

**FLORIDA DEPARTMENT OF EDUCATION  
BUREAU OF SCHOOL BUSINESS SERVICES  
FIXED CAPITAL OUTLAY OFFICE  
COST OF CONSTRUCTION REPORT - PUBLIC SCHOOLS  
(Instructions Attached)**

Complete the following information and e-mail form to:

[askfco@fldoe.org](mailto:askfco@fldoe.org)

Florida Department of Education  
Bureau of School Business Services  
Fixed Capital Outlay Office  
325 West Gaines Street, Room 824  
Tallahassee, Florida 32399-0400  
850-245-0495; FAX: 850-245-9135

DATE SUBMITTED:

CALENDAR YEAR:

PREPARED BY:

PHONE:

EMAIL:


**STEP 1: SCHOOL INFORMATION**

DISTRICT NAME:


DISTRICT NUMBER:


SCHOOL NAME:

FACILITY(FISH)#:

**STEP 2: CONSTRUCTION PROJECT INFORMATION (New or Replacement Schools and Additions Only)**

REUSE OF PLANS.....		PROTOTYPE		DESIGN BUILD.....		HURRICANE SHELTER.....	
TYPE OF PROJECT (Select One).....	New or replacement school.....		Addition to existing school.....				
TYPE OF ADDITION (gym, classrooms, media, etc).....							
PHASE III PLAN APPROVAL DATE.....		CONTRACT AWARD DATE.....					
CERTIFICATE OF OCCUPANCY DATE ISSUED.....							

**STEP 3: NEW CONSTRUCTION BASELINE DATA**

**AMOUNT**

1. Number of Student Stations.....	
2. Number of Teacher Stations.....	
3. Net Square Feet.....	
4. Gross Square Feet.....	
5. Number of new classrooms assigned capacity...K-5..	
6-8.....	
9-12.....	
<b>Total.....</b>	

6. Cost Data

a. **Legal and administrative costs**.....

This refers to all legal and administrative fees paid to private attorneys, governmental agencies and other professionals who are not architects or engineers, for services rendered (e.g., recording fees, doc stamps, clerk-of-the-works).

b. **Architect / Engineering fees**.....

This refers to the cost for professional architectural and engineering services performed in connection with planning, design and construction of the facility. Incorporate all base service and additional authorization services.

c. **Site improvement cost (incidental to construction)**.....

This refers to the work that must be performed on a site from five feet away from building to site boundary.

This includes the amount spent for finish grading, draining, seeding, planting and preparing the site for use after the building has been constructed. Site improvement also refers to the cost of electrical transformers, sewer lift stations, and water, gas and electric lines from five feet away from the school facility to the source of the utility at the site boundary.

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d.	<b>Building contract cost</b> .....	
	This refers to the total cost of building construction within five feet of building, including all materials and supplies purchased by the district school board. All change order charges known at the time should also be added or deducted from the contract cost. Include built-in cabinets, mill work and other furniture or equipment permanently fixed or attached to the building as part of building construction. Do not include costs for movable school furniture and equipment.	
e.	<b>Furniture and equipment</b> .....	
	These costs refer to all furniture and equipment required to make the facility operational on the first day of school. This includes, but is not limited to, student and teacher desks, computer equipment, science and vocational lab equipment, library furniture, audio-visual equipment, library books required to initially stock the media center and other school equipment that a district would normally capitalize, such as copy machines, etc. Equipment costs excluded from this definition are items such as interscholastic activity equipment (i.e., football or band uniforms). Additionally, textbooks, consumable supplies and noncapitalized science and vocational lab supplies are excluded from this definition.	
f.	<b>Cost to make as hurricane shelter and/or hurricane hardened</b> .....	
	This refers to the additional cost incurred as a result of mandatory hurricane shelter and/or hurricane hardening requirements due to location and designation by the Division of Emergency Management. Note: This amount should be deducted from Building Cost (Item d).	
g.	<b>Cost to purchase site</b> .....	
	This is the cost to purchase the site. If the site is an existing site, enter the cost of the site when originally purchased. If the site was donated, enter zero ("0").	
h.	<b>Cost to make public utilities available at site</b> .....	
	This is the cost to bring water, sewer, power, gas and telephone services to the site boundary and includes on-site water and on-site sewage treatment plants.	
i.	<b>Cost to correct site drainage and/or construct a retention area</b> .....	
	This refers to the additional cost incurred as a result of mandatory permits and/or inspections required by federal, state or local agencies such as the Environmental Protection Agency, Department of Environmental Protection and water management districts, including local and state concurrency requirements to accommodate drainage problems at the site.	
j.	<b>Cost to make public roads accessible</b> .....	
	This is the cost to make the site accessible to the public, which may require sidewalks, additional turn lanes, traffic lights or other requirements.	
k.	<b>Cost to make site free of environmental problems</b> .....	
	This refers to fees or additional costs incurred as a result of mandatory permits and/or inspections required by federal, state or local agencies such as the Environmental Protection Agency, Department of Environmental Protection and water management districts, including local and state concurrency requirements.	
7.	<b>Educational Facility Cost (sum of lines 6a-6e)</b> .....	-
8.	<b>Cost per Student Station (divide line 7 by line 1)</b> .....	-
9.	<b>Cost per Teacher Station (divide line 7 by line 2)</b> .....	-
10.	<b>Educational Plant Total Cost (sum of lines 6a-6k) (All plant-related costs)</b> .....	-

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STEP 4: SOURCE OF FUNDS	AMOUNT
Code#	
1. _____ PECO/Sum of the Year's Digits (Maintenance) [s.1013.64(1), F.S.] .....	
2. _____ PECO/Special Facility Construction [s.1013.64(2), F.S.] .....	
3. _____ PECO/New Construction Allocation [s.1013.64(3), F.S.].....	
4. _____ Classrooms First (Lottery) [s.1013.68, F.S.].....	
5. _____ Classrooms For Kids [s.1013.735, F.S.].....	
6. _____ District Effort Recognition [s.1013.736, F.S.].....	
7. _____ Cooperative Use Facilities [s.1013.52, F.S.].....	
8. _____ Cooperative Career and Tech. Ed. Facilities [s.1013.75, F.S.].....	
9. _____ Specific Line Item Appropriation.....	
10. _____ CO & DS (MVL R Flow-Through).....	
11. _____ SBE Bond (COBI).....	
12. _____ Other State Funds (Specify).....	
13. _____ Loan s.1011.14, F.S. ....	
14. _____ Loan s.1011.15, F.S. ....	
15. _____ Local Bond Proceeds.....	
16. _____ District School Tax Revenue (discretionary millage) [s.1011.71(2), F.S.].....	
17. _____ Lease Purchase (COPs) [s.1013.15(4)(a), F.S.].....	
18. _____ Other Local Funds (Specify).....	
19. _____ Federal Funds (Specify).....	
<b>****TOTAL (must equal Educational Plant Total Cost)</b>	<b>\$ -</b>

I certify that all of the data and statements included in this report are, to the best of my knowledge and belief, true complete and correct.

School District Official (Type your name)	Telephone Number (with area code)
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# Instructions for completing the Cost of Construction Report Form (FCO 564PS)

## General Instructions

1. Prepare a separate form for each new construction project. If your agency does not have any new construction projects to report, please return the form with your agency name, and annotate "NONE" in large letters on the form. Include point of contact name, telephone number and email address.
2. Each form is to be submitted by the due date indicated on the letter sent to each agency contact(s).
3. All forms are to reflect new construction projects only (new schools, replacement schools or addition to an existing school). Renovation and remodeling projects are not to be reported.
4. A new construction project is to be reported even if there are no student stations.
5. All forms should be submitted electronically to [askfco@fldoe.org](mailto:askfco@fldoe.org).

## Category Instructions:

### STEP 1: SCHOOL INFORMATION

**District Name** - Enter the district name (Example: Alachua; do not include "county school district")

**School Name** - Enter the school name (Do not enter the project name unless the entire project is a new or a replacement school)

**District Number** - Enter the district three digit number (301 – 367)

**Facility (FISH) #** - Enter the Facility FISH number. This number can be found in the Florida Inventory for School Housing (FISH) report by project name.

### STEP 2: CONSTRUCTION PROJECT INFORMATION (New or Replacement Schools and Additions Only)

**Reuse of plans, prototype, design build and/or hurricane shelter** - Select the category that applies to reporting the new construction project. For information pertaining to the referenced categories, please refer to the **State Requirements for Educational Facilities (SREF)** on the Florida Department of Education website at <http://www.fldoe.org/core/fileparse.php/7738/urlt/srefrule14.pdf>.

**Type of Project** - Select One (New, Replacement or Addition)

**Type of Addition** - This refers to any new construction project that is an addition to the existing school.

**Phase III Plan Approval Date** - Refer to your agency Architect for the approval date.

**Contract Award Date** - Enter the date your district board approved the contract bid.

**Certificate of Occupancy Date Issued** - Report the date the certificate was issued.

### STEP 3: NEW CONSTRUCTION BASELINE DATA

1. **Number of Student Stations** - Report the new student stations for this project only (do not report total student stations).
2. **Number of Teacher Stations** - Report the new teacher stations for this project only.
3. **Net Square Feet** - The enclosed interior floor area for pre-K through grade 12, including conversion charter schools or vocational facilities, measured from the inside surfaces of all enclosing walls that form the boundaries of the spaces.
4. **Gross Square Feet** - Applicable to grades pre-K through 12, including conversion charter schools or vocational facilities. Multiply the calculated total net square footage by 1.06, and add the total floor area square footage of covered walkways and bus loading/unloading areas or similar areas having a roof but no walls. [Example: 1.06 (total net square feet) + total floor area square footage of covered walkways and bus loading/unloading areas or similar areas having a roof but no walls = Gross Square Feet. 1.06(200) + 547 = 759 Gross Square Feet].
5. **# of new classrooms assigned capacity** - Report the new classrooms by grade level.
6. **Cost data (6a-6k)** - Report new construction amounts. Refer to the form for terms and definitions for categories 6a –6k.
7. **Education Facility Cost (sum of lines 6a-6e)** - Total sum of lines 6a-6e.
8. **Cost per Student Station (divide line 7 by line 1)** - Divide the total Educational Facility Cost by the number of student stations reported.
9. **Cost per Teacher Station (divide line 7 by line 2)** - Divide the total Educational Facility Cost by the number of Teacher Stations reported.
10. **Educational Plant Total Cost (sum of lines 6a-6k)(All plant-related costs)** - Total all cost data categories (6a-6k).

### STEP 4: SOURCE OF FUNDS

Select each applicable funding source for the new construction project and funding amount by the source.