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** (Manager, Facilities Planning and Budgeting) Prior to March 1.
- **Charter School Capital Outlay Plan** (Manager, Facilities Planning and Budgeting) Prior to August 1.
- **Capital Improvement Program** (Manager, Facilities Planning and Budgeting) 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” (Manager, Facilities Planning and Budgeting) 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” (Manager, Facilities Planning and Budgeting) Early January
- **OCNF-1 Operating Cost for New Facilities – Initial Request** (Manager, Facilities Planning and Budgeting) Prior to August 1
- **OCNF-1 Operating Cost for New Facilities – Final Request** (Manager, Facilities Planning and Budgeting) Early January
- **FECPG-1 Facility Enhancement Challenge Grant Program - Initial Request** (Manager, Facilities Planning and Budgeting) Prior to August 1
- **FECPG-1 “Facility Enhancement Challenge Grant Program Final Request and Certification”** (Manager, Facilities Planning and Budgeting and Executive Director of Foundation) Early January
FCPSREN001 Maintenance and Renovation Report (Sum-of-the Digits Report) (Submitted by Kelly Gumper)

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 (Building Administrator) 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 Kelly Gumper)

OEF 442 Cash or “Project” Disbursement Request (Submitted by Kelly Gumper)

Project

OEF 110A Project Implementation Information (SCF Facilities Project Coordinator or A/E) (Manager, Facilities Planning and Budgeting)

OEF 110B Certificate of Occupancy (Building Administrator) (Manager, Facilities Planning and Budgeting)

OEF 208 Letter of Transmittal (Manager, Facilities Planning and Budgeting)

OEF 208A Facility Space Chart/Net and Gross Square Footage (A/E) (Manager, Facilities Planning and Budgeting)

OEF LCCA Life Cycle Cost Analysis (A/E) (Manager, Facilities Planning and Budgeting)

OEF 209 Certificate of Final Inspection (A/E) (Manager, Facilities Planning and Budgeting)

OEF 220 Building Permit Application (Building Administrator) (A/E) (Manager, Facilities Planning and Budgeting)
Periodically

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

Educational Plant Survey (Manager of Facilities Planning and Budgeting) Required every five years on or before June 30, or more frequently if desired.

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

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

FCODB Facilities Data Base Winter/Spring End of Term (Manager of Facilities Planning and Budgeting 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)