

# HOW TO GET THERE: INTRODUCTION & FOREWORD



# *Introduction and Foreword*

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# Planning Your School Building Project: *Putting the Pieces Together*

## *Our Mission:*

*"To provide funding and assistance to local school districts for the construction and renovation of school facilities in order to provide high-quality, education-ready learning environments for Ohio's school children."*

If you had to sum up the Ohio School Facilities Commission in one word, that word would be, **INNOVATION**; a state agency solely devoted to facilities construction and renovation, OSFC works in partnership with local school districts to improve the educational environment for Ohio's school children. Since the inception of the Commission through SB102 in 1997, Ohio has become a policy leader in addressing school planning and construction issues.

This manual is a guide to help you navigate the often turbulent waters of a construction project. The documents are arranged to follow the general timeline for OSFC projects to provide a quick reference for many of the program guidelines, policies, and forms and you will encounter throughout your project.

The construction of a school building is not a simple matter of putting blocks on top of blocks. You, your school administration, and your community will be involved in the process from the beginning to the end: making decisions on issues such as the location of the building, the components of the building necessary to provide your educational program, what types of technology and security you want, and even what color the walls will be.

You will be not alone, however, as you address these intricacies. This Planning Guide is the comprehensive reference manual you will need for your decision-making. Your OSFC planner, project administrator, and construction manager, along with the design firm your district hires, will be right beside you in making those decisions. Working as a team, we'll move through this challenging and exciting time.

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# *Ohio School Facilities Commission*

## **ROLES/RESPONSIBILITIES**

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OSFC provides guidance, funding, and oversight to school districts throughout their facilities project.  
Feel free to contact any of our staff if you have questions regarding your project.

***Michael C. Shoemaker, Executive Director***

<b>Steve Lutz</b> , Chief of Planning	<i>Head of the planning department.</i>
<b>Melanie E. Drerup</b> , Senior Planning Director	<i>Provides guidance to districts statewide throughout the planning process for funded programs. Finalizes the master facility plan scope and budget.</i>
<b>Janice Parker</b> , Senior Planning Coordinator	<i>Creates, distributes and logs all audit documents (certifications/resolutions, project agreement, etc). Schedules meetings for districts to meet with Commission during planning stage.</i>
<b>OSFC Planning Directors / Managers</b>	<i>School District point of contact for daily communication with Commission during planning phase of the project.</i>
<b>Eric Bode</b> , Chief Financial Officer	<i>Allocates available funding for districts. Secondary contact for school district treasurers for accounting, auditing, coding, budget increase and closeout issues.</i>

<b>Lois Snyder</b> , Deputy Chief of Finance	<i>Primary contact for school district treasurers for accounting, auditing, coding, budget increase and closeout issues.</i>
<b>Jerry Kasai</b> , Chief Legal Counsel	<i>Oversees all legal matters concerning the Commission.</i>
<b>Cheryl Lyman</b> , Chief of Support Services	<i>Resource for information regarding programs and projects for districts. Can provide educational materials, video presentations and speakers for public forums related to the project and information for local news media.</i>
<b>Rick Savors</b> , Chief of Communications	<i>Resource for information regarding programs and projects for districts. Can provide educational materials, video presentations and speakers for public forums related to the project and information for local news media.</i>
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<b>Steve Berezansky</b> , Chief of Projects	<i>Head of the projects department. Oversees project administration statewide.</i>
<b>Mike Mendenhall</b> , Deputy Chief of Projects	<i>Assists in administering projects department. Negotiates implementation plan for construction manager services.</i>
<b>OSFC Project Administrators</b>	<i>School District point of contact for daily communication with Commission during design and construction phases.</i>
<b>Carolyn McClure</b> , Executive Assistant	<i>Coordinates all scheduling and communications for the Executive Director.</i>

Please contact the OSFC at our main line at 614-466-6290 or via our general email address at [program.info@osfc.state.oh.us](mailto:program.info@osfc.state.oh.us) should you have questions or require assistance.

# OVERVIEW OF THE PLANNING, DESIGN, AND CONSTRUCTION PROCESS

## CHAPTER 1: INTRODUCTION

### B. SUMMARY OF THE PLANNING, DESIGN, AND CONSTRUCTION PROCESS

#### PRE-PLANNING

The school district establishes partnerships with the community, establishes and refines their educational program, and connects their educational program and with their shared vision of the facilities.

#### PLANNING, APPROVAL & FUNDING

An enrollment study is developed and facility assessments are conducted to help establish the planning parameters. A master facility plan is developed, a site is selected with assistance from the Design Professional (DP), and funding is secured.

#### CONTRACTING

Agreements and contracts are established between the state and the district for the project, between the district and the DP, and between OSFC and the CM.

The Project Team works together to develop a Program of Requirements (POR), the detailed square footage requirements for each space in the building. Once the POR is approved the design phases begin:

#### DESIGN

- Schematic Design Phase: Spaces are drawn to the correct scale indicating relative sizes as stated in the POR. Spaces are shown in the correct relationship to each other.
- Design Development Phase: The drawings indicate greater levels of detail. In addition to classroom and building size, the building systems, materials, and furnishings are shown in the documents. **Commissioning process begins.**
- Construction Documents Phase: The documents show the detailed information that will ultimately be used by the contractors to bid and construct the building.

#### BIDDING

The project is bid, bidders are evaluated, and contracts are executed.

#### CONSTRUCTION

The project team and the contractor work together to construct the building. Throughout the construction phase the Project Team holds regular meetings to review the progress of construction. The Project Team uses proven methods to assist in monitoring the budget, schedule, project quality, and change orders during construction. Furniture and equipment are procured. Commissioning is implemented.

#### OCCUPANCY

Furniture and equipment are delivered and put in place. Students, faculty, and staff move into the building.

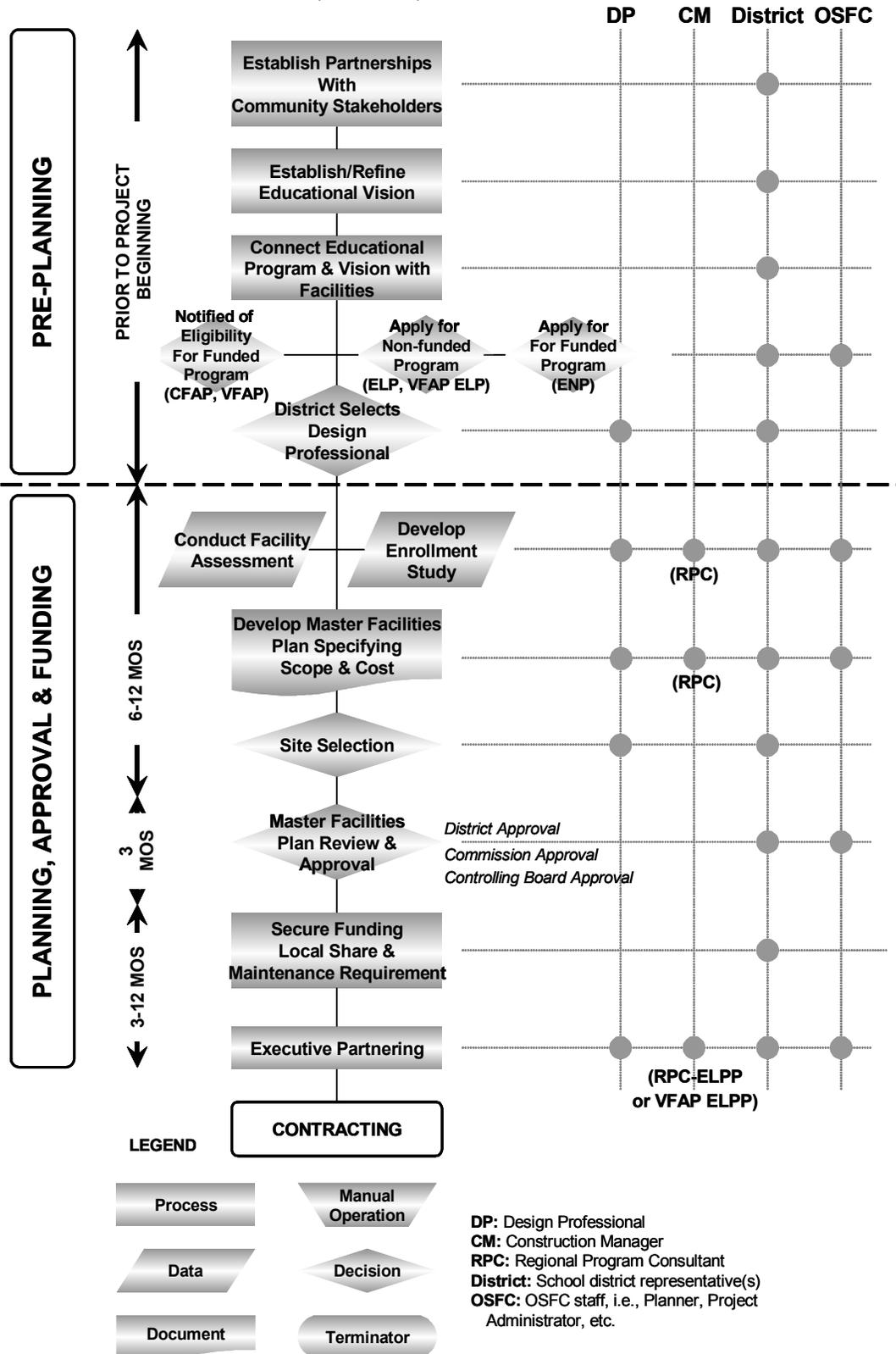
#### POST- OCCUPANCY

The warranty phase begins and a Maintenance Plan is implemented. The project and financial closeout steps occur.

The following diagrams illustrate the planning, design, and construction process; the participants in each step, and the estimated timeline for each phase.

# OVERVIEW OF THE PLANNING, DESIGN, AND CONSTRUCTION PROCESS

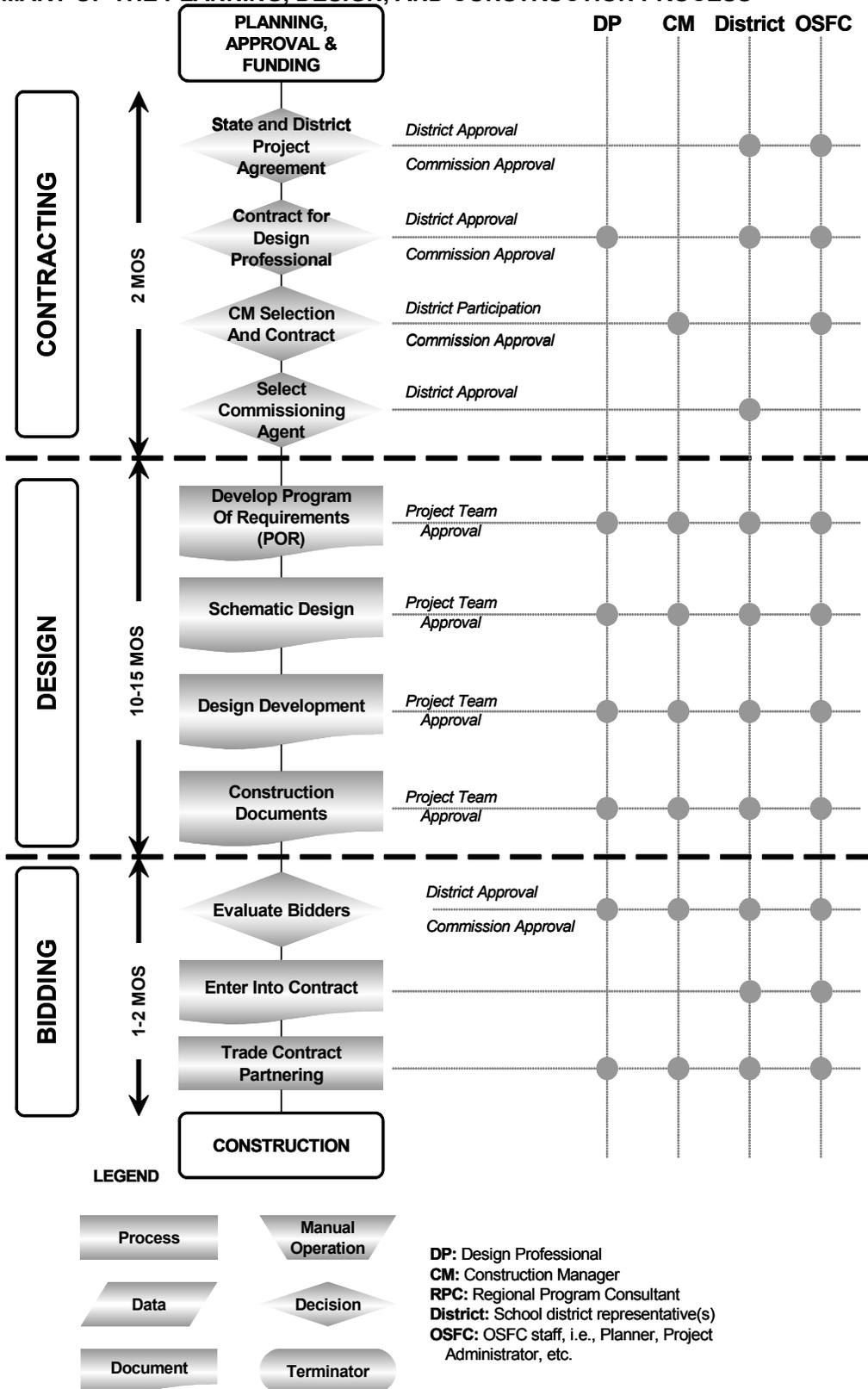
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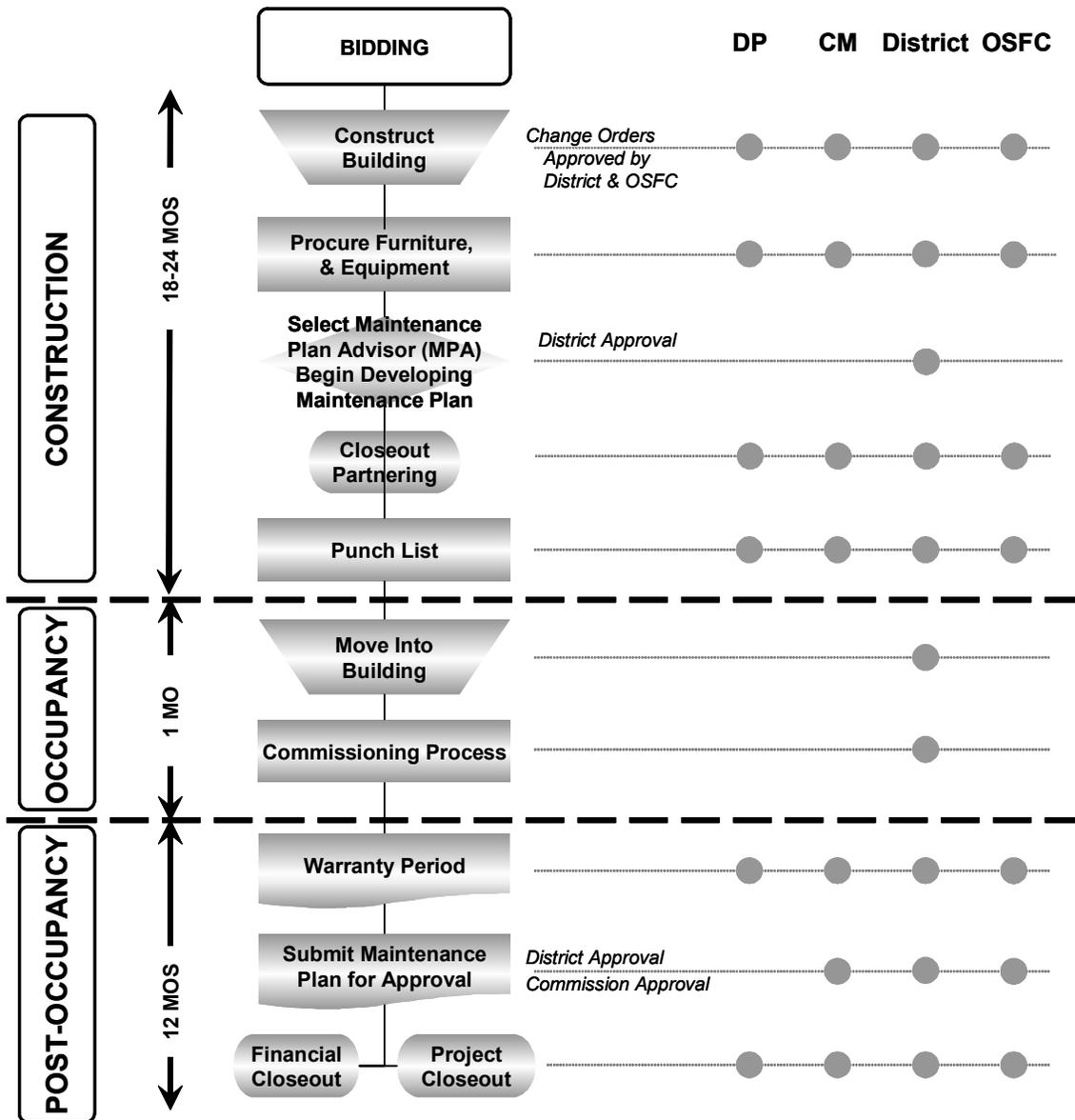
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### B. SUMMARY OF THE PLANNING, DESIGN, AND CONSTRUCTION PROCESS

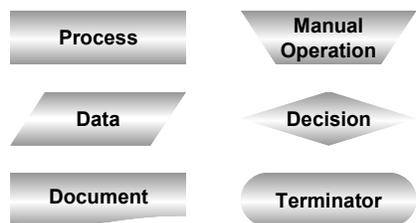


# OVERVIEW OF THE PLANNING, DESIGN, AND CONSTRUCTION PROCESS

## B. SUMMARY OF THE PLANNING, DESIGN, AND CONSTRUCTION PROCESS



### LEGEND



**DP:** Design Professional  
**CM:** Construction Manager  
**RPC:** Regional Program Consultant  
**District:** School district representative(s)  
**OSFC:** OSFC staff, i.e., Planner, Project Administrator, etc.

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# Glossary of Terms

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As with any specialty, construction, education, and school finance are complex businesses with their own language and terms. The following is a list of terms commonly used by the Ohio School Facilities Commission.

## General

**10% Variance:** A provision of the design manual allowing districts to reduce the square footage of their PreK-5th grade classrooms by 10% for the purpose of class size reduction. Districts choosing to incorporate ELAs into their building designs may apply the 10% variance to all grade levels.

**1990 Look-back District:** Districts that were served under the Ohio Department of Education's School Building Assistance program are now eligible to participate in OSFC programs.

**2/3 Guideline:** The guideline that sets the replace versus renovate standard for school facilities at two thirds of the cost of a new building.

**9.312 Responsibility:** Ohio Revised Code sets out factors to consider in determining whether a bidder is responsible. Districts use several criteria to evaluate potential bidders and include, but is not limited to such factors as: compliance with all material requirements, experience of the bidder, and conduct and performance of the bidder on previous contracts.

**350 Rule:** A provision of the Ohio Revised Code requiring a minimum of 350 students in any building co-funded by the OSFC. The commission may grant waivers to this requirement under certain circumstances.

## A

**Accelerated Urban Initiative (AUI):** Due to the extended construction schedules anticipated in serving the largest urban districts in the state, the Rebuild Ohio Program allowed the OSFC to begin work on these districts prior to reaching them on the equity list.

**ADA:** A grant program to assist districts with compliance with the Americans with Disabilities Act. This program is now closed.

**Architect Selection:** The process by which a district engages a professional design firm. For any contract in which the estimated design services fee is over \$25,000, Ohio's Design Professional Selection Law (O.R.C 153.65:153.71) requires districts to 1) publicly announce the availability of each contract for professional design services; 2) evaluate the qualifications of interested professional design firms; and 3) negotiate a contract with the most highly qualified firm. Only after selecting the top firm does the district enter into fee negotiations. OSFC must approve the Design Professional's contract.

**Assessed Valuation:** Estimated value placed upon land for purposes of taxation; this value is not necessarily indicative of the fair market value of the property.

**Assessment:** The process of evaluating all aspects of the current facilities in a district. Each building is evaluated based on specific criteria to determine what portions need repaired or replaced. The assessment becomes the basis for formulating the master facility plan.

**Assessment Consultant:** A professional hired by the Commission to conduct a detailed facility assessment on a public school building to determine a renovation cost analysis.

**Assessment Only Program:** A program that allows any district that has not received an assessment by OSFC, to request one. This is a stand-alone program that does not obligate a district to commit to a master plan or continue on in any other OSFC project.

**Auditeria:** A space that combines the eating and performance areas of a building. Auditerias have stepped floors.

**Average Daily Membership (ADM):** Average number of students present and absent in a school district during a school year or other specified period of time.

## **B**

**Bidding Process:** The process by which districts select and contract with firms to conduct work on school buildings. The process includes an advertisement for the work scope, acceptance of binds, an evaluation of bids and bidders, and an award to the lowest most responsible bidder.

**Big 8:** A program to assist the eight largest urban districts with emergency repairs on their facilities. This program has been discontinued.

**Bond Counsel:** Hired by the school district to serve as a legal authority on bond projects; advises the district on such issues during the construction process.

**Bracketing:** An exercise that takes place during the Program of Requirements phase using formulas set forth in the Ohio School Design Manual to calculate the amount of space to be allocated for all areas of the facility based on student enrollment.

**Budget Increase:** Any amount over the initial project budget that cannot be otherwise absorbed by the budget. Any increase will be co-funded proportionally by the district and the state.

**Builder's Risk Insurance:** OSFC requires districts to acquire such insurance, which covers new structures as they are being built, as well as the materials (lumber, plumbing, lighting fixtures, etc.), which are intended to become an integral part of the school structure.

**Building Envelope:** Includes all elements of the building that separate the interior of the building from the outdoor environment, including the windows, walls, foundation, basement, slab, ceiling, roof, and insulation.

## C

**Cafetorium:** A space that combines the eating and performance areas of a building. These spaces have flat floors.

**Career-Technical Planning District (CTPD):** A local education agency configuration (comprehensive district, compact/contract district or joint vocational school district) that meets the minimum requirements of law and subsequent standards to offer state sanctioned career-technical programming (source: Ohio Department of Education).

**CEFPI Appraisal:** Part of the assessment process that includes a review of the school site, structural and mechanical features, plant maintainability, building safety and security, educational adequacy, and an assessment of the building to provide for adequate educational delivery. The assessor weighs each of these factors and points are assigned to each out of a total number of points possible.

**Change Orders:** Written authorization to add, delete or otherwise change an item in a construction contract to be signed by the owner, architect, OSFC and contractor. Implies a change in the contract sum, time to complete the portion of the project, or both.

**Classroom Facilities Assistance Program (CFAP):** This is the main program through which districts funded for renovation and replacement of school buildings.

**Co-located or Joint-Use/Shared Facilities:** A type of educational facility that houses multiple occupants. A school facility may be combined with other community needs to include other uses such as a community health clinic, a public library or a social services outreach facility. OSFC supports these types of initiatives, however some facility spaces may require locally funded initiatives and/or support from capital partners.

**Commissioning Agent:** Employed directly by the district to assure that the Building Mechanical Systems will function within the parameters established as the basis for their design. Early in the design process, the agent establishes a Commissioning Plan to be followed throughout the design and construction phases of the project. The Commissioning Plan establishes operational objectives, monitors installation procedures, and incorporates functional testing protocols.

**Community Schools Guaranteed Loan Program:** A program administered by OSFC that allows charter schools to apply for a state guarantee on a loan. Ohio community schools can apply for a State guarantee or backing for a loan to the Governing Board of the community school from a federally chartered bank or the State of Ohio. The guarantee cannot exceed \$1,000,000 for owned improvements, or \$500,000 for leasehold improvements and may not exceed 15 years.

**Compact/Contract District:** One form of a Career Technical Planning District, or legal entity through which career-technical programs are delivered. It is an area in which a number of school districts enter into a contract of operation to provide career-technical education (source: Ohio Department of Education).

**Comprehensive District:** One form of a Career Technical Planning District, or legal entity through which career-technical programs are delivered. It is one that has 1,500 or more students and offers career-technical education in career centers and/or at existing high schools in the district (source: Ohio Department of Education).

**Constructability Review:** An estimation of the readiness of a construction project based on project plans and specifications.

**Construction Manager (CM):** The CM firm oversees all aspects of the project and acts as an intermediary for the OSFC and the district.

**Controlling Board:** Authority in the State of Ohio that is responsible for releasing funds to state agencies for expenditures for specific purposes. All funds provided to districts through OSFC funded programs must be approved by Controlling Board.

**Cooperative Purchasing Program (state term):** A program through the State of Ohio that pre-qualifies vendors to do business with state agencies.

**Core Academic Space:** Spaces outlined in the Ohio School Design Manual that are considered to be the primary areas in which instruction and learning take place. Academic core spaces include: project laboratories, classrooms, teacher prep/workrooms, instructional material storage rooms, individual restrooms, special education delivery areas, and small group breakout rooms or extended learning areas.

## D

**Design Development phase (DD):** Project phase in which the district and their architect work together to develop the designs for the new or renovated facilities.

**Design Professional (DP):** A firm chosen by the school district to design their facilities. Large-scale projects often have more than one DP.

**Discrete Portion:** The portion of the master plan a district agrees to build using local funds as part of their Expedited Local Partnership Program agreement.

## E

**Easements/Rights of Way:** A right acquired for access to or over, or for use of, a portion of land owned by another entity for a specific purpose, such as a driveway, or public utilities channel.

**Educational Planner:** A professional firm that works to develop enrollment projections, long-range facility plans, and other information as needed to provide assistance to districts and the OSFC in making facility decisions.

**Eligibility Ranking List:** A ranking of all school districts in Ohio from lowest to highest based on adjusted valuation per pupil. This list is provided annually to OSFC by the Ohio Department of Education. The OSFC uses a three-year average of past rankings to determine the order in which districts are served.

**Emergency Repair Program (ERP):** An early program at OSFC that provided grants up to \$500,000 to districts with immediate building needs. The majority of grants were used for boiler and roof replacement in order to maintain a building until it could be funded under CFAP or other OSFC programs. The program has been closed.

**Enrollment:** Number of students attending school, as reported by the district to the ODE. OSFC uses official October counts to project enrollment for planning purposes.

**Equity List:** Produced annually by the Ohio Department of Education that ranks all school districts from lowest to highest adjusted valuation per pupil. A three-year average of the list is used by OSFC to determine the order in which districts are served through CFAP.

**E-rate:** A federal program administered by the Schools and Libraries Division of the Universal Service Administrative Company that provides discounts on telecommunications services and infrastructure start-up costs to eligible public and non-public schools. The level of discount is determined based on the percentage of students in the district or building who are eligible for the free and reduced lunch program (National School Lunch Program). Services eligible for discounts may include, but are not limited to: dial up or direct Internet connections, email, basic phone services, leased data circuits, and acquisition or installation of equipment to provide internal connections.

**Exceptional Needs Program (ENP):** A program created to assist districts with health and safety problems in their facilities that are more than three years away from expected funding through CFAP.

**Excess Area:** Space used to serve the district's educational needs and is shown in the OSDM but is more than that required to serve the student population assigned to the building. Excess Area is calculated building wide and equals the area of the building minus the area required to serve the number of students assigned, minus all Oversize Design Manual Space, minus all Oversize Non-Design Manual Space, minus all Oversize Unusable Space.

**Executive Partnering:** Soon after the Project Scope and Budget are established, an Executive Partnering Meeting is scheduled. Board members, the Superintendent, building Principals, department heads, architects, engineers, OSFC representatives, and other stakeholders come together for the first time to establish a working relationship with other members of the planning and design team. Roles are defined along with schedules and other objectives that must be met for the project to be successful. Best practices as well as pitfalls are discussed and efficient channels are established.

**Expedited Local Partnership Program (ELPP):** A program that allows districts to begin their facilities project with local funds instead of waiting for state dollars to become available.

**Extended Learning Areas (ELAs):** Dedicated formal or informal spaces outside of the typical classroom that provide space for students to engage in varied instructional and social activities. The 2005 Ohio School Design Manual allows for a 10% reduction in classroom square footage to provide ELAs throughout a school.

## **F**

**Facility Assessment:** A comprehensive inspection of each building that generates a report indicating the condition of each aspect of the building and whether or not it needs repair, replacement or no action. This report is the basis for generating district master facilities plans.

**Furniture:** For the purposes of the Ohio School Design Manual, furniture implies any moveable and non-attached piece of equipment or fixture.

## **G**

**General Revenue Fund (GRF):** Primary operating fund of the State of Ohio.

**Gross Square Footage:** Includes restrooms, showers, storage spaces and other features of a facility.

## **H**

**Half-Mill Maintenance Requirement:** State law requires that every district participating in OSFC programs approve a half-mill in addition to their construction levy in order to assist with the funding necessary to maintain the building over its lifetime.

**High Performance Buildings:** Also referred to as “green buildings,” these educational facilities offer superior performance in a variety of areas related to sustainability including, but not limited to: energy and water efficiency, waste management and air emissions, and longevity (durability, and adaptability of the building to changing user needs).

## **J**

**Joint Vocational School District (JVSD):** One form of a Career Technical Planning District, or legal entity through which career-technical programs are delivered. It is an area that serves two or more adjacent school districts and is governed by a joint vocational school board consisting of representatives from the participating districts. (source: Ohio Department of Education)

## **L**

**LEED Certification:** A credentialing program for buildings that meet specific criteria as a high performing or environmentally sound building. The LEED (Leadership in Energy and Environmental Design) Green Building rating system was created by the U.S. Green Building Council and includes items such as: building life cycle cost, sustainability, energy efficiency and the use of environmentally sensitive materials.

**Local Education Agency (LEA):** The local school district.

**Locally Funded Initiative (LFI):** This is any portion of a project that is solely funded by the district as an addition to the master plan. The OSFC will work with the district to integrate LFIs into the overall master plan but will not share the cost of the additional items.

**Local Share:** The percentage of the total project budget that the district is responsible for securing.

**Lowest Responsible Bidder:** Ohio law requires that trade contracts be awarded to the lowest bidder deemed responsible after a review by the CM and the school district of past performance and other factors.

## M

**Maintenance Plan:** A comprehensive plan for the long-term care and upkeep of every building in the school district. This is a requirement for all districts participating in OSFC programs.

**Maintenance Plan Advisor (MPA):** Hired by the school district to provide a detailed plan to service, maintain and prolong the life of the facilities using the maintenance fund.

**Master Facility Plan:** The comprehensive plan for repairing and/or replacing the educational facilities of a district.

**Memorandum of Understanding (MOU):** A formal document that summarizes a commitment or agreement between two or more parties in relation to a facility project. These signed statements may provide an understanding of participation in a joint or shared-use facility arrangement, for example.

**Mezzanine:** A balcony space that is typically created by installing a floor in a space created above locker room or restroom facilities and used for additional bleachers in a gymnasium. OSFC does not co-fund mezzanine square footage.

## N

**Natorium:** A building or portion of a facility constructed for the purpose of housing a swimming pool and related equipment. This is not a co-funded space.

**Net Bonded Indebtedness:** the difference between the sum of the par value of all outstanding and unpaid bonds and notes which a school district board is obligated to pay and any amounts the school district is obligated to pay under lease-purchase agreements entered into under section 3313.375 of the Revised Code, and the amount held in the sinking fund and other indebtedness retirement funds for their redemption. Notes issued for school buses in accordance with section 3327.08 of the Revised Code, notes issued in anticipation of the collection of current revenues, and bonds issued to pay final judgments shall not be considered in calculating the net bonded indebtedness. It does not include indebtedness arising from the acquisition of land to provide a site for classroom facilities constructed, acquired, or added to pursuant to sections 3318.01 to 3318.20 of the Revised Code or the par value of bonds that have been authorized by the electors and the proceeds of which will be used by the district to provide any part of its portion of the basic project cost.

**Net Square Footage:** Implies the actual size of the room, disregarding utility closets, restrooms and other portions of a classroom.

## Q

**Ohio Revised Code, The (ORC):** The comprehensive set of statutes governing Ohio.

**Ohio School Design Manual (OSDM):** An extensive document that sets construction standards for all OSFC projects to ensure statewide equity and quality for school facilities.

**Ohio School Facilities Commission (OSFC):** The state agency responsible for assisting public school districts in the renovation and/or replacement of their school facilities.

**Open Enrollment:** An option offered by some district that allows students to choose the school they will attend.

**Oversize Design Manual Space:** Certain core area or common spaces (gymnasium, media center, kitchen, dining area, Ag. Ed., vocational, and corridors) are considered oversized if the existing square footage of the space exceeds that recommended in the design manual. The amount by which the area in each space exceeds the design manual recommended square footage is the oversize space. Oversize Design Manual Space is not used in calculating the student capacity of the building.

**Oversize Non-Design Manual Space:** Spaces used for school use but not included in the design manual (auditoriums, natatoriums, indoor tracks) and space used for non-school use (adult education, board offices, or county programs or other agencies). This space is not used in calculating the student capacity of the building.

**Oversize Unusable Space:** Space, which, by its physical configuration or nature, is not suitable for use as classrooms or other program areas (all or part of a basement or a clock tower). This space is not used in calculating the student capacity of the building.

## P

**Partnering Program:** A project and dispute management model that brings project managers (school district, OSFC, CM, A/E, etc.) together to resolve issues and manage the construction in an efficient way. This program has been very successful in preventing project litigation and other delays.

**Phase Submission Form:** A checklist of documents that must be provided at each phase (Program of Requirements, Schematic Design, Design Development, and Construction) to the OSFC during the project timeline.

**Phase I Environmental Assessment:** An assessment of an existing or proposed building site by a qualified professional that identifies any environmental liabilities or issues of concern on the site. Items to be investigated include, but are not limited to: current and past uses of the property, whether underground storage tanks are present, and existence of contaminants. A Phase I assessment is required as part of the district's due diligence in selecting a "buildable" site.

**Phase II Environmental Assessment:** A more thorough investigation of a particular site that may be required should the results of the Phase I Assessment reveal questions concerning possible contamination. Extensive sampling and testing of soils, groundwater, and asbestos-containing materials are performed.

**Post-Occupancy Evaluation:** A review of a building and its usefulness to occupants once it is completed and has been in use for some time. Evaluation items might include: whether occupants are satisfied with particular spaces inside the building; the functionality of certain spaces; and what might be changed in the building design in the future.

**Preventative Maintenance Program:** An OSFC program through which districts create a maintenance plan with the assistance of a Maintenance Plan Advisor to provide for ongoing preservation and repairs of the building's mechanical and other systems.

**Program of Requirements (POR):** Part of the assessment and master planning process that establishes the number and types of spaces a district will need to serve their students.

**Program Space:** Refers to all spaces that are usable or may be occupied in the OSFC's standard bracketing tool; all spaces within a building minus a "construction factor" of 10-12% to account for walls, plumbing chassis and other such non-usable spaces.

**Project Administrator (PA):** The OSFC staff person overseeing a district's construction project.

**Project Agreement:** The contract between the state and the school district.

**Project Budget:** The total estimated cost of the master plan.

**Project Closeout:** Process by which all outstanding invoices are resolved, warranty periods begin and the district and the OSFC end their partnership.

**Project Completion Certificate:** A document that serves as an official notice of the Commission's participation in the school construction project. The certificate is issued after the punch list is complete and a complete financial accounting process has been performed.

**Project Construction Fund (Fund 010):** A specific fund required by the state into which all state and local project funds are deposited. Any funds for maintenance or locally funded initiatives must be deposited in a separate fund.

**Punch List:** A list of missing or deficient items identified by the Architect and Construction Manager upon inspection of the work by Prime Contractors after having received notice that their work is complete and compliant with the project documents. The items on the list must be completed, repaired or replaced by the Prime Contractors. When the corrections are accomplished and all items are accounted for on the punch list, the A/E Team and the CM are notified to make a final inspection.

## **R**

**Regional Program Consultant (RPC):** Responsible for coordinating, managing, monitoring and planning for the resources required and the schedule for the facilities assessment, enrollment study, and the Master Facilities Plan for assigned school districts. For non-funded programs, the RPC reviews plans and specifications for Design Manual compliance, reviews budget estimates prepared by the Design Professional or Construction Manager, and provides various services during the construction phase of the project.

## S

**Schematic Design phase (SD):** In this phase of the project, the building's required spaces are developed and organized into functional groupings represented by bubble diagrams created by the Design Professional. This design includes orientation of building circulation patterns and service systems. The Schematic Design is reviewed and approved by the Project Team prior to starting the Design Development phase.

**Short-List:** A list of applicant firms that have been deemed suitable and from which the successful firm will be chosen. Construction Managers are short-listed in the OSFC review process.

**SmartBoard:** An interactive white board that is connected to a computer and a projector. Users can write on the board with electronic pens or fingers. Some schools are beginning to adopt Smartboard technology into their educational delivery plans.

**Sound Field Augmentation Systems:** Technology that allows for better sound transmission in the classroom. A teacher will talk into a microphone, which is connected to a transmitter. The transmitter sends sounds to a receiver, which projects sounds through speakers placed around the classroom. A sound field system may be especially helpful for students with mild to moderate hearing loss.

**Square Foot Allowance:** The Ohio School Design Manual specifies the amount of square footage that will be co-funded for each type of space. Additional square footage is counted at a locally funded initiative.

## T

**Teaching Station:** Refers to teaching/learning spaces that are calculated by dividing the total projected student enrollment by the planning standard of 25:1 student teacher ratio. A utilization factor of 85% is applied to middle and high school buildings to account for the fact that at these grade levels classrooms or teaching stations are occupied an estimated 85% of the time. Music rooms, technology education, gyms and other such spaces are included in the calculation for upper grade levels only; in elementary buildings, only classrooms are considered to be teaching stations.

## V

**Value Engineering:** A process that reviews building designs for opportunities to reduce the project budget.

**Vinyl Composition Tile (VCT):** A typical floor material widely-used in commercial buildings. VCT is installed by 12-inch tiles and comes in several colors.

**Vinyl Cushion Tufted Textile (VCTT):** A hybrid type of flooring material that provides the benefits of a carpet's soft surface with the water-impermeability of tile flooring. It is easily cleaned and is backed by a 20-year warranty.

**Variance:** A request for use of materials and systems not specified in the Design Manual.

**Variance Committee:** The OSFC staff that reviews variance requests and makes recommendations to the Executive Director for approval or denial.

## **W**

**Waiver:** The allowance for exempting a district from a specific policy of the agency such as the 2/3rds guideline or the provision of law requiring a minimum of 350 students in any OSFC co-funded building.

**Warranty Period:** The period during which system the manufacturer corrects failures or other problems without charge.