



Interagency Commission on School Construction Annual Facility Inventory Update Assurance

IAC FORM 101.4

<b>Local Education Agency (LEA)</b>	
<b>Section I – Local Education Agency Authorized User</b>	
<i>Contact information provided in the fields below is for the LEA authorized user or person responsible for the updates and accuracy of the Facility Inventory Database Records. The IAC staff will communicate directly with the LEA User regarding the annual updates.</i>	
<b>Name:</b>	
<b>Title:</b>	
<b>Phone:</b>	
<b>Email:</b>	

All fields in the facility inventory database are required to be updated when changes occur. It is particularly important that the facility record is updated for all projects that are substantially complete or completed and occupied to reflect the changes that have occurred. This form is to be submitted annually on or before July 1, via email to [iac.pscp@maryland.gov](mailto:iac.pscp@maryland.gov), as an assurance that the information in the database has been reviewed and accurately reflects each school facility within the local school system.

**Facility Inventory Checklist for Each School Record**  
 (Page numbers are provided as a reference to locate the specific instruction in the Facility Inventory User's Guide)

**UPDATED:**

- If necessary, requested a **New Facility** record for new schools constructed or a **Replacement Facility** that was constructed on a different site.(Page 3)
- The **Site Info** tab to identify the physical location, relevant site information and the current life cycle to indicate the status of each facility. (Page 4)
- The **School Type** tab to identify the grade levels served in the facility and the principal school type of the facility. (Page 6)
- The **Adjacent Schools** tab to include all physically adjacent schools of the same type. (Page 7)
- The **SQ History** tab records for new/ replacement or additional square footage. (Page 8)
  - The existing square footage records to reflect renovations or demolitions to existing square footage.
  - The Occupancy Year for each sf record, which represents the date of substantial project completion.
- Entered substantially complete or completed other capital improvements that do not affect square footage.
- If applicable, State owned relocatable records.(Page 8)
- The **Enrollment** tab to provide the Head Count, FT (Full Time) Enrollment, and Local Rated Capacity. (Page 13)
  - Reviewed accuracy of the official State Rated Capacity (SRC) and SRC Approval Date.
  - If applicable, submitted a request for revision of the SRC to the Maryland Department of Planning, prior to submission of the CIP.
- The **Remarks** tab to provide additional relevant information/ explanation of facility conditions, uses or other factors that are unique to the facility.(Page 14)



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I hereby certify that to the best of my knowledge, the Facility Inventory Database records for each school facility has been reviewed and accurately updated by this Local Education Agency's authorized user, to reflect all facility projects completed or substantially completed as of \_\_\_\_\_. I further certify that all the information has been properly entered and submitted as per the Interagency Commission on School Construction Program Facility Inventory Database User's Guide.

**Signature of Superintendent of Schools**

**Date Signed**

\_\_\_\_\_  
**Printed Name of Superintendent of Schools**

**Additional Comments:**