

# ARIZONA SCHOOL FACILITIES BOARD WEB-BASED PROGRAM INSTRUCTIONS

THREE-YEAR BUILDING RENEWAL PLAN  
FISCAL YEARS 2008 - 2010

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## **CHANGES TO BUILDING RENEWAL STATUTE**

Building renewal must be spent first on primary projects unless only secondary projects exist. In the most recent legislative session, A.R.S. 15-2031 was revised to establish a priority system for building renewal expenditures. Project priorities are defined as follows:

1. Primary projects - Projects required to correct a minimum school facility adequacy guidelines issue, as adopted by the School Facilities Board pursuant to section 15-2011, in buildings owned by school districts that are required to meet the academic standards listed in the database. These are the types of projects that were addressed through the Deficiency Corrections program. Projects to correct imminent failures (within three years) of minimum school facility guidelines will qualify as primary projects.
2. Secondary projects - All other projects for academic or non-academic buildings.

## **EXCEPTION**

If a district needs to correct a violation of building, health, fire or safety codes in buildings that are not required to meet the academic standards, the required project would be treated as a primary project. The SFB must approve these projects BEFORE building renewal is expended. If such projects are not included in the three-year building renewal plan, an update to the plan must be submitted and approved by the SFB.

Districts will be required to identify the priority level for each project when submitting FY 2008 actual expenditures.

## **THREE-YEAR BUILDING RENEWAL PLAN**

<b>What is the purpose of the building renewal plan?</b>
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The purpose of the three-year building renewal plan is to comply with State statutes by projecting the school district's major maintenance projects over a three-year period, describing the scope of each project for each year estimating the construction, design, and contingency costs and scheduling which fiscal year the construction cost is planned.

Every major building component of a facility has an expected "useful life cycle." An example is that most roofs if properly maintained should last approximately twenty (20) years. If a school building was constructed in 1988 and the normal life cycle for the roof is twenty years, it will probably be necessary to re-roof the building sometime around 2008. It is important to understand that "useful life cycles" are not necessarily an exact period of time. A "twenty year warranty" roof may last 20-30 years if properly

maintained. Conversely, a “twenty year warranty” roof may last only 10-15 years if not properly maintained. Useful life is not an exact period of time and is best used as a guideline.

**What is the process to develop the three-year building renewal plan?**

**Step 1:** The school district may begin by assessing the useful life cycle of each major component within the first seven major preventative maintenance categories. List the date of either the original construction/installation or the date of the last major renovation/replacement. Next list the estimated date for the conclusion of the life cycle.

Each category is broken down into a number of major components.

**Major Preventative Maintenance Categories and Respective Components**

<b>1. HVAC</b>	<b>2. Roofing</b>	<b>3. Electrical</b>	<b>4. Plumbing</b>
<p>Components</p> <p>H1 Boilers</p> <p>H2 Chillers</p> <p>H3 Cooling Towers</p> <p>H4 Fan Coils/Fans</p> <p>H5 Heat Pumps</p> <p>H6 Heating Systems</p> <p>H7 Package Refrigeration</p>	<p>R1 Drainage</p> <p>R2 Flashing/Roof Jacks</p> <p>R3 Flat Roof System</p> <p>R4 General Roof System</p> <p>R5 Penetrations</p> <p>R6 Tile/Wood/Shingle</p>	<p>E1 Dimmer System</p> <p>E2 Emergency Generator</p> <p>E3 Lighting</p> <p>E4 Magnetic Starters</p> <p>E5 Switch Gear/Disconnect</p> <p>E6 Switches/Receptacles</p> <p>E7 Transformers</p>	<p>P1 Water Heater</p> <p>P2 Backflow Preventer</p> <p>P3 Disposal/Lift Systems</p> <p>P4 Domestic Water</p> <p>P5 Fixture/Valves</p> <p>P6 Gas System</p> <p>P7 Septic System</p>
<b>5. Surfaces</b>	<b>6. Special Systems</b>	<b>7. Special Equipment</b>	<b>8. General Renovation</b>
<p>S1 Block/Brick/Concrete</p> <p>S2 Carpet</p> <p>S3 Ceiling Tile</p> <p>S4 Ceramic Tile</p> <p>S5 Drywall/Wall Coverings</p> <p>S6 Asphalt</p> <p>S7 VCT Tile</p> <p>S8 Wood</p>	<p>SS1 Intrusion Alarm</p> <p>SS2 Emergency Lighting</p> <p>SS3 Energy Management</p> <p>SS4 Fire Alarm System</p> <p>SS5 Intercom/PA System</p> <p>SS6 Network System</p> <p>SS7 Sprinkler System</p> <p>SS8 Stage Lighting</p>	<p>SE1 Bleacher Seating</p> <p>SE2 Doors &amp; Windows</p> <p>SE3 Elevators/Lifts</p> <p>SE4 Kilns/Foundry</p> <p>SE5 Kitchen Equipment</p> <p>SE6 Lockers</p> <p>SE7 Stage Rigging</p>	<p>Major renovation includes multiple categories</p>

**Step 2:** Identify what major components are expected to reach the end of their respective useful life cycle for the next three-year period.

**Step 3:** Determine the scope of the anticipated work that will be necessary when a “useful life cycle” appears to be ending, and the estimated costs to repair, renovate or replace the component. In determining the project scope, quantify the items to be repaired, renovated or replaced. Then determine the unit cost to repair, renovate or replace the items. The three-year building renewal plan is updated annually by the district.

**Step 4:** Schedule the building renewal projects by fiscal year in accordance with the funding available for each fiscal year. This can include other district fund sources as well. A separate area on the Project Detail Form is provided for projects planned with other than state appropriated building renewal funds. Reporting on these projects is totally at the discretion of the school district and is not required by School Facilities Board.

**Step 5:** Enter plan into the web-based building renewal program and submit to the School Facilities Board no later than October 15, 2007.

### **How do I complete my three-year building renewal plan?**

#### **Getting started**

To access the expenditure reporting program, go to the School Facilities Board website ([www.azsfb.gov](http://www.azsfb.gov)). Select the “District Information” link at the top. Select district name and go to the “District Reporting” link along the top. Select “3 Year BR Plan” from the drop-down menu. Select “BR Plan Main” from the sub-menu. Users can then begin to enter a three-year building renewal plan.

#### **Overview**

The three-year building renewal plan consists of planned projects, listed by school, by building, by category, by fiscal year, and by funding type - district funded and/or School Facilities Board funded. The database is divided into four main areas:

- 1) Building Renewal Plan Edit
- 2) Building Renewal Plan Summary
- 3) Project Detail Summary
- 4) Project Detail Form.

## Building Renewal Plan Rollover Edit

A Building Renewal Edit function has been designed to manage projects from the prior three-year plan as efficiently as possible by preloading projects from last year's plan into this year's plan. Projects that have not been completed in FY 2007 when filling out the building renewal expenditure report will roll over to the current three-year plan. Additionally, when districts filled out the FY 2007 – FY 2009 plan last year, the projects were developed using a legislative appropriated amount in FY 2007 and the full formula amount in FY 2008 and FY 2009. This year's plan will have a legislative appropriated amount for FY 2008 but all the projects from last year's plan were developed against the formula amount. The Building Renewal Plan Edit function was developed to allow users to quickly move the preloaded projects from one year to the next or reprioritize and delete projects depending on available revenues. Additionally, a new statutory compliance field has been added on the Project Detail Screen that requires users to indicate on newly established projects which statutory purpose relates to the building renewal project. This edit screen allows users to populate that field for all the prior year building renewal projects that have been preloaded in the system.

The screenshot shows the SFB District Access Online interface. The main navigation menu includes: Main, Accounting, Facilities Reports, District Reporting, and Vendor Reports. The 'District Reporting' menu is expanded, showing options: Annual Calendar, Capital Plan, Renovation Report, BR Actuals Report, and 3 Year BR Plan. The '3 Year BR Plan' option is selected, and a sub-menu is displayed with options: BR Plan Rollover Edit, BR Plan Main, BR Plan Reports, BR Plan Submission, and BR Plan Liaison. The 'BR Plan Rollover Edit' option is highlighted. Below the menu, the page title is 'Building Renewal Plan Summary > Rollover School List' for 'Mesa Unified District - 070204000'. A link 'Edit Projects for all schools in one list by Fiscal Year FY 2008 FY 2009 FY 2010' is visible. A table lists schools and their project counts:

CTDS	School Name	Project Count
070204101	<a href="#">Adams Elementary School</a>	1
07020400T	<a href="#">Administrative Service Center</a>	3
070204102	<a href="#">Alma Elementary School</a>	1
070204261	<a href="#">Brimhall Junior High School</a>	1
070204252	<a href="#">Carson Junior High School</a>	2
070204133	<a href="#">Crismon Elementary School</a>	2
070204000	<a href="#">District Project</a>	3
070204120	<a href="#">Eisenhower Elementary School</a>	1
070204104	<a href="#">Emerson Elementary School</a>	1

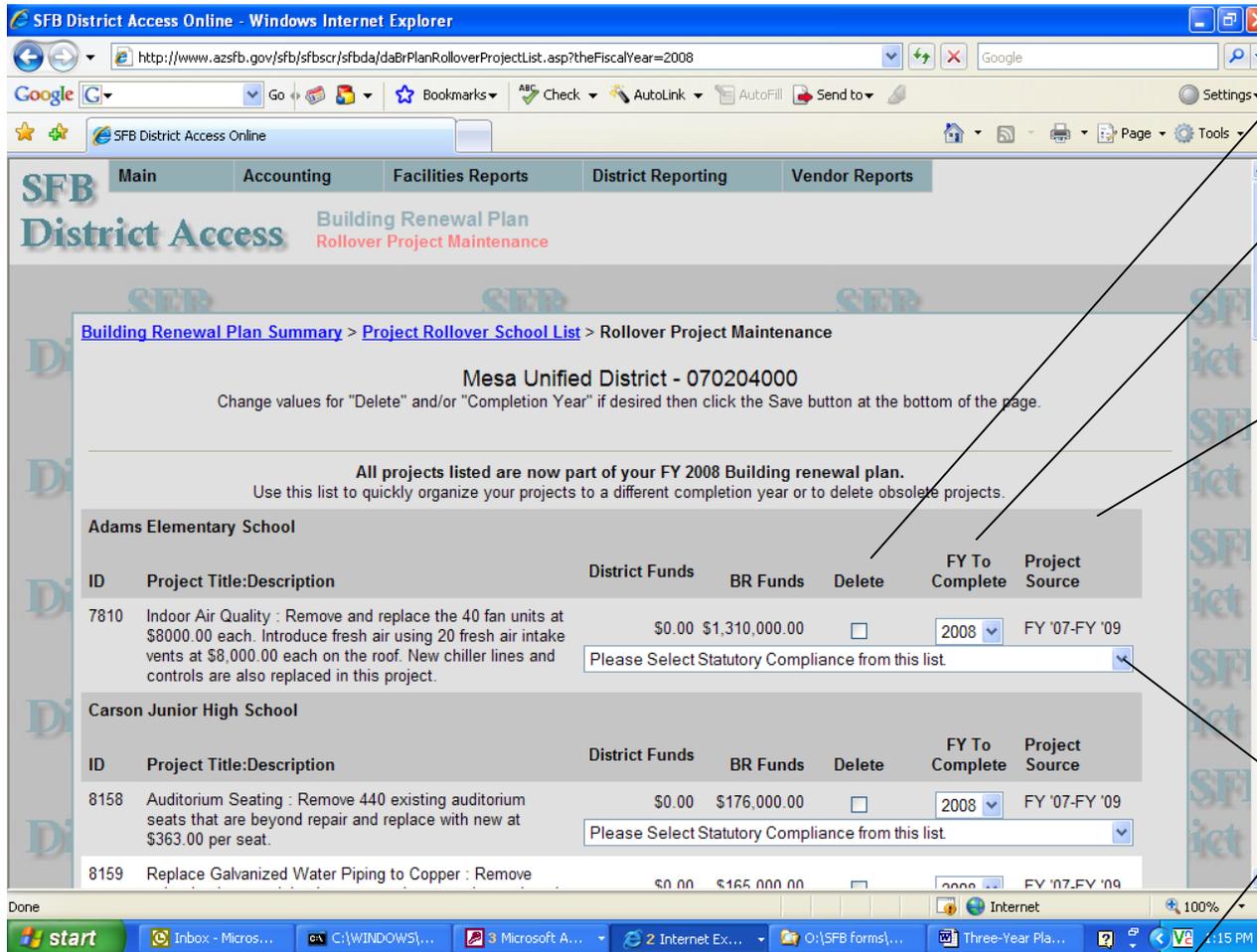
Under district reporting, select 3 Year BR Plan

Under 3 Year BR Plan, select BR Plan Rollover Edit

Projects can be edited for all schools at one time by fiscal year.

Projects alternatively can be edited at the school level.

Once a fiscal year or school is selected, all projects in that fiscal year or for that school will be available for editing. Projects can either be deleted or moved to another fiscal year.



If the project is no longer a priority, it can be deleted by checking the “delete” box.

If the project has not been completed but is still a priority, the project can be moved to another year in the three-year plan.

The project source displays two types – FY 2007 – FY 2009 or new. If the project was in the three-year plan submitted last year it is considered FY 2007-FY2009. If the project has been newly established through the “Project detail” screen it is denoted as new. As such, all projects old and new can be managed at one time in an efficient manner.

A new statutory compliance field has been added on the Project Detail Screen that requires users to indicate which statutory purpose relates to the building renewal project. This edit screen allows users to populate that field for all the prior year building renewal projects that have been preloaded in the system.

**Helpful Hint: PLEASE DO NOT FORGET TO SAVE THE WORK.** While not displayed on the above example of a screen print, there is a save button at the bottom of the screen. Use the scroll bar to get to the end of the screen to **SAVE**.

## Building Renewal Plan Summary

The Building Renewal Plan Summary is intended to summarize the three-year plan for the entire district. It displays the SFB building renewal budget, project expenditures, preventative maintenance allocation, unknown set-aside, future project savings, and an encumbered and unencumbered carry forward balance to the next fiscal year. The ending balance budget field that will allow users to periodically check on what is available to be allocated as the plan is in development. The Building Renewal Plan Summary also has a school listing so users can select what school for which they want to develop a plan.

**Building Renewal Plan Summary**  
Cave Creek Unified District

Reporting Year: 2008 - Currently Due

	FY 2008	FY 2009	FY 2010
SFB Funds Carry Forward:	\$482,229.00	\$166,835.72	\$348,915.13
SFB Funds BR Allocation:	\$313,806.72	\$754,079.41	\$821,946.55
SFB Funds Total Project Expenditures:	\$629,200.00	\$572,000.00	\$0.00
PM Allocation of 8 Percent:	\$0.00	\$0.00	\$0.00
Unknown Set-Aside:	\$0.00	\$0.00	\$0.00
SFB Funds Ending Balance:	\$166,835.72	\$348,915.13	\$1,170,861.68
Future Project Allocations:	\$0.00	\$0.00	\$0.00
SFB Funds Ending Balance (Unencumbered):	\$166,835.72	\$348,915.13	\$1,170,861.68

**School Listing**  
SFB Funds Only  
Click on a School To view project list

	FY 2008	FY 2009	FY 2010
<a href="#">Black Mountain Elementary School</a>	\$0.00	\$0.00	\$0.00

The FY 2008 Carry Forward amount is calculated based on information submitted in the FY 2007 Building Renewal Expenditure Report.

The FY 2008 Building Renewal Budget is preloaded for each district according to the money appropriated by the Arizona State Legislature. The FY 2009 and FY 2010 budgets are based upon an estimated statutory building renewal formula.

Total Project Expenditures is a summary of all SFB funds for all the schools and all projects within each school.

A.R.S.§15-2031 Subsection L allows a school district to use 8% of the building renewal amount for routine preventative maintenance. Districts should select this link to enter the amount it plans to use for preventative maintenance for each of the three fiscal years. The amount cannot be greater than 8% of the respective fiscal year building renewal formula.

Unknown set-aside allows users to set aside an amount of money each fiscal year for unplanned projects. The majority of projects should be planned and the system will limit the amount of money that can be set aside to 4% of the full formula amount for each year.

Users select a school to enter building renewal projects for that school / building.

SFB Funds Ending Balance (Unencumbered) assumes that additional funds are committed to a future projects "savings account" and are therefore encumbered but not necessarily spent. As projects are created, users can monitor the available ending balance to help monitor data entry. **NEGATIVE BALANCES ARE NOT ALLOWED.**

Future project allocations represent the amount of money a district is saving for projects outside the FY 2008 to FY 2010 three-year building renewal window.

SFB Funds Ending Balance reflects the expected cash balance after planned and unplanned projects and preventative maintenance is considered.

## Project Detail Summary

The Project Detail Summary Form displays the project, category, and funds for each fiscal year that relate to the selected school. Each project has an identification number, which is intended to be an automated assigned unique numeric identifier for each project. In addition, this form delineates the future projects planned for the school by project title, category, estimated completion year, and SFB funds saved toward the future project.

SFB District Access Online - Windows Internet Explorer

http://www.azsfb.gov/sfb/sfbscr/sfbda/daBrPlanProjectList.asp?theCtds=999999999

District Access Building Renewal Plan Project Detail Summary

Building Renewal Plan Summary > Project Detail Summary

School Facilities Board - 999999999  
Amounts are SFB Funds Only

[Click Here to Create a NEW Project](#)

ID	Project	Category	2008	2009	2010
7791	<a href="#">Repair sinks in restrooms</a>	Plumbing	\$24,000.00	\$0.00	\$0.00
7796	<a href="#">Roofing</a>	Roofing	\$220,000.00	\$0.00	\$0.00
7798	<a href="#">Replace chillers</a>	HVAC	\$0.00	\$467,500.00	\$0.00
7799	<a href="#">Default Title</a>	Electrical	\$0.00	\$0.00	\$38,500.00
Total Project Budget:			\$244,000.00	\$467,500.00	\$38,500.00

Future Projects

Project Title	Project Category	Estimated Completion Year	Total Value of Project
<a href="#">Replace package refrigeration units</a>	HVAC	2018	\$100,000.00
Total future project value			\$100,000.00

Click here to create a new project, including future projects that will likely be completed outside the three-year planning window.

**Helpful Hint:** A single project cannot contain multi-year expenditures. If a project requires funding in more than one year, please use the same project title followed by the fiscal year or implementation phase. For example, roof replacement—Phase I, roof replacement—Phase II.

To edit an existing project that has already been saved, click on the project.

Future Projects are summarized by project title, project category, estimated completion year, and the total value of the project. The total value of the project is the summation of all years where money is saved for future use—up to 20 years.

To edit an existing future project that has already been saved, click on the project title. A future project can be converted to a current plan project by clicking the button on the Project Detail Screen that the project will be completed in three years and entering relevant budget and building data.

## Project Detail Form

The Project Detail Form is the heart of the automated system and where the primary data input is involved. Users will be spending the majority of their efforts in this part of the application. A planned building renewal project is a construction project (except preventive maintenance) that is in conformance with A.R.S. § 15-2031. The project will typically address major renovations, repairs, and or replacement of building system components that will maintain or extend the useful life of the building. The school district shall provide a cost estimate for each building renewal project planned for each year of the three-year plan – FY 2008, FY 2009, and FY 2010.

Building Renewal Plan Project Detail Form - Windows Internet Explorer

http://www.azsfb.gov/sfb/sfbscr/sfbda/dabrPlanProjectDetail.asp?projectSFBCTDS=999999999&ProjectId=7791

Building Renewal Plan Project Detail Form

Building Renewal Plan Summary > Project Detail Summary > Project Detail Form  
DO NOT use these links if you have made changes to data on this form. Use the save button at the bottom of the form instead.

School: 999999999 - School Facilities Board

Project ID: 7791

Project Title: Repair sinks in restrooms

Project Description:

Statutory Compliance: Major renovations or repair of building

Future Project:  To be completed 4 or more years from now.

Budget Project:  To be completed within 3 years.

Category: Plumbing

Sub Category: Fixture/Valves

Project Budget Year: 2008

3-Year Building Renewal Plan Year: 2008

District (Non-BR) Funds Applied to this project

District Funded Construction: 0 Enter Construction Cost.

District Funded Design: 0 Enter Design Fees

ID – an automated assigned unique numeric identifier for each project

Enter a project title. Users should select a title that when used in isolation will adequately describe the nature of the project.

Enter a project description. **The description of the projects along with the method used to determine the cost should be listed in the project description.** For each planned building renewal project, the school district should list the scope of the project, the units to be replaced or repaired, the unit cost and the total cost of the project.

**Helpful Hint:** **THIS IS A NEW REQUIREMENT, THEREFORE ALL PROJECTS MUST BE OPENED TO ENSURE THAT THIS NEW ELEMENT HAS BEEN CAPTURED.** Select the drop down menu and choose one of the four reasons outlined in statute as authorized building renewal uses. If the project doesn't fit within the statutory uses, then it is not building renewal eligible. Please call your liaison if you need any guidance.

Categories and Sub Categories. Building renewal projects will be classified into nine categories, including eight maintenance categories and one for future projects. The first seven categories are the same categories used in each school district's preventive maintenance plan and are as follows: 1)HVAC, 2) Roofing, 3) Electrical, 4) Plumbing, 5) Surfaces, 6) Special Systems, 7) Special Equipment, 8) General Renovation and 9) Future Projects (building renewal funding saved for future expenses). Each category has sub categories that need to be associated.

Determine whether the project is a future project or a current project within the three-year plan. If future project is selected, the screen will change and require fiscal year information beyond FY 2008. The amounts entered indicate the amount of money being saved for a future project.

Fiscal Year – The Three-Year Building Renewal Plan is divided into three consecutive fiscal years for planning purposes. A fiscal year shall be defined as the period beginning on July 1 of each year and running until June 30 of the next year.

Always round your total project estimate to the nearest \$100.

Funding is broken out into two parts 1) District funds, which are not provided by the School Facilities Board and 2) Building renewal funds. For FY 2008, the building renewal funds are the amount appropriated by the state legislature. For FY 2009 and FY 2010, they are an estimated amount generated by the statutory building renewal formula.

The funding is required to be divided into construction and design. If districts have testing and permitting fees they should be accounted for in the construction cost field.

A contingency amount of 10% will automatically be calculated off of the funding entered for construction costs. The contingency factor is set up to cover cost overruns on planned projects and unforeseen emergency projects if required. If a district is not required to use contingency funds for a planned or emergency project during the fiscal year, the district may elect to carry these funds forward to the next year or advance a planned building renewal project from either FY 2009 or FY 2010.

A district total and SFB total will also automatically be calculated as well as a grand total project estimate.

**Helpful Hint:** Please note that only SFB dollars will post to the Project Detail Summary and Building Renewal Summary portions of the web application. Additional reports will be written so districts can print project information that includes district funding contributions.

Projects can contain two sources of funding—SFB building renewal funding or district funding. Please note that the Building Renewal Summary and Project Detail Summary pages only reflect the SFB funding. However, reports will be designed for districts to delineate the district contribution to the project as well.

After a project is entered it must be saved.

A project can be deleted by selecting the delete button. The users will see a reminder prompt asking “are you sure you want to delete this current project?”

Each building, for each school, for each school district is listed in the School Facilities Board Building Inventory. Once a school is selected on the Building Renewal Summary Form, and a project is created or selected on the Project Detail Summary Form, the buildings associated with each school are displayed. Each project should detail which building(s) will be impacted.

Users can select more than one building. If a planned building renewal project has multiple school sites, a project should be created that reflect the proportional project amount for each school site.

## FREQUENTLY ASKED QUESTIONS

### **How do I print a copy of my building renewal plan once I have entered it into the web application?**

Districts will submit their plan electronically to the School Facilities Board. However, reports were created so districts can print paper copies of their plans for their files or to share with other facilities staff, superintendents or school board members. Each school district should utilize the reports to review and approve their submittal prior to its electronic transmission to the School Facilities Board no later than **October 15, 2007**. For reports, go to the District Reporting drop-down menu and select “3 Year BR Plan”, then select “BR Plan Reports.”

### **How do I submit my plan to the School Facilities Board?**

The building renewal plan is due to the School Facilities Board by **October 15, 2007**. Please note that once the plan is electronically submitted, the district can no longer make changes to the plan. As such please review the plan carefully and get the proper approvals before transmitting the information to the School Facilities Board.

The School Facilities Board dispenses building renewal money in two installments – November 2007 and May 2008. If a school district fails to submit the report by October 15, the School Facilities Board is required by law to withhold building renewal monies from the school district until the School Facilities Board determines that the school district has complied with the reporting requirement.

### **Whom do I call if I need help?**

If you have questions, you may contact your School Facilities Board Liaison listed below.

Dean Gray	(602) 542-6143
Mike Barfield	(602) 364-0859
Gerry Breuer	(602) 542-6139
Sameer Pandy	(602) 364-1193