

EDUCATIONAL SPECIFICATIONS SUBMISSION CHECKLIST FOR MSDE REVIEW

Date: _____ (Original Submission Date, if this is a Revision: _____)

Project Type: ☐New; ☐Replacement; ☐Renovation; ☐Limited Reno; ☐Addition; ☐Other _____

School Name: _____ Grade Level: _____

School System: _____ PSC # (If any): _____

EDUCATIONAL SPECIFICATIONS (ED SPECS) PROCESS

Authority: [Maryland Education Article §2-303\(f\)](#) as regulated by [COMAR 13A.01.02.03](#) and the [IAC Administrative Procedures Guide](#) (APG) Section 202 & Appendix 202.

Purpose: The following requirements shall be provided for the Local Educational Agency (LEA) to request the Maryland State Department of Education (MSDE) Office of School Facilities (OSF) review and State Superintendent's approval of the Educational Specifications (Ed Specs) for a facility or portion therein to serve to educate public school students. Ed Specs help MSDE to understand the desired spatial requirements and adjacencies of the programs needed to serve the students at the school and to evaluate the effectiveness of architectural design when developed. The Interagency Commission for School Construction (IAC) staff may also use it to understand a projects funding needs for projects utilizing State funds.

Applies to: Ed Specs are required for each new, replacement, renovation, and addition project whenever the interior space of a school is proposed to be altered or created with an estimated construction cost of \$1,000,000 or greater. Ed Specs are not required for limited renovations and Prekindergarten or K addition projects, unless space changes are extensive or Pre-K or K Classroom Ed Specs have not been shared before.

Process: Once an Ed Specs Submission is uploaded to the IAC's BMS, it will be checked for completeness within 2-3 days and a target date given for review completion. MSDE's review comments will be issued in a Memorandum for written responses to be sent back via the BMS. Once all issues are resolved, MSDE will issue an approval letter from the State Superintendent.

SEND ED SPECS SUBMISSION & CHECKLIST TO:

Address to: Jillian Storms, AIA, Office of School Facilities Executive Director
Maryland State Department of Education
200 West Baltimore Street, Baltimore MD 21201

Upload to: The IAC's [Building Management System](#) (BMS)

PDF FORMATTING

Name PDF file per the file name convention of: LEA name, School Project type, (PSC #), Phase, Date

- Example: AACPS Hillsmere ES REPL (L02F084) Ed Specs 2022.12.20

The Ed Specs PDF document shall be indexed for ease of finding required materials.

- PDF shall be bookmarked/indexed for each item shown in Submission Checklist on the following page.
- Examples of applicable bookmarks would be: **Transmittal Checklist, Local Board of Education Action, Program Space Summary**, and so on. (See how to Bookmark at end of this document.)

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Use the Appropriate Checklist in Columns below:

LOCAL = Locally-Funded (Project will only be funded locally with no intention to receive State funds)

FF = Forward-Funded (Project will be or has been requested for CIP or BTL approval by IAC)

STATE = State-Supported (Project has IAC Approval of Local Planning or Funding thru CIP or BTL)

Check box for NA (Not Applicable) if requested material does not apply to project.

LOCAL	STATE or FF	ITEM DESCRIPTION (INCLUDE IN A SINGLE PDF)	Page #:
<input type="checkbox"/>	<input type="checkbox"/>	Transmittal & filled-in Submission Checklist	Pg #: _____
<input type="checkbox"/>	<input type="checkbox"/>	Educational Specifications – Should include a Table of Contents paginated. <ul style="list-style-type: none"> • Provide a narrative description of each space in the program • Indicate if there are any critical program adjacencies required. Clarify if it is simply a physical adjacency, an adjacency that allows visual observation between spaces, or an adjacency that allows direct access between spaces. • Provide a description of any special populations served, examples: Community School, high FARMS population; English-Language Learners, Alternative Education, Magnet Programs drawing students outside of the home district. 	Pg #: _____
<input type="checkbox"/>	<input type="checkbox"/>	Intended Local Design Capacity (LDC) i.e. the number of students the school can accommodate. Provide the proposed core capacity (Core spaces are Cafeteria, Gym, Library Media Center, & Health Suite) If different than the LDC. Include estimated # of future teaching stations. Clarify if trying for a targeted State Rated Capacity that is different than the LDC.	Pg #: _____
<input type="checkbox"/>	<input type="checkbox"/>	Summary of Program Spaces (PROVIDE ALSO IN EXCEL) <ul style="list-style-type: none"> • Include Net Square Feet (NSF) Total & Targeted Gross Square Feet (GSF) Total, and desired NSF/GSF efficiency %. • Please review the definitions on pages 1 & 2 of the Facilities Planning Guide for Maryland Public Schools to determine what to include in the NET, versus what is part of the TARE, that makes up the total Gross Area. • The NSF areas for Cooperative Use Spaces should also be totaled separately and include their GSF Total based on a 70% efficiency. • Include column indicating # of Teaching Stations to be counted per Appendix 102B in the IAC Administrative Procedures Guide. 	Pg #: _____
<input type="checkbox"/>	<input type="checkbox"/>	Total Project Areas: includes existing building GSF, new construction GSF, proposed demolition GSF (footings to roof), and proposed renovation GSF.	Pg #: _____
<input type="checkbox"/>	<input type="checkbox"/>	SRC & CUS Colored Key Legend: Fill out for this form for the <u>entire</u> proposed school and indicate which spaces are impacted by this project.	Pg #: _____
<input type="checkbox"/>	<input type="checkbox"/>	Project Schedule with target dates for SD, DD, & CD submissions, Bid, Award, Occupancy, and Project Completion. If unknown, then at least the estimated date for when the next phase (feasibility study or schematic design) is to begin	Pg #: _____
<input type="checkbox"/>	<input type="checkbox"/>	List of Applicable Codes including Accessibility regulations.	Pg #: _____
<input type="checkbox"/>	<input type="checkbox"/>	High-Performance: Provide Evaluation standard & target goal if a new construction or a complete renovation project. Clarify if trying for Net Zero	Pg #: _____ NA: <input type="checkbox"/>

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<u>LOCAL</u>	<u>STATE</u> or FF	<u>ITEM DESCRIPTION</u> - Continued	Page #:
<input type="checkbox"/>	<input type="checkbox"/>	Targeted Cost of Construction In Budget	Pg #: ____
<input type="checkbox"/>	<input type="checkbox"/>	Intended Project Delivery: General Contracting, (CMA), (CMR), (DB), or (JOC).	Pg #: ____

<u>LOCAL</u>	<u>STATE</u> or FF	<u>PDF#2 - SUPPORT MATERIAL</u>	Page #:
<input type="checkbox"/>	<input type="checkbox"/>	Career and Technical Education (CTE): If this is a high school, clarify what CTE courses will be offered and if they are part of an accredited program. Provide <i>Attachment 1 – CTE Facilities Utilization Table</i> and MSDE Office of Career & College Pathways (OCCP) approval.	Pg #: ____ NA: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Regional Special Education (SE): If the project has Regional SE program(s), include the name of the program(s) and a description of the SE issues being addressed. If the program(s) are new or if existing will change in size or program delivery, an approval letter from MSDE Division of Early Intervention/Special Education Services (DEI/SES) will be required at Schematic Design Submission. If existing with no change to size or program delivery, a waiver from programmatic review can be requested. If completed, provide request letter for waiver or approval and MSDE DEI/SES.	Pg #: ____ NA: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Alternative Education: If the school has an Alternative Education Program(s), provide a name of description of the program.	Pg #: ____ NA: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Community School: Clarification if this school serves a high Concentration of Poverty student population and qualifies as a Community School. Please share how the facility might support any identified assets and needs.	Pg #: ____ NA: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Cooperative Use Space (CUS) Info: If the project will be requesting additional State funds to support up to 3,000 gsf in CUS area, indicate who will be the partnering agencies or community organizations & spaces required if known.	Pg #: ____ NA: <input type="checkbox"/>

<u>LOCAL</u>	<u>STATE</u> or FF	<u>SEPARATE PDF FILE</u>	Page #:
<input type="checkbox"/>	<input type="checkbox"/>	Existing floor plans if a renovation or addition project.	Pg #: ____

<u>LOCAL</u>	<u>STATE</u> or FF	<u>SEPARATE FILE IN EXCEL</u>	Page #:
<input type="checkbox"/>	<input type="checkbox"/>	Net Square Feet (NSF) Summary of Program Spaces in Excel file (see requirements in PDF section above).	Pg #: ____

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Bookmarking

All the items mentioned in the Submission Checklist on the prior pages shall be bookmarked in the PDF submitted.

Examples of applicable bookmarks would be:

Transmittal checklist, LEA response, IAC Form 202.1, NSF Summary, etc.

Bookmarking for a PDF brochure:

