

STATE UNIVERSITY SYSTEM CHECKLIST
FOR SUBMITTING EDUCATIONAL PLANT SURVEY REPORTS

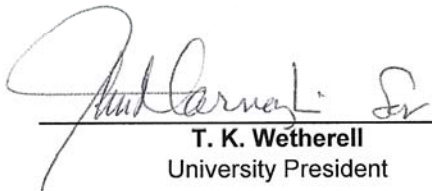
This checklist is to be used by the university before submitting an electronic State University Educational Plant Survey to the Board of Governors for the State University System of Florida per Section 1013.31(1)(a), Florida Statutes. Checking the survey report against this list will indicate if the report is complete and ready for submission.

A checkmark (✓) beside an item number indicates the answer is "Yes;" the letter X (x) beside a number indicates "No."

- ✓ 1. Name of university: The Florida State University
- ✓ 2. Date of previous five-year survey: January 2003
- ✓ 3. Date of this survey: January 2008
- ✓ 4. New survey outyear: January 2014
- ✓ 5. Who conducted this survey?
Inventory Validation Team Leader: Dave Heather, University of Florida
Space Needs Assessment Team Leader: Dave Heather, University of Florida
- ✓ 6. The survey report submitted to the Office of Educational Facilities, Board of Governors State University System (BOG) has been approved by the University Board of Trustees (UBOT).
- ✓ 7. The report includes a copy of this checklist signed by the University President or designee and the chairman of the University Board of the University Board of Trustees?
- ✓ 8. Was the survey conducted for official sites only?
- ✓ 9. Is each site described in the report by its number, name, type, date it was established, address, acreage, and the number of buildings it contains?
- ✓ 10. Throughout the report, are sites referred to by name and number?
- ✓ 11. Is a copy of the current list of Institutional Sites by Type for the State University System on file?
- ✓ 12. Is a copy of the current site inventory report for the university attached?
- ✓ 13. Is a copy of the BOG approved current five-year planned enrollments for the university on file?
- ✓ 14. Do COFTE figures used in the survey report match those in the five-year planned enrollments?
- ✓ 15. Does the survey report include a table showing total Capital Outlay Full-Time Equivalent (COFTE) for the university, by level of student within each site, for the five years of the survey?
- ✓ 16. Does the survey report include a table for each site showing COFTE by discipline category within level of student for the survey out year?
- ✓ 17. Have all space needs been generated correctly?
- ✓ 18. Are the generated aggregate amounts of square feet for the space categories for each site included in the space category aggregate square footage summary table for the site?
- ✓ 19. Is a copy of the current building inventory report for the university on file?
- ✓ 20. Is a copy of a site plan showing building locations on file for each site?
- ✓ 21. Is a copy of the current room inventory report for the university on file?
- ✓ 22. Is a copy of the current existing satisfactory aggregate assignable square feet by space category by site report for the university on file?

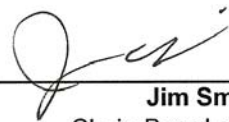
- ✓ 23. Does the survey report contain a table for each site which lists the buildings on that site describing each by number, name, status, condition and area in assignable square feet, non-assignable square feet, and gross square feet?
- ✓ 24. Throughout the report, are buildings referred to by number and name?
- ✓ 25. Are the aggregate amounts of existing satisfactory square feet for the space categories for each site included in the space category aggregate square footage summary table for the site?
- ✓ 26. Does the survey report contain recommendations for each site?
- ✓ 27. Are the recommendations limited to fixed capital outlay items such as the acquisition, remodeling, renovation, and construction of real property?
- ✓ 28. Does each recommendation contribute to resolving differences between the existing educational and ancillary plants and the determination of future needs?
- ✓ 29. Does the survey report contain a space category aggregate square footage table for each site which shows by the ten space categories the amounts of square feet needed, amounts of satisfactory square feet existing, changes caused by remodeling, renovation, and new construction recommendations, and the total amounts of square feet planned?
- ✓ 30. Are the amounts of square feet planned the same as the amounts of square feet needed?

The Educational Plant Survey for The Florida State University was approved by the University Board of Trustees on November 14, 2008.



T. K. Wetherell
 University President
 11/14/08

 Date



Jim Smith
 Chair, Board of Trustees
 11-18-08

 Date