

C.S.D.- 208a Process

Review the [Current Electronic Policy/Records Requirements \(zip file\)](#) on the [Construction Services Departmental Guidelines webpage](#) for proper setup and coordination of electronic record documentation.

Direct building and room numbering questions to [Wayne Starr](#) CSD Building Information Manager.

Direct room use by design questions to [Micki Ryan](#) Senior Planner, Planning Department

Overview:

An OEF 208a is required for any/all projects changing floor finishes, square footage, and/or designated use of student stations within a District owned facility and will be submitted at the time a project is applying for a construction permit. After initial submission maintain the necessary updates in this document as changes affecting related 208a criteria occur in plan(s).

Large capital projects require 2 formal submissions for updating of spatial dependent database systems. (DOE F.I.S.H.I Student Scheduling Systems| Facility Maintenance I.W.M.S.). Check with District assigned project manager if you are not sure.

- 1) Initial 208a submission @ permitting
- 2) Record 208a submission @ **60 days prior** to substantial completion

Prior to submission:

208a form is accurately and completely filled out with appropriate data elements affected by the project.

208a form is required to use Florida Inventory of School Houses (F.I.S.H.) building and room numbering for space identification.

Note: If a new space is created or an existing one is being eliminated, F.I.S.H. numbering will need to occur **prior** to DocuPro permit submission. This will entail providing an accurate set of floor plans with room tags identifying the temporary room number, description, and square footage to the C.S.D. Building Information Manager for proper numbering assignment per District & SREF standards. **NOTE:** *When necessary use dashed lines to delineate where one space ends/another begins if not obvious to reviewers (e.g. breaking up corridors, subdivided space within a room, etc.).*

208a form will have room descriptions inclusive of **floor finishes** (e.g. classroom w/carpet, corridor w/vct, etc.) when new space(s) are created or when a project changes existing conditions.

208a form will provide accurate square footages of each space reported and will be derived from polylines when AutoCAD available/utilized.

208a form will furnish the Planning Dept. reviewed and approved room usage codes w/room descriptions per S.R.E.F.

Note: Even when projects don't change square footages or floor finishes, a change of use (i.e. regular classroom to science or lab) will still require coordination with [Planning](#) to gain proper approval in assignment of SREF room use codes. Include a set of floor plans with your 208a submission.

DocuPro Submission:

208a Package is to be submitted as a zip folder containing a completed *and* Planning approved 208a form along with a corresponding set of floor plans in both PDF and AutoCAD format (when available). **Zip package is to be titled as 208aPackage.zip** and is to be included with any/all other required documents per current Electronic Permitting Process.

FACILITY SPACE CHARTINET AND GROSS SQUARE FOOTAGE

RE: _____ _____ _____ _____	<input type="checkbox"/> School District <input type="checkbox"/> Community College <input type="checkbox"/> School Name <input type="checkbox"/> Campus <input type="checkbox"/> School Code Number <input type="checkbox"/> College Code Number Description of Project
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DOCUMENT SUBMITTAL: PHASE I PHASE II PHASE III

- INSTRUCTIONS:**
- | | |
|--|--|
| (1) Project architect/engineer shall complete the chart in its entirety.
(2) Use as many pages of chart as necessary to list individually each space provided in this project.
(3) List approximate areas as accurately as possible for Phase I and II documents.
(4) List actual areas in Phase III drawings.
(5) Net square footage (NSF) shall be measured from inside wall to inside wall.
(6) Gross square footage (GSF) shall be measured from face of exterior wall.
(7) Items 1.-6. are designated as spaces other than NSF and are treated as follows:
€ Interior corridors include stairs and elevators and are calculated at full area.
€ Wall thicknesses are calculated in full area.
€ Covered walks are those open to the exterior on at least one side and shall be calculated at one-half (1/2) area using the width of the paving under the roof. | € Open malls are exterior areas open on at least two sides and roofed over and are calculated at one-half (1/2) area of roofing over it.
€ Roof overhangs are calculated at one-third (1/3) of the area based on the extent of overhang from exterior wall or structure to outside face of fascia.
€ Open space plan circulation space is required beyond the NSF and this area shall be shown in column E only and shall be calculated at full area. Up to an additional four (4) square feet per student is permissible for this circulation.
(8) Under Item 26., show the total area of all HVAC and electrical equipment rooms. Do not include areas of these spaces in the other NSF list.
(9) List all other spaces under column A with names as shown on the drawing and enter appropriate information in columns B, C, and D.
(10) Complete the subtotal and total sections at the end of the form.
(11) Provide detailed explanations on line 32. of reasons areas exceed allowable areas in line 31. |
|--|--|
- (REPRODUCE CHART IN SUFFICIENT QUANTITY FOR YOUR USE.)

ARCHITECT/ENGINEER CERTIFICATION: In my considered professional opinion as Project (Architect Engineer), the (approximated actual) square footage I have listed below is, to the best of my knowledge, correct for this project as derived from the accompanying floor plans.

(ARCHITECT ENGINEER) SIGNATURE: _____ DATE: _____, _____

FIRM: _____

ADDRESS: _____

Street/P.O. Box	City	State	Zip Code
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TELEPHONE: (____) _____

A Facility Space Name	B SREF Design Code	C Space Number	D Net Square Footage of Space	E Design Occupant Capacity	F Net Square Footage Circulation Walls/Overhangs
1. Corridors (interior)					
2. Walls (interior and exterior)					
3. Covered Walks (1/2 actual)					
4. Open Malls (1/2 actual)					
5. Roof Overhangs (1/3 actual)					
6. Circulation Space (open space plan)					
7.					
8.					
9.					
10.					
11. TOTAL (this page)					

RE: _____

] School District
] School Name

] Community College
] Campus

A Facility Space Name	B SREF Design Code	C Space Number	D Net Square Footage of Space	E Design Occupant Capacity	F Net Square Footage Circulation Walls/Overhangs
1. (Room Description <i>including floor finish</i>)					
2. Ex. Classroom w/carpet					
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49. TOTAL (this page)					

RE: _____ _____] School District] School Name] Community College] Campus
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A Facility Space Name	B SREF Design Code	C Space Number	D Net Square Footage of Space	E Design Occupant Capacity	F Net Square Footage Circulation Walls/Overhangs
1. (Room Description including floor finish)					
2. Ex. Classroom w/carpet					
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25. TOTAL (this page)					
26. Total HVAC and Electrical					
27. Total Design Capacity (all pages)					
28. Total NSF (all pages and line 26.)					
29. Total Circulation, Walls, Overhangs, etc. (Page 1, line 11)					
30. Total Gross Area (lines 28. and 29.)					

RECOMMENDED AREAS

31.	Multiply Total in Line 28. by:	
	a. 27% (grades K-6 allowed in line 29.)	
	32 % (grades 6-9 allowed in line 29.)	
	34% (grades 9-12, Vocational Center, Community Colleges and ancillary allowed in line 29.)	
	b. 6% (HVAC and electrical rooms; up to 6% allowed in line 26.)	
32.	If areas in items 26. or 29. exceed allowable areas in 31.a. or b., please provide explanation*	

*Justification for excessive areas must be approved by OEF.