

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	EVALUATION OF FACILITIES	08-0102	1 OF 1
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVIEWED	
6Hx7-6.1 College Facilities	March 13, 2024		

Purpose

The purpose of this procedure is to establish the process by which existing facilities are evaluated against current standards and changes and corrections are incorporated into the facilities inventory.

Procedure

- A. Per Florida Statute 1013.31, the College submits an Educational Plant Survey every five years (5) to the Department of Education which includes an inventory of existing educational and ancillary plants. The office of Facilities Management and Construction shall periodically update the inventory as new capacity is created and/or unsatisfactory space is eliminated or remodeled.
- B. The Facilities Department maintains computerized drawings of the College's floor plans as well as the room inventory database. On an annual basis, rooms are physically inspected, validated and recorded for square footage, room use, room name and room number. The Facilities Department updates the inventory and the drawings continually as renovations and remodeling occurs at each campus and center.

REFERENCES: F.S. 1001.64, 1001.65, 1013.31

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