

STATE OF ARKANSAS

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

ACADEMIC FACILITIES MASTER PLAN PROGRAM

MASTER PLAN GUIDELINES for 2011-2013 Biennium

Arkansas Division of Public School



Academic Facilities & Transportation

SUBMITTAL DEADLINE FEBRUARY 1, 2010

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

<http://masterplan.arkansasfacilities.arkansas.gov>

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

Arkansas Division of Public School



Academic Facilities & Transportation

Division of Public School Academic Facilities and Transportation

Facilities Master Plan – 2010

Submission Date _____

School District _____

School District LEA _____

School District Address _____

School District Mailing Address (if different from Physical address) _____

Phone _____ **Fax** _____

Superintendent _____

Email Address _____

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

Name _____ **Phone** _____ **Email** _____

Name _____ **Phone** _____ **Email** _____

(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 Arkansas 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 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 a 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 a hard copy that will contain numbered tabs that address the statutory requirements of A.C.A. 6-21-806. The 15 tabs are listed below and described in the following paragraphs.

District Overview

- Tab 1 – District Information Page (Page 2 of these instructions) (Only required with 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 –Narrative Analysis

Facilities

- Tab 7 – Insurance Coverage
- Tab 8 – Identification of Access Issues
- Tab 9 – Custodial
- 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 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 the division’s web site. (*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 1, 2008 actual student enrollment. 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. Narrative Analysis.

Section 4.03.10 of the Rules Governing the Ten (10) Year Facilities Master Plan states that master plans shall include a “narrative analysis of facility needs and response plans to address the overall district strategy of providing suitable, adequate and maintained public school facilities.”

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.

Using the form provided in the Master Plan web based tool on the Division web site, enter the district's insurance coverage amounts. [Appendix A, page A-11] (Districts are reminded to be sure the minimum insurance values established by law in Act 625 of 2007 are met).

For hard copy submissions, districts may print out a copy of the Insurance Coverage from the Reports tab.

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 a schedule of custodial activities for each public school facility (building) in the district. Each schedule should be specific to a building. Districts can upload custodial schedules using the instructions found on pages A-19 – A-21.

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.

Using the form provided in the Master Plan web based tool on the Division's web site, enter the district's custodial staffing levels in Full Time Equivalency (FTE). [Appendix A, page A-12]

Tab 10. Maintenance, Renovation, Repair Activities Schedule.

Section 22 of Act 1473 of 2009 requires all school districts to participate in the state level computerized maintenance management system (CMMS) designed to track work orders and preventative maintenance work. Use of the CMMS satisfies the statutory requirements for the district to "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."

When using the CMMS all maintenance, renovation and repair work orders (corrective work orders) generated on the CMMS should have the following information:

- All corrective maintenance work is documented as a work order in the CMMS and is assigned a work order number.
- Each work order should have one of the state authorized “Purpose Codes” as listed in the CMMS under the heading of Purpose, which is in the Information Analysis section of the district’s SchoolDude homepage.
- Each work order should be assigned to a building as listed in the CMMS for that district.

Using the form provided in the Master Plan web based tool on the Division’s web site, districts should –

- Enter the district’s maintenance/preventative maintenance staffing levels in Full Time Equivalency (FTE) [Appendix A, page A-12]
- (The form also provides a reminder on correct usage of the CMMS.)

Tab 11. Preventative Maintenance Documentation.

Section 22 of Act 1473 of 2009 requires all school districts to participate in the state level computerized maintenance management system (CMMS) designed to track work orders and preventative maintenance work. Use of the CMMS satisfies the statutory requirements for the district to “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.”

The preventative maintenance work orders generated on the CMMS should have the following information:

- All preventative maintenance work is documented as a work order in the CMMS and is assigned a work order number.
- Each work order should have one of the state authorized “Classification Codes” as listed in the CMMS under the heading of Classification as listed in the Information Analysis section of the district’s SchoolDude homepage.
- Each work order should be assigned to a building as listed in the CMMS for that district.
- The district should assign a schedule of preventative maintenance for each building facility in the district. These schedules will be assigned via the CMMS in the Preventative Maintenance Direct module in the Information Analysis Section under the title of PM schedules.

The form provided in the Master Plan web based tool on the Division’s web site provides a reminder on correct usage of the CMMS for preventative maintenance. [Appendix A, page A-12]

Section VI of the Custodial and Maintenance Manual (Section 3 of the Arkansas School Facility Manual) located on the Division’s web site provides processes and procedures for inspection of facility systems.

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, districts should 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. [Appendix A, page A-13]

To determine the Division's MAPPS 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.

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 <http://arkansasfacilities.arkansas.gov/> 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, 2009 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-5]. Revise other data as appropriate. [Appendix A, pages A-5 through A-7]
- 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-8 through A-10]

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) that are used in the Division's review and prioritization of facility needs.

- c. **Enter Master Plan projects:** [Appendix A, pages A-14 through A-18]

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-15 of these guidelines for the correct format.
3. The ten year master plan must reflect projects planned to begin from July 1, 2010 through June 30,2020.
 - i. Immediate needs projects must be entered for 2010-2013.
 - ii. Short-term needs projects must be entered for 2013-2016.
 - iii. Long-term needs projects must be entered for 2016-2020.
4. Districts should review and revise project information submitted for the February 1, 2009 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.
5. Districts should include American Recovery and Reinvestment Act of 2009 (Stimulus Program) facility projects with project costs above \$20,000.
6. Partnership Program Considerations.
 - i. DISTRICTS SHOULD NOTE THAT PROJECTS TO BE SUBMITTED FOR PARTNERSHIP PROGRAM FUNDING FOR THE NEXT BIENNIUM, FISCAL YEARS 2011-2012 AND 2012-2013, MUST BE INCLUDED WITH THIS FEBRUARY 1, 2010 MASTER PLAN SUBMISSION. APPLICATIONS FOR PARTNERSHIP PROJECTS WILL BE SUBMITTED BY MARCH 1, 2010.**
 - 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, 2009.

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 hard copy 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 hard copy submission print out a copy of the Planned Projects from the Reports tab in the application.

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, 2010 Even Year Master Plan

Electronic submissions under this program must be entered into the web based master plan tool by midnight February 1, 2010. On February 2, 2010 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, 2010.

Checklist:

- Did you provide complete information for all required_tabs?
- Do the master plan planned new construction projects for 2010-2020 support and accomplish the district's facility needs and objectives?
- DID YOU INCLUDE NEW CONSTRUCTION PROJECTS TO BE SUBMITTED FOR PARTNERSHIP PROGRAM FUNDING FOR 2011-2013 WITH THIS MASTER PLAN?

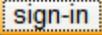
Appendix A

Arkansas Master Planning Application

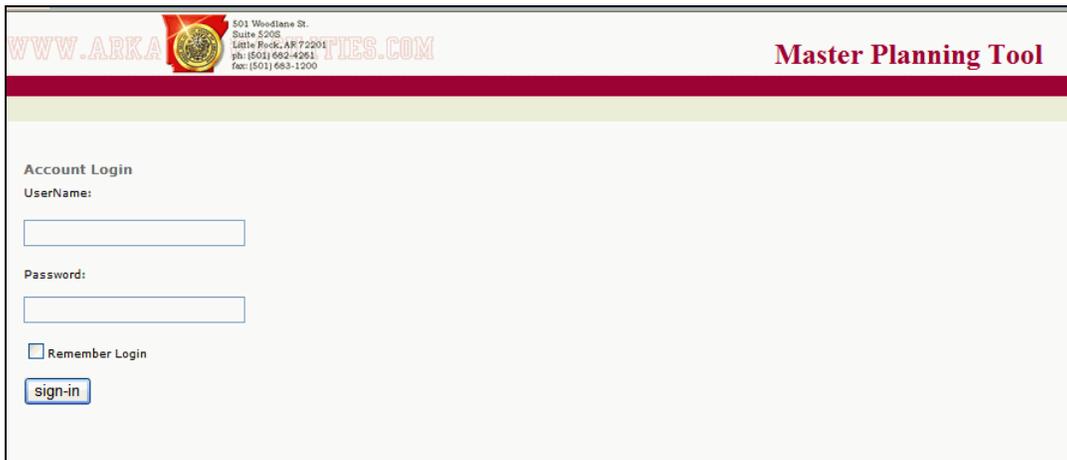
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Log in

To Log in to the Arkansas Master Planning Tool, go to the Division web site at <http://arkansasfacilities.arkansas.gov> and navigate to the 2010 Master Plan icon. Enter the appropriate credentials in the 'UserName' and 'Password' fields and click the  button.

Area Project Managers can 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.



The screenshot shows the login interface for the Arkansas Master Planning Tool. At the top left, there is a logo for Arkansas Facilities and the website address www.arkansasfacilities.com. To the right of the logo, contact information is provided: 501 Woodlane St., Suite 520S, Little Rock, AR 72204, phone: (501) 662-4291, and fax: (501) 663-1200. The title "Master Planning Tool" is displayed in the top right corner. The main content area is titled "Account Login" and contains the following fields and controls:

- 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 Help and Instruction Pane. These three frames are indicated in bold in the following three graphics.

The Planning Tree

The screenshot shows the 'Master Planning Tool' interface. The left sidebar contains a navigation tree with the following items:

- New Item
- Changed Item
- Marked for Deletion
- 1701000 - Alma School District
 - General Information (Tab 1)
 - Deficiencies
 - Insurance Coverage (Tab 7)
 - Custodial and Maintenance (Tabs 9/10/11)
 - Projected Replacement Schedule (Tab 12)
 - District Projects (Tabs 13 & 14)
 - Master Plan Documents (Tabs 1-15)
 - Partnership Program Applications

 Below the tree is a table with columns: Signoff Status, Responsible Party, and Help. The table lists tabs 1 through 15 and a Partnership row, each with a 'Signoff' link. A 'Full Tab Text' checkbox is at the bottom.

The main content area displays:

- WWW.ARKANSASFACILITIES.COM logo and contact info: 501 Woodlane St., Suite 600, Little Rock, AR 72201, ph: (501) 682-4261, fax: (501) 683-1200.
- Master Plan
- Feb. 1, 2010 (Master Plan Submission)
- http://masterplan.arkansasfacilities.com
- Web Based Tool is available to Districts for purpose of updating Master Plan information.
- Updates must be completed by February 1st, 2010

Footer: User: Alma District User, © Magellan Consulting, Inc. 2009 All Rights Reserved.

The Information Pane

This screenshot is identical to the one above, showing the 'Master Planning Tool' interface. In this version, the main content area (the Information Pane) is highlighted with a red border. This area contains the same text as the previous screenshot:

- WWW.ARKANSASFACILITIES.COM logo and contact info.
- Master Plan
- Feb. 1, 2010 (Master Plan Submission)
- http://masterplan.arkansasfacilities.com
- Web Based Tool is available to Districts for purpose of updating Master Plan information.
- Updates must be completed by February 1st, 2010

The left sidebar and footer are identical to the previous screenshot.

The Sign-off Status, Responsible Party and Help Pane

WWW.ARKANSAS FACILITIES.COM

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

Master Planning Tool

Log Off

Organization Reports

New Item Changed Item Marked for Deletion

1701000 - Alma School District

- General Information (Tab 1)
- Deficiencies
- Insurance Coverage (Tab 7)
- Custodial and Maintenance (Tabs 9/10/11)
- Projected Replacement Schedule (Tab 12)
- District Projects (Tabs 13 & 14)
- Master Plan Documents (Tabs 1-15)
- Partnership Program Applications

Master Plan

Feb. 1, 2010 (Master Plan Submission)

<http://masterplan.arkansasfacilities.com>

Web Based Tool is available to Districts for purpose of updating Master Plan information.

Updates must be completed by February 1st, 2010

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

Full Tab Text

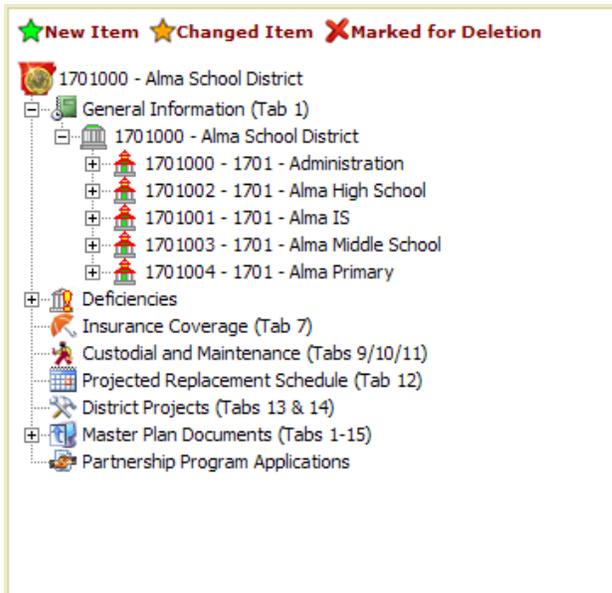
User: Alma District User

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The Planning Tree and General Information Updates

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, the District Project Creation for the district's Master Plan, Project Replacement Schedule, Master Plan Documents, and Partnership Program Applications.

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

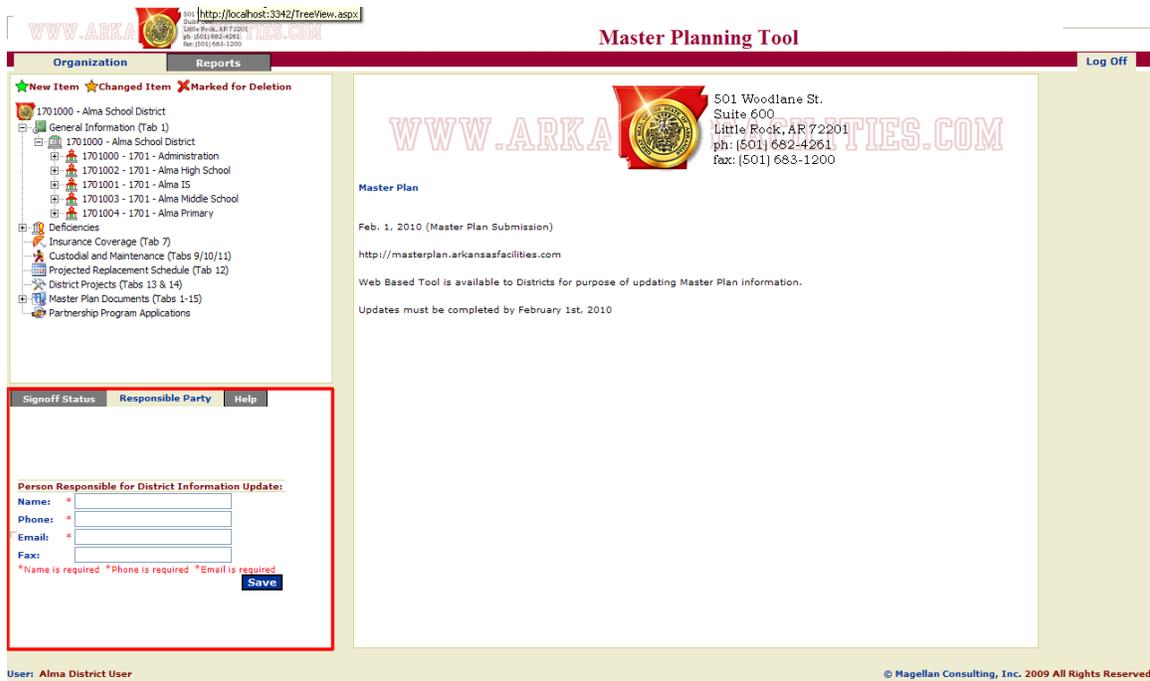


As seen in the preceding image, the tree has been expanded down to the School level in the General Information level of the tree. With the tree expanded, the user can then click on the lower level '+' symbols to expand that level. This can be done until the tree has been expanded to the building level.

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. A red "X" indicates an existing School or building that you are asking to be deleted from inventory.

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.



In the District Update Screen above, the user is required to complete the information for the Responsible Party before any updates can be performed. By entering their name and contact information into the Responsible Party portion of the application, the user enables the Division to contact the district in order to clarify issues or concerns with the information being collected.

Upon entering the contact information into the Responsible Party text boxes, the user then clicks the **Save** button to save the information. The user is now allowed to make updates and edits to the information within the web-based Master Plan tool.

The user can now update the District Contact information or enter information about a new school that is not in the tree.

To edit the District Contact information, the user clicks on the **Update Info** button as depicted in the following image:

District: 1701000 - Alma School District
Abbreviation: Alma School District
Planning Area: 15
Web Site: www.almasd.net

District Contact Detail ★ District Data Changed

District Web Site: www.almasd.net

Contacts **Superintendent**

Salutation:	Mr.
First Name:	Charles
Middle Name:	B.
Last Name:	Dyer
Street Address:	P.O. Box 2359
City:	Alma
State:	AR
Zip:	72921
Phone:	(479)632-4791
Fax:	(479)632-4793
Email:	cdyer@almasd.net

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

501 Woodlawn St. Suite 5005 Little Rock, AR 72205 ph: (501) 662-4561 fax: (501) 663-1500
WWW.ARKANSAS EDUCATION PARTNERSHIPS.COM

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. 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.

The screenshot shows a web browser window titled "School Update - Windows Internet Explorer". The address bar contains the URL: <http://masterplan.arkansasfacilities.com/Update/UpdateSchool.aspx?&districtid=63&schoolid=0&waschoolid=0&update=new>. The page header includes the Arkansas Department of Education logo and contact information: "501 Woodlane St., Suite 600, Little Rock, AR 72201, ph: (501) 692-4261, fax: (501) 693-1200". The main content area is titled "Update School Information" and shows "School: ★-New School-". Below this is a "School Detail Information" section with the following fields: Number, Short Name, Long Name, Type (dropdown menu), Year opened, Enrollment, Grades, Staff, and Local Number. A "Principal" section follows with fields for Salutation, Principal Name, Street Address 1, City, State, Zip, Phone, Fax, Email, and Website. At the bottom, there is a "Notes" section with a "Delete School" checkbox and a "Change Note" text area. "Save" and "Cancel" buttons are located at the bottom right of the form.

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.

Deficiencies

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 does not intend to address at any point in time. (Districts are reminded that deficiencies are used to compute the Facility Condition Index (FCI) for campuses and districts. Under the Partnership Program rules, FCI is used as one of three factors to determine project prioritization.)

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 tree view of the organization structure, with '1701002 - 1701 - Alma High School' selected under the 'Deficiencies' section. The main content area shows details for the selected school, including 'School: 1701002 - 1701 - Alma High School', 'Local Number: 366.333', and 'Building Area (GSF): 366.333'. Below this, a table titled 'School Deficiencies (4)' lists four deficiencies with columns for System, Deficiency, ID, Priority, Qty. UoM, Repair Cost, Status, and Edit. The bottom section shows a 'Signoff Status' table with columns for 'Close Date' and 'By', and a list of tabs from Tab 1 to Tab 15, each with a 'SignOff' button.

System	Deficiency	ID	Priority	Qty. UoM	Repair Cost	Status	Edit
HVAC	Computer room lacks Independent AC.	110352	4	1 Ea.	11,655	Estimated	
Specialties	School lacks an appropriate surveillance system.	112876	1	1 Ea.	17,445	Estimated	
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:

Master Planning Tool

Organization: 1701004 - 1701 - Alma Primary

District: 1701000 - Alma School District

School: 1701002 - 1701 - Alma High School

Building: 170100204 - Senior High School

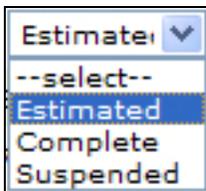
Uses: Combination of Uses
Types: Permanent
Year: 1962
Area (CSF): 90302
Floors: 1

Room	System	Deficiency	Assess ID	Priority	Qty. UoM	Repair Cost	Status	Edit
Fire & Safety	End of Life: Emergency Lighting - Standby Battery Lighting System requires replacement	289678	1	50 Ea.	\$17,200	Estimated		
HVAC	End of Life: Cooling Packaged Units - Roof Top Units require replacement	309437	2	90502 SF	\$648,887	Estimated		
Specialties	End of Life: Public Address and Intercom - Communications require replacement	289683	3	80502 SF	\$77,247	Estimated		
Electrical	GFI Receptacle requires replacement	64602	1	80 Ea.	\$9,272	Estimated		
Exterior	ADA - Accessible Doorways are not fully compliant	313718	2	1 LS	\$14,480	Estimated		
Fire & Safety	Emergency Lighting (Fluorescent - 2'x4') is missing and is needed	64603	1	20 Ea.	\$7,946	Estimated		
Fire & Safety	Security System is missing and is needed	64606	2	90502 SF	\$106,214	Estimated		
Interior	ADA - Door Hardware is not fully compliant	313721	2	1 LS	\$1,448	Estimated		
Interior	ADA - Accessible toilet rooms are not fully compliant	313725	2	1 LS	\$2,896	Estimated		
Interior	ADA - Room dimension to create accessible toilet room is not fully compliant	325909	2	1 LS	\$18,100	Estimated		
Plumbing	ADA - Lavatory is not fully compliant	317768	2	1 LS	\$1,188	Estimated		
Plumbing	ADA - Shower Stall is not fully compliant	317771	2	1 LS	\$1,250	Estimated		
Specialties	ADA - Grab Bars are not fully compliant	313728	2	1 LS	\$579	Estimated		
B3 Interior	Classroom door lacks appropriate hardware.	196206	2	1 Ea.	\$375	Estimated		
B4 Technology	Room lacks telephone wiring.	165465	4	1 Ea.	\$143	Estimated		
E3 Specialties	Room lacks the appropriate PA equipment.	171636	4	1 Ea.	\$518	Estimated		

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	Edit
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 would click the button to save the change.

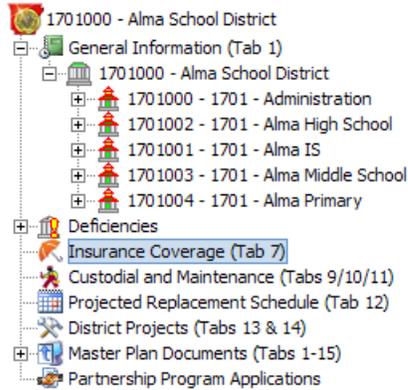
Changing the status of the deficiency to Complete or Suspended will remove the deficiency's cost from the database of needs for that particular site or building. The user can edit as many of the existing deficiencies as necessary.

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

Insurance Coverage

To complete the Insurance Coverage information required for Tab 7, select the Insurance Coverage item in the tree.

★ New Item ★ Changed Item ✗ Marked for Deletion



The current insurance information will be displayed in the list to the Information Pane. To edit this data, press the **Edit All** button. The Update Insurance Coverage form will appear

Update Insurance Coverage
1701000 - Alma School District

Insurance Coverage (7)

Item	Description	Recommended Minimum	Amount
4.03.1	Extra Expense	\$2,000,000 per occurrence	<input type="text" value="3000000"/>
4.03.2	Law and Ordinance (Code Upgrade)	\$1,000,000 per occurrence	<input type="text" value="25"/>
4.03.3	Property in Transit	\$100,000 per occurrence	<input type="text" value="0"/>
4.03.4	Money and Securities	\$5,000 per occurrence	<input type="text" value="50"/>
4.03.5	Newly Acquired Buildings and Structures for 90 days	\$1,000,000 per occurrence	<input type="text" value="0"/>
4.03.6	Newly Acquired Business Personal Property for 90 days	\$500,000 per occurrence	<input type="text" value="0"/>
<input type="checkbox"/> 4.03.7	Boiler and Machinery	Broad Form	<input checked="" type="radio"/> Yes <input type="radio"/> No

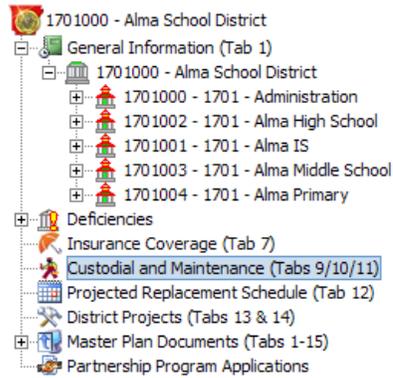
Save **Cancel**

Enter the appropriate insurance information for each item and press Save.

Custodial and Maintenance

To complete the Custodial and Maintenance information required for Tabs 9, 10 and 11, select the Custodial and Maintenance item in the tree.

★ New Item ★ Changed Item ✖ Marked for Deletion



The current Custodial and Maintenance information will be displayed in the Information Pane broken down by the specific Tabs. Press the **Update Info** button to edit the data. The Custodial and Maintenance Update form will appear.

Custodial and Maintenance

District: 1701000 - Alma School District

Tab 9 - Custodial Maintenance ★ District Data Changed
Tab 10 - Maintenance
Tab 11 - Preventative Maintenance

District Custodial Staffing (FTE):

District Maintenance/Preventative Maintenance Staffing (FTE):

District has included all buildings in CMMS? Yes No

Maintenance Work Orders (Tab 10)

District has generated work orders for all maintenance work? Yes No

Each work order has one of state authorized "Purpose Codes"? Yes No

Each work order has been assigned to a building? Yes No

Preventative Maintenance Work Orders (Tab 11)

District has generated work orders for all preventative maintenance work? Yes No

Each work order has one of state authorized "Classification Codes"? Yes No

Each work order has been assigned to a building? Yes No

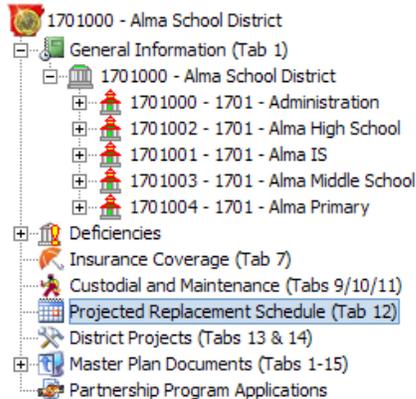
District has generated preventative maintenance schedule for all buildings? Yes No

FTE boxes require entries. Yes/No questions are for informational purposes only. Press Save to complete data entry.

Projected Replacement Schedule

To complete the Project Replacement Schedule information required for Tab12, select the Project Replacement Schedule item in the tree.

★ New Item ★ Changed Item ✗ Marked for Deletion



The current Replacement Schedule information will be displayed in the Information Pane broken down by the specific Tabs. Press the **Edit All** button to edit the data. The Update Replacement Schedule form will appear.

Update Replacement Schedule

1701000 - Alma School District

School Deficiencies (25)

School Name	Facility/Building Name	Building Number	Year of Scheduled Replacement				
			HVAC	Roof	Plumbing	Electrical	Structural
1701 - Administration	Administrative	170100001	2015	2020	2020	2020	2030
1701 - Administration	Administrative Annex	170100004					
1701 - Administration	Maint/Storage	170100002	2015	2020	2020	2020	2030
1701 - Administration	New Warehouse	170100003					
1701 - Alma High School	Alma High School Addition	170100211	2015	2020	2020	2020	2050
1701 - Alma High School	G Wing	170100201	2015	2020	2020	2020	2030
1701 - Alma High School	Gymnasium	170100205	2015	2020	2020	2020	2020
1701 - Alma High School	Home Economics	170100203	2015	2020	2020	2020	2020
1701 - Alma High School	Music/Band	170100206	2015	2020	2020	2020	2030
1701 - Alma High School	Performing Arts	170100210	2015	2020	2020	2020	2050
1701 - Alma High School	Physical Education	170100207	2015	2020	2020	2020	2030
1701 - Alma High School	Press Box	170100208	2015	2020	2020	2020	2020
1701 - Alma High School	Senior High School	170100204	2015	2020	2020	2020	2030
1701 - Alma High School	Title 1 Reading	170100202	2015	2020	2020	2020	2020
1701 - Alma High School	Visitor's Field House	170100209	2015	2020	2020	2020	2030

Save Cancel

Provide or update the year of schedule for each building within the district and press Save to complete data entry.

District Projects

The last level on the Planning Tree is used for creating District projects. 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. At the top, it shows the website 'WWW.ASKA...'. The main header includes 'Organization' and 'Reports' tabs, with a 'Log Off' button on the right. The left sidebar contains a navigation tree with 'District Projects (Tabs 13 & 14)' selected. The main content area shows the 'District: 1701000 - Alma School District' and a 'District Project List' table. Below the table is a 'Signoff Status' table with columns for 'Close Date' and 'By'.

District Project List

Project Number	School	Project Name		
1011-1701-001	--District Wide--	New Elementary School		
1011-1701-002	1701 - Administration	Administration Building Expansion		
1112-1701-001	1701 - Alma High School	ROTC/Multi-use Facility		
0910-1701-001	1701 - Alma IS	Multi-use Facility/Safe Room		
0910-1701-003	1701 - Alma Middle School	Multi-use Facility/Safe Room		
0910-1701-002	1701 - Alma Primary	Multi-use Facility/Safe Room		

Signoff Status

Tab	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
Partnership			Signoff

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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:

Project Type:

 New School

 New Building

 Addition to Building

 General Renovation

School Number, Name, and Type:

Building Number and Name:

Detailed Project Scope:

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: 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	2018-2019	2019-2020
<input type="text"/>												

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 should 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. Non-academic facilities projects should begin numbering at y1y2-LEAx-701. Stimulus program projects should begin

numbering at y1y2-LEAx-901. Sample project numbers are 0708-0901-004 and 1112-7401-702.

Project Name should be a short description of project.

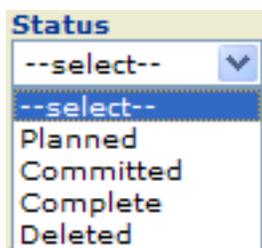
School Number, Name and Type is a drop-down list that allows the user to pick a location that already exists in their district for which the project will apply. Project Type requires one type to be selected that best suits the project being created. If the user selects General Renovation as a Project 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 the Division can determine state financial participation. 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

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 must 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. If you wish to no longer track a project, you may set its status to Deleted.



Project Detail

District: 1701000 - Alma School District

New Projects

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

Site Systems

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

Building Systems

- 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 Area (GSF)

Total Cost

Funding Code Facility Type

Planning Year Created 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	2018-2019	2019-2020
<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, Local, or Stimulus) 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 should also be entered. The sum of the Expected Annual Funding entries must equal to the Total Cost entry.

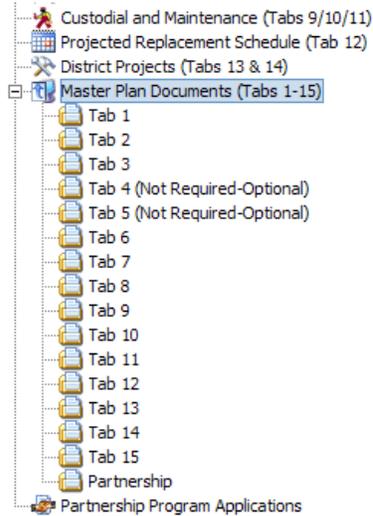
All other text boxes and drop-downs are required to be completed accurately. Once the information is satisfactory, the user can hit the **Save** button. If the user decides not to save changes, they can click the **Cancel** button or simply use the **Close** button.

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 **X** button associated with the project. This will remove the project from the planning application.

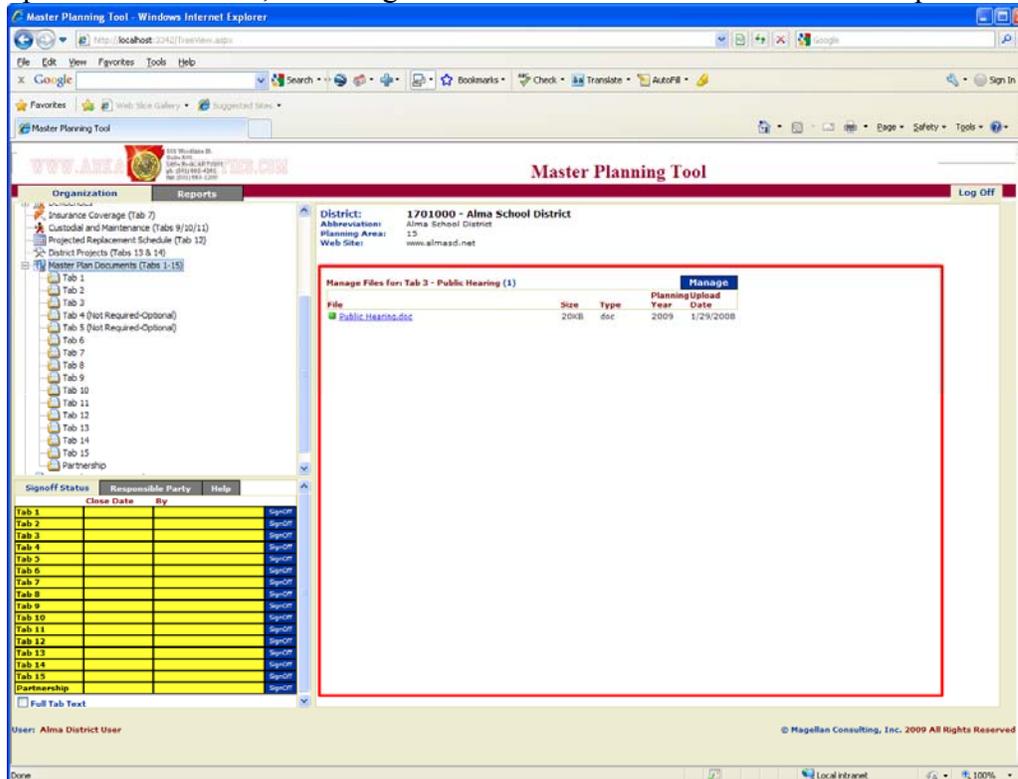
Once the General Information (Tab 1) for Districts, Schools and Buildings has been edited to the satisfaction of the user, they should then “Sign-Off” on this information. This allows the system to know where changes have been made.

Master Plan Documents Upload

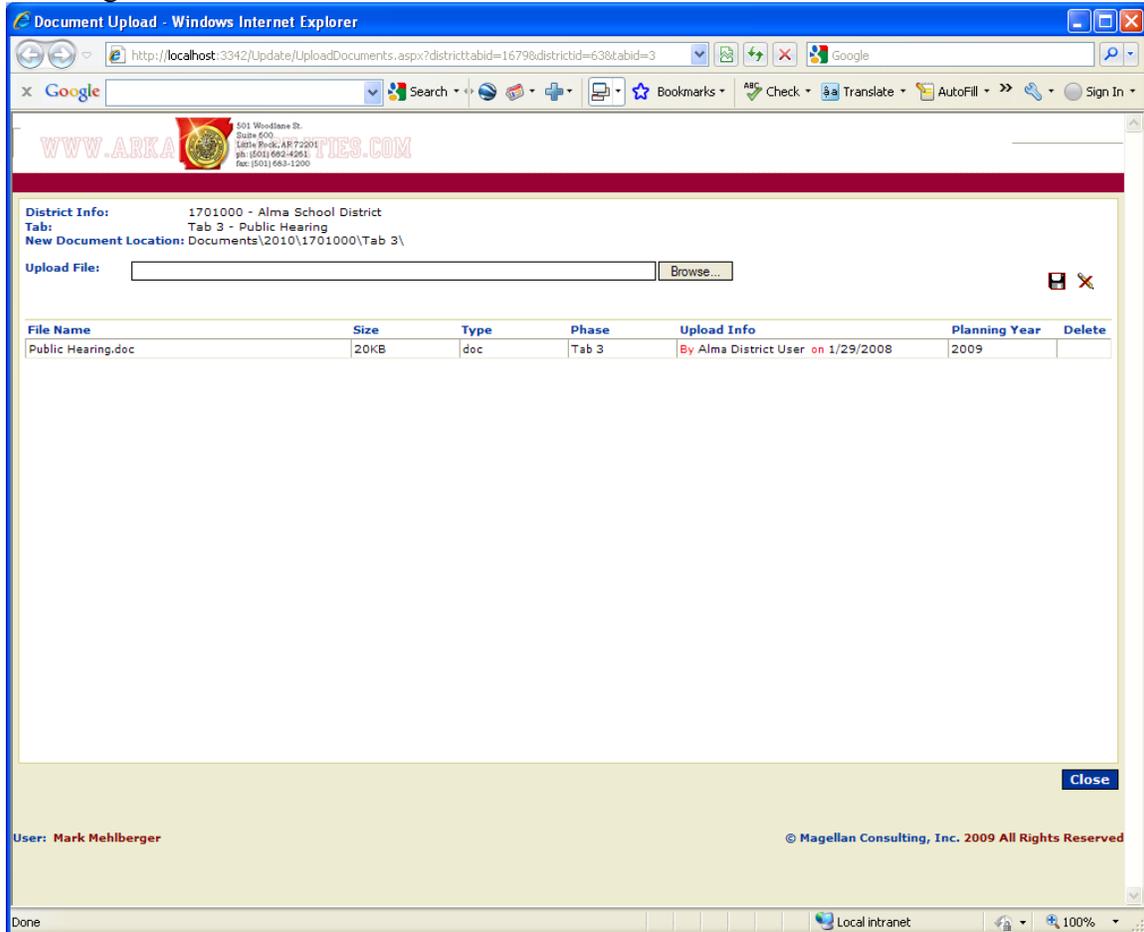
The Master Plan Documents item will allow you to upload documents pertaining to each Tab associated with the submittal process. These documents can include required and supporting documents associated with a particular Tab's submittal requirements.



By selecting an individual tab below the main heading, you will see a list of documents uploaded for the tab, including the information related to when it was uploaded.

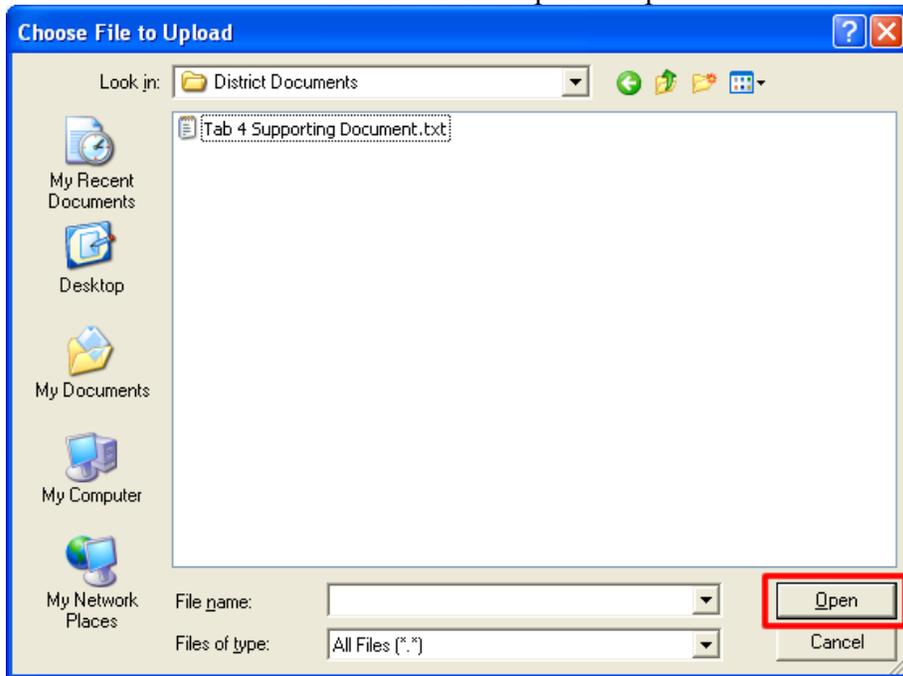


Press the button to bring up the Manage Document form, which will allow you to select a document from location on your computer or network and upload it to the Master Planning web tool.



Press the “Browse” Button to bring up the windows file system form, and navigate to the directory containing the file you wish to upload. Select the file by either double-clicking

on the file in this window or select it and press “Open”.



When you are done uploading documents, press close to return to the main form.

Note: You will only be able to delete documents from the current planning year. Documents from previous years can be downloaded and updated locally, but they will be uploaded as a NEW document for the current planning year and not a replacement to the previous year’s document.

Sign-off Process

In the Sign-off pane on the lower left-hand corner of the page, there is a **SignOff** button associated with each Tab, as it corresponds to the Master Plan. The tool populates the Status, By and Date fields. See below:

Signoff Status	Close Date	By	
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
Partnership			SignOff

Full Tab Text

User: Alma District User

After Signing Off:

Signoff Status	Close Date	By	
Tab 1	11/10/2008	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
Partnership			SignOff

Full Tab Text

User: Alma District User

This Sign-off process will be repeated for each tab as you complete entry.