

Instructions for completing the Cost of Construction Report Form (FCO 564FC)

General Instructions

1. Prepare a separate form for each new construction project. If your agency does not have any new construction projects to report, please return the form with your agency name, and annotate "NONE" in large letters on the form. Include a point of contact name, telephone number and email address.
2. Each form is to be submitted by the due date indicated on the letter sent to each agency contact(s).
3. All forms are to reflect new construction projects only (new schools, replacement schools or addition to an existing school). Renovation and remodeling projects are not to be reported.
4. A new construction project is to be reported even if there are no student stations.
5. All forms should be submitted electronically to AskFCO@fldoe.org.

Category Instructions:

College Name - Enter the college name (Example: "Eastern Florida State College")

Campus Name - Enter the campus name only

Title of Project - Enter the project name

EFIS Project Number - Enter the EFIS Project # [This number can be found in the Educational Facilities Information System (EFIS)]

Building Number - Enter the building number

STEP 2: CONSTRUCTION PROJECT INFORMATION (New or Replacement Schools and Additions Only)

Major Space Category of Project – place an X(s) in the category that applies to the new construction project.

Percent Each Space Category Represents of Total Project – Must total 100% of the new construction project.

Phase III Plan Approval Date - Refer to your agency Architect for the approval date.

Contract Award Date – Enter the date your College Board Approved the contract bid.

Certificate of Occupancy Issued Date - Report the date the certificate was issued.

STEP 3: NEW CONSTRUCTION BASELINE DATA:

1. **Number of Student Stations** - Report the new student stations for this project only (do not report total student stations).
2. **Net Square Feet** - The enclosed interior floor area measured from the inside surfaces of all enclosing walls that form the boundaries of the spaces.
2. **Gross Square Feet** - Multiply the calculated total net square footage by 1.06, and add the total floor area square footage of covered walkways or similar areas having a roof but no walls. [Example: 1.06 (total net square feet) + total floor area square footage of covered walkways or similar areas having a roof but no walls = Gross Square Feet. 1.06(200) + 547 = 759 Gross Square Feet].
3. **Cost data (4a-4k)** - Report new construction amounts. Refer to the form for terms and definitions for categories 4a –4k.
4. **Building Cost (sum of lines 4g-4k)** - Total sum of lines 4g-4k.
5. **Cost per Student Station (divide line 5 by line 1)** - Divide the total Building Cost by the number of student stations.
6. **Educational Plant Total Cost (sum of lines 4a-4k)(All plant-related costs)** - Total all cost data categories (4a-4k).

STEP 4: SOURCE OF FUNDS

Select each applicable funding source for the new construction project and provide the funding amount by source.