

ADMINISTRATIVE PROCEDURE MANUAL		
SECTION TITLE	NUMBER	PAGE
EDUCATIONAL SPECIFICATIONS	08-0106	1 OF 1
BASED ON BOARD OF TRUSTEES' RULE AND TITLE		DATE REVISED
6Hx7-6.1 College Facilities		March 13, 2024



Purpose

The purpose of this procedure is to establish the process by which Educational Specifications are developed per State Requirements for Educational Facilities (SREF) section 6A-2.0010 whereby all new construction, renovation, and remodeling shall meet the Space Requirements as defined to develop Educational Specifications for projects funded from Public Education Capital Outlay (PECO), Capital Outlay and Debt Service (CO & DS), Lottery, General Revenue or other State sources.

Procedure

- A. Facilities Management and Construction (FMC) staff meet with designated user groups/committees to define academic program requirements and space needs for a proposed project.
- B. Utilizing the “Size of Space and Occupant Design Criteria” table from SREF, FMC staff converts the committee’s academic program into Educational Specifications. FMC may utilize the services of an outside architectural consultant which may also include schematic design services, in collaboration with the committee.
- C. The final Educational Specifications are submitted to the Associate Vice President of Facilities and the Vice President of Finance and Administration for review and approval.
- D. The Educational Specifications are incorporated into the Five (5) Year Educational Plant Survey and referenced on the Capital Improvement Plan (CIP)-3 form and submitted to the District Board of Trustees (DBOT) for approval.
- E. The approved Survey and CIP are then submitted to the Office of Educational Facilities, State Department of Education.

REFERENCES: F.S. 1001.64, 1001.65, SBE 6A-2.0010, State Requirements for Educational Facilities (SREF)

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