State of Maryland

Interagency Commission on School Construction

Facility Inventory Database

User Guide

Record of Changes

Date	Version	Description
09/26/2023	4.0	Added instructions for "Non-LEA Owned" facilities
11/10/2022	3.0	Formatting and wording updates
04/27/2021	2.0	Formatting edits
03/2/2020	2.0	Updated COMAR references
03/2/2020	2.0	Included directions for Limited Renovation Projects

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INTRODUCTION

The IAC's Facility Inventory Database (FID) is accessible for updates and changes by authorized Local Educational Agency users and other designated individuals by choosing the Facility Inventory Facility Planner Access option on the IAC website. Updates to the database should be made continuously throughout the year as needed or immediately upon receipt of the annual reminder from IAC Staff. Unauthorized users may view the database information through the viewer accessed by choosing the Facility Inventory Public Access option on the IAC website. Changes made in the database are reflected immediately.

Discrepancies or omissions in the records of facilities may impact the processing time of project requests submitted for approval through the IAC's funding programs.

Please note the following:
- All fields in the FID are required to be updated "when the project is substantially complete or completed and occupied."
- It is particularly important to create a record for new schools that have opened, revise data for existing schools that have been demolished or disposed of, and revise data for systemic renovation, replacement, renovation, or addition projects that have been completed.
- Projects completed through the Energy Efficiency Initiative must be entered into the database.
- A single entry can be made for the various School Safety Grant Program (SSGP) projects completed at a facility within the security categories for access control, camera surveillance, door hardware, door improvements, etc.
- Close attention should be paid to the *Life Cycle* and the *Legislative District* fields. The Maryland Department of Planning (MDP) website should be used as the resource to determine each facility's legislative district location.

A. Accessing the Facility Inventory Database

1. Authorization to update the Database can be requested by emailing iac.pscp@maryland.gov.
2. Visit the IAC's Facility Inventory page.

   Enter your assigned login credentials (see **Figure 1**).
   Figure 1

   Please Log In

   Username: [   ]
   Password: [   ] [Enter]

   If you are having problems logging into the PSCP Facility Inventory, please email iac.pscp@maryland.gov or call (410) 767-0617

B. Navigating the Database

After logging in, the user will be redirected to the Search Schools screen (see **Figure 2**), which returns a complete listing of the existing facilities that the user is authorized to view and edit. This screen allows the user to sort by School Name, LEA Name, Facility Number, and PSC Number. Searches can be completed by:

- ▪ Entering the full name of the facility (Note: use "Elementary" after the school name, not "ES" or "Elem", etc.);
- ▪ Entering the partial name of the facility;
- ▪ Entering the PSC Number; or
- ▪ Entering the Facility Number.

1. To view and edit a facility record click on the Facility # or PSC # in the right two columns as shown in **Figure 2**.
2. The Site Info tab will open and the user will be able to view and edit the data elements for the selected facility (see **Figure 3**).

Figure 2

School Name	LEA Name	Facility #	PSC #
Abbottston Building # 050	Baltimore City	30.050	30.224
Aberdeen High	Harford	12.0270	12.058
Aberdeen Middle	Harford	12.0265	12.006
Abingdon Elementary	Harford	12.0123	12.049
Accident Elementary	Garrett	11.1501	11.013
Accokeek Academy (Eugene Burroughs)	Prince George's	16.0505	16.005
Accokeek Academy Annex (H. Ferguson)	Prince George's	16.0506	16.172
Accokeek Elementary (former)	Prince George's	16.0531	16.078
Addison (Thomas) Elementary (Former)	Prince George's	NONE	16.007
Adelphi Elementary	Prince George's	16.1714	16.169
Administrative Services	Kent	14.0504	14.005
Administrative Services Center	Cecil	07.0511	07.028
Alexander Hamilton Elementary # 145	Baltimore City	30.145	30.068
Allegany High (former)	Allegany	01.0606	01.012
Allenwood Elementary	Prince George's	16.0632	16.205
Angelou (Maya) French Immersion	Prince George's	16.0639	16.136
Annapolis Elementary	Anne Arundel	02.4092	02.034
Annapolis High	Anne Arundel	02.4013	02.030
Annapolis Middle	Anne Arundel	02.4033	02.061
Annapolis Road Academy	Prince George's	16.2507	16.163
Antietam Academy	Washington	21.2202	21.049
Appeal Elementary	Calvert	04.0101	04.013

Figure 3

UPDATING THE DATABASE

The information in the database is required to be updated annually by July 1 (COMAR 14.39.02.01) to include the most accurate and current information for each school facility within a school system.

A. Adding a New Facility Record

Submit a request to iac.pscp@maryland.gov with the following information to have a new record added:

- LEA Name
- LEA School Number
- School Name
- Address
- Life Cycle

After IAC Staff adds the new record, authorized users can modify the record by proceeding through the remaining facility tabs.

Note: New facility records will only be added for facilities or replacement facilities constructed on a different site. In the event that a program in non-LEA owned space is transferred from one site to another, the LEA should request that a new school record be added to the database.

B. Site Info Tab

The data fields on the Site Info tab shown in **Figure 3** identify the physical location, relevant site information, and the current status. This information should be reconciled annually. The field descriptions are provided in **Table 1.**

Table 1

Field Name	Description
LEA	Automatically determined by the first two digits of School Number.
PSC Number	Unique number assigned by IAC staff, used to relate State funding to projects at a specific school facility. Only modifiable by IAC staff. These numbers are in the format ##.###.
Tax Assessments ID	Tax Assessments Identification number for primary parcel.
School Name	Include all words in the title EXCEPT the word "School." DO NOT abbreviate any words (e.g. use "Elementary", not "ES" or "Elem"). Note that the school name should refer to the facility, not to the program or programs housed in the facility.
Address 1	Location address line 1.
Address 2	Location address line 2. Leave blank if not relevant.
Address 3	Location address line 3. Leave blank if not relevant.
City, State, Zip Code	State defaults to Maryland and is not modifiable.
Maryland General Assembly Election District	Drop down menu of valid Legislative Election District options.
Life Cycle	Drop down menu of status of Facility: **Site** - School property has been acquired for a new school or for the site bank and approved by the State Superintendent and the IAC. **Proposed** - Under construction. **Active** - Used for educational purposes. **Holding** - Temporarily used for educational purposes. **Closed** - Not being used for educational or administrative purposes. **Administrative** - Used for school administrative purposes **Transferred** - IAC has approved or conditionally approved the transfer of the school property to the County or City government. **Non-LEA Owned** - Property is owned by an entity other than the Board of Education (BOE) but is utilized as a leased or rented space for educational purposes.
LEA School Number	Unique number established by an LEA to identify the facility. These numbers are reported to MSDE and are recorded in the database in the format ##.####.
IAC Site Approval Date	IAC site approval date if after 1971 or the date of approval by the State Superintendent if prior to 1971. Enter date of original approval or of re-approval, whichever is later, as MM/DD/YYYY.
Acreage	Acreage rounded to three decimal points (##.###).
SRC	Effective November 2022, all Official State Rated Capacity reviews will be conducted by the IAC . The SRC data element is on the Enrollment tab. Changes of capacity due to capital projects are to be reviewed and modified by IAC staff as soon as possible following substantial completion of the project and/or occupancy and completion of the project.

Maintenance Survey Rating	Results were automatically generated by the IAC based on the latest results from the maintenance surveys conducted prior to FY 2021. Only modifiable by IAC staff.
Maintenance Survey Date	The date was automatically generated by the IAC based on when the latest maintenance survey was conducted. Only modifiable by IAC staff.

C. School Type Tab

The data fields on the School Type tab shown in **Figure 4** identify the grade levels served in the facility and the principal school type of the facility.

1) Enter Current Grade Levels
- o If the grade levels are consecutive, enter the lowest grade and the highest grade level separated by a dash (e.g. 6-8).
- o If the grade levels are not consecutive, then use a comma to separate non-consecutive grade levels (e.g. PreK-3, 5).

2) Select the radio button next to the principal School Type of the facility
- o Elementary (generally includes grades PreK through 5)
- o Middle (generally includes grades 6 through 8)
- o High (generally includes grades 9 through 12)
- o PreK-8 (includes grades PreK through 8)
- o Elementary/Middle
- o Elementary/Middle/High
- o Middle/High
- o Career Tech
- o Special Education
- o Alternate Education
- o Science
- o Environmental Ed
- o Administrative

Figure 4

D. Adjacent Schools Tab

This tab lists all physically adjacent schools of similar grade levels.

1) Confirm that the adjacent schools tab in the facility record is accurate and includes all schools of the same type that share geographically contiguous attendance boundaries and does not include schools that are not adjacent. In the annual CIP submission, an explanation can be provided as to why an adjacent school of the same type should not be considered adjacent for the purposes of determining eligible enrollment, as well as why a non-geographically adjacent school of the same type should be considered adjacent school for capacity purposes. Initially, this tab will be blank (see **Figure 5**). In order for data to be entered, accessed, or viewed the user must select ***Add/Remove Adjacent Schools*** from the sidebar. Selecting this option will return a listing of all the schools within the LEA and will appear as shown in **Figure 6**.

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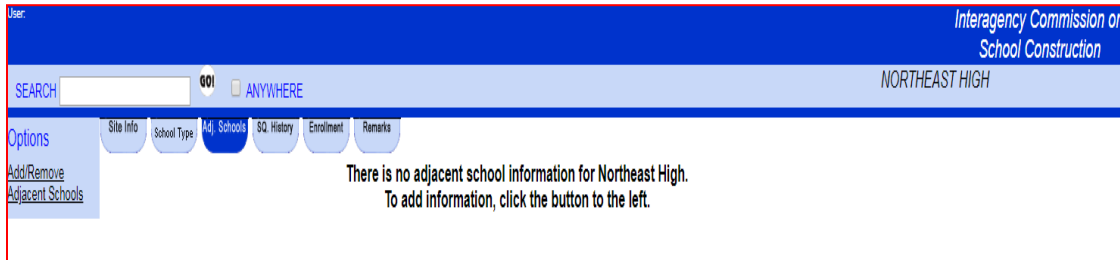
Figure 5

Figure 6
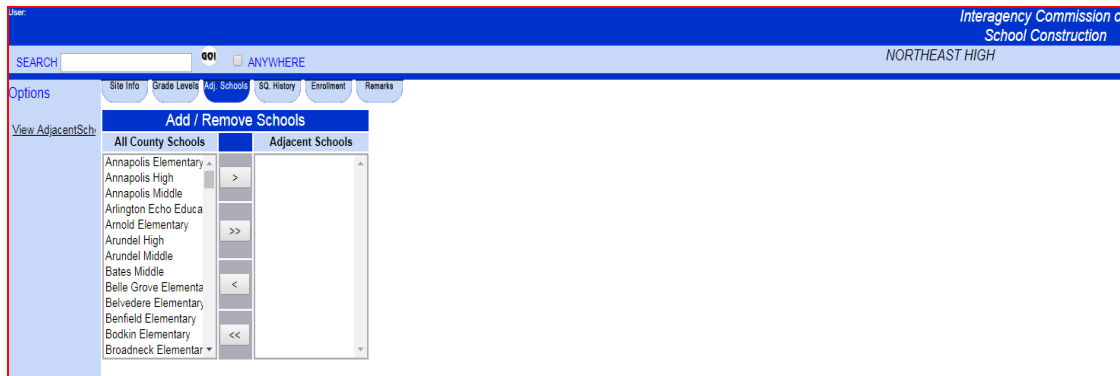
2) The user may then select all the schools that are geographically adjacent to the subject school, i.e., schools that have attendance areas that are contiguous with that of the subject school. The subject school is always identified in the upper right hand corner of the screen.
- Clicking the Single Right Arrow (>) moves the selected school from All County Schools column to Adjacent Schools column.
- Clicking the Double Right Arrow (>>) moves all schools from All County Schools column to Adjacent Schools column.
- Clicking the Single Left Arrow (<) removes the selected school from Adjacent Schools column back to All County Schools column
- Clicking the Double Left Arrow (<<) removes all schools from Adjacent Schools column back to All County Schools column

E. SQ History Tab

The SQ History tab shown in **Figure 7** records the square foot history for all school facilities. The *Construction* section provides the history of the original new square footage, additional square footage, the renovation and demolition of existing square footage. The *State Relocatables* section indicates the presence of a State Owned Relocatable building or buildings at the facility site. The *Other State Capital Improvements* section provides a history of the State funded projects completed at this facility. The *Square Foot History Summary* table at the bottom of the screen provides a summary of the entries made for this record. Facility database updates for new and renovated square footage should be entered into the FID for all State and locally funded projects.

Figure 7

There are four Sidebar Options that the user can select to record, update, and modify the selected facility record: *Construction, Capital Improvement, Remove,* and *Edit*. Each option affects the project history. A sidebar selection is required in order to enter new square footage, record substantially completed project details, or modify existing square footage and project details as recorded on this tab.

All projects which affect square footage of a facility must be recorded using the *Construction Option* on the sidebar. For example, interior renovations that modify existing square footage are updated in the Facility Inventory and by selecting the appropriate square footage affected by the project. Where appropriate, use the *Comments* field to identify the square footage affected as a "School Safety Grant Program Interior Renovations" project.

Construction Sidebar Option

There are two different actions possible by selecting the *Construction* sidebar option.

1. Modification of existing square footage:
   a) Select the **radio button** next to the existing Square Footage record, then select the *Construction* sidebar option. This returns a drop down menu which allows the user to select the appropriate *Construction Option* to record the square footage modification (see **Figure 8**).

Figure 8

The user can then select the appropriate *Construction Option* from the drop down menu to modify the selected construction record.

When the Renovation or Demolition *Construction Options* are selected from the drop down menu and the *Next* button is selected, the *Facility Units Construction Form* is displayed (see **Figure 9**) requiring an entry of:

- *Occupancy Year* –Enter the date of substantial project completion.

  Note: For *Limited Renovation* projects, the *Occupancy Year* is the average of the construction of the existing building and the year of completion of the limited renovation. A comment indicating that the project is a Limited Renovation will need to be added.

  For example, if the facility was constructed in 1970 and the limited renovation was completed in 2019, the revised *Occupancy Year* for the Limited Renovation should be entered as 1995.

- *Sqft* – The amount of square footage affected by the completed project is limited to the amount of square footage available for the record selected (see "Maximum allowed"). For facilities with multiple square footage records each modification requires a separate entry.

- *Comments* – Use this field to record specific details or notes relevant to the project for this entry. The comment field is limited to 1,000 characters, including spaces.

Figure 9

b) Review data entered. An error that is made while entering the data can be corrected before saving the change. If the incorrect record was selected the *Go Back* sidebar option can be selected returning to the SQ History tab, with no changes made.

c) Selecting the *Save Changes* sidebar (see **Figure 9**) option saves the data and commits the record to the database.

2. Adding new square footage:

a) Select the *Construction* sidebar option without selecting a radio button in the Square Footage listing. This returns a drop down menu which allows the user to select the appropriate *Construction Option* to record Additions, New Replacement square footage, and Relocatables (see **Figure 10** and **Figure 11**).
   ● Addition will create a new record.
   ● New Replacement will create a new record.
   ● Relocatables will create a new record under the Relocatables section. Only State-owned relocatables are to be recorded with a zero as the square footage is to be entered.

Figure 10

Figure 11

Capital Improvement Sidebar Option

1. State funded projects completed at this facility are added to the record by selecting the *Capital Improvement* sidebar option to the left of the construction records (see **Figure 7**). When selected, the *Facility Units Capital Improvement Options Form* displays, providing the user with a drop down menu of specific systemic renovation project categories and current and past funding programs (see **Figure 12**). This option only returns one possible

drop down menu regardless of whether a radio button next to the record on the screen is selected.

Figure 12

2. Select the appropriate Capital Improvement Option for the completed project from the drop down menu then select the *Next* button. The ***Facility Units Capital Improvement Form*** is displayed (see **Figure 13**) requiring an entry of:

   Occupancy Year – Date of substantial project completion.
   Comments – Use this field to record specific details or notes relevant to the project or this entry. The comment field is limited to 1,000 characters, including spaces.

Figure 13

3. Review data entered. An error that is made while entering the data can be corrected before saving the changes. If the incorrect record or project type was selected the ***Go***

Back sidebar option can be selected returning to the SQ History tab, with no changes made.

4. Selecting the ***Save Changes*** sidebar option after entering the Occupancy Year and comments, as applicable, saves the data and commits the record to the database. The new record will appear in the ***Other State Capital Improvements*** section of the SQ History page.

Remove Sidebar Option

1. The user may also select ***Remove*** from the sidebar to the left of the construction records. This option works in conjunction with the selection of a radio button next to a record in the SQ History tab. When selected, this option will remove the record from the SQ History tab after prompting that this record will be permanently removed (see **Figure 14**).

Figure 14

Edit Sidebar Option

1. The user may also select ***Edit*** from the sidebar to the left of the construction records. This option allows for the editing of any record listed on the SQ History screen. Select the radio button next to a record, then select the ***Edit*** option. The form shown in **Figure 15** opens allowing the user to modify the Occupancy Year/Original Sf/Comments. Selecting the ***Save*** button commits the changes to the record. If an error is made, selecting the ***Cancel*** button will return to the SQ History screen.

Figure 15

F. Enrollment Tab

The Enrollments tab shown in **Figure 16** is used to record the Head Count, FT (Full Time) Enrollment, Local Rated Capacity, Official State Rated Capacity (SRC), and SRC Approval Date. The Utilization is calculated automatically based on the FT Enrollment figure and the SRC figure.

Figure 16

1. Enrollment Data
    a) Enter the four-digit calendar year for the prior September 30th in the *Current Year (Sept. 30th):* field for the enrollment update.
    b) Enter *Head Count, FT Enrollments*, and *Local Rated Capacity*
    c) The official *State Rated Capacity* **(SRC)** along with the most recent *SRC Approval Date* will be modified by staff of the IAC. Please refer to the IAC's Administrative Procedures Guide (APG) for information regarding the calculation of SRC.

G. Remarks Tab

The Remarks tab shown in **Figure 17** allows for the input of comments for each facility. The comments field is limited to 2,000 characters. Examples of comments include use of the facility by community groups, explanation of "Other" under the forthcoming Educational Programs tab, or other factors unique to a particular school facility.

Figure 17

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