

**SCHEMATIC DESIGN (SD) SUBMISSION CHECKLIST FOR MSDE / IAC REVIEW**

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

Project Type: ☐New; ☐Replacement; ☐Addition; ☐Reno; ☐Limited Reno; ☐Other \_\_\_\_\_

School Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

School System: \_\_\_\_\_ PSC # (If any): \_\_\_\_\_

**SCHEMATIC DESIGN PROCESS****Authority:** *Maryland Education Article §2-303(f)* as regulated by *COMAR 13A.01.02.03* and the [IAC Administrative Procedures Guide](#) (APG).**Purpose:** The following requirements shall be for the Local Educational Agency (LEA) to request the Maryland State Department of Education (MSDE) State Superintendent's approval of the Schematic Design (SD) of a facility to serve to educate public school students.**Applies to:** Projects involving renovation or new construction more than \$1,000,000 in estimated cost. The Interagency Commission for School Construction (IAC) staff may also provide review input on projects utilizing State funds.**Process:** Once an SD Submission is email to the address below, 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. (If timing is critical, the LEA can request a design review meeting and document agreements in minutes.) Once all issues are resolved, MSDE will issue an approval letter from the State Superintendent.**SEND SD SUBMISSION & CHECKLIST TO:****Email to:** [osfsubmissions.msde@maryland.gov](mailto:osfsubmissions.msde@maryland.gov) and [iac.pscp@maryland.gov](mailto:iac.pscp@maryland.gov)**Address to:** Jillian Storms, AIA  
Executive Director, Office of School Facilities  
Maryland State Dept of Education  
200 West Baltimore Street, Baltimore MD 21201**PDF FORMATTING** (see examples of Bookmarking on last page)**PDF file shall be named per the file name convention of:**

- LEA, School Project, (PSC #), Submission Phase, Submission Date
- Example: AACPS Hillsmere E. REPL (02.084) SD Submission 2022.12.20

**SD PDF document shall be indexed for ease of finding required materials.**

- Oversized drawings should be in a separate PDF from written material in an 8.5"x11" format.
- Index & bookmark the drawings so the items on the checklist can be identified in the submission.
- Examples of applicable bookmarks:  
*Transmittal, Checklist, Local BOE Action, Program Space Summary, SD Drawings, etc.*
- See last page of checklist for example of bookmarked documents.

See next page for the SD Submission Checklist to be filled out and provided with the submission.

## SD SUBMISSION CHECKLIST FOR MSDE / IAC REVIEW

### Use the Appropriate Checklist 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 but IAC has not voted to approve BTL funds or approve LP or State funds in the 100% CIP.
- **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.**

<b>LOCAL</b>	<b>STATE or FF</b>	<b>PDF#1 - SCOPE DESCRIPTIONS in PDF Format U.N.O. (Bookmark in Brochure)</b>	<b>Page #:</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Transmittal includes this checklist</b>	<b>Pg #:</b> _____
	<input type="checkbox"/>	<a href="#">IAC/PSCP Form 202.1</a> - IAC Transmittal for Schematic Design Submission	<b>Pg #:</b> _____ <b>NA:</b> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Any Revisions to the Educational Specifications</b> (If applicable).	<b>Pg #:</b> _____ <b>NA:</b> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Intended Student Capacity</b> (i.e. the number of students the school can accommodate) and proposed core capacity (Core spaces are Cafeteria, Gym, Library Media Center, & Health Suite). Include estimated # of future teaching stations to meet core capacity and indicate locations of proposed additions(s).	<b>Pg #:</b> _____
<input type="checkbox"/>	<input type="checkbox"/>	<b>Total Project Areas:</b> includes existing building GSF, new construction GSF, proposed demolition GSF (footings to roof), and proposed renovation GSF.	<b>Pg #:</b> _____
<input type="checkbox"/>	<input type="checkbox"/>	<b>Summary of Program Spaces:</b> <b>(PROVIDE ALSO IN EXCEL)</b> <ul style="list-style-type: none"> <li>• Include comparison to the Ed Spec program requirements &amp; % difference.</li> <li>• Include NSF Total, GSF Total, and NSF/GSF efficiency %.</li> <li>• Please review the definitions on pages 1 &amp; 2 of the <a href="#">Facilities Planning Guide for Maryland Public Schools</a> to determine what to include in the Net Spaces, versus what is part of the Tare, that makes up the total Gross Area.</li> <li>• The NSF areas for Cooperative Use Spaces should also be totaled separately and include their GSF Total based on a 70% efficiency.</li> <li>• Include Column indicating if qualifies as a Teaching Station per <a href="#">APG §102A</a>.</li> </ul>	<b>Pg #:</b> _____ <b>NA:</b> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Project Schedule:</b> w/target dates for DD Submission, CD Submission, Bidding, Contract Award, Construction Phases, Occupancy, & Project Completion.	<b>Pg #:</b> _____
<input type="checkbox"/>	<input type="checkbox"/>	<b>Narrative Descriptions for all Design Disciplines.</b>	<b>Pg #:</b> _____
	<input type="checkbox"/>	<a href="#">High-Performance Evaluation Standard</a> & target goal. Clarify if trying for Net Zero	<b>Pg #:</b> _____ <b>NA:</b> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>List of Applicable Codes</b> including Accessibility regulations.	<b>Pg #:</b> _____
<input type="checkbox"/>	<input type="checkbox"/>	<b>Estimated Cost of Construction</b> including escalation factor if externed over a number of years	<b>Pg #:</b> _____

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

LOCAL	STATE or FF	PDF#2 - SUPPORT MATERIAL	Page #:
<input type="checkbox"/>	<input type="checkbox"/>	<b>Career and Technical Education (CTE):</b> If this is a high school, provide <i>Attachment 1 – CTE Facilities Utilization Table</i> and MSDE Office of Career & College Pathways (OCCP) approval, or clarify why no CTE is offered at the school.	Pg #: _____ NA: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Regional Special Education (SE):</b> If project has Regional SE Program(s), provide request letter for waiver or approval and MSDE Division of Early Intervention/Special Education Services (DEI/SES) response.	Pg #: _____ NA: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Alternative Education:</b> 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"/>	<b>Community School:</b> 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"/>	<b>Cooperative Use Space (CUS) Info:</b> If the project will be requesting additional State funds to support up to 3,000 gs in CUS area, provide support material from partner agency or outside group indicating spaces they will be using.	Pg #: _____ NA: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>MHT's Determination:</b> If the facility was built before 1980, per the Programmatic Agreement between the Maryland Historical Trust (MHT) and the IAC, provide either a request for or a copy of the MHT's determination of the project's impact on historic property. The project review process and submission form are provided at: <a href="https://mht.maryland.gov/projectreview.shtml">https://mht.maryland.gov/projectreview.shtml</a>	Pg #: _____ NA: <input type="checkbox"/>

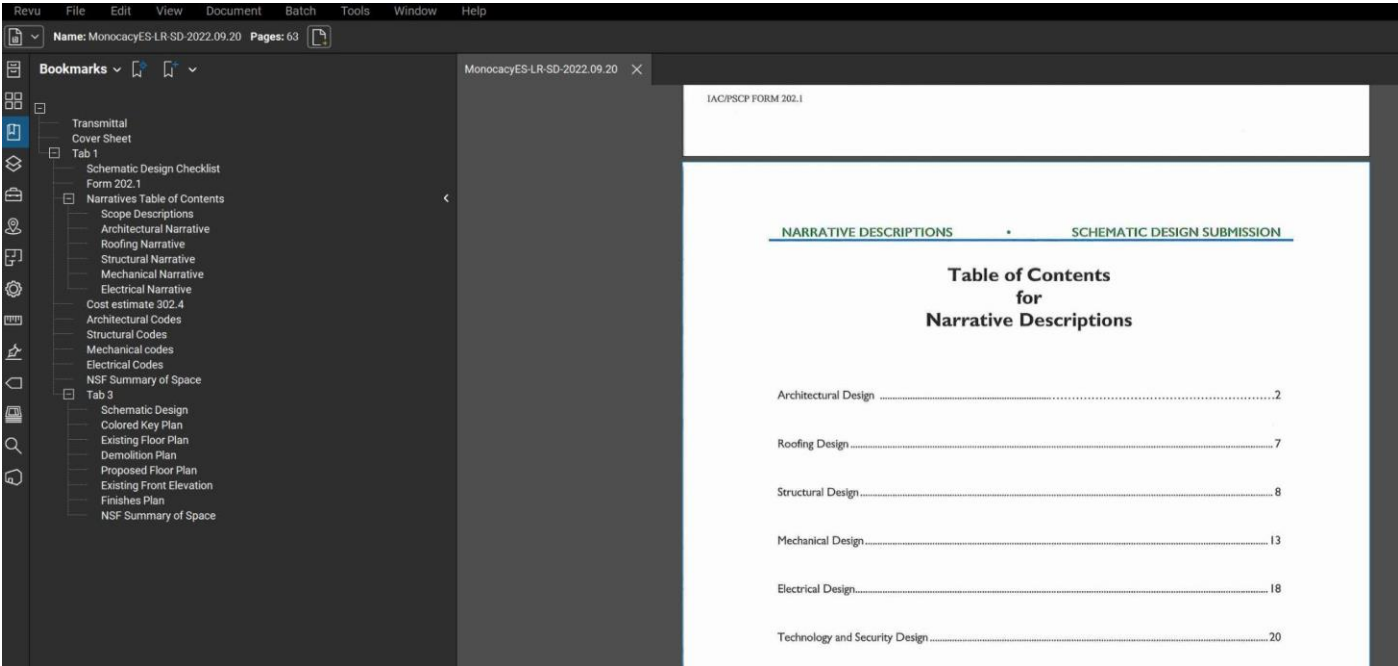
LOCAL	STATE or FF	PDF#3 – DRAWINGS (Provide separate from 8½" x 11" materials)	Page #:
<input type="checkbox"/>	<input type="checkbox"/>	<b>Proposed Site Plan</b> (40th scale min.) & Existing Site Plan if a renovation, addition, or replacement project. Site plan should show: <ul style="list-style-type: none"> <li>• outline of any master planned additions to meet core capacity.</li> <li>• location of accessibility features such as accessible parking spaces and Accessibility Passenger Loading Zones.</li> </ul>	Pg #: _____ NA: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Architectural drawings</b> (1/8" scale minimum) - Bookmarked <ul style="list-style-type: none"> <li>• Proposed Floor (if renovation or addition project, include existing floor plans. Include diagram that indicates date of construction of existing areas).</li> <li>• Proposed Roof plan</li> <li>• Proposed Exterior Elevations</li> <li>• Proposed Building Sections</li> </ul>	Pg #: _____
<input type="checkbox"/>	<input type="checkbox"/>	<b>Teaching Stations &amp; Cooperative Use Table w/ Colored Floor Plans</b> - Totals # of Teaching Stations by Type and CUS (if applies) w/colored floor plans to show locations. Should reflect the total school, not just the addition or renovation.	Pg #: _____

SD SUBMISSION CHECKLIST FOR MSDE / IAC REVIEW

Bookmarking

All the items mentioned in the checklist above shall be bookmarked in the PDF provided. Examples of applicable bookmarks would be: Transmittal checklist, LEA response, IAC form 202.1, NSF Summary, etc.

Bookmarking for a PDF brochure:



Bookmarking for a PDF drawing set: Please indicate each page number and page title of the drawing sheet that can be seen in the bookmarks of the PDF file. Please see the image below for reference.

