


PROCEDURE

Subject	Facilities Management Reporting Requirements	Number: 6.01.11
Source	Facilities Management	Reference (Rule #) 6HX14—6.01
President’s Approval/Date:	 8/14/2017	

Facilities Management is responsible for periodic reporting and or supporting reports by other departments according to the following schedule:

Annual

OEF 564CC Report of Cost of Construction (Director of Facilities Management) Prior to March 1.

Charter School Capital Outlay Plan (Director of Facilities Management) Prior to August 1.

Capital Improvement Program (Director of Facilities Management) Prior to August 1.

Non-PECO Initial Request “Request for Legislative Approval for NON-State Fixed Capital Outlay Projects and Authorization to Extend or Change Certain Projects for Community Colleges” (Director of Facilities Management) Submitted at same time as CIP when desired. Prior to August 1.

Non-PECO Final Request “Request “Request for Legislative Approval for NON-State Fixed Capital Outlay Projects and Authorization to Extend or Change Certain Projects for Community Colleges” (Director of Facilities Management) Early January.

OCNF-1 Operating Cost for New Facilities – Initial Request (Director of Facilities Management) Prior to August 1.

OCNF-1 Operating Cost for New Facilities – Final Request (Director of Facilities Management) Early January.

FECGP-1 Facility Enhancement Challenge Grant Program - Initial Request (Director of Facilities Management) Prior to August 1.

FECGP-1 “Facility Enhancement Challenge Grant Program Final Request and Certification” Director of Facilities Management and Executive Director of Foundation) Early January

FCPSREN001 Maintenance and Renovation Report (Sum-of-the Digits Report) (Submitted by Financial Services Coordinator)

CO&DS Units Actual Prior Year “Report on Actual CO&DS Instructional Units for Prior Year (Submitted by Director of Institutional Research) Mid-September

CO&DS Units Estimated Final “Report on Estimated Actual CO&DS Instructional Units for Current Year (Submitted by Director of Institutional Research) Early April

CO&DS Units Projected “Report on Projected CO&DS Instructional Units for Next Year (Submitted by Director of Institutional Research) Early May

Local Safety Report “Comprehensive Casualty, Safety, Sanitation, Firesafety Standards Inspection (Building Administrator) July

Plant Safety Report “Physical Plant Safety Report for Postsecondary Education (Director of Facilities Management) Mid-January

FEP 11 “FTE Enrollment Plan Capital Outlay FTE Projections (Submitted by Director of Institutional Research) Mid- June

Monthly

OEF 352 Capital Outlay Request Encumbrance Authorization (Submitted by Financial Services Coordinator)

OEF 442 Cash or “Project” Disbursement Request (Submitted by Financial Services Coordinator)

Project

OEF 110A Project Implementation Information (SCF Facilities Project Coordinator or A/E) (Director of Facilities Management).

OEF 110B Certificate of Occupancy (Director of Facilities Management).

OEF 208 Letter of Transmittal (Director of Facilities Management).

OEF 208A Facility Space Chart/Net and Gross Square Footage (A/E) (Director of Facilities Management).

OEF LCCA Life Cycle Cost Analysis (A/E) (Director of Facilities Management).

OEF 209 Certificate of Final Inspection (A/E) (Director of Facilities Management).

OEF 220 Building Permit Application (A/E) (Director of Facilities Management).

Periodically

OEF 217CC Request to State Board of Education for Approval of Order of Priority for Expenditure of State Capital Outlay Funds or “PPL” (Director of Facilities Management) updated after new Educational Plant Survey and as desired.

Educational Plant Survey (Director of Facilities Management). Required every five years on or before June 30, or more frequently if desired.

FCODB Facilities Data Base Summer End of Term (Director of Facilities Management) updates the Facilities Inventory and the Director of Institutional Research submits report) End-August

FCODB Facilities Data Base Fall End of Term (Director of Facilities Management) updates the Facilities Inventory and the Director of Institutional Research submits report) Early-January

FCODB Facilities Data Base Winter/Spring End of (Director of Facilities Management) updates the Facilities Inventory and the Director of Institutional Research submits report) End of April

FCODB-Cert “Facilities Fall End-of Term (2E) Certification Form (Submitted by Director of Institutional Research) Early March

FCODB-Cert “Facilities Data Base Winter/Spring End-of Term (3E) Certification Form (Submitted by Director of Institutional Research) Mid-June

FAC INC “Site, Facilities, Room, Facilities Under Construction Inventory, Room Inventory by Space Category, Aggregate Room Area by Site and Facility, Room Area Difference, Facility and Room Area Comparison, PECO Sites Report (Submitted by Director of Institutional Research) Mid-October

FAC INC “Site, Facilities, Room, Facilities Under Construction Inventory, Room Inventory by Space Category, Aggregate Room Area by Site and Facility, Room Area Difference, Facility and Room Area Comparison, PECO Sites Report (Submitted by Director of Institutional Research) Mid-March

OEF 216CC Capital Outlay Bond Issue (COBI) Amendment (only used if CO&DS funds are bonded by institution)

SCOA-1 Sample Resolution Requesting Issuance of Capital Outlay Bonds (COBI) (only used if CO&DS funds are bonded by institution)