

**STATE OF ARKANSAS**

**DIVISION OF PUBLIC SCHOOL ACADEMIC FACILITIES and  
TRANSPORTATION**

ACADEMIC FACILITIES MASTER PLAN PROGRAM

**MASTER PLAN GUIDELINES for 2009-2011 Biennium**

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Arkansas Division of Public School

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Academic Facilities & Transportation

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**SUBMITTAL DEADLINE FEBRUARY 1, 2008**

**PLEASE NOTE THAT IN ORDER TO EFFECTIVELY CREATE YOUR  
MASTER PLAN YOU WILL NEED TO USE THE FOLLOWING WEBSITE:**

**[www.arkansasfacilities.com](http://www.arkansasfacilities.com)**

**THAT WEBSITE CONTAINS THE FILES NEEDED TO REVIEW AND SUBMIT  
TO THE DIVISION OF PUBLIC SCHOOL ACADEMIC FACILITIES AND  
TRANSPORTATION**

**Revised to incorporate changes from ADE Commissioner's Memo  
Number: COM-08-055 dated 11/20/2007**

Arkansas Division of Public School



Academic Facilities & Transportation

**Division of Public School Academic Facilities and Transportation**

**Facilities Master Plan - 2008**

**Submission Date** \_\_\_\_\_

**School District** \_\_\_\_\_

**School District LEA** \_\_\_\_\_

**School District Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Superintendent** \_\_\_\_\_

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

**Facilities Master Plan Authors (if more names, please attach separate sheet)**

**Name** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Name** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

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(BELOW LINE FOR DIVISION USE)

**Date of Most Recently Approved Master Plan** \_\_\_\_\_

**Received By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **I. Introduction**

The facilities goal of the State of Arkansas is to have all schools in all school districts meet the standards for suitability and adequacy as stated in the Arkansas Public School Facility Manual. The school district Facility Master Plan is the backbone of the State of Arkansas goal to provide these facilities for all of its students. It embodies specifics of each school district, bringing them together into a cohesive plan to serve as a guide for the district toward having suitable and adequate facilities. The Master Plan is the district's plan to move from its present facility condition of their district to this goal of suitable and adequate facilities, as defined by the state, by tying together the district's present facility conditions and needs, student population growth and movements, academic needs and educational delivery systems into a district-wide, campus specific plan that provides a roadmap toward making the facilities compliant with the state standards. The Facility Master Plan should consider priority of need in conjunction with financial ability and provide for a coordinated program toward reaching the goal of suitable facilities that support the district's academic program. It should complement the facility requirements of the school district's technology master plan, educational delivery system plan, maintenance plan and other plans the district has which may be affected by facilities.

## **II. Purpose**

The Academic Facilities Master Plan (A.C.A. 6-21-805) is one of the foundations of the Arkansas Public School Academic Facilities Program. The purposes of the Master Plan are to -

- Establish a mechanism for State supervision of school district activities impacting academic facilities and equipment;
- Develop and continually update information critical to identifying academic facilities needs at the local level and across the state; and
- Allow the State to manage state financial participation in eligible academic facilities projects

A.C.A §6-21-806 requires that school districts:

- Develop a ten (10) year district wide facilities master plan that shall be approved by the school district's board of directors for submission to and approval by the Division of Public School Academic Facilities and Transportation;
- Base its facilities master plan on the provisions of the [Arkansas School Facility Manual](#) as adopted by the Commission for Public School Academic Facilities and Transportation and on priorities indicated by statewide assessment, on priorities established by the Division of Public School Academic Facilities and Transportation statewide facility needs priority list, and other pertinent data specific to the needs of the school district with regard to academic facilities and equipment;
- Present a draft of the facilities master plan in a public hearing in the same locality as the school district and take public comments;

- Submit evidence of the district’s insurance coverage by July 1 of each even numbered year, including coverage amounts, types of coverage, identification of buildings covered, policy renewal date, and all riders;
- Submit facilities master plan with a summary of comments made at public hearing to the Division by February 1 of each even numbered year; and
- Submit a report to the Division by February 1 of each odd-numbered year that includes description of all projects completed in the school district since the submission of the most recent facilities master plan, the school district’s current enrollment projections, new or continuing needs of the school district with regard to academic facilities and equipment, and an accounting of any changes in the school district’s insurance coverage from the most recent submission.

### **III. Master Plan Requirements**

School districts may submit its Master Plan in either an electronic format using the Master Plan web tool or in two three-ring notebooks that will contain numbered tabs that address the statutory requirements of A.C.A. 6-21-806. The notebooks should contain a cover page on the front cover and a notebook spine label that contains the school district name, “Master Plan”, the date “February 1, 2008”, and Volume I or Volume II, as appropriate. The 15 tabs are listed below and described in the following paragraphs.

Volume I will contain Tab 1 through Tab 8 and Tab 12 through Tab 15. Volume II will contain Tabs 9, 10, and 11.

#### District Overview

Tab 1 – District Information Page (Page 2 of these instructions) (Only required with notebooks or hard copy submissions)

Tab 2 - School Board Resolution

Tab 3 – Public Hearing

Tab 4 – District Enrollment Projections (Not required. Optional if district provides revised enrollment projects)

Tab 5 - Community and District Profile (Not required). Planning Considerations

Tab 6 – Master Plan Narrative Summary (Not required). General Planning Considerations

#### Facilities

Tab 7 – Insurance Coverage

Tab 8 – Identification of Access Issues

Tab 9 – Custodial Activities Schedule

Tab 10 – Maintenance, Renovation, Repair Activities Schedule

Tab 11 – Preventative Maintenance Documentation

Tab 12 – Projected Replacement Schedule for Life Cycle Systems

#### Projects

Tab 13 – Committed Projects

Tab 14 – Planned New Construction Projects

Financial

Tab 15 – Annual Expenditures for Maintenance/Repair and Capital Outlay

**District Overview**

**Tab 1. District Information Page. (Not required if submitting master plan electronically).**

Provide the completed Page 2 of these instructions for district contact information if submitting notebooks or other hard copy information.

**Tab 2. School Board Resolution.**

Provide a copy of the signed School Board resolution that approved this Master Plan.

**Tab 3. Public Hearing.**

Provide a description of how your community was involved in the development of this ten-year master plan. Include a “summary of comments made at public hearing”; including dates, times, places of the meetings, and approximate number of attendees.

**Tab 4. District Enrollment Projections. (Not required. Optional if district provides revised enrollment projections.)**

The district’s enrollment growth and suitability needs are predicated on the maximum projected enrollment during the next ten years. Enrollment projections for each district are available for viewing at <http://www.facilitymaps.state.ar.us/> (Under “Click A Button to Get A Report” select the “District” Button and then choose your District from the pop-up menu). Current enrollment projections posted on the web site were developed using the October 2005 Average Daily Membership (ADM). Revised enrollment projections are available on the Division’s web site.

The Cohort-Survival method was used to develop the projections provided on the web site. If the district agrees with these projections no further action is required. If the district believes that the provided enrollment projections are not the best representation of future enrollments, submit an enrollment projection displaying the district’s current enrollment projections by grade level for the next ten years. The district projection should also include an analysis of the demographic or other factors that substantiate the differences in their projections with those provided by the Division.

**Tab 5. Community and District Profile (Submittal not required). Planning Considerations:**

School district existing and anticipated future conditions affect school facilities. The following areas should be considered in your planning for school district needs.

### Facility Information

1. Facilities not owned by the district but used (or jointly used) by the district.
2. Land that is being purchased by the district.
3. Portable buildings used for academic purposes. (Plans for replacement of portable buildings should be incorporated with this Master Plan.)
4. District facilities that are being leased to other organizations.

### Demographic Information

5. Population and geographic features of the district that affect school facilities needs and utilization (e.g. remoteness of communities, area of district, etc.)
6. Population trends of the school district and surrounding areas.
7. Economic environment of the district and surrounding areas (e.g. major new employers, closing of major businesses, etc.)
8. Other community factors that will affect school facility needs.

### Educational Considerations

9. Current and future instructional delivery system(s) used in your district. (e.g. self-contained classrooms, team teaching, distance learning, block scheduling). Describe the anticipated effects on facility needs.
10. Educational programs that have unique school facility needs (e.g. reading recovery, vocational agriculture, technology). Identify the unique facility needs.
11. Anticipated school boundary changes or consolidation of schools within the district.
12. Current district grade configuration, any anticipated grade configuration changes, and the anticipated effects on facility needs.
13. Transportation or food service issues that affect facility needs.
14. Planned local enhancements beyond statewide adequacy standards or any other educational considerations that could affect facilities.

### **Tab 6. Master Planning Considerations. (Submittal not required).**

The information in this tab provides the foundation for the Master Plan as it contains the district's strategy and vision to provide an adequate education for its students. The district should review their academic programs, delivery methods, and their existing public school facilities in terms of current and life cycle condition, suitability, adequacy, and ability to address growth requirements.

The following are planning considerations to assist in the development of the school district Master Plan:

1. Identify your most critical facility deficiencies from the facility assessment and your recorded work request logs. Identify and prioritize the needs that contribute most to the facility status of being maintained in a safe, dry and healthy environment. Analyze these deficiencies and separate them to see if they can be corrected through new construction that would qualify under the Partnership Program or under self-funded maintenance projects.
2. Analyze your “end of life” systems at each campus. Identify the year of most likely replacement of the system. (Tab 12)
3. Analyze each school campus in terms of the student enrollment and determine its suitability, required size based on number of students. Consider inter and intra school movements such as grade changes and consolidations both within the school and between schools. Use the Program of Requirements located in Section 2, Chapter 5 of the web based Arkansas School Facility Manual to determine the correct school facility size for the number of students considered in the plan. Expand the Program of Requirements to list the existing spaces to determine any overages or shortfalls. Facilities must be designed to accommodate the maximum number of students expected during the next ten year period.
4. Analyze student growth and student enrollment projections or district movement to determine facility needs. Consider any changes to current student assignment plans.
5. Analyze campuses to determine educational adequacy, the correct size and type educational spaces to deliver the district’s academic program. This analysis is based on the extended Program of Requirements in step 3. Identify academic areas needs to be corrected. Consider the replacement of portable buildings as not being suitable or adequate for academic purposes over an extended period of time. Consider other district plans which have facility ramifications, such as technology plan, educational delivery plan and financial plans.
6. Compile these three areas (condition, suitability/growth, and adequacy) to assist in determining the campus with the greatest needs. Prioritize your campuses based on these criteria. Review the Arkansas Facility Condition Index (ARFCI) ranking of all state campuses that is contained on the Division’s web site. This prioritization comprises the district’s individual campus plan.
7. Analyze each campus plan as to how these needs are best addressed over the period of the Master Plan. Prioritize the campus needs amongst all campuses. Develop a time line to begin correcting the campus needs. (All needs are not required to be completed within the ten year span of the Master Plan, BUT steady, deliberate, well planned out progress must be established).
8. Examine your campus plans to insure all intercampus considerations are made. This comprises the facility portion of the Master Plan.
9. Analyze your financial ability to support your facility plan. Integrate these to finalize the timeline of projects needed to address your district needs. Enter the projects as detailed in Tab 14.

## A. Facilities

### Tab 7. Insurance Coverage.

The district must provide a copy of their Statement of Values from their insurance provider, such as the Arkansas School Board Association (ASBA), Arkansas Insurance Department, or any other provider of insurance for its school buildings. The information must include coverage amounts, types of coverage, identification of buildings covered, policy renewal dates, and all riders. (Districts are reminded to be sure the minimum insurance values established by law in Act 625 of 2007 are met).

### Tab 8. Identification of Access Issues.

Provide the Division with identification of issues with regard to public school facility and program access to individuals with disabilities and, if applicable, proposed methods for improving access.

### Tab 9. Custodial Activities Schedule.

The district must provide schedule of custodial activities for each public school facility in the district.

Appendix B of the Custodial and Maintenance Manual (Section 3 of the Arkansas School Facility Manual) located on the Division's web site provides suggested custodial schedule formats.

### Tab 10. Maintenance, Renovation, Repair Activities Schedule.

The district must provide a schedule of maintenance, repair, and renovation activities for each public school facility used by the school district. The schedule must distinguish between work associated with academic facilities and work associated with non academic public school facilities.

Maintenance, renovation, and repair activities are scheduled as part of a work request system to allow others to inform the maintenance department of needs and allow the responsible person(s) to prioritize responses.

Districts must provide a narrative description of the type of work request system used by your district including:

1. How work requests are originated and reviewed, if applicable, in the facility and forwarded to the maintenance department.
2. How work requests are scheduled.
3. How your system distinguishes between work requests for academic and non-academic public school facilities in order to schedule maintenance, renovation, and repair activities.

### **Tab 11. Preventative Maintenance Documentation.**

The district must provide documentation that describes preventative maintenance work for each public school facility and identifies the completion date of the work. The documentation must distinguish between preventative maintenance work associated with academic facilities and preventative maintenance work associated with nonacademic public school facilities.

Documentation must include;

1. List of Preventative Maintenance inspection items or areas by facility.
2. A schedule of inspection times for each of the items identified in 1 above.
3. Documentation on inspections completed as of January 1, 2008.

Documentation from a computerized work order scheduling and tracking system would satisfy these documentation requirements.

### **Tab 12. Projected Replacement Schedule.**

The district will provide a projected replacement schedule for major building systems in each public school facility. Using the form provided in the Master Plan web based tool on the Division web site, enter the year of projected replacement. One row must be completed for each public school facility, including non-academic facilities. The projected replacement date for the end of life system does not automatically mean the system will be replaced that year by the district, but represents the district's current forecast of the projected replacement date.

To determine the Division's APPLE data base information for end of life for facility systems, district life cycle reports are available in the Reports tab of the master planning tool under Master Planning Reports.

#### **B. Projects.**

##### **Use the Master Planning Web Based Application (located on the Division's web site).**

Districts will use the web based tool to revise district information, to indicate 2004 assessment deficiencies and other facility projects that have been completed, and to enter district facility Master Plan projects. Appendix A of these Guidelines contains instructions on how to use this tool, and instructions and helpful information are also included within the application. You can access the tool by logging onto the Division's web site at [www.arkansasfacilities.com](http://www.arkansasfacilities.com) and going to the link for the Master Planning application. The following instructions and Appendix A references should be followed when using this application. Districts should be able to review and revise much of the required information from their February 1, 2007 Master Plan update.

- a. **Revise District Information:** The district will be required to enter a point of contact for Master Plan coordination with the Division [Appendix A, page A-4]. Revise other data as appropriate. [Appendix A, pages A-4 through A-8]
- b. **Review and update deficiency lists:** Follow the instructions within the application to review the deficiency lists for all schools and buildings. Mark deficiencies that have

been corrected as “completed”. Mark deficiencies that the district believes are in error “suspended.” [Appendix A, pages A-9 through A-11]

Districts should review each deficiency individually on its own merits and should not make sweeping changes of deficiencies to “suspended”. Districts are reminded that deficiencies are used in the computation of a facility’s Facility Condition Index (FCI) and the Arkansas Facility Condition Index (ARFCI) that are used in the Division’s review and prioritization of facility needs.

c. Enter Master Plan projects: [Appendix A, pages A-12 through A-16]

A Master Plan Project is defined as a new construction or major renovation project, regardless of funding source.

1. The district must enter **all** new construction projects, regardless of source of funding, for all public school facilities, including both academic and non-academic facilities, with a breakdown of the portion of each project between maintenance, repair, and renovation and new construction. (Cost estimating tools are available on the Division web site.)
2. It is very important that project numbers are formatted correctly. Refer to page A-13 of these guidelines for the correct format.
3. The ten year master plan must reflect projects planned to begin from July 1, 2008 through June 30, 2018.
  - i. Immediate needs projects must be entered for 2008 – 2011.
  - ii. Short-term needs projects must be entered for 2011 – 2014.
  - iii. Long-term needs projects must be entered for 2014 – 2018.
4. Districts should review and revise project information submitted for the February 1, 2007 Master Plan Update.
  - i. Revise project numbers, if necessary, to meet the required format.
  - ii. Update project information, if necessary, such as project scope, dates, status, projected budget, and estimated annual costs.
  - iii. Since Tab 12 contains projected replacement schedules for major life cycle systems, districts may delete life cycle projects submitted with the 2007 master plan update that are not planned. (To receive Partnership Program funding, projects must be included on the district’s master plan.)
5. Partnership Program Considerations.
  - i. **DISTRICTS SHOULD NOTE THAT PROJECTS TO BE SUBMITTED FOR PARTNERSHIP PROGRAM FUNDING FOR THE NEXT BIENNIUM, FISCAL YEARS 2009-2010 AND 2010-2011, MUST BE INCLUDED WITH THIS FEBRUARY 1, 2008 MASTER PLAN SUBMISSION. APPLICATIONS FOR PARTNERSHIP**

**PROJECTS WILL BE SUBMITTED BY MARCH 3, 2008.  
(PARTNERSHIP APPLICATION GUIDELINES TO BE  
AVAILABLE WITHIN 60 DAYS).**

- ii. Section 9 of Act 989 of 2007 establishes a minimum project cost for Partnership Program new construction projects of the lesser of \$150,000 or \$300 per student. Same system projects may not be combined across multiple facilities (campuses) nor multiple system projects combined to meet the minimum dollar threshold for Partnership Program funding.
- iii. To receive consideration for state financial participation, districts must submit project applications for Partnership Program funding. Inclusion of projects on the district's Master Plan does not submit the project for consideration for Partnership Program funding, nor does it serve as justification for the Partnership Program consideration. The Partnership project application submittal must clearly support the Master Plan and not simply be listed on the district's project list submitted through the web tool.
- iv. Partnership projects will only be considered if they address requirements identified in the Master Plan and are to correct, through new construction, safe, dry and healthy deficiencies along with projects to address the district goals to achieve suitable and adequate facilities and to compensate for student growth or other enrollment change.

d. Provide additional information for other capital projects and end of life deficiency projects completed since February 1, 2007. [Appendix A, pages A-12 through A-16]

Step b. required the district to review and indicate which deficiencies have been completed. For any of those completed deficiencies that were "end-of-life" system projects for any of five major systems (HVAC, roof, structural, plumbing, and electrical service) and for other completed capital facility projects, submit information including the project description, school, and total project cost using the web based tool. Districts must enter the completed projects using the same general process as outlined in step c. for new Master Plan projects with the following additional instructions.

1. Scope – Include detailed scope of project and indicate the facilities funding program, if any, that the project received state financial participation from. For end of life projects, include Assess ID from deficiency list and provide detailed system information including quantity, unit of measure, and year replaced so new life cycle for system can be established
2. Status - Complete
3. Budget –Final total project cost

**Tab 13. Committed Projects.**

After all projects have been entered, for notebook submission, print out a hard copy of the Committed Projects Report from the Reports tab in the web based master plan application.

#### **Tab 14. Planned New Construction Projects.**

For notebooks print out a copy of the Planned Projects from the Reports tab in the application.

#### **D. Financial Information.**

#### **Tab 15. Annual Expenditures for Custodial, Maintenance, Repair, and Renovation Activities and Capital Outlay**

The most current APSCN Annual Statistical Report contains much of this information. Item 58 on that report displays Maint/Operation of Plant Services, and Item 77 displays Capital Expenditures. For annual expenditures of the school district for custodial, maintenance, and repair activities, the district must distinguish between expenditures associated with academic facilities and expenditures associated with nonacademic school facilities.

The Annual Statistical Report may be found by going to the Arkansas Department of Education (ADE) web site located at <http://arkansased.org/> and following the quick link to APSCN. From the APSCN menu select Reports, then select the Annual Statistical Report page.

#### **IV. Master Plan Submissions:**

##### **Even Numbered Year Submissions:**

School districts are required to submit Master Plans, covering a ten year period, by February 1 of each even numbered year. The plans will be submitted in the format contained herein and with the tabulated project data required.

##### **Odd Numbered Year Submissions:**

Master Plans are required to be updated by February 1 of each odd numbered year. The Master Plan updates are to include:

1. Description of all projects completed in the school district since the submission of the most recent facilities Master Plan;
2. The schools district's current enrollment projections;
3. New or continuing needs of the school district with regard to academic facilities; and
4. An accounting of any changes in the school districts insurance coverage from the most recent submission.

##### **Amended Master Plan Submissions:**

Amended Master Plans may be submitted at any time during the Master Plan cycle when one of the following criteria has occurred:

1. A major enrollment change;
2. A major disaster;
3. A major curriculum change; or
4. An unforeseen occurrence.

The Amended Master Plan will take the same format as a Master Plan and remain effective until the next regular plan submission in the even numbered year. The amended Master Plan must fully explain the basis for the amendment. If applicable and needed to support the plan, the

Amended Master Plan will be accompanied by any Locally Funded Projects (LFP) deemed necessary to implement the amended plan.

Applications for Partnership Program projects to support the amended plan will not be accepted, but will be submitted in the even numbered year with the regular cycle Master Plan and Partnership Program submissions.

### **Master Plan Appendix:**

An appendix to the Master Plan is an adjustment to the most current approved plan. It is to be used when the school district starts or completes a LFP (Locally Funded Project) which is “100% raised and funded by the school district”. The appendix to the Master Plan will include as a minimum:

1. An addition explaining the project and the circumstances as to why it is being added at this time.
2. The explanation will include the basis of funding. If the local funds are derived from mills, the explanation will include the number of mills available above the Uniform Rate of Tax.
3. A statement that the funding of this project is not detrimental to the funding requirements to insure the school district facilities are maintained in a safe, dry and healthy condition.
4. The project will be added to the district project list in accordance with these guidelines.
5. The project will be subject to all applicable state reviews. The Division will approve the project upon compliance with state codes and standards.

### **V. Submission Requirements for February 1, 2008 Even Year Master Plan**

Electronic submissions under this program must be entered into the web based master plan tool by midnight February 1, 2008. On February 2, 2008 the web based tool will become inaccessible for school district input.

Hard copy submissions as required under this program shall be postmarked or received via first class mail return receipt requested or via stamped receipt of hand delivery, in the **Office of the Director of The Division of Public School Academic Facilities and Transportation, 501 Woodlane Street, Suite 600, Little Rock, Arkansas 72201**, no later than 4:30 pm on February 1, 2008.

## **Checklist:**

- Did you provide complete information for all required tabs?
- Do the master plan planned new construction projects for 2009-2019 support and accomplish district's facility needs and objectives?
- DID YOU INCLUDE NEW CONSTRUCTION PROJECTS TO BE SUBMITTED FOR PARTNERSHIP PROGRAM FUNDING FOR 2009-1011 WITH THIS MASTER PLAN?**

# **Appendix A**

## **Arkansas Master Planning Application**

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## Table of Contents

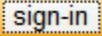
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## **Overview**

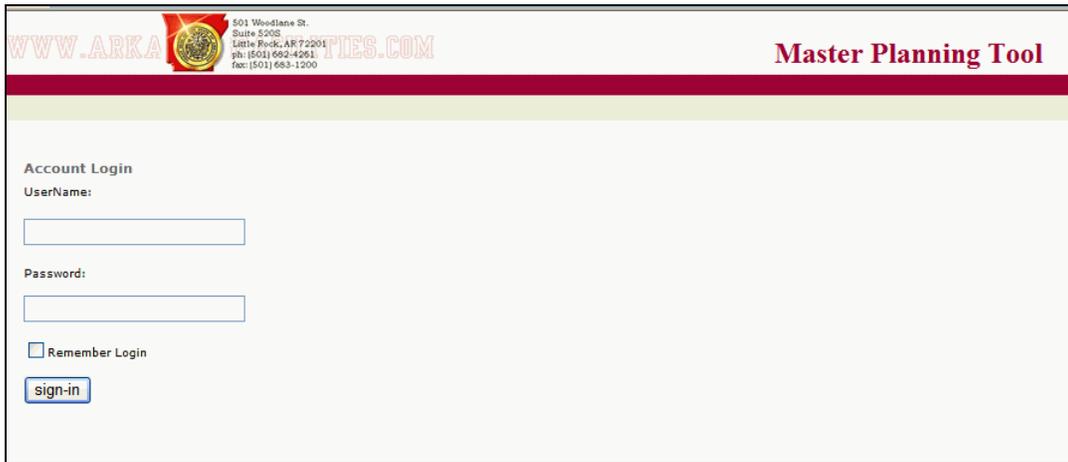
The Master Planning Web Tool (tool) was developed to allow districts to electronically submit documents and data pertaining to the annual Master Planning activities.

The items in the tool labeled with “Tabs” (1-15) corresponding to the aforementioned Master Planning Guidelines document (document), and for additional details on the nature of the information and documents required for each Tab, you should refer back the document.

## Log in

To Log in to the Arkansas Master Planning Tool, go to the Division web site at <http://www.arkansasfacilities.com> and navigate to the 2007 Master Plan Update icon. Enter the appropriate credentials in the 'UserName' and 'Password' fields and click the  button.

Area Project Managers will provide school districts with their User Name and Password information. If districts would like their “UserName” and “Password” credentials changed, they should contact their Area Project Manager.



WWW.ARKANSASFACILITIES.COM

501 Woodlane St.  
Suite 5005  
Little Rock, AR 72201  
ph: (501) 682-4261  
fax: (501) 683-1200

**Master Planning Tool**

**Account Login**

UserName:

Password:

Remember Login

# Main Screen

The initial screen is comprised of three separate components (or frames): The Planning Tree, The Information Pane, and The Signoff Status / Responsible Party / Help Pane and Instruction Pane. These three frames are indicated in the following graphic as:

- A – The Planning Tree
- B – The Information Pane
- C – The Signoff Status / Responsible Party / Help Pane

## The Main Screen

**WWW.ARKANSAS FACILITIES.COM**

**Master Planning Tool**

Organization Reports Log Off

**A**

- New Item Changed Item
- 1701000 - Alma School District
  - General Information (Tab 1)
  - Deficiencies
    - District Projects (Tabs 13 & 14)
    - Projected Replacement Schedule (Tab 12)
    - Master Plan Documents (Tabs 1-15)

**B**

**WWW.ARKANSAS FACILITIES.COM**

501 Woodlane St.  
Suite 600  
Little Rock, AR 72201  
ph: (501) 682-4261  
fax: (501) 683-1200

**Master Plan**

Feb. 1, 2007 (Odd-Year Update)  
<http://masterplan.arkansasfacilities.com>

Web Based Tool Revised on January 2, 2007 in response to school district comments

\* General Information - School name and number may now be revised

\* Deficiencies - New "Edit All" button allows districts to save all deficiency changes at one time

\* Please use the District Entry Summary Report (top of report) to print all work for hard copy submission.

**C**

|        | Close Date | By | Signoff |
|--------|------------|----|---------|
| Tab 1  |            |    | Signoff |
| Tab 2  |            |    | Signoff |
| Tab 3  |            |    | Signoff |
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| Tab 11 |            |    | Signoff |
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| Tab 13 |            |    | Signoff |
| Tab 14 |            |    | Signoff |
| Tab 15 |            |    | Signoff |

Full Tab Text

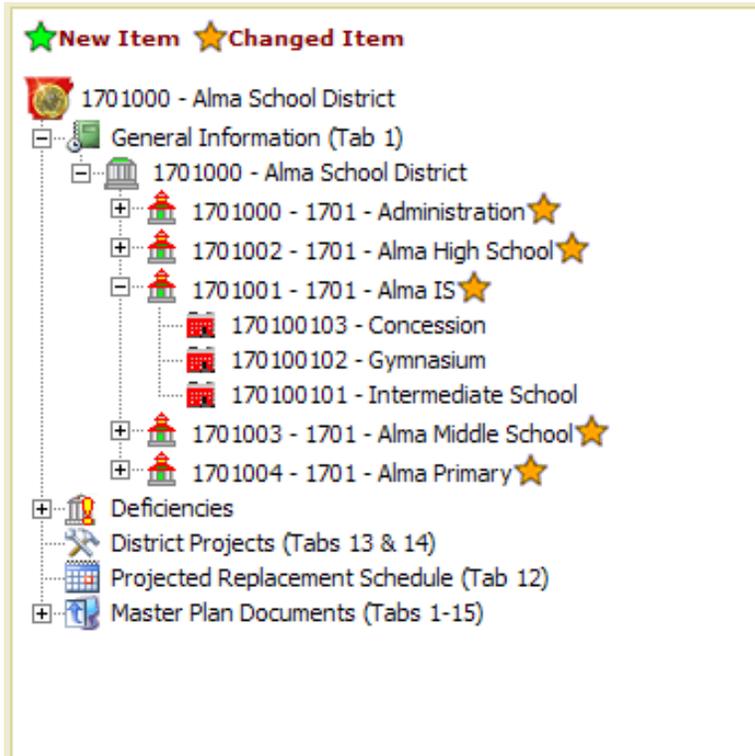
User: Alma District User

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## The Planning Tree

Use the Planning Tree to navigate through the different tasks associated with the planning process. These tasks include General Information Updates (District, School, and Building), Assessment Deficiency Updates, District Project Creation for the district's Master Plan, Project Replacement Schedules to indicate replacement years for major systems, and Master Planning Documents to electronically submit documents associated with the Master Plan.

Click on the '+' or '-' to either expand or collapse the General Information or Deficiencies levels of the tree.



As seen in the preceding image, the tree has been expanded down to the building level in the General Information level of the tree. With the tree expanded, the user can then click on the lower level '+' symbols to expand that level. This can be done until the tree has been expanded to the building level.

By clicking the '-' symbol that occurs after the tree is expanded, the user can collapse that particular level of the tree.

Green stars next to a level in the Planning Tree indicate that that level is a New Item. Orange stars indicate levels for which updates have been recorded.

## Signoff Status / Responsible Party / Help Pane

This pane contains three different types of information pertaining to the Master Planning tool and the process of entering data. This pane is arranged by tabs located at the top of the pane



### Signoff Status

|        | Close Date | By |         |
|--------|------------|----|---------|
| Tab 1  |            |    | SignOff |
| Tab 2  |            |    | SignOff |
| Tab 3  |            |    | SignOff |
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| Tab 11 |            |    | SignOff |
| Tab 12 |            |    | SignOff |
| Tab 13 |            |    | SignOff |
| Tab 14 |            |    | SignOff |
| Tab 15 |            |    | SignOff |

Full Tab Text

Once all the information has been either modified to the district's satisfaction using the specific entry forms of the web tool or documents have been electronically uploaded to the web tool pertaining to a specific Tab, the user should sign-off the Tab to indicate its completion.

Signoff data can be displayed in one of two ways: The default view above shows just the Tab number and associated Close Date and By whom information when a Tab is signed off. By clicking the  Full Tab Text checkbox on the bottom of this pane the Tabs will be displayed with a full description to ensure you are signing off the correct Tab.

To signoff a Tab, manually review any revision to the data pertaining to the particular Tab to ensure its authenticity and completeness (This will only apply to Tabs 1,12,13,14 and any revisions to Deficiencies), or ensure all documents pertaining to a Tab have been uploaded and listed. Then press the **SignOff** button on the corresponding Tab line to indicate your completion of the Tab.

The rows corresponding to Tabs that have not been signed off will appear in Yellow with a Signoff button in the right-hand column, while complete items will appear in Green, with the Signoff button removed, as indicated by Tab 1 below:

|        | Close Date | By                 |         |
|--------|------------|--------------------|---------|
| Tab 1  | 12/3/2007  | Alma District User |         |
| Tab 2  |            |                    | SignOff |
| Tab 3  |            |                    | SignOff |
| Tab 4  |            |                    | SignOff |
| Tab 5  |            |                    | SignOff |
| Tab 6  |            |                    | SignOff |
| Tab 7  |            |                    | SignOff |
| Tab 8  |            |                    | SignOff |
| Tab 9  |            |                    | SignOff |
| Tab 10 |            |                    | SignOff |
| Tab 11 |            |                    | SignOff |
| Tab 12 |            |                    | SignOff |
| Tab 13 |            |                    | SignOff |
| Tab 14 |            |                    | SignOff |
| Tab 15 |            |                    | SignOff |

Full Tab Text

**Note:** Document submittal for Tabs 4, 5, and 6 is optional and not required. A signoff of these Tabs, as well as any other tab where no documents are submitted, is required to indicate that the information pertaining to this Tab was reviewed by the district, and the signoff will indicate that the decision to not upload any documents was the intended action of the district

## Responsible Party

| Signoff Status   | Responsible Party | Help |
|--|-------------------|------|
| <p><b>Person Responsible for District Information Update:</b></p> <p><b>Name:</b> * District User</p> <p><b>Phone:</b> * 501-555-1212</p> <p><b>Email:</b> * user@ardistrict.com</p> <p><b>Fax:</b> <input type="text"/></p> <p style="text-align: right;"><b>Save</b></p> |                   |      |

The responsible party information is the person who is uploading Master Planning documents or updating the district information on the web tool who should be contacted in case of questions with the data or documents.

Data entry will not be permitted until all the required information (Indicated by a \*) is provided. Once the Responsible Party contact information has been entered, press the **Save** button to accept this information and enable data to be edited.

## Help

| Signoff Status  | Responsible Party | Help |
|---|-------------------|------|
| <b>Master Planning Main Screen</b>  |                   |      |
| Use the Planning Tree above to address District, School or Building information updates, assessment deficiency updates or to enter new planning projects for your district. |                   |      |

The Help pane displays information pertaining to the information being displayed in the Information Pane.

## General Information Updates (See Guidelines, III, C. Projects, a.)

Upon expanding the General Information level of the tree to display the District Name, the user can then select the District name to generate the following update screen.

The screenshot shows the 'Master Planning Tool' interface. On the left is a navigation tree with 'General Information (Tab 1)' expanded for '1701000 - Alma School District'. The main content area displays district details for '1701000 - Alma School District'. At the top right of this area are two buttons: 'Update Info' and 'New School'. Below these are 'District Contact Detail' and 'District Web Site' (www.almasd.net). A 'Contacts' section lists the Superintendent: Mr. Charles B. Dyer, with fields for Salutation, First Name, Middle Name, Last Name, Street Address, City, State, Zip, Phone, Fax, and Email. At the bottom left is a 'Signoff Status' table with columns for 'Close Date' and 'By', and rows for 'Tab 1' through 'Tab 15'. A 'Full Tab Text' checkbox is also present.

| Signoff Status | Responsible Party | Help    |
|----------------|-------------------|---------|
| Close Date     | By                | SignOff |
| Tab 1          |                   | SignOff |
| Tab 2          |                   | SignOff |
| Tab 3          |                   | SignOff |
| Tab 4          |                   | SignOff |
| Tab 5          |                   | SignOff |
| Tab 6          |                   | SignOff |
| Tab 7          |                   | SignOff |
| Tab 8          |                   | SignOff |
| Tab 9          |                   | SignOff |
| Tab 10         |                   | SignOff |
| Tab 11         |                   | SignOff |
| Tab 12         |                   | SignOff |
| Tab 13         |                   | SignOff |
| Tab 14         |                   | SignOff |
| Tab 15         |                   | SignOff |

To edit the District Contact information, the user clicks on the **Update Info** button, located immediately above the Contact Detail to the right, as shown below:

This close-up shows the 'Update Info' and 'New School' buttons. The 'Update Info' button is highlighted with a red border. Below the buttons, the 'District Contact Detail' section is visible, showing the 'District Web Site' as www.almasd.net and the 'Contacts' section for the Superintendent.

By clicking on the Update Info button the user generates the following update screen:

WWW.ARKANSAS... TIES.COM  
501 Woodlawn St.  
Suite 5000  
Little Rock, AR 72201  
ph: (501) 662-4561  
fax: (501) 663-1200

**Project Detail**

District: 7205000 - Lincoln School District

**District Contact Detail**

District Web Site:

**Contacts** Superintendent

|                 |                               |
|-----------------|-------------------------------|
| Salutation:     | Mr.                           |
| First Name:     | James                         |
| Middle Name:    | L.                            |
| Last Name:      | Lewis, III                    |
| Street Address: | 502 E.P. Rothrock Dr.         |
| City:           | Lincoln                       |
| State:          |                               |
| Zip:            | 72744                         |
| Phone:          | (479)824-3010                 |
| Fax:            | (479)824-3045                 |
| Email:          | jlewis@lincoln.nwsc.k12.ar.us |

The user can then update the District Contact information directly into the text boxes provided and save it to the database by clicking the **Save** button. If changes are made that are not accurate or if the user does not need to update the information, the window can be closed without saving these changes by hitting the **Cancel** button. The user is returned to the District Information screen.

If the District has recently built or acquired a new school that is not listed with the other schools in the Planning Tree, the user can add the school to the system by clicking on the **New School** button, as seen located below:

★ District Data Changed

**District Contact Detail**

District Web Site: [www.almasd.net](http://www.almasd.net)

**Contacts** Superintendent

This will generate the following screen where the user can then enter the appropriate information into the text boxes and save it to the database by hitting the **Save** button. If information that is entered is inaccurate or not necessary, hitting the **Cancel** button will close the Update School Information screen without saving the changes to the database. The user will be returned to the District Update screen.

WWW.ARKANSAS... S01 Woodlane St. Suite 2205 Little Rock, AR 72201 ph: (501) 662-4261 fax: (501) 663-1200

**Update School Information**

School: ★-New School-

**School Detail Information**

Number:  Short Name:

Long Name:

Type: --select-- Year opened:  Enrollment:

Grades:  Staff:  Local Number:

**Principal**

Salutation:

Principal Name:

Street Address 1:

City:

State:

Zip:

Phone:

Fax:

Email:

Website:

**Save** **Cancel**

In order to edit the General Information related to both Schools and Buildings, the user would follow the same instructions outlined above for the District Update. At the School level, the user can update the School information or enter a new building. At the building level, the information associated with buildings can only be updated.

**Note:** Where the forms provide input for address information, please avoid using P.O. Boxes and provide the physical address of the District Administrator or School whenever possible.

## Deficiencies (See Guidelines, III, C. Projects, b.)

This Planning tool allows the user to update the status of deficiencies identified during the 2004 Facility Condition Assessment. The user can edit deficiencies to be either “Complete” or “Suspended” based on the current status of the deficiency with regards to the district’s planning process.

Use the following definitions. For “Complete”, districts should mark those deficiencies that the district has addressed completely. Do not mark as “Complete” if only partially completed and further work is necessary. For “Suspended”, districts should mark those deficiencies that the district believes are incorrect or do not exist.

In order to edit deficiency status, the user needs to expand the Planning Tree below the Deficiencies level to reveal the School level. At the school level of the tree, the user can edit the status of those deficiencies that are specific to the site or campus for that school. The user can also expand the school level of the tree to find the buildings associated with that campus. Clicking on a building will generate a list in the information pane of all the deficiencies associated with that building.

Below is a view of the school level deficiencies:

The screenshot displays the 'Master Planning Tool' interface. The top navigation bar includes 'Organization', 'Reports', and 'Log Off'. The left sidebar shows a 'Planning Tree' with categories like 'New Item', 'Changed Item', and 'Deficiencies'. The main content area is titled 'District: 1701000 - Alma School District' and 'School: 1701002 - 1701 - Alma High School'. It shows a table of 'School Deficiencies (10)' with columns for System, Deficiency, ID, Priority, Qty. UoM, Repair Cost, Status, and Edit. The table lists various deficiencies such as 'School site lacks appropriate lighting', 'Computer room lacks independent AC', and 'Bus drop-off area does not have a canopy'. At the bottom, the user is identified as 'Alma District User' and the copyright notice '© Magellan Consulting, Inc. 2007 All Rights Reserved' is visible.

| System        | Deficiency  | ID     | Priority | Qty. UoM | Repair Cost | Status    | Edit |
|---------------|---|--------|----------|----------|-------------|-----------|------|
| ★ Electrical  | School site lacks appropriate lighting.   | 105854 | 2        | 1 Ea.    | 2,083       | Complete  |      |
| HVAC          | Computer room lacks independent AC.   | 110352 | 4        | 1 Ea.    | 11,655      | Estimated |      |
| ★ Specialties | School's PBX is undersized.   | 111622 | 4        | 1 Ea.    | 15,000      | Complete  |      |
| ★ Site        | Bus drop-off area does not have a canopy.   | 112491 | 4        | 0.5 LF   | 16,880      | Complete  |      |
| Specialties   | School lacks an appropriate surveillance system.                                      | 112876 | 1        | 1 Ea.    | 17,445      | Estimated |      |
| ★ Specialties | High School lacks appropriate wayfinding system.                                      | 114875 | 4        | 1 Ea.    | 12,245      | Suspended |      |
| ★ Site        | ADA - Accessible routes from parking or sidewalks to building are not fully compliant | 329077 | 2        | 1 LS     | 2,000       | Complete  |      |
| ★ Site        | ADA - Accessible routes between buildings and facilities are not fully compliant      | 329080 | 2        | 1 LS     | 2,000       | Complete  |      |
| Site          | ADA - Handicap parking spaces are not fully compliant                                 | 329082 | 2        | 1 LS     | 600         | Estimated |      |
| Site          | ADA - Existing curb ramps are not fully compliant                                     | 340068 | 2        | 1 LS     | 800         | Estimated |      |

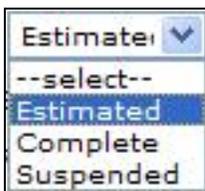
Below is a view of the building level deficiencies:

The screenshot shows the 'Master Planning Tool' interface. On the left is a navigation tree with categories like 'New Item', 'Changed Item', and 'Deficiencies'. The main area displays details for 'District: 1701000 - Alma School District' and 'School: 1701002 - 1701 - Alma HS'. Below this is a table of 'Building Deficiencies (31)'. The table has columns for Room, System, Deficiency, Assess ID, Priority, Qty. UoM, Repair Cost, Status, and Edit. The 'Status' column shows various states like 'Estimated', 'Complete', and 'Suspended'. A 'Print Deficiencies' and 'Edit All' button is visible above the table.

In order to edit the status of a deficiency, click on the button. The Status field will change to appear like the example below:

| Room          | System | Deficiency   | Assess ID | Priority | Qty. UoM | Repair Cost | Status    |
|---------------|--------|--|-----------|----------|----------|-------------|-----------|
| Exterior      |        | Joint Sealant requires replacement                                   | 83047     | 2        | 360 LF   | \$1,520     | Estimate  |
| Interior      |        | Wood Door/Frame (Single Hung) requires replacement                   | 83048     | 3        | 67 Ea.   | \$112,851   | Estimated |
| Electrical    |        | GFI Receptacle is missing and is needed                              | 83050     | 1        | 10 Ea.   | \$1,159     | Estimated |
| Fire & Safety |        | Emergency Lighting (Fluorescent - 2'x4") is missing and is needed    | 83051     | 1        | 50 Ea.   | \$19,865    | Estimated |
| Site          |        | Traffic Sign is missing and is needed                                | 104618    | 2        | 4 Ea.    | \$237       | Estimated |
| Technology    |        | End of Life: Telephones - School Wide Telephones require replacement | 303445    | 3        | 42504 SF | \$17,894    | Estimated |

The user can now select the drop-down arrow next to the repair cost and generate the following list:



At this point the user may change the deficiency status to either Complete or Suspended. Once the status has been changed, the user may click the  button to save the change. Changing the status of the deficiency to Complete or Suspended will remove the deficiency's cost from the database of needs for that particular site or building. The user can edit as many of the existing deficiencies as necessary.

To cancel and edit, the user can click the  button.

Alternatively, you can bring up an edit form to edit all the deficiencies for a school or building. Press the "Edit All" button as indicated below:

| Building Deficiencies (6) |            |  |           | Print Deficiencies |          | Edit All    |           |   |
|---------------------------|------------|--|-----------|--------------------|----------|-------------|-----------|---|
| Room                      | System     | Deficiency   | Assess ID | Priority           | Qty. UoM | Repair Cost | Status    | Edit  |
| ★                         | Electrical | End of Life: Lighting Fixtures require replacement | 289642    | 2                  | 4484 SF  | \$14,918    | Complete  |  |
|                           | HVAC       | End of Life: Controls - Electric requires          | 289639    | 2                  | 4484 SF  | \$7,608     | Estimated |  |

The following form will be displayed:

WWW.ARKANSASPROPERTYMANAGEMENT.COM

501 Woodlawn St.  
 Suite 600  
 Little Rock, AR 72201  
 ph: (501) 682-4261  
 fax: (501) 683-1200

---

**Update School Deficiencies**

School: 1701000 - 1701 - Administration  
 Building: ★170100001 - Administrative

School Deficiencies (6)

| System       | Deficiency   | ID     | Priority | Qty. UoM | Repair Cost | Status                                     |
|--------------|--|--------|----------|----------|-------------|--|
| ★ Electrical | End of Life: Lighting Fixtures require replacement                       | 289642 | 2        | 4484 SF  | 14,918      | Complete <input type="button" value="v"/>  |
| HVAC         | End of Life: Controls - Electric requires replacement                    | 289639 | 2        | 4484 SF  | 7,608       | Estimated <input type="button" value="v"/> |
| HVAC         | End of Life: Cooling Packaged Units - Roof Top Units require replacement | 309432 | 2        | 4484 SF  | 32,150      | Estimated <input type="button" value="v"/> |
| Interior     | End of Life: Vinyl or Sport Flooring require replacement                 | 289640 | 2        | 130 SF   | 551         | Estimated <input type="button" value="v"/> |
| ★ Plumbing   | End of Life: Faucets and Fixtures require replacement                    | 289638 | 2        | 26 Ea.   | 27,265      | Suspended <input type="button" value="v"/> |
| ★ Plumbing   | End of Life: Domestic Water Piping System requires replacement           | 289641 | 2        | 4484 SF  | 4,134       | Suspended <input type="button" value="v"/> |

On this form, follow the directions from above in setting the Status for each deficiency. When you have completed adjusting the status, press the **Save** button to save all the changes made. To ignore the changes, press the **Cancel** button, and you will be returned to the main form without the changes taking effect.

If you wish to receive a view of all the deficiencies for a school or building that is suitable for printing, press the “Print Deficiencies” button as indicated below:

| Building Deficiencies (6) |            | Print Deficiencies                                 |           |          |          |             | Edit All  |   |
|---------------------------|------------|--|-----------|----------|----------|-------------|-----------|---|
| Room                      | System     | Deficiency   | Assess ID | Priority | Qty. UoM | Repair Cost | Status    | Edit  |
| ★                         | Electrical | End of Life: Lighting Fixtures require replacement | 289642    | 2        | 4484 SF  | \$14,918    | Complete  |  |
|                           | HVAC       | End of Life: Controls - Electric requires          | 289639    | 2        | 4484 SF  | \$7,608     | Estimated |  |

The Deficiency information is not directly associated with any of the Tabs (1-15), but is assumed complete when the district has completed signoff for all Tabs.

**Note:** It is in the best interest for the districts to indicate any status change to a deficiency, as they should have the best knowledge of the any maintenance activities that might have been performed relating to a specific deficiency.

## District Projects (Tabs 13 & 14) (See Guidelines, III, C. Projects)

The District Projects level on the Planning Tree is used for creating District projects, including Projected and Committed project, as required in the Planning activities. When the District Projects level has been selected in the tree, the user is presented with a list of projects in the Information Pane.

The screenshot displays the 'Master Planning Tool' interface. The top navigation bar includes 'Organization' and 'Reports' tabs, with a 'Log Off' button on the right. The left sidebar shows a tree view of the organization structure, with 'District Projects (Tabs 13 & 14)' selected. The main area shows the 'District Project List' for '1701000 - Alma School District'. The list includes columns for Project Number, School, Project Name, and Edit/Delete actions. A 'Signoff Status' table is visible at the bottom left, showing a close date of 12/3/2007 by Alma District User. The footer indicates the user is 'Alma District User' and the software is © Magellan Consulting, Inc. 2007 All Rights Reserved.

| Project Number  | School                | Project Name                               | Edit/Delete  |
|-----------------|-----------------------|--|--------------|
| ★ 0708-0LEA-063 | --District Wide--     | Test3                                      | [Pencil] [X] |
| ★ 0708-1701-063 | --District Wide--     | Test                                       | [Pencil] [X] |
| ★ 0708-1701-064 | --District Wide--     | Test2                                      | [Pencil] [X] |
| ★ 10-05         | --District Wide--     | New Elementary School                      | [Pencil] [X] |
| ★ 08-01         | 1701 - Administration | Administration Roof                        | [Pencil] [X] |
| ★ 08-02         | 1701 - Administration | Administration AC                          | [Pencil] [X] |
| ★ 08-03         | 1701 - Administration | Administration Plumbing                    | [Pencil] [X] |
| ★ 08-04         | 1701 - Administration | Administration Electrical Distribution     | [Pencil] [X] |
| ★ 08-05         | 1701 - Administration | Administration Maintenance Heating Furnace | [Pencil] [X] |
| ★ 08-06         | 1701 - Administration | Administration Maintenance Cooling         | [Pencil] [X] |
| ★ 09-01         | 1701 - Administration | Administration Building Expansion          | [Pencil] [X] |
| ★ 10-06         | 1701 - Administration | Administration Maintenance Plumbing        | [Pencil] [X] |
| ★ 10-08         | 1701 - Administration | Administration Maintenance Roofing         | [Pencil] [X] |
| ★ 15-01         | 1701 - Administration | Administration Maintenance Electrical      | [Pencil] [X] |
| ★ 08-07         | 1701 - Alma HS        | Alma HS Reading Roofing                    | [Pencil] [X] |
| ★ 08-08         | 1701 - Alma HS        | Alma HS Reading Heating                    | [Pencil] [X] |
| ★ 08-09         | 1701 - Alma HS        | Alma HS Reading Cooling                    | [Pencil] [X] |
| ★ 08-10         | 1701 - Alma HS        | Alma HS Reading Electrical                 | [Pencil] [X] |
| ★ 08-11         | 1701 - Alma HS        | Alma HS Home Ec Roofing System 1           | [Pencil] [X] |
| ★ 08-12         | 1701 - Alma HS        | Alma HS Home Ec Heating                    | [Pencil] [X] |
| ★ 08-13         | 1701 - Alma HS        | Alma HS Home Ec Electrical Distribution    | [Pencil] [X] |
| ★ 08-14         | 1701 - Alma HS        | Alma HS Home Ec Electrical Service         | [Pencil] [X] |
| ★ 08-15         | 1701 - Alma HS        | Alma HS Roofing                            | [Pencil] [X] |

To create a new project, the user clicks the **New Project** button. The user will be presented with the project creation screen as shown below:

**Project Detail**  
District: 1701000 - Alma School District

**New Projects** (NEW)

Project Number:  Project Name:

School Number, Name, and Type:

Building Number and Name:

Detailed Project Scope:

Project Type:  
 New School  
 New Building  
 Addition to Building  
 General Renovation

Project Category:  
 Enrollment Growth  
 Suitability (School too Small)  
 Condition - Current  
 Condition - Lifecycle

Design Start Date:  Construction Start Date:  Completion Date:  Status:  Area (GSF):

Total Cost:

Funding Code:  Facility Type:

Planning Year Created:  Planning Year Changed:

Expected Annual Cost for this Project

| 2007-2008            | 2008-2009            | 2009-2010            | 2010-2011            | 2011-2012            | 2012-2013            | 2013-2014            | 2014-2015            | 2015-2016            | 2016-2017            | 2017-2018            |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> |

Buttons: Save, Print Project, Cancel, Close

The user can now enter the required information related to a Master Plan Project.

When developing a Master Plan project, districts should consolidate new construction projects for similar work that will be done with one construction contract. The first year of a project is the year when the design of the project is initiated, and for Partnership Program projects should be the year that the application is submitted for initiation and the Partnership Program Project Agreement is signed. For example, a Partnership Program project with a beginning year of 2011-2012 is a project that is anticipated to be approved, the project agreement signed, and design begun during the period July 1, 2011 – June 30, 2012.

Project numbers must be in the following format that contains year-LEA- and number: y1y2-0LEA-xxx, where y1y2 are the last two digits of the fiscal year that the district will begin the project, and if applicable, request Partnership Program funding. For example, 0708 refers to a project that will begin in fiscal year 2007-2008 (July 1, 2007 – June 30,

2008). The middle four digits of the project number are the district's LEA number, including the leading zero, if applicable. The last three digits are a sequential numbering of district projects for year y1y2, beginning with 001. (2006-2009 projects that are included on the current master plan should use the xxx number corresponding to that master plan project number.) Non-academic facilities should begin numbering at y1y2-LEAx-701. Sample project numbers are 0708-0901-004 and 1112-7401-702.

Project Name should be a short description of project.

School Number, Name and Type is a drop-down list that allows the user to pick a location that already exists in their district for which the project will apply. Project Type requires one type to be selected that best suits the project being created. If the user selects General Renovation as a Project Type, a list of affected buildings systems appears. The user should identify all major systems that will be affected by the project being entered.

Building Number and Name is a drop-down list that allows the user to specify a building that is directly involved in the project scope.

**Project Scope must be as complete as possible and must provide sufficient information so that state financial participation can be determined.** The project scope should also detail if the project costs include any "maintenance, repair, and renovation" costs that are not eligible for state financial participation. If currently approved Master Plan projects for 2006-2009 are consolidated, the project scope should identify all currently approved Master Plan project numbers. Project scopes for consolidated projects must clearly identify all facilities and building systems included in the consolidated project.

Design Start Date, Construction Start Date, and Completion Date are to be entered to identify expected time frames for the project. The Completion Date should be the estimated time of the final acceptance of the project. The  button generates a calendar to ease the date entry for the user.

Status is a drop-down menu where the user can select a status for projects. A Partnership Program or self-funded project becomes a committed project when a School Construction Approval Form is submitted to the Division for the project. A complete project has construction completed, occupancy of the facility, and all state financial participation funds, if applicable, provided. All projects that are not committed or complete are planned.



**Project Detail**

**District:** 1701000 - Alma School District

**New Projects**

**Project Number**  **Project Name**

**School Number, Name, and Type**  
 --District Wide--  
**Building Number and Name**  
 --School Wide--

**Detailed Project Scope**

**Project Type**

- New School
- New Building
- Addition to Building
- General Renovation

**Project Category**

- Enrollment Growth
- Suitability (School too Small)
- Condition - Current
- Condition - Lifecycle

**Site Systems**

- Parking Lot / Drives
- Walkways, Drop Areas
- Playgrounds / Playfields
- Site Lighting
- Fencing
- Drainage

**Building Systems** (NEW)

- Roofing
- Exterior Walls
- Exterior Windows
- Exterior Doors
- Interior Floors
- Interior Walls
- Interior Ceilings
- Interior Other
- HVAC
- Electrical Lighting
- Electrical Distribution
- Electrical Other
- Plumbing
- Fire / Life Safety
- Specialties
- Structural
- Technology
- Life Safety
- Accessibility

**Design Start Date**  **Construction Start Date**  **Completion Date**

**Status** --select-- **Area (GSF)**

**Total Cost**

**Funding Code** --select-- **Facility Type** --select--

**Planning Year Created** **Planning Year Changed**

**Expected Annual Cost for this Project**

| 2007-2008            | 2008-2009            | 2009-2010            | 2010-2011            | 2011-2012            | 2012-2013            | 2013-2014            | 2014-2015            | 2015-2016            | 2016-2017            | 2017-2018            |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> |

**Save** **Print Project** **Cancel** **Close**

Area (GSF) allows the user to input the square footage of the project. Project area for new facilities or facility additions must meet spacing requirements contained in the Program of Requirements contained in the Arkansas School Facility Manual. For roof projects, enter the area of roof system being replaced.

Total Cost is for the **total** estimated budget for the project.

The user should select the appropriate Funding Code (Partnership or Local) from the provided drop-down. Likewise, the Project Category (Academic or Non-Academic) drop-down will also require a selection.

Facility Type allows the user to designate the type of facility affected by the project.

The Expected Annual Funding allows the user to input expected yearly total expenditures associated with the project that includes both district funding and state financial participation, if applicable. Prior actual expenditures for 2006-2007 and 2007-2008 must also be entered. The sum of the Expected Annual Funding entries must equal to the Total Cost entry.

All other text boxes and drop-downs are required to be completed accurately. Once the information is satisfactory, the user can hit the **Save** button. If the user decides not to save changes, they can click the **Cancel** button or simply use the **Close** button.

The user can edit any projects that have been created by clicking on the  button associated with that particular project entry. If an entered project is no longer needed, the user can click the  button associated with the project. This will remove the project from the planning application.

## Projected Replacement Schedule (Tab 12) (See Guidelines, III, C. Projects)

The Projected Replacement Schedule level on the Planning Tree is used for indicating the approximate calendar year a major system for a building is scheduled to be replaced. When the Projected Replacement Schedule level has been selected in the tree, the user is presented with a list of projects in the Information Pane.

**Master Planning Tool**

**Organization** | **Reports** | **Log Off**

**District:** 1701000 - Alma School District  
**Abbreviation:** Alma School District  
**Planning Area:** 15  
**Web Site:**

**Replacement Schedule (21)** [Edit All](#)

| School Name               | Facility/Building Name | Building Number | Year of Scheduled Replacement |      |          |            |            |
|---------------------------|------------------------|-----------------|-------------------------------|------|----------|------------|------------|
|                           |                        |                 | HVAC                          | Roof | Plumbing | Electrical | Structural |
| ★ 1701 - Administration   | Administrative         | 170100001       | 1999                          | 2001 | 2005     | 2010       | 1975       |
| ★ 1701 - Administration   | Administrative Annex   | 170100004       |                               |      |          |            |            |
| ★ 1701 - Administration   | Main/Storage           | 170100002       |                               |      |          |            |            |
| ★ 1701 - Administration   | New Warehouse          | 170100003       |                               |      |          |            |            |
| ★ 1701 - Alma HS          | G Wing                 | 170100201       |                               |      |          |            |            |
| 1701 - Alma HS            | Gymnasium              | 170100205       |                               |      |          |            |            |
| 1701 - Alma HS            | Home Economics         | 170100203       |                               |      |          |            |            |
| 1701 - Alma HS            | Music/Band             | 170100206       |                               |      |          |            |            |
| 1701 - Alma HS            | Performing Arts        | 170100210       |                               |      |          |            |            |
| 1701 - Alma HS            | Physical Education     | 170100207       |                               |      |          |            |            |
| 1701 - Alma HS            | Press Box              | 170100208       |                               |      |          |            |            |
| 1701 - Alma HS            | Senior High School     | 170100204       |                               |      |          |            |            |
| 1701 - Alma HS            | Title 1 Reading        | 170100202       |                               |      |          |            |            |
| 1701 - Alma HS            | Visitor's Field House  | 170100209       |                               |      |          |            |            |
| 1701 - Alma IS            | Concession             | 170100103       |                               |      |          |            |            |
| 1701 - Alma IS            | Gymnasium              | 170100102       |                               |      |          |            |            |
| 1701 - Alma IS            | Intermediate School    | 170100101       |                               |      |          |            |            |
| 1701 - Alma Middle School | Concession             | 170100303       |                               |      |          |            |            |

**Signoff Status** | **Responsible Party** | **Help**

| Tab    | Close Date | By                 | Signoff |
|--------|------------|--------------------|---------|
| Tab 1  | 11/2/2007  | Alma District User | SignOff |
| Tab 2  |            |                    | SignOff |
| Tab 3  |            |                    | SignOff |
| Tab 4  |            |                    | SignOff |
| Tab 5  |            |                    | SignOff |
| Tab 6  |            |                    | SignOff |
| Tab 7  |            |                    | SignOff |
| Tab 8  |            |                    | SignOff |
| Tab 9  |            |                    | SignOff |
| Tab 10 |            |                    | SignOff |
| Tab 11 |            |                    | SignOff |
| Tab 12 |            |                    | SignOff |
| Tab 13 |            |                    | SignOff |
| Tab 14 |            |                    | SignOff |
| Tab 15 |            |                    | SignOff |

Full Tab Text

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To edit this information, the user clicks the **Edit All** button. The user will be presented with the entry screen as shown below:

**Update School Deficiencies**  
1701000 - Alma School District

School Deficiencies (21)

| School Name             | Facility/Building Name | Building Number | Year of Scheduled Replacement |      |          |            |            |
|-------------------------|------------------------|-----------------|-------------------------------|------|----------|------------|------------|
|                         |                        |                 | HVAC                          | Roof | Plumbing | Electrical | Structural |
| ★ 1701 - Administration | Administrative         | 170100001       | 1999                          | 2001 | 2005     | 2010       | 1975       |
| ★ 1701 - Administration | Administrative Annex   | 170100004       |                               |      |          |            |            |
| ★ 1701 - Administration | Maint/Storage          | 170100002       |                               |      |          |            |            |
| ★ 1701 - Administration | New Warehouse          | 170100003       |                               |      |          |            |            |
| ★ 1701 - Alma HS        | G Wing                 | 170100201       |                               |      |          |            |            |
| 1701 - Alma HS          | Gymnasium              | 170100205       |                               |      |          |            |            |
| 1701 - Alma HS          | Home Economics         | 170100203       |                               |      |          |            |            |
| 1701 - Alma HS          | Music/Band             | 170100206       |                               |      |          |            |            |
| 1701 - Alma HS          | Performing Arts        | 170100210       |                               |      |          |            |            |
| 1701 - Alma HS          | Physical Education     | 170100207       |                               |      |          |            |            |
| 1701 - Alma HS          | Press Box              | 170100208       |                               |      |          |            |            |
| 1701 - Alma HS          | Senior High School     | 170100204       |                               |      |          |            |            |
| 1701 - Alma HS          | Title 1 Reading        | 170100202       |                               |      |          |            |            |
| 1701 - Alma HS          | Visitor's Field House  | 170100209       |                               |      |          |            |            |
| 1701 - Alma IS          | Concession             | 170100103       |                               |      |          |            |            |

Save Cancel

Each building within the district, along with the school to which it belongs, will be displayed with grid-like entry cells available to indicate the year associated with the major system. The five (5) major systems are listed as columns, below which, and in the appropriate row for the building, the scheduled replacement year should be entered in the intersecting cell.

Once all the data has been entered, press **Save** and return to the main entry form. If you press **Cancel**, all items changed will be discarded and the previously entered values will be retained.

**Note:** You can download this as an Excel file, available on the Reports tab:



Press the **Tab 12 - Projected Replacement Schedule** report button to get a printable version of the report.

When the report is displayed, ① Select “Excel” from the export type drop-down list and then ② press the “Export” link, as shown below:

Report Viewer - Windows Internet Explorer

Projected Replacement Schedule

School District: Alma School District Date: 12/4/2007 4:10:21 PM

| School Name           | Facility/Building Name    | Building Number | Year of Scheduled System Replacement |      |          |            |            |
|-----------------------|---------------------------|-----------------|--------------------------------------|------|----------|------------|------------|
|                       |                           |                 | HVAC                                 | Roof | Plumbing | Electrical | Structural |
| 1701 - Administration | Administrative            | 170100001       |                                      |      |          |            |            |
| 1701 - Administration | Maint/Storage             | 170100002       |                                      |      |          |            |            |
| 1701 - Alma HS        | Agri                      | 170100201       |                                      |      |          |            |            |
| 1701 - Alma HS        | Alma High School Addition | 170100211       |                                      |      |          |            |            |
| 1701 - Alma HS        | Gymnasium                 | 170100205       |                                      |      |          |            |            |
| 1701 - Alma HS        | Home Economics            | 170100203       |                                      |      |          |            |            |
| 1701 - Alma HS        | Music/Band                | 170100206       |                                      |      |          |            |            |
| 1701 - Alma HS        | Performing Arts           | 170100210       |                                      |      |          |            |            |
| 1701 - Alma HS        | Physical Education        | 170100207       |                                      |      |          |            |            |
| 1701 - Alma HS        | Press Box                 | 170100208       |                                      |      |          |            |            |
| 1701 - Alma HS        | Senior High School        | 170100204       |                                      |      |          |            |            |
| 1701 - Alma HS        | Title 1 Reading           | 170100202       |                                      |      |          |            |            |
| 1701 - Alma HS        | Visitor's Field House     | 170100209       |                                      |      |          |            |            |
| 1701 - Alma IS        | Concession                | 170100103       |                                      |      |          |            |            |
| 1701 - Alma IS        | Gymnasium                 | 170100102       |                                      |      |          |            |            |

When prompted to do so, save the file to your local disk, as shown below:

File Download

Do you want to open or save this file?

Name: Projected\_Replacement\_Schedule.xls  
Type: Microsoft Excel Worksheet, 13.0KB  
From: www.arkansasfacilities.com

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

You can then open the Excel document locally on your system, make the necessary adjustments to the dates, and save the adjustments back to this local version. When you are ready to submit the document, proceed to the next section and upload the document to the appropriate Tab (Tab 12).

**Note:** Adding or changing any information to the submitted Excel document will not be reflected on the corresponding items depicted on the on-line tool. If you intend to make additions and changes to the School or Building names, it is recommended you do so through the steps outlined in the **General Information** section, and then make your Replacement Schedule adjustments using the on-line forms, rather than an attached Excel worksheet.




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**District Info:** 1701000 - Alma School District  
**Tab:** 2 - Tab 2 - School Board Resolution  
**Document Location:** Documents\1701000\Tab 2\

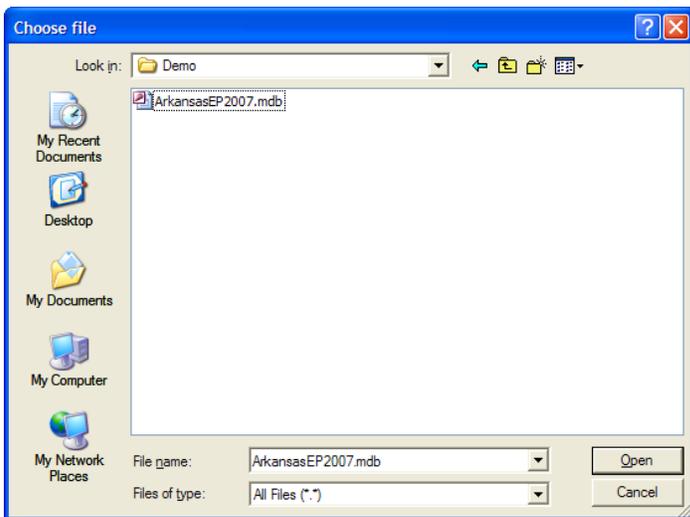
Upload File:  
🗑️ ✕

| File Name                                | Size  | Type | Phase | Upload Info                        | Delete |
|--|-------|------|-------|------------------------------------|--------|
| 2008 Master Plan Guidelines 20070731.doc | 1.4MB | doc  | Tab 2 | By Alma District User on 12/3/2007 | ✕      |

User: Alma District User © Magellan Consulting, Inc. 2007 All Rights Reserved

This form will allow users to browse to files located on their local systems and upload the document to the Master Planning tool.

Press the  button to bring up the Windows Explorer, in which the user will be able to navigate to the document. Click on the document and press the  button, as shown below to bring the document location into the tool:



Once all the document name appears in the Upload File textbox, press the  button to complete the upload. You can cancel this upload by pressing the  prior to upload.

To remove a previously uploaded document, press the  in the row corresponding to the document no longer needed, and the document will be removed from the Master Plan tool.

When you are finished, press  button and return to the main form.

Note: Below is a list of suggested file types supported by Arkansas Facilities. If your document type does not appear in the list below, please contact Arkansas Facilities to ensure the document is of a supported type.

- .doc – Word Document
- .pdf – PDF Document
- .xls – Excel Worksheet
- .ppt – Power Point presentation
- .gif, .jpg, .bmp – Image file
- .mdb – Access Database
- .tiff – Scanned document