square Feet

Round to nearest square foot.

Ownership

0 - Owned, Joint-Use Facility host
1 - Owned in fee simple
2 - Institution amortizing
3 - Institution paying holding company
4 - Unowned, leased, or rented
5 - Unowned, nominal rate
6 - Unowned, shared with non-postsecondary institution
7 - Unowned, shared with postsecondary institution
8 - Other
9 - Unowned, Joint-Use Facility visitor
A – Special leased Joint-Use Facility

Length of Holding

Number of years of lease or sharing. Zero for owned.

Original Inspection Date

Year and month Certificate of Final Inspection was issued for facility constructed for college or construction completed for purchased facility. CCYYMM form.

Last Inspection Date

Year and month Certificate of Final Inspection was issued for Facility after remodeling or renovation completed for the college. CCYYMM form.

Coding Summary for Room Record

Site Number

Assigned by college. Key element.

Facility Number

Assigned by college. Key element.

Room Number

Assigned by college. Key element.

Name

Assigned by college. Twenty places.

Use Code

Code indicating the use for which the room is designed. Codes

listed in Item 7, Room-Use Code, under Definitions and Instructions for Room Record.

Area in Net Square Feet Round to nearest square foot.

Information Classification Structure Code Code to identify program or function to which activities in room contribute. Codes can be found in the Detail Coding for Advanced and Professional and Vocational Courses and Programs of Study with Student Station Sizes located in Section 7.4.

Room Code
0 - Not in Joint-Use Facility
1 - Joint-Use Facility, assigned to college
2 - Joint-Use Facility, shared
3 – Joint-Use Facility, assigned to visitor

Room Condition
1 - Satisfactory
2 - Remodeling

Data Transmission/Report Retrieval

Colleges may send the FCODB and retrieve both the error reports and verification reports electronically through the Florida Information Resource Network (FIRN). Sample procedures for sending and receiving the reports are located at the end of the Data Element Dictionary. To format the data records, use the Machine Records Formats. Note that all records are 80 characters in length.

Section 7.2 -
Data Element Dictionary

Introduction

The Facilities and Capital Outlay Data Base was created to meet Federal and State requirements for reporting facilities information.

Identifying Changes

Beginning in the 2005-06 reporting year, substantive changes will be indicated by utilizing Microsoft Word's 'track changes' feature.

For notebook printing purposes, all deleted text is hidden. New and/or edited text is green and underlined. *(See figure shown to the right.)*

Deletions cannot be seen in the PDF file. However, to view the deleted text, open the Word file on the Annual Reports Workshop CD and change Hidden to Strikethrough.

(Note: Instructions are for Word 2000.)

Table of Facilities Data Base Elements

The Facilities Data Base has three record types. The data elements that comprise the unique key for each record type are shown on Data Elements by Record Type. The machine records formats have the unique key data elements shaded.

Data Element ALPHABETICAL Listing	
DATA ELEMENT	**NUMBER**
College Number	5001
Facility Area	5250
Facility Condition	5240
Facility Last Inspection Date	5295
Facility Length of Holding	5270
Facility Name	5210
Facility Number	5200
Facility Original Inspection Date	5280
Facility Ownership	5260
Facility Status	5230
Facility Type	5220
Room Area	5330
Room Condition	5360
Room ICS Code	5340
Room Joint-Use Code	5350
Room Name	5310
Room Number	5300
Room-Use Code	5320
Site Acquisition Date	5170
Site Acquisition Means	5160
Site Area	5130
Site County	5105
Site Length of Holding	5150
Site Name	5110
Site Number	5100
Site Ownership	5140
Site Type	5120
Term Identifier	5002

Data Element NUMERICAL Listing

NUMBER	DATA ELEMENT
5001	College Number
5002	Term Identifier
5100	Site Number
5105	Site County
5110	Site Name
5120	Site Type
5130	Site Area
5140	Site Ownership
5150	Site Length of Holding
5160	Site Acquisition Means
5170	Site Acquisition Date
5200	Facility Number
5210	Facility Name
5220	Facility Type
5230	Facility Status
5240	Facility Condition
5250	Facility Area
5260	Facility Ownership
5270	Facility Length of Holding
5280	Facility Original Inspection Date
5295	Facility Last Inspection Date
5300	Room Number
5310	Room Name
5320	Room-Use Code
5330	Room Area
5340	Room ICS Code
5350	Room Joint-Use Code
5360	Room Condition

Data Elements by Record Type

SITE (Record Type 1)

Unique Key Elements
- ❑ College Number   5001
- ❑ Term Identifier   5002
- ❑ Site Number   5100

Non-Key Elements
- ❑ Site Name   5110
- ❑ Site County   5105
- ❑ Site Type   5120
- ❑ Site Area   5130
- ❑ Site Ownership   5140
- ❑ Site Length of Holding   5150
- ❑ Site Acquisition Means   5160
- ❑ Site Acquisition Date   5170

FACILITY (Record Type 2)

Unique Key Elements
- ❑ College Number   5001
- ❑ Term Identifier   5002
- ❑ Site Number   5100
- ❑ Facility Number   5200

Non-Key Elements
- ❑ Facility Name   5210
- ❑ Facility Type   5220
- ❑ Facility Status   5230
- ❑ Facility Condition   5240
- ❑ Facility Area   5250
- ❑ Facility Ownership   5260
- ❑ Facility Length of Holding   5270
- ❑ Facility Original Inspection Date   5280
- ❑ Facility Last Inspection Date   5295

ROOM (Record Type 3)

Unique Key Elements
- ❑ College Number   5001
- ❑ Term Identifier   5002
- ❑ Site Number   5100
- ❑ Facility Number   5200
- ❑ Room Number   5300

Non-Key Elements
- ❑ Room Name   5310
- ❑ Room-Use Code   5320
- ❑ Room Area   5330
- ❑ Room ICS Code   5340
- ❑ Room Joint-Use Code   5350
- ❑ Room Condition   5360

Description of Data Element:

Number: 5001   **Name:** College Number

Data Element is Used in the Following Reports:

❑   Facilities and Capital Outlay

Description:

Code used to identify a college.

TABLE VALUES:

1	Brevard	15	Miami Dade
2	Broward	16	North Florida
3	Central Florida	17	Northwest Fla
4	Chipola	18	Palm Beach
5	Daytona	19	Pasco-Hernando
6	Edison	20	Pensacola
7	Fla. CC at Jax	21	Polk
8	Florida Keys	22	St. Johns River
9	Gulf Coast	23	St. Petersburg
10	Hillsborough	24	Santa Fe
11	Indian River	25	Seminole
12	Lake City	26	South Florida
13	Lake-Sumter	27	Tallahassee
14	Manatee	28	Valencia

Edit:

1.   Missing, invalid, or non-numeric   Critical

Description of Data Element:

Number: 5002   **Name:** Term Identifier

Data Element is Used in the Following Reports:

❑   Facilities and Capital Outlay

Description:

Code indicating the academic term within the reporting year.

TABLE VALUES:

1CCYY	Summer Term
2CCYY	Fall Term
3CCYY	Winter/Spring Term

Where CC is the century and YY is the last two digits of the second year of the reporting year.

Example: Report 2009 for the reporting year of 2008-09

Edit:

1.   Missing, invalid, or non-numeric   Critical

Description of Data Element:

Number: 5100   **Name:** Site Number

Data Element is Used in the Following Reports:

❑ Facilities and Capital Outlay

Description:

Number assigned to a site by the college.

TABLE VALUES:

1 - 98

Edit:

1.	Missing, invalid, or non-numeric	Critical
2.	College/Site is a duplicate	Critical
3.	All college/site numbers in the facility file exist in the site file.	Critical
4.	Site or Joint-Use Facility on Official PECO Site but not in site data.	Critical

PHYSICAL DESCRIPTION: PIC 9 (02)   **CREATE/CHANGE DATE:** 07/30/2009

Description of Data Element:

Number: 5105   **Name:** Site County

Data Element is Used in the Following Reports:

❑   Facilities and Capital Outlay

Description:

A two-digit numeric code to identify the county where the site is located. County codes range from 1–67 and are assigned to each county as the list appears alphabetically. The official codes for each county can be found below:

TABLE VALUES:

1	Alachua	24	Hamilton	47	Okeechobee
2	Baker	25	Hardee	48	Orange
3	Bay	26	Hendry	49	Osceola
4	Bradford	27	Hernando	50	Palm Beach
5	Brevard	28	Highlands	51	Pasco
6	Broward	29	Hillsborough	52	Pinellas
7	Calhoun	30	Holmes	53	Polk
8	Charlotte	31	Indian River	54	Putnam
9	Citrus	32	Jackson	55	St. Johns
10	Clay	33	Jefferson	56	St. Lucie
11	Collier	34	Lafayette	57	Santa Rosa
12	Columbia	35	Lake	58	Sarasota
13	Dade	36	Lee	59	Seminole
14	DeSoto	37	Leon	60	Sumter
15	Dixie	38	Levy	61	Suwannee
16	Duval	39	Liberty	62	Taylor
17	Escambia	40	Madison	63	Union
18	Flagler	41	Manatee	64	Volusia
19	Franklin	42	Marion	65	Wakulla
20	Gadsden	43	Martin	66	Walton
21	Gilchrist	44	Monroe	67	Washington
22	Glades	45	Nassau		
23	Gulf	46	Okaloosa		

Edit:

1.   Missing, invalid, or non-numeric   Critical

Description of Data Element:

Number: 5110   **Name:** Site Name

Data Element is Used in the Following Reports:

❑   Facilities and Capital Outlay

Description:

Name assigned to a site by the college.

Edit:

1.   Missing   Critical

Description of Data Element:

Number: 5120   **Name:** Site Type

Data Element is Used in the Following Reports:

❑   Facilities and Capital Outlay

Description:

Code to designate the nature of the site.

TABLE VALUES:

0   Other
1   Campus
2   Center
3   Special Purpose Center
4   Instructional Site

Edit:

1.	Missing, invalid, or non-numeric	Critical
2.	EQ 1, 2, or 3 and must match Site Number and Site Type on the Official PECO Site List '	Critical
3.	EQ 0 or 4 and Site Number and Site Type on the Official PECO Site List with PECO Flag EQ 'Y'	Critical
4.	Site Type does not match the Official PECO Site Type.	Critical

PHYSICAL DESCRIPTION: PIC 9 (01)   **CREATE/CHANGE DATE:** 07/30/2009

Description of Data Element:

Number: 5130   **Name:** Site Area

Data Element is Used in the Following Reports:

❑   Facilities and Capital Outlay

Description:

The area of a site in acres.

Edit:

1.	Missing or non-numeric	Critical
2.	EQ 0 and Site Ownership (DE 5140) is not a JUF visitor (NE 9)	Critical

PHYSICAL DESCRIPTION: PIC 9 (04) V99   **CREATE/CHANGE DATE:** 07/01/2002

Description of Data Element:

Number: 5140   **Name:** Site Ownership

Data Element is Used in the Following Reports:

❑ Facilities and Capital Outlay

Description:

Code to define the agency with which the title to a site rests.

TABLE VALUES:

0	Owned, Joint-Use Facility host
1	Owned, fee simple
2	Owned, title vested in the institution
3	Owned, title vested in a holding company
4	Unowned, leased, or rented at a typical local rate
5	Unowned, made available at no cost or at a nominal rate
6	Unowned, shared with an educational organization that is not postsecondary
7	Unowned, shared with a postsecondary institution
8	Other
9	Unowned, Joint-Use Facility visitor
A	Special leased, Joint-Use Facility – owned by another Florida Public Education institution, leased by the college and the funds for the building were appropriated by the legislature to the college (applies to Daytona State College only).

Edit:

1.	Missing or invalid	Critical
2.	EQ A and College Number (DE 5001) NE 05	Critical
3.	Leased (EQ 4-8 or A) and Site Length of Holding (DE 5150) EQ 0	Critical

PHYSICAL DESCRIPTION: PIC X (01)   **CREATE/CHANGE DATE:** 07/01/2003

Description of Data Element:

Number: 5150   **Name:** Site Length of Holding

Data Element is Used in the Following Reports:

❑   Facilities and Capital Outlay

Description:

The number of years for which a site is leased or shared.

Edit:

1.   Missing or non-numeric   Critical
2.   EQ 0 and Site Ownership (DE 5140) is leased (EQ 4 – 8 or A)   Critical

Description of Data Element:

Number: 5160   **Name:** Site Acquisition Means

Data Element is Used in the Following Reports:

❑   Facilities and Capital Outlay

Description:

The means by which a site was acquired.

TABLE VALUES:

1   Purchase
2   Gift
3   Gift and purchase
4   Transfer from Board of Public Instruction
5   Lease or rental agreement
6   Other

Edit:

1.   Missing, invalid, or non-numeric   Critical

Description of Data Element:

Number: 5170   **Name:** Site Acquisition Date

Data Element is Used in the Following Reports:

❑   Facilities and Capital Outlay

Description:

The year/month (CCYYMM) in which the site was acquired. Where CC is the century, YY is the last two digits of the year, and MM is the month.

(i.e. Report 195504 for an acquisition date of April 1955)

Edit:

1.   Missing or non-numeric   Critical

PHYSICAL DESCRIPTION: PIC 9 (06)   **CREATE/CHANGE DATE:** 07/01/1997

Description of Data Element:

Number: 5200   **Name:** Facility Number

Data Element is Used in the Following Reports:

❑   Facilities and Capital Outlay

Description:

The number assigned to a facility by a college.

Edit:

1.	Missing or non-numeric	Critical
2.	EQ 0	Critical
3.	College/Site/Facility number is a duplicate.	Critical
4.	All college/site/facility numbers in the room file must exist in the facility file.	Critical
5.	Not on facility file but is on the Official PECO List	Critical
6.	All college/facility numbers in facility file must exist in site file.	Critical

PHYSICAL DESCRIPTION: PIC 9 (04)   **CREATE/CHANGE DATE:** 07/30/2009

Description of Data Element:

Number: 5210   **Name:** Facility Name

Data Element is Used in the Following Reports:

❑   Facilities and Capital Outlay

Description:

Name assigned to a facility by a college.

Edit:

1.   Missing   Critical

Description of Data Element:

Number: 5220   **Name:** Facility Type

Data Element is Used in the Following Reports:

❑   Facilities and Capital Outlay

Description:

Code to designate the nature of the facility.

TABLE VALUES:

0   Other
1   Building
2   Parking Area
3   Athletic Area
4   Agricultural Field
5   Outdoor Swimming Pool
6   Covered Walkway

Edit:

1.	Missing, invalid, or non-numeric	Critical
2.	EQ 1 or 6 and Facility Ownership (DE 5260) NE 9 and Facility Area (DE 5250) EQ 0.	Critical
3.	EQ 1 and Facility Condition (DE 5240) NE 5 or 6 then the facility must have rooms in the room file.	Critical
4.	NE 1 and rooms have been associated with facility.	Critical

PHYSICAL DESCRIPTION: PIC 9 (04)   **CREATE/CHANGE DATE:** 07/30/2009

Description of Data Element:

Number: 5230   **Name:** Facility Status

Data Element is Used in the Following Reports:

❑ Facilities and Capital Outlay

Description:

Code to classify the life of a facility.

TABLE VALUES:

1   Permanent
2   Temporary
3   Under construction

Edit:

1.	Missing, invalid, or non-numeric	Critical
2.	EQ 3 and Facility Original Inspection Date (DE 5280) NE 0 or Facility Last Inspection Date NE 0	Critical
3.	EQ 3 and Facility Condition (DE 5240) NE 1	Critical
4.	EQ 1 or 2 and Facility Type (DE 5220) EQ 1 or 6 and Facility Ownership (DE 5260) is owned or Special Leased (EQ 0-3 or A) and Facility Original Inspection Date (DE 5280) EQ 0	Critical

PHYSICAL DESCRIPTION: PIC 9 (01)   **CREATE/CHANGE DATE:** 07/01/2005
Section 7.2 – Data Element Dictionary
Version 17.0   50

Description of Data Element:

Number: 5240		**Name:** Facility Condition	

Data Element is Used in the Following Reports:

❑ Facilities and Capital Outlay

Description:

Code to define the physical quality of a facility.

TABLE VALUES:

1	Satisfactory
2	Remodeling A
3	Remodeling B
4	Remodeling C
5	Demolition
6	Termination

Note: For the description of the above table values see Section 7.1 under Procedures and Definitions for the Facility Record.

Edit:

1.	Missing, invalid, or non-numeric	Critical
2.	NE 1 (not satisfactory) and Facility Status (DE 5230) EQ 3 (under construction)	Critical
3.	NE 5 or 6 and Facility Type (DE5220) EQ 1, then the facility must have rooms in the room file.	Critical

PHYSICAL DESCRIPTION: PIC 9 (01)   **CREATE/CHANGE DATE:** 07/30/2009

Description of Data Element:

Number: 5250   **Name:** Facility Area

Data Element is Used in the Following Reports:

❑   Facilities and Capital Outlay

Description:

The sum of all areas on all floors of a building included within the outside faces of its exterior walls, including floor penetration areas (however insignificant) for circulation and shaft areas that connect one floor to another. Round measurements to the nearest whole square foot.

Buildings:

❑   Gross area is computed by physically measuring or scaling measurements from the outside faces of exterior walls disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall faces. Exclude areas having less than a six-foot, six-inch clear ceiling height unless the criteria of a separate structure are met.

❑   In addition to all the internal floored spaces obviously covered above, gross area should include the following: excavated basement areas; mezzanines, penthouses, attics; garages, enclosed porches, inner or outer balconies (whether walled or not if they are utilized for operational functions); and corridors (whether walled or not provided they are within the outside face lines of the building to the extent of the roof drip line). The footprints of stairways, elevator shafts, and ducts (examples of building infrastructure) are to be counted as gross area on each floor through which they pass.

❑   Exclude open areas such as parking lots, playing fields, courts, and light wells, or portions of upper floors eliminated by rooms or lobbies that rise above single-floor ceiling height.

❑   Include top, unroofed floor of parking structures where parking is available.

❑   Include open mall areas. Open malls are exterior areas open on at least two sides and roofed over and are computed at one-half (1/2) areas of roofing over it.

❑   Roof overhangs are computed at one-third (1/3) of the area based on the extent of overhang from exterior wall or structure to outside face of fascia.

❑   No covered walkway gross square feet should be included in building gross square feet except that portion which falls beneath building roof overhang.

Covered Walkways:

Gross square footage should be reported for covered walkways supporting college buildings and should be computed at one-half (1/2) area using the width of the paving under the roof. This square footage must exclude any portion of covered walkways already included and reported as a part of building gross square feet.

Edit:

1.	Missing or non-numeric	Critical
2.	EQ 0 and Facility Type (DE 5220) is a building or covered walkway (EQ 1 or 6) and Facility Ownership (DE 5260) is not a joint-use visitor (NE 9)	Critical

Note: See Form OEF 208A for complete instructions on Gross Square Footage for Facilities.

PHYSICAL DESCRIPTION: PIC 9 (06)   **CREATE/CHANGE DATE:** 07/01/2004

Description of Data Element:

Number: 5260   **Name:** Facility Ownership

Data Element is Used in the Following Reports:

❑ Facilities and Capital Outlay

Description:

Code representing the agency with which the title to a facility rests.

TABLE VALUES:

0	Owned, Joint-Use Facility host
1	Owned, fee simple
2	Owned, title vested in the institution
3	Owned, title vested in a holding company
4	Not owned, leased, or rented at a typical local rate
5	Not owned, made available at no cost or at a nominal rate
6	Not owned, shared with a non-postsecondary institution
7	Not owned, shared with a postsecondary institution
8	Not owned, other
9	Not owned, Joint-Use Facility visitor
A	Special leased, Joint-Use Facility - owned by another Florida public education institution, leased by the college and the funds for the building were appropriated by the legislature to the college (applies to Daytona State College only).

Edit:

1.	Missing or invalid	Critical
2.	EQ A and College Number (DE 5001) NE 05	Critical
3.	NE 0, 9, or A and Room Joint-Use (DE 5350) NE 0	Critical
4.	EQ 0. 9, or A and Room Joint-Use (DE 5350) EQ 0	Critical
5.	Not Joint-Use Facility but is a Joint-Use Facility on the Official PECO List and the PECO Flag EQ 'Y'.	Critical
6.	EQ 0, 9, or A and not on the Official PECO List.	Critical
7.	NE 0,9, OR A and on the Official PECO List	Critical

PHYSICAL DESCRIPTION: PIC X (01)   **CREATE/CHANGE DATE:** 07/30/2009

Description of Data Element:

Number: 5270   **Name:** Facility Length of Holding

Data Element is Used in the Following Reports:

❑   Facilities and Capital Outlay

Description:

The number of years for which a facility is leased or shared.

Edit:

1.   Missing or non-numeric   Critical

Description of Data Element:

Number: 5280   **Name:** Facility Original Inspection Date

Data Element is Used in the Following Reports:

❑ Facilities and Capital Outlay

Description:

The year and month (CCYYMM) in which the Certificate of Final Inspection was issued for a facility constructed for a college.

Where:

CC is the century, YY is the last two digits of the year, and MM is the month.

(i.e. Report 196411 for the inspection date of November 1964)

Edit:

1.	Missing or invalid	Critical
2.	EQ 0 and Facility Status (DE 5230) is permanent or temporary (EQ 1 or 2) and Facility Type (DE 5220) is a building or covered walkway (EQ 1 or 6) and Facility Ownership (DE 5260) is owned or special leased (EQ 0 - 3 or A)	Critical
3.	NE 0 and Facility Status (DE 5230) is under construction (EQ 3)	Informational
4.	Original Inspection Date (DE5280) NE Prior Term Original Inspection Date (DE5280)	Informational

Description of Data Element:

Number: 5295   **Name:** Facility Last Inspection Date

Data Element is Used in the Following Reports:

❑   Facilities and Capital Outlay

Description:

The year and month (CCYYMM) in which the Certificate of Final Inspection was issued for a facility after remodeling or renovation construction for a college.

Where:

CC is the century, YY is the last two digits of the year, and MM is the month.

(i.e. Report 196411 for the inspection date of November 1964)

NOTE:

The Original Inspection Date will be used if there has been no remodeling or renovation on the facility.

Edit:

1.	Missing or invalid	Critical
2.	EQ 0 and Facility Status (DE 5230) is permanent or temporary (EQ 1 or 2) and Facility Type (DE 5220) is a building or covered walkway (EQ 1 or 6) and Facility Ownership (DE 5260) is owned or special leased (EQ 0 - 3 or A)	Informational
3.	NE 0 and Facility Status (DE 5230) is under construction (EQ 3) and Facility Original Inspection Date (DE 5280) NE 0	Informational
4.	LT Facility Original Inspection Date (DE5980)	Informational

PHYSICAL DESCRIPTION: PIC 9 (06)   **CREATE/CHANGE DATE:** 07/01/2011

Description of Data Element:

Number: 5300	**Name:** Room Number

Data Element is Used in the Following Reports:

- ❑ Facilities and Capital Outlay

Description:

Number assigned to a room by a college. Includes a one-place prefix, a four-place core number, and a one-place suffix.

NOTES:

1.   Room Number - Six-place alpha/numeric field. The Room Number must be unique among all room numbers for the Facility. The Site/Facility/Room Number must be unique as it is the key for identifying a room within the file. Only the characters A through Z, the numbers 0 through 9 and blanks are allowed. The Room Number is broken into 3 parts as follows:

   a. Prefix: one-place. May be blank. If it is not blank, then the core must not contain blanks.
   b. Core: four-places. Must contain at least one character or number right justified.
   c. Suffix: one-place. May be blank.

Edit:

1.	Four-place core number is all blanks	Critical
2.	Four-place core number is invalid	Critical
3.	Prefix is invalid	Critical
4.	Suffix is invalid	Critical
5.	College/site/facility/room number is a duplicate	Critical
6.	Room numbers in Room File must exist on the Facility File.	Critical
7.	Room numbers associated with facility and Facility Type (DE 5220) NE 1	Critical

PHYSICAL DESCRIPTION: PIC X (06)   **CREATE/CHANGE DATE:** 07/01/2004

Description of Data Element:

Number: 5310   **Name:** Room Name

Data Element is Used in the Following Reports:

❑   State Reports

Description:

Name assigned to a room by a college.

Edit:

1.   Missing   Critical

Description of Data Element:

Number: 5320	**Name:** Room-Use Code

Data Element is Used in the Following Reports:

❑   Facilities and Capital Outlay

Description:

Code to describe the use for which the room is designed (see detailed descriptions in Appendix A at the end of the data element dictionary).

TABLE VALUES:

CLASSROOM

110	Classroom	120	Computer Classroom
115	Classroom Service	125	Computer Classroom Service

LABORATORY

210	Class Laboratory	225	Special Class Laboratory Service
212	Related Instruction Classroom (restricted to select vocational programs)	240	Student Computer Terminal Rooms
215	Class Laboratory Service	245	Student Computer Terminal Rooms Service
220	Special Class Laboratory		

OFFICE

310	Office	355	Conference Room Service (office related)
315	Office Service		
350	Conference Room (office related)		

STUDY

410	Reading/Study Room	440	Processing Room
420	Stack	455	Study Service
430	Open-Stack Reading Room		

SPECIAL USE

510	Armory	523	Athletic/Facilities Spectator Seating
515	Armory Service		
520	Athletic/Physical Education	525	Athletic/Physical Education Service

PHYSICAL DESCRIPTION: PIC 9 (03)   **CREATE/CHANGE DATE:** 06/01/2009

530	Audiovisual, Radio, TV	560	Field Building
535	Audiovisual, Radio, TV Service	570	Animal Quarters
540	Clinic (Non-health Professions)	575	Animal Quarters Service
545	Clinic Service (Non-health Professions)	580	Greenhouse
550	Demonstration	585	Greenhouse Service
555	Demonstration Service	590	Other

GENERAL USE

610	Assembly	655	Lounge Service
615	Assembly Service	660	Merchandising Facilities
620	Exhibition	665	Merchandising Facilities Service
625	Exhibition Service	670	Recreation
630	Food Facilities	675	Recreation Service
635	Food Facilities Service	680	Meeting Room
640	Day Care	685	Meeting Room Service
645	Day Care Service	690	Locker Room
650	Lounge		

SUPPORTING

710	Data Processing/Computer	740	Vehicle Storage Facility
715	Data Processing/Computer Service	745	Vehicle Storage Facility Service
720	Shop	750	Central Service
725	Shop Service	755	Central Service Support
730	Storage	760	Hazardous Materials Storage
735	Storage Service	765	Hazardous Waste Service

HEALTH CARE

810	Patient Bedroom	855	Treatment/Examination Clinic Service
815	Patient Bedroom Service	860	Diagnostic Service Laboratory
820	Patient Bath	865	Diagnostic Service Laboratory Support
830	Nurse Station	870	Supplies
835	Nurse Station Service	880	Public Waiting
840	Surgery	890	Staff On-Call Facility
845	Surgery Service	895	Staff On-Call Facility Service
850	Treatment/Examination Clinic		

RESIDENTIAL

910	Sleep/Study without Toilet/Bath	950	Apartment
919	Toilet/Bath	955	Apartment Service
920	Sleep/Study with Toilet/Bath	970	House
935	Sleep/Study Service		

PHYSICAL DESCRIPTION: PIC 9 (03)   **CREATE/CHANGE DATE:** 06/01/2009

NON-ASSIGNABLE

010	Custodial	040	Structural Area
020	Circulation Area	050	Joint-Use Rooms used by visitor
030	Mechanical Area and Toilet Room		

UNSATISFACTORY

001	Classroom	003	Other
002	Laboratory		

NOTES:

1. An unsatisfactory room is one which either:

    a. Is in an unsatisfactory building, as recorded by the Educational Plant Survey in the written survey report, or as documented by written concurrence of the survey section of the Office of Educational Facilities;

    or

    b. Has been evaluated and coded by the Educational Plant Survey as unsatisfactory for the purpose it serves due either to condition or size, even though it is located in a satisfactory building.

Edit:

1.	Missing, invalid, or non-numeric	Critical
2.	EQ 050 and Room Joint-Use Code (DE 5350) NE 3	Critical
3.	EQ 210, 220, and Room ICS (DE5340) not a valid ICS code for classroom or lab	Critical
4.	EQ 110, 120, 125, and Room ICS (DE5340) does not begin with '1' for classroom or lab	Informational

Description of Data Element:

Number: 5330   **Name:** Room Area

Data Element is Used in the Following Reports:

❑   Facilities and Capital Outlay

Description:

The floor area of a room in net square feet.

Edit:

1.   Missing or non-numeric   Critical
2.   EQ 0   Critical

Description of Data Element:

Number: 5340	**Name:** Room ICS Code

Data Element is Used in the Following Reports:

❑ Facilities and Capital Outlay

Description:

Code that identifies the program or function to which the activities in the room contribute.

TABLE VALUES:

00000000
10000000 thru 12799999
13000000 thru 13300000
14000000 thru 14200000
20000000
30000000 thru 31000000
40000000 thru 48000000
50000000 thru 59000000
60000000 thru 67300000
70000000 thru 78000000
80000000 thru 81300000
90000000

NOTES:

1.   If the Room-Use Code is 110, 120, 125, 210, or 220, then the Room ICS Code for the Advanced and Professional and Vocational courses must be in the 'Detail Coding for Advanced and Professional and Vocational Courses and Programs of Study with Student Station Sizes.'

Edit:

1.	Missing, invalid, or non-numeric	Critical
2.	EQ 90000000 and Room-Use Code (DE 5320) NE 010, 020, 030, 040	Critical
3.	EQ 00000000 and Room Joint-Use Code (DE 5350) NE 3	Critical

PHYSICAL DESCRIPTION: PIC 9 (08)   **CREATE/CHANGE DATE:** 06/01/2009

Description of Data Element:

Number: 5350   **Name:** Room Joint-Use Code

Data Element is Used in the Following Reports:

❑   Facilities and Capital Outlay

Description:

Code to identify if a room is in a Joint-Use Facility and which institution is assigned use of that room.

TABLE VALUES:

0   Room is not in a Joint-Use Facility (JUF)
1   Room is in a JUF and is assigned to the college
2   Room is in a JUF and is shared by the college
3   Room is in a JUF and is assigned to the visitor institution

Edit:

1.	Missing, invalid, or non-numeric	Critical
2.	EQ 3 and Room-Use Code (DE 5320) NE 050	Critical
3.	NE 0 and Joint-Use Facility (DE 5260) NE 1, 2, 3, 4, 5, 6, 7, or 8.	Critical
4.	EQ 0 and Joint-Use Facility (DE 5260) EQ 0, 9, or A.	Critical

PHYSICAL DESCRIPTION: PIC 9 (01)   **CREATE/CHANGE DATE:** 07/30/2009

Description of Data Element:

Number: 5360   **Name:** Room Condition

Data Element is Used in the Following Reports:

❑   Facilities and Capital Outlay

Description:

Code to define the physical quality of a room.

TABLE VALUES:

1   Satisfactory
2   Remodeling

NOTES:

1.   Code remodeling if the room was not available for use during the term because the room was being remodeled. Satisfactory may be coded if the Facility Condition is set as Remodeling A, B, or C.

Edit:

1.   Missing, invalid, or non-numeric   Critical

PHYSICAL DESCRIPTION: PIC 9 (01)   **CREATE/CHANGE DATE:** 04/16/1996
Section 7.2 – Data Element Dictionary
Version 17.0   66

Machine Record Format

	Field Characteristics			Site Record Record Type 1
A Alphabetic Only A/N Alphanumeric N Numeric Only Z Zoned Numeric R Right Justified with Leading Zeros L Left Justified				Create a record for each Site.
DE#	From/To	Size	Field Char	Field Description
5001	1-2	2	N	College Number
	3	1	N	FILE NUMBER = 1
5100	4-5	2	N	Site Number
5110	6-25	20	A/N	Site Name
5120	26	1	N	Site Type
5130	27-32	6	N	Site Area (in acres)
5140	33	1	A/N	Site Ownership
5150	34-35	2	N	Site Length of Holding
5160	36	1	N	Site Acquisition Means
5170	37-42	6	N	Site Acquisition Date (CCYYMM)
5002	43-47	5	N	Term Identifier
5105	48-49	2	N	Site County
	50-80	31	A/N	FILLER

Shaded fields are unique key elements.

Machine Record Format

Field Characteristics				Facility Record Record Type 2
A Alphabetic Only A/N Alphanumeric N Numeric Only Z Zoned Numeric R Right Justified with Leading Zeros L Left Justified				Create a record for each Facility.
DE#	**From/To**	**Size**	**Field Char**	**Field Description**
5001	1-2	2	N	College Number
	3	1	N	FILE NUMBER = 2
5100	4-5	2	N	Site Number
5200	6-9	4	N	Facility Number
5210	10-29	20	A/N	Facility Name
5220	30	1	N	Facility Type
5230	31	1	N	Facility Status
5240	32	1	N	Facility Condition
5250	33-38	6	N	Facility Area in Gross Sq. Ft.
5260	39	1	A/N	Facility Ownership
5270	40-41	2	N	Facility Length of Holding
5280	42-47	6	N	Facility Original Inspection Date (CCYYMM)
5002	48-52	5	N	Term Identifier
5295	53-58	6	N	Facility Last Inspection Date (CCYYMM)
	59-80	22	A/N	FILLER

Shaded fields are unique key elements.

Machine Record Format

Field Characteristics				Room Record Record Type 3
A Alphabetic Only A/N Alphanumeric N Numeric Only Z Zoned Numeric R Right Justified with Leading Zeros L Left Justified				Create a record for each Room.
DE#	**From/To**	**Size**	**Field Char**	**Field Description**
5001	1-2	2	N	College Number
	3	1	N	FILE NUMBER = 3
5100	4-5	2	N	Site Number
5200	6-9	4	N	Facility Number
5300	10	1	A/N	Room Number Prefix
5300	11-14	4	A/N	Room Number
5300	15	1	A/N	Room Number Suffix
5310	16-35	20	A/N, L	Room Name
5320	36-38	3	N	Room-Use Code
5330	39-44	6	N	Room Area in Net Sq. Ft.
5340	45-52	8	N	Room ICS Code
5350	53	1	N	Room Joint-Use Code
5360	54	1	N	Room Condition
5002	55-59	5	N	Term Identifier
	60-80	21	A/N	FILLER

Shaded fields are unique key elements.

Sample Instructions to Send Facilities Data

WS-FTP:

Text File

Host_Name:	NWRDC.FSU.EDU
Host_Type:	IBM MVS
User_ID:	*Your NWRDC Userid*
Password:	*Your NWRDC Password*
Account:	*NWRDC IP Address*
Remote Host:	'CCcc.FAC.FACILITY.Tttyyyy'
Local PC:	*Your local Directory*
Transfer Mode:	**ASCII**

NOTES:
1. Single quotes are required for the NWRDC "Remote Host" parameter.
2. You need to set up the **logical record length** with the site command.
3. For detailed instruction refer to Chapter 2, Section 2.2 -"Data Submission Procedures."

DIS/VSE/POWER:

```
* $$ JOB JNM=DECCccRJ,XDEST=NWR,LDEST=Nnn.Rrr,PWD=ppppp          (DOS/POWER CARD)
//DECCccRJ JOB (DECCcc,,,ll),'your-name',TIME=(,10)              (NWR JOB CARD)
//PRLIB JCLLIB ORDER=DCC.COLLEGE.PROCLIB
//XMITSTP EXEC RJE256,PROJ=FAC,CNUM=cc,FNAM=FACILITY,
//      YEAR=yyyy,TERM=tt,LRECL=80,BLKSZ=800,
//      SPACE='(TRK,(5,1),RLSE)'
```

RJE Workstation Emulator or OS/MVS/JES2

```
//DECCccRJ JOB (DECCcc,,,ll),'your-name',TIME=(,10)              (NWR JOB CARD)
/*ROUTE XEQ NWR
/*PASSWORD ppppp
/*ROUTE PRINT NnnRrr
//PRLIB JCLLIB ORDER=DCC.COLLEGE.PROCLIB
//XMITSTP EXEC RJE256,PROJ=FAC,CNUM=cc,FNAM=FACILITY,
//      YEAR=yyyy,TERM=tt,LRECL=80,BLKSZ=800,
//      SPACE='(TRK,(5,1),RLSE)'
```

Where:

cc	=	your college number (1-28)
nn	=	your printer node
rr	=	your printer remote
ppppp	=	your password
ll	=	SYSOUT lines in thousands
yyyy	=	year (i.e., 2006)
tt	=	term (i.e., 1E)

Sample Instructions to Retrieve Facilities Reports

<u>WS-FTP</u>

	<u>TEXT file</u>		<u>PDF File</u>
Host_Name:	NWRDC.FSU.EDU	Host_Name:	NWRDC.FSU.EDU
Host_Type:	IBM MVS	Host_Type:	IBM MVS
User_ID:	*Your NWRDC Userid*	*User_ID:*	*Your NWRDC Userid*
Password:	*Your NWRDC Password*	*Password:*	*Your NWRDC Password*
Account:	*NWRDC IP Address*	*Account:*	*NWRDC IP Address*
*Remote Host:	'CCcc.FAC.fnam.Tttyyyy'	*Remote Host:	'CCcc.FAC.FAttyyyy(fnam)'
Local PC:	*Your local Directory*	Local PC:	*Your local Directory*
Transfer Mode:	ASCII	Transfer Mode:	Binary

*Notes:
1.   Single Quotes are required for the NWRDC "Remote Host" parameter.
2.   The entire directory of PDF files can be downloaded together.

<u>DOS/VSE/POWER</u>

```
* $$ JOB JNM=DECCccRJ,XDEST=NWR,LDEST=Nnn.Rrr,PWD=ppppp      (DOS/POWER CARD)
//DECCccRJ JOB (DECCcc,,,ll),'your-name',TIME=(,10)                (NWR JOB CARD)
//XCOPY EXEC PGM=IEBGENER
//SYSPRINT DD SYSOUT=A
//SYSUT1 DD DSN=CCcc.FAC.fnam.Tttyyyy,DISP=OLD
//SYSUT2 DD SYSOUT=A
//SYSIN DD DUMMY
```

<u>RJE Workstation Emulator or OS/MVS/JES2</u>

```
//DECCccRJ JOB (DECCcc,,,ll),'your-name',TIME=(,10)                (NWR JOB CARD)
/*ROUTE XEQ NWR
/*PASSWORD ppppp
/*ROUTE PRINT Nnn.Rrr
//XCOPY EXEC PGM=IEBGENER
//SYSPRINT DD SYSOUT=A
//SYSUT1 DD DSN=CCcc.FAC.fnam.Tttyyyy,DISP=OLD
//SYSUT2 DD SYSOUT=A
//SYSIN DD DUMMY
```

Where:	cc =	your college number (1-28)
	nn =	your printer node
	rr =	your printer remote
	ppppp =	your password
	ll =	sysout lines in thousands
	tt =	term (i.e., 3E)
	yyyy =	year (i.e., 2007)
	fnam =	For the Verification reports use the FNAM parameter listed on the Facility Data Base Certification forms.

Note: You may change SYSOUT=A on SYSUT2 to SYSOUT=B to separate the output, as A is for the printer and B is for the cardpunch.

Appendix A

Room-Use Codes: Definitions, Descriptions and Limitations

100 – Classroom Facilities

General

The term "classroom" includes not only general-purpose classrooms, but also lecture halls, recitation rooms, seminar rooms, and other rooms used primarily for scheduled non-laboratory instruction. Total classroom facilities include any support rooms that serve the classroom activity. A classroom may contain various types of instructional aids or equipment (e.g., multimedia or telecommunications equipment) as long as these do not tie the room to instruction in a specific subject or discipline.

110 Classroom - 25 Sq. Ft. Student Stations

Definition: A room used primarily for instructional classes and that is also not tied to a specific subject or discipline by equipment in the room or the configuration of the room. *Student Stations are assigned to 110 classrooms. For details, refer to the Size of Space and Occupant Design Criteria Table (B) for Community Colleges, in Section 6.1, State Requirements for Educational Facilities.*

Description: Includes rooms generally used for scheduled instruction that require no special, restrictive equipment, or configuration. These rooms may be called lecture rooms, lecture-demonstration rooms, seminar rooms, and general purpose classrooms. A classroom may be equipped with table armchairs (fixed to the floor, joined in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. These spaces may contain multimedia or telecommunications equipment. A classroom may be furnished with special equipment (e.g., globes, pianos, maps, computers, network connections) appropriate to a specific area of study, *if this equipment does not render the space unsuitable for use by classes in other areas of study.*

Limitations: This category does not include Conference Rooms (350), Meeting Rooms (680), Auditoria (610), or Class Laboratories (210). Conference rooms and meeting rooms are distinguished from seminar rooms according to primary use; rooms with chairs and tables are distinguished from seminar rooms according to primary use; rooms with chairs and tables that are used primarily for meetings (as opposed to classes) are conference rooms or meetings rooms. Auditoria are distinguished from lecture rooms based on primary use. A large room with seating oriented toward some focal point, and which is used for dramatic or musical productions, is an Assembly (610) facility (e.g., an auditorium normally used for purposes other than scheduled classes). A class laboratory is distinguished to a single or closely related group of disciplines by special equipment or room configuration, it is a laboratory.

Space Category: 110   Applicable ICS Codes: All

115 Classroom Service

<u>Definition</u>: A room that directly serves one or more classrooms as an extension of the activities in that room.

<u>Description</u>: Includes projection rooms, telecommunication control booths, preparation rooms, coat rooms, closets, storage areas, etc., ***if they serve classrooms.***

<u>Limitations</u>: Does not include projection rooms, coat rooms, preparation rooms, closets or storage areas, if such rooms serve laboratories, conference rooms, meeting rooms, assembly facilities, etc. A projection booth in an auditorium (not used primarily for scheduled classes) is classified as Assembly Service.

120 Computer Classrooms

Student stations are assigned to 120 computer classrooms. During 2003-04, the station size will be the same as for 110 classrooms. Beginning with 2004-05, the 120 station will be larger than the 110 station, so as to more adequately accommodate computer equipment. **(For the year 2003-04, the student station square footage will aggregate at 25 sq. ft. per station. It is proposed that a 45 sq. ft. student station divisor be used beginning 2005-06. Incorporating the 120 designation this year will help answer the question as to how many student stations in the college system will be affected by this change).**

<u>Definition</u>: A room used for classes and has computers as the primary workstation for the teaching environment. This room is not tied to specific subject or discipline by specific program equipment or software in the room or the configuration of the room.

<u>Description</u>: Includes rooms generally used for scheduled instruction that requires no special, restrictive equipment or configuration. These rooms may be called computer classrooms, computer lecture-demonstration rooms, and general purpose computer classrooms. The computer classroom would be equipped with computer workstations that may restrict the reconfiguration of the arrangement whether joined in groups or separately aligned, they may also be flexible in arrangement to allow for varying configurations of learning experiences or similar type of seating. These rooms may contain multimedia or telecommunications equipment and be configured for multi-discipline distance learning, but the primary determination is the student computer workstation design size as opposed to a multi-discipline distance-learning classroom with tablet armchairs (fixed to the floor, joined in groups, or flexible in arrangement) be furnished with special equipment for other instruction support (e.g., globes, pianos, maps) appropriate to a specific area of study, *if this equipment does not render the space unsuitable for use by classes in other areas of study.*
The installation of specific educational program software should not restrict the use of this room by change of program software for other program disciplines in the future use. The space designation is a function of the space needed for the computer equipment in the general classroom, which in design and utilization is larger than a standard classroom workstation. Specific computer equipment as part of the workstation design and educational program function would not constitute a laboratory.

<u>Limitations</u>: This category does not include Conference Rooms (350), Meeting Rooms (680), Auditoria (610), or Class Laboratories (210). Conference rooms and meeting rooms are distinguished from seminar rooms according to primary use; rooms with chairs and tables that are used primarily for meetings (as opposed to classes) are conference rooms or meeting rooms. Auditoria are distinguished from lecture rooms based on primary use. A large room with

seating oriented toward some focal point, and which is used for dramatic or musical productions, is an Assembly (610) facility (e.g., an auditorium normally used for purposes other than scheduled classes). A computer class laboratory is distinguished from a computer classroom based on **program specific** equipment in the room **and** by its restrictive use. If a room is restricted to a single or closely related group of disciplines by special computer equipment, program software, or room configuration, it is a laboratory.

125 Computer Classroom Service

Definition: A room that directly serves one or more computer classrooms as an extension of the activities in that room.

Description: Includes projection rooms, telecommunications control booths, preparation rooms, coat rooms, closets, storage areas, etc., **if** they serve computer classrooms.

Limitations: Does not include projection rooms, coat rooms, preparation rooms, closets or storage areas, if such rooms serve laboratories, conference rooms, meeting rooms, assembly facilities, etc. A project booth in an auditorium (not used primarily for scheduled classes) is classified as Assembly Service (615).

200 - Laboratory Facilities

General

A laboratory is a facility characterized by special purpose equipment or a specific room configuration which ties instructional activities to a particular discipline or a closely related group of disciplines. These activities may be individual or group in nature, with or without supervision. Laboratories may be found in all fields of study including letters, humanities, natural sciences, social sciences, vocational and technical disciplines, etc. "Laboratory facilities can be subdivided into two types: class and open. A class laboratory is used for *regularly scheduled* instruction. An open laboratory supports instruction but is not formally scheduled."

At Florida colleges, laboratory programs and courses (academic, vocational, adult general, preparatory, etc.) are housed in what are called "laboratory suites." The term "suite" is defined as the main laboratory along with all the various supporting spaces required for teaching a particular discipline.

The primary room of each laboratory suite is the 210 class laboratory. That is where the teachers and classes are assigned, where regularly scheduled instruction occurs, and where the student stations are counted. It is the main room. All the other rooms in the laboratory suite support the functions and operations of the instructional program assigned to the 210 laboratory.

The types of supporting spaces in a laboratory suite may include: 212 related instruction classroom, 215 class laboratory service, 220 open laboratory, 225 open laboratory service, 570 animal quarters, 575 animal quarters service, 580 greenhouse, and 585 greenhouse service. These spaces are necessary for the instructional program, but they are secondary to the 210 class laboratory. All of them are assigned to the primary 210 laboratory and none of them carry any student stations.

210 Class Laboratory (student stations sq. ft. varies according to programmatic function)

Student stations are assigned to 210 class laboratories. For details, refer to the Size of Space and Occupant Design Criteria Table (B) for Community Colleges, in Section 6.1, State Requirements for Educational Facilities.

Definition: A room used primarily for formally or regularly scheduled classes that require special purpose equipment or a specific room configuration for student instruction, participation, experimentation, observation, or practice in an academic or vocational, adult education, or preparatory discipline.

Description: A class laboratory is designed for or furnished with equipment to serve the needs of a particular discipline for group instruction in formally or regularly scheduled classes. This special equipment normally limits or precludes the Room's use by other disciplines. Included in this category are rooms generally called teaching laboratories, instructional shops, typing or computer laboratories (where the computer equipment is specific to the program), drafting rooms, band rooms, choral rooms, (group) music practice rooms, language laboratories, (group) studios, theater stage areas used primarily for instruction, instructional health laboratories, and similar specially designed or equipped rooms, *if they are used primarily for group instruction in formally or regularly scheduled classes.* Computer rooms used primarily to instruct students in the use of computers are classified as class laboratories if that instruction is conducted primarily in formally or regularly scheduled classes.

Limitations: Does not include Classrooms (110) or Computer Classrooms (120). Does not include informally scheduled or un-scheduled laboratories (see 220). It does not include gymnasia, pools, drill halls, laboratory schools, demonstration houses, and similar facilities that are included under Special Use Facilities (500 series). Computer rooms in libraries or used primarily for study should be classified as Study Rooms (410) or Student Computer Terminal Rooms (240).

212 Related Instruction Classroom

Student stations are not assigned to 212 related instruction classrooms. Every 212 related classroom is assigned to a 210 class laboratory. It is one of a set of related spaces which together with the main laboratory make up a complete laboratory suite. Because the 210 class laboratory is assumed to be the primary point of instruction for the suite, student stations are assigned to that laboratory, not to the related classroom. For details, refer to the Size of Space and Occupant Design Criteria Table (B) for Community Colleges and Table (D) for Related Spaces, in Section 6.1, State Requirements for Educational Facilities.

Definition: A separate classroom or a classroom - type area within a laboratory that is part of a vocational/technical laboratory suite.

Description: Includes a classroom or an area set aside within a 210 class laboratory, which is used for teaching the theoretical aspects of a vocational discipline as well as other program-related information, which cannot be taught in the laboratory itself. This instruction may be either regularly or informally scheduled and is functionally tied to the 210 class laboratory program. This room does not have to be physically attached to the laboratory space, but should be conveniently located to the associated program.

Limitations: This category does not include Classroom (110), Computer Classroom (120), Conference Rooms (350), Meeting Rooms (680), Auditoria (610), or Class Laboratories (210). Classrooms (110) general purpose is distinguished from this related classroom in that the