FIVE-YEAR CAPITAL FACILITIES PLAN

The New York State Education Department Commissioners Regulations Part 155.1 and Part 155.3 require the Board of Education for each School District, and each Board of Cooperative Educational Services develop a Five-year Capital Facilities Plan no later than July 1, 2001. If a city school district is located in a city with a population of one million inhabitants or more, the Plan shall also comply with Section 2590-p of the Education Law. This Plan shall be reviewed and updated annually. When requested, a copy of the Plan shall be submitted to the Commissioner. An executive summary of the Plan shall be included with each capital construction project submitted to the Office of Facilities Planning for approval.

The intent of the Plan is to be an aid in preserving capital assets of the Districts and BOCES. The Plan can also be a useful resource for the district’s residents. The State Education Department will review the plan’s priorities and may question the appropriateness of placing nonessential projects ahead of identified health and safety needs. It is not the intent of the State Education Department to require districts to complete work previously proposed or to limit work only to those projects included in the plan. The plan should be updated at least annually to reflect work completed over the previous year as well as re-prioritizing future work as needed based on changing conditions and infrastructure needs.

Five-year Capital Facilities Plans shall be consistent with the Regional Five-year Special Education Space Requirements Plan required by Commissioner’s regulation 200.2(g).

While it is anticipated that the majority of the work identified in the Five-Year Capital Facilities Plan will have been previously identified in the Building Condition Survey, there are other resources that should be considered when developing or updating the Plan.

* Fire Safety Inspection Report
* AHERA Plan
* ADA Self-evaluation (ADA compliance was required to be completed by 1995, per Federal Guidelines)
* Annual Building Visual Inspection Reports
* School Facility Report Cards
* Building Environment Evaluation (An evaluation of each building that may be prepared by the Director of Facilities, the principal, or the Health & Safety Committee based on the general appearance, cleanliness, acoustics, lighting quality, thermal comfort, air quality, and space adequacy, etc.)

The goal of the five-year plan is to collect, coordinate, analyze, and prioritize facility infrastructure and building program needs on a district-wide basis. The information collected in the building condition survey allows the owner to prioritize the existing individual building needs, with a focus on resolving health and safety issues. In addition, any new school facilities, additional classroom construction or site acquisitions must also be included in the plan. The plan must organize and prioritize the existing building needs and new facility needs on a district-wide basis. As work is accomplished each year or new situations emerge, the remaining tasks are to be re-prioritized as necessary to concentrate on the critical needs. Maintenance and repair items should be included and addressed annually through the district’s comprehensive maintenance plan, required as part of Commissioners regulation 155.4(d)(2). Annual costs for service contracts, supplies and other reoccurring costs should not be included.

**Format**

This Section describes the format for the Five-year Capital Facilities Plan as follows:

* **Cover Page**
* **Table Of Contents**
* **Executive Summary**
* **Building Inventory**
* **District-Wide Analysis and Prioritization**
* **District-Wide Estimated Expenses for Each Plan Year**

# Cover Page

The Cover Page is to identify the School District or the Board of Cooperative Educational Services, the Plan title and the date prepared or revised. (See Appendix A)

# Table of Contents

The Table of Contents is to include the following items:

* Executive summary
* Building Inventory

*Each facility owned, operated or leased by the District or Board listed.*

* District-wide analysis and prioritization
* District-wide estimated expenses for each plan year

*Each facility owned, operated or leased by the District or Board listed.*

*Prioritized Estimated Expenses Summary Form*

# Executive Summary

This Section shall include a list of all of the District or Board's facilities and provide a brief narrative on the general condition and the goals for each facility. This Section shall also include lists of the people who prepared the Plan and of the resources used.

* **Building Inventory**

The Building Inventory Section shall include an expanded narrative description of each existing facility, describing the building’s features and the condition of the building and the major systems. Potential upgrades, renovations, and additions should be discussed along with the rationale for such action. If contemplated, building abandonment, demolition, and/or replacement shall also be discussed.

Per Commissioner’s regulation 155.1(4)(ii), the *districtwide* building inventory shall include a Building Inventory Form for each facility the District or Board owns, operates or leases. The building inventory shall include:

(a) Current condition of the facility

1. Current or proposed new construction
2. Current or proposed additions to school facilities
3. Current or proposed alterations or reconstruction of school facilities
4. Major system replacement, repairs, and maintenance; and
5. Energy consumption.

Appendix A includes a sample form that may be used as is or as an example for all information required. A building floor plan may be included with each building inventory form. This would be beneficial to demonstrate any potential construction phases.

* **District-wide Analysis and Prioritization**

Once the individual facility information has been gathered through such avenues as the building condition survey and other sources listed on page 1, it can be coordinated and analyzed on a district-wide basis. Individual building priorities are to be integrated and prioritized on a district-wide schedule. The highest priority in the five-year plan must be the elimination of all health and safety issues identified on the Building Condition Surveys across all district buildings.

* **Estimated Expenses**

The Estimated Expenses Section shall provide estimated expenses for each facility. Items to be addressed are:

* New Construction
* Additions
* Alterations / Reconstructions
* Major System Replacement / Repairs
* Major Repairs

Once the expenses for the individual building needs are established, they can be transferred to the five-year facilities plan for inclusion in the appropriate year’s priority work within the plan.

The Building Owners and Managers Association (BOMA) recommends a budget should include a yearly expenditure of 2% to 3% of a building’s replacement value for maintenance. Over a 5-year period this equals 10% to 15% and this figure should provide adequate budgeting to keep pace with life-cycle costs, maintenance and operations. This is not required to be demonstrated in the 5-year plan but should be considered when developing the plan.

See Appendix A for the Estimated Expenses Forms formats. Note there are two forms, Facility Estimated Expenses Form and the District Estimated Expenses Summary Form.

**Summary**

The health and safety of New York’s school children is one of the Commissioner’s highest priorities. The intent of the Plan is to is to provide a systematic approach to establishing the capital needs of the district or BOCES and prioritizing those needs in the form of a five-year capital facilities plan. When completed, the plan will be an aid in preserving capital assets of the Districts and Boards. It will become an asset to the district when determining where limited capital dollars should be spent as well as a tool to help educate the public about the need for facilities support.

The summary of the five-year plan should discuss the means and methods used to collect and analyze the information presented as well as the district’s rationale for the priority ranking presented in the plan. A statement reflecting the districts capital maintenance and improvement philosophy should be included and clearly supported by the results of the planning process.

The Commissioner requires the plan be updated annually, and requires the district and board to utilize the safety rating of each facility in developing or amending the plan. The five-year facilities plan should also be developed in conjunction with the district’s comprehensive long-range plan, which considers educational philosophy, present and projected pupil enrollments, and space use in district facilities.

The Commissioner’s Regulation, 155.23 Multi-year Cost Allowance, (a)(2) states, “Cost allowances for reconstructing or modernizing structures shall not exceed 100 percent of the cost allowances for the equivalent new construction over the projected useful life of the building.”

It is recommended the Districts and Boards compare the Estimated Replacement Values stated on the Building Inventory Forms with the anticipated expenses demonstrated in the 5-year plan. If annual maintenance costs begin to increase significantly, a renovation project may be beneficial.

**Appendix A**School District or Board of Cooperative Educational Services

**FIVE YEAR CAPITAL FACILITIES PLAN**

Date

**BUILDING INVENTORY FORM**

**Building Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bed Codes Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current enrollment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total square footage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Ownership:** Owned Operated Leased

(CIRCLE ONE)

**Building Condition Survey Rating:** ExcellentGoodSatisfactoryUnsatisfactory

(CIRCLE ONE)

**Building Age:**

 **Construction Year Square Footage**

**Original Building \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Addition #1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Addition #2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Addition #3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Addition #4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Addition #5 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Addition #6 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Addition #7 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Addition #8 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Addition #9 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Addition #10 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Heating System Energy Source:** Electric Geothermal Natural Gas Oil Propane

(CIRCLE ONE)

**Energy Consumption: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Probable Useful Life of Building: \_\_\_\_\_\_\_\_\_\_\_ Estimated Replacement Value \_\_\_\_\_\_\_\_\_\_**

**Building Facility Report Card Attached:** Y N

(CIRCLE ONE)