

**Interagency Committee on School Construction
Public School Construction Program
Facility Inventory Database
User's Guide**



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**Interagency Committee on School Construction
Public School Construction Program
Facility Inventory Database User's Guide – cont'd**

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I. Introduction:

Welcome to the Public School Construction Program's Facility Inventory Database. This manual is designed to be a reference to aid in the navigation and processes of the database. This web-enabled database allows for easy access and maneuvering through an Internet web-browser.

The database is accessible for updates and changes by authorized local educational agency users and other designated individuals by choosing the [Facility Inventory \(Facility Planner Access\)](#) link on the Public School Construction Program (PSCP) website at www.pscp.state.md.us. Updates and changes to the database can only be made by the authorized users. Changes made in the database are reflected immediately. All other users may view the database information through the Read Only viewer accessed by choosing the [Facility Inventory \(Public Record\)](#) link on the PSCP website.

A. Capabilities:

1. Quick and efficient access to facilities records maintained in a cooperative effort with local educational agencies.
2. Secure data access and storage.
3. Reporting for easy printing and exporting.
4. Calculated and auto-filling fields.
5. On-line manual for quick answers.

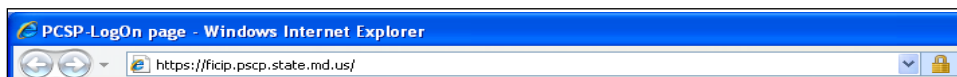
B. Restrictions and Limitations:

1. User account and password access only.
2. Internet access.

C. Access to the Facility Inventory Database:

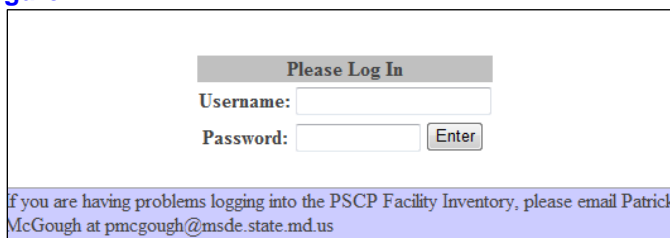
1. In order to become a user who is authorized to modify and update the facility records, send a request for a username and password to the Public School Construction Program Database Administrator. The username and password will be assigned and sent within three working days of the request.
2. Obtain a valid connection to the Internet.
3. Open Microsoft Internet Explorer web browser.
4. In the address window at the top of the screen (see [Figure 1](#)), click on the link to the PSCP website or type <https://ficip.pscp.state.md.us/>

Figure 1



5. A dialog box will appear that will require the user to input a *Username* and *Password* assigned by the PSCP Database Administrator (see [Figure 2](#)).

Figure 2

A screenshot of a "Please Log In" dialog box. The title bar says "Please Log In". There are two input fields: "Username:" and "Password:". To the right of the "Password:" field is an "Enter" button. At the bottom of the dialog box, there is a blue bar with white text that reads: "If you are having problems logging into the PSCP Facility Inventory, please email Patrick McGough at pmcgough@msde.state.md.us".

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D. Navigating the database

- Once a user has entered a valid username and password, the database will open and the user will be taken to the Search Schools screen (see [Figure 3](#)). The Search Schools screen returns a complete listing of the existing facilities that the user is authorized to view and edit. This screen allows the user to choose a sorting option and search method. The following are:
 - Valid sorting options:
 - School Name
 - LEA Name
 - Facility Number
 - PSC number
 - Valid search methods:
 - Enter full name of facility (Note: use “Elementary” after school name, not “ES” or “Elem”, etc.)
 - Enter partial name of facility, or sequence of letters.
 - Enter PSC number
 - Enter Facility number
- To view and edit a facility record click on the Facility # or PSC # in the right two columns as shown in [Figure 3](#).
- The Site Info tab will open and the user will be able to view and edit the data elements for the selected facility(see [Figure 4](#)).

Figure 3

Search Result = 196 Schools

Search Result for 30

Search Options

Sort by:

- School Name
- LEA Name
- Facility Number
- PSC Number

School Name	LEA Name	Facility #/PSC #
#413 West - Harbor City Building	Baltimore City	30.413 30.213
Abbottston Building # 050	Baltimore City	30.050 30.224
Alexander Hamilton Elementary # 145	Baltimore City	30.145 30.068
Arlington PK-8 # 234	Baltimore City	30.234 30.094
Armistead Gardens PK-8 # 243	Baltimore City	30.243 30.186
Arundel PK-8 # 164	Baltimore City	30.164 30.239
Baltimore City College # 480	Baltimore City	30.480 30.110
Baltimore Polytechnic Institute # 403	Baltimore City	30.403 30.185
Baltimore School for the Arts # 415	Baltimore City	30.415 30.178
Banneker (transferred)	Baltimore City	30.113 30.060
Barclay PK-8 # 054	Baltimore City	30.054 30.260
Bay Brook # 124B 4-8 (formerly Harbor View Special Ed. # 304	Baltimore City	30.304 30.245
Bay Brook PK-8 # 124A	Baltimore City	30.124A 30.175
Beechfield PK-8 # 246	Baltimore City	30.246 30.195
Belmont Elementary # 217	Baltimore City	30.217 30.214
Benjamin Franklin Building High # 239	Baltimore City	30.239 30.099
Betsy Ross (transferred)	Baltimore City	30.068 30.036
Booker T. Washington Building # 130	Baltimore City	30.130 30.168
Bragg Nature Study Center	Baltimore City	30.175 30.276
Brehms Lane ES # 231	Baltimore City	30.231 30.191
Broadway Elementary (transferred)	Baltimore City	30.109 30.058
Callaway Elementary # 251	Baltimore City	30.251 30.257
Calverton PK-8 # 075	Baltimore City	30.075 30.184
Calvin Rodwell Elementary # 256	Baltimore City	30.256 30.134
Canton Building # 230	Baltimore City	30.230 30.166
Carver Vocational-Technical High CTE # 454	Baltimore City	30.454 30.113
Cecil Elementary # 007	Baltimore City	30.007 30.250
Charles Carroll of Carrollton (transferred)	Baltimore City	30.139 30.190
Charles Carroll Barrister Elementary # 034	Baltimore City	30.034 30.018
Cherry Hill PK-8 # 159	Baltimore City	30.159 30.220
Chinquapin Building # 046	Baltimore City	30.046 30.206
City Springs PK-8 # 008	Baltimore City	30.008 30.202
Claremont Special Ed. High # 307	Baltimore City	30.307 30.171
Coldstream Park PK-8 # 031	Baltimore City	30.031 30.198
Colliette Elementary PK-8 # 007	Baltimore City	30.007 30.052

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II. Updating the Database

The information in the database is required to be updated annually by July 1 (COMAR 23.03.02) to include the most accurate and current information for each school facility within a school system.

A. Adding a New facility record

Submit a request via email to the PSCP Chief of Information Technology (COIT):

Patrick McGough
patrick.mcgough@maryland.gov

Include the following information in the email:

LEA Name:
 LEA Number:
 School Name:
 Address:
 Life cycle:

Once this information is provided and the PSCP COIT adds the new record, the authorized user is able to modify the record that was added by proceeding through the remaining facility tabs.

B. Site Info Tab

The data fields on the Site Info tab shown in [Figure 4](#) identify the facility location, relevant site information, and the current status of the facility. The field descriptions are provided in [Table 1](#).

Figure 4

The screenshot displays the 'Public School Construction Program' interface for 'NORTHEAST HIGH'. The 'Site Info' tab is selected, showing the following data fields:

LEA	Anne Arundel		
PSC Number	02.055	LEA School Number	02.2023
Tax Assessment ID	300475431		
School Name	Northeast High	IAC Site Approval Date (MM/DD/YYYY)	
Address 1	1121 DUVALL HIGHWAY	Acreage	35.00
Address 2		SRC	1621
Address 3			
City, State Zip	PASADENA	, MD	21122
Maryland General Assembly Election Dist.	31		
Life Cycle	ACTIVE		
Maintenance Survey Rating	Good	Maintenance Survey Date (YYYY)	2003

The interface includes a search bar at the top, navigation tabs (Site Info, School Type, Adj. Schools, SQ. History, Enrollment, Remarks), and a left sidebar with 'Options' and 'Facility Report'.

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Table 1

Field Name	Description
LEA	Automatically determined by first two digits of School Number.
PSC Number	Unique number assigned by PSCP Fiscal Officer, used to relate State funding to projects at a specific school facility. Only modifiable by PSCP staff.
Tax Assessments ID	Tax Assessments Identification number for primary parcel.
School Name	Include all words in the title EXCEPT the word "School." DO NOT abbreviate any words (e.g. use "Elementary", not "ES" or "Elem"). Note that the school name should refer to the FACILITY, not to the PROGRAM or PROGRAMS that are housed in the facility.
Address 1	Location Address line 1.
Address 2	Location Address line 2.
Address 3	Location Address line 3.
City, State, Zip Code	"State" entry is not modifiable
Maryland General Assembly Election District	Drop down menu provides a list of valid Legislative Election District options. Legislative Election District information can be located at: http://planning.maryland.gov/Redistricting/2010/congDist.shtml
Life Cycle	Drop Down Menu to provide options to indicate status of Facility: Site - School property acquired for a new school or for the site bank and approved by the State Superintendent and the IAC. Proposed - Facility is currently under construction. Active - Facility is used for educational purposes. Holding - Facility is temporarily used for educational purposes. Closed - Facility is not being used for educational or administrative purposes. Administrative - Used for school administrative purposes Transferred - Select when the BPW or IAC, whichever has final authority as applicable per COMAR 23.03.02, approved or conditionally approved the transfer of the school property to the County government.
LEA School Number	Unique number established by LEA to identify the facility.
IAC Site Approval Date	The IAC approval date for site should be entered. Use IAC site approval date if after 1971 or the date of approval by the State Superintendent, if prior to 1971. Enter date of original approval or of re-approval, whichever is later. Enter MM/DD/YYYY.
Acreage	Round number to three decimal points (##.###)
SRC	Official State Rated Capacity as approved by Maryland Department of Planning (MDP). The SRC data entry is performed on the Enrollment tab. Changes of capacity due to capital projects or room usage are to be reviewed and approved by MDP and modified by PSCP staff only. Changes to capacity should be submitted to MDP as soon as possible following occupancy of the building or completion of the project.
Maintenance Survey Rating	Results are automatically generated by PSCP based on the facility's inspection result. Only modifiable by PSCP.
Maintenance Survey Date	Fiscal Year (YYYY) of the last Maintenance Survey Date by PSCP Maintenance Inspectors. This date is automatically generated from PSCP maintenance inspection survey results.

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D. School Type Tab

The data fields on the School Type tab shown in [Figure 5](#) identifies the grade levels served in the facility and the principal school type of the facility.

1. Enter Current Grade Levels
 - a) If the grade levels are consecutive, format this text field by entering the lowest grade and the highest grade level, separated by a dash. (E.g. PreK-5, 6-8 etc.)
 - b) If the grade levels are not consecutive, then use a comma to separate non- consecutive grade levels. (e.g. PreK-3, 5)
2. Select the radio button next to the principal School Type of this facility
 - o Elementary (generally includes grades PreK through 5 or 6)
 - o Middle (generally includes grades 6 through 8)
 - o High (generally includes grades 9 through 12)
 - o PreK-8 (generally includes grades PreK through 8)
 - o Elementary/Middle
 - o Elementary/Middle/High
 - o Middle/High
 - o Career Tech
 - o Special Education
 - o Alternate Education
 - o Science
 - o Environmental Ed

Figure 5

The screenshot shows the 'School Type' tab in the Facility Inventory Database. The page title is 'Public School Construction Program' and the facility name is 'NORTHEAST HIGH'. The 'CURRENT GRADE LEVELS IN BUILDING' field contains '9-12'. The 'SCHOOL TYPE' field has radio buttons for various options, with 'High' selected. Below the radio buttons, a list of school types and their corresponding grade levels is provided.

School Type	Generally Include Any of the Following Grade Levels:
Elementary	PreK to 6
Middle	6 to 8
High	9 to 12
PreK-8	PreK to 8
Elementary/Middle	PreK to 8
Elementary/Middle/High	PreK to 12
Middle/High	6 to 12

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E. Adjacent Schools Tab

This tab includes all physically adjacent schools of similar grade level (elementary, middle, etc.).

Note: In the annual CIP submission, an explanation can be provided as to why a physically adjacent school of the same type should not be considered for re-districting purposes (e.g., because it is a regional magnet school), as well as why a non-physically adjacent school of the same type might be considered an adjacent school for capacity purposes. In the Facility Inventory Database, however, all schools of the same type that are physically adjacent should be listed, and schools that are not physically adjacent should not be listed.

1. Initially, this tab will be blank (see [Figure 6](#)). In order for data to be entered, accessed, or viewed the user must select *Add/Remove Adjacent Schools* from the side bar. Selecting this option will return a listing of all the schools for the particular county and will appear as shown in [Figure 7](#).

Figure 6

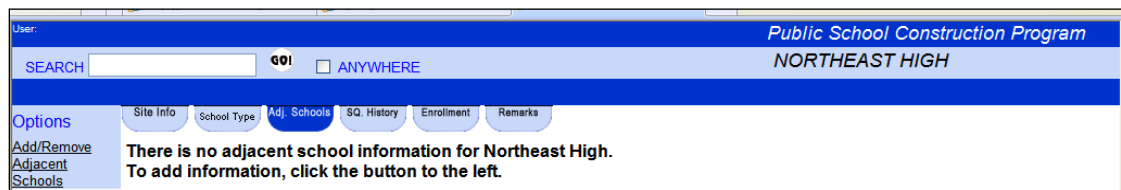
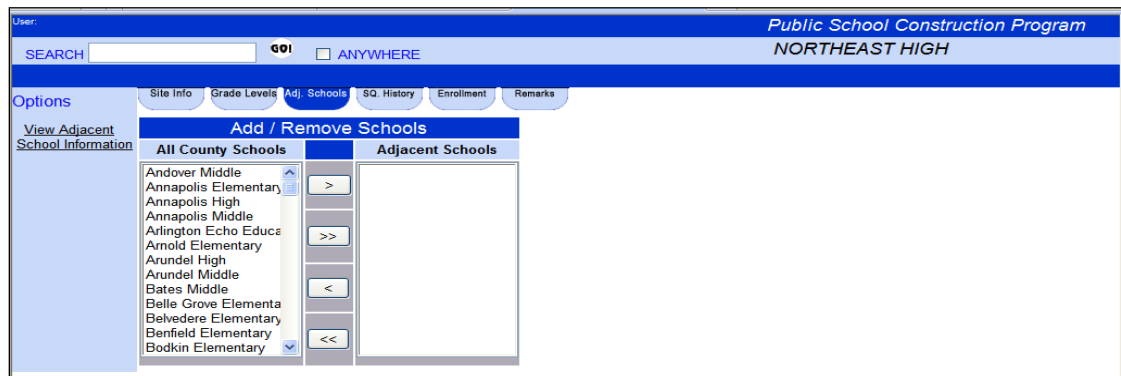


Figure 7



2. The user may then select all the schools that are physically adjacent to the subject school, i.e., schools that have attendance areas that are contiguous with that of the subject school. The subject school is always identified in the upper right hand corner of the screen.
 - Clicking the Single Right Arrow (>) moves selected school from ALL County Schools column to Adjacent Schools column
 - Clicking the Double Right Arrow (>>) moves all schools from All County Schools column to Adjacent Schools column
 - Clicking the Single Left Arrow (<) removes selected school from Adjacent Schools column back to All County Schools column
 - Clicking the Double Left Arrow (<<) removes all schools from Adjacent Schools column back to All County Schools column.

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F. SQ History Tab

The SQ History tab shown in [Figure 8](#) records the square foot history for all school facilities. The *Construction* section of this tab provides the history of the original new square footage, additional square footage, the renovation and demolition of existing square footage. The *State Relocatables* section of this tab indicates the presence of a State Owned Relocatable building or buildings at the facility site. The *Other State Capital Improvements* section of this tab provides a history of the Systemic Renovation, ASP, QZAB, FSRP and other State funded projects completed at this facility. The *Square Foot History Summary* table at the bottom of the screen provides a summary of the entries made for this record.

Figure 8

Construction for Northeast High PSC Number - 02.055			
	Original and Additions	Renovations	Demolitions
	1964 210,948 199,948 Adj	1995 11,000 11,000 Adj 7 Science Classrooms/labs	
State Relocatables			
Other State Capital Improvements			
	2002 0Boilers 0 \$267,000 to replace 3 of the 1965 boilers, domestic hot water heater and storage tanks		
	2000 0TIMS 0 \$93,000 TIMS		
	2000 0HVAC 0 \$388,000 to replace 2 existing incremental and 7 rooftop units of 1976 HVAC system.		
	1992 0Conveying Systems 0 \$108,000 to provide a handicapped access to all floors in the facility		
	1999 0ASP 0 \$70,489 P.A. system replacement		

Square Foot History Summary			
Type	Subtype	Original Sqft.	Adjusted Sqft.
Construction	New Replacement	210,948	199,948
Systemic Renovation	Conveying Systems	0	0
Construction	Renovation	11,000	11,000
Systemic Renovation	ASP	0	0
Systemic Renovation	HVAC	0	0
Systemic Renovation	TIMS	0	0
Systemic Renovation	Boilers	0	0
Total Square Feet Remaining			210,948

There are four Side Bar Options that the user can select to record, update and modify the selected facility record: *Construction*, *Capital Improvement*, *Remove*, and *Edit*. Each option affects the project history. A side bar selection is required in order to enter new square footage, record substantially completed project details or modify existing square footage and project details as recorded on this tab.

All projects which affect square footage of a facility must be recorded using the *Construction Option* on the side bar.

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A. Construction Side Bar Option

There are two different actions possible by selecting the **Construction** side bar option.

1. Modification of existing square footage:
 - a) Select the radio button next to the existing Square Footage record, then select the Construction side bar option, this returns only that record and a drop down menu which allows the user to select the appropriate *Construction Option* to record the square footage modification (see [Figure 9](#)).

Figure 9

Occupancy Date	Type / Subtype	Sqft	Adj. Sqft	Comments
1951	Construction / New	64,153	0	

Select Construction Option

- Select Construction Option
- Renovation
- Demolition

The user can then select the appropriate *Construction Option* from the drop down menu to modify the selected construction record.

When the Renovation or Demolition *Construction Options* are selected from the drop down menu and the *Next* button is selected, the *Facility Units Construction Form* is displayed (see [Figure 10](#)) requiring an entry of:

Occupancy Year – Date of substantial project completion

Sqft. – The amount of square footage affected by the completed project is limited to the amount of square footage available for the record selected (see “Maximum allowed”). For facilities with multiple square footage records each modification requires a separate entry.

Comments – Use this field to record specific details or notes relevant to the project for this entry. The comment field is limited to 1,000 characters, including spaces.

Figure 10

Public School Construction Program
NORTHEAST HIGH

Facility Units Construction Form

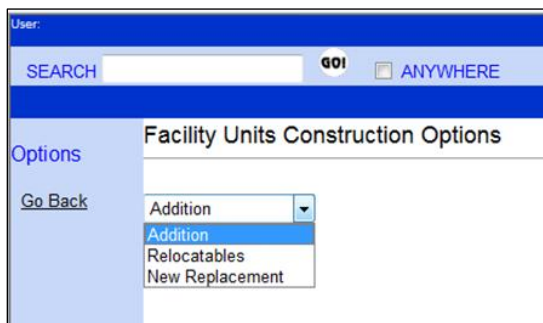
Type	Occupancy Year	Sqft
Renovation		Maximum allowed: (196737)

Comments

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- b) Review data entered. An error that is made while entering the data can be corrected before saving the changes; or if the incorrect record was selected the **Go Back** side bar option can be selected returning to the SQ History tab, with no changes made.
 - c) Selecting the **Save Changes** side bar (see [Figure 10](#)) option after entering the Occupancy Year, Square footage and comments, as applicable, saves the data and commits the record to the database.
2. Adding new square footage:
- a) Select the *Construction* side bar option without selecting a radio button in the Square Footage listing. This returns a drop down menu, which allows the user to select the appropriate *Construction Option* to record Additions, New Replacement square footage, and Relocatables (see [Figure 11](#)).
 - Addition will create a new record
 - New Replacement will create a new record
 - Relocatables will create a new record under the Relocatables section. (Only State-owned relocatables are to be recorded with a 0 as the square footage is to be entered).

Figure 11



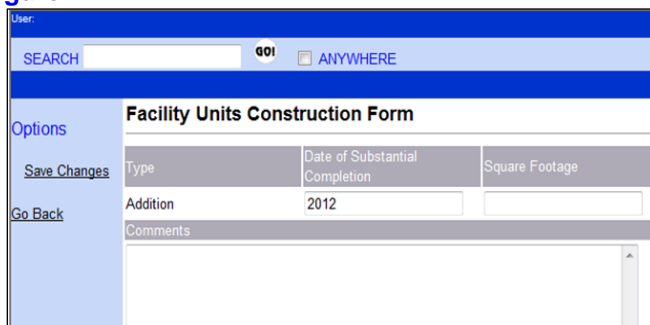
If the Addition or New Replacement *Construction Options* are selected from the drop down menu and the *Next* button is selected, the *Facility Units Construction Form* is displayed (see [Figure 12](#)) requiring an entry of:

Date of Substantial Completion – Date of substantial project completion.

Square Footage – Amount of square footage added by completed project.

Comments – Use this field to record specific details or notes relevant to the project for this record's entry. The comment field is limited to 1,000 characters, including spaces.

Figure 12

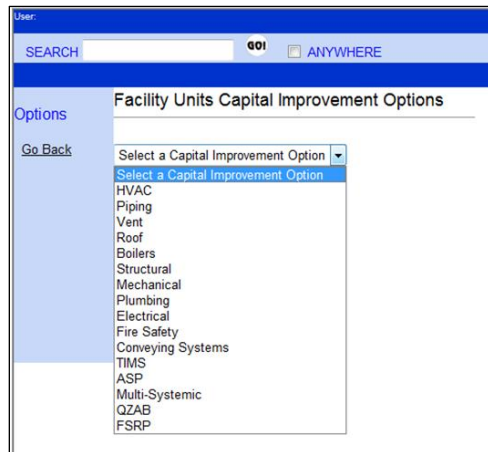


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B. Capital Improvement Side Bar Option

- 1) Systemic Renovations, ASP, QZAB, FSRP and other State funded projects completed at this facility are added to the record by selecting the Capital Improvement side bar option to the left of the construction records (see [Figure 8](#)). When selected, the *Facility Units Capital Improvement Options Form* displays, providing the user with a drop down menu listing of specific systemic renovation project categories and current and past funding programs (see [Figure 13](#)). This option only returns one possible drop down menu regardless whether a radio button next to the record on the screen is selected.

Figure 13

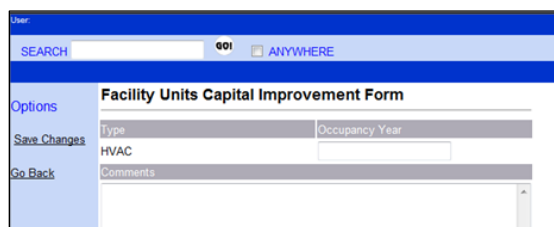


- 2) Select the appropriate Capital Improvement Option for the completed project from the drop down menu then select the *Next* button. The *Facility Units Capital Improvement Form* is displayed (see [Figure 14](#)) requiring an entry of:

Occupancy Year – Date of substantial project completion.

Comments – Use this field to record specific details or notes relevant to project or this entry. The comment field is limited to 1,000 characters, including spaces.

Figure 14



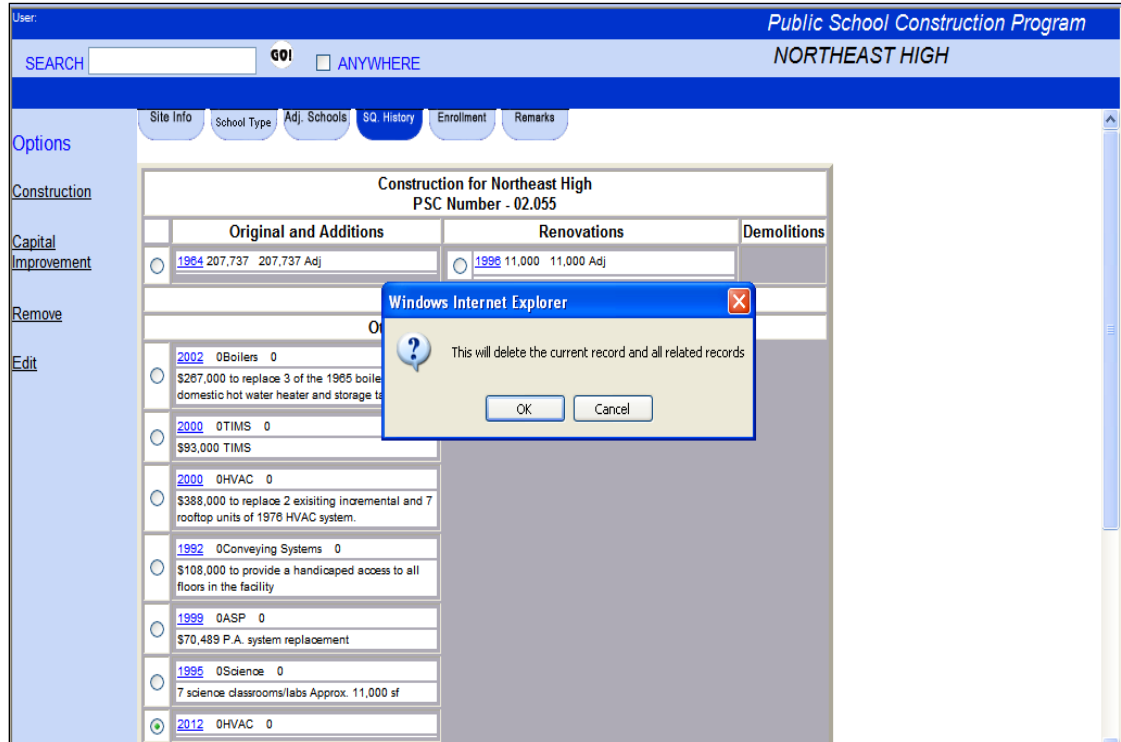
- 3) Review data entered. An error that is made while entering the data can be corrected before saving the changes; or if the incorrect record or project type was selected the **Go Back** side bar option can be selected returning to the SQ History tab, with no changes made.
- 4) Selecting the **Save Changes** side bar option after entering the Occupancy Year and comments, as applicable, saves the data and commits the record to the database. The new record will appear in the *Other State Capital Improvements* section of the SQ History page.

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C. Remove Side Bar Option

- 1) The user may also select Remove from the side bar to the left of the construction records. This option works in conjunction with the selection of a radio button next to a record in the SQ History. When selected, this option will remove the record from the SQ History screen after prompting that this record will be permanently removed (see [Figure 15](#)).

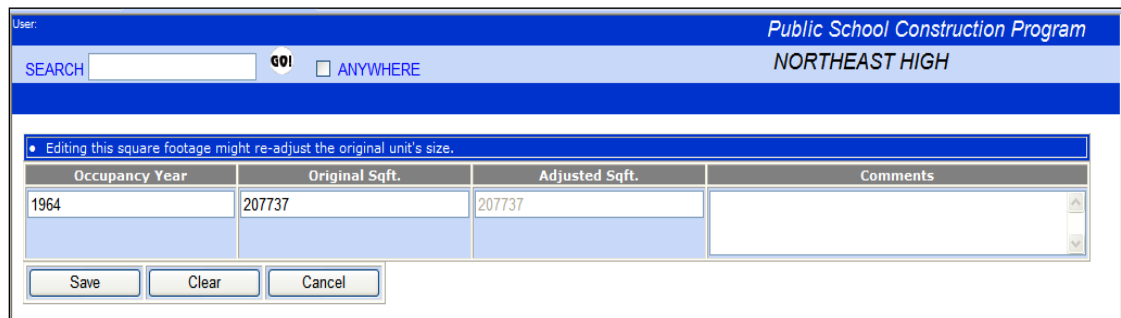
Figure 15



D. Edit Side Bar Option

- 1) The user may also select Edit from the side bar to the left of the construction records. This option allows for the editing of any record listed on the SQ History screen. Select the radio button next to a record, then select the Edit option. The form shown in [Figure 16](#) opens allowing the user to modify the Occupancy Year/Original Sqft./Comments. Selecting the Save button commits the changes to the record. If an error is made, selecting the *Cancel* button will return to the SQ History screen.

Figure 16



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E. Enrollment Tab

The Enrollments tab shown in [Figure17](#) is used to record the Head Count, FTE (Full Time Enrollment), Local Rated Capacity, Official State Rated Capacity (SRC) and SRC Approval Date. The Utilization is calculated automatically based on the FT Enrollment figure and the SRC figure.

Figure 17

Current Year (Sept. 30th):		2008	
Head Count		1319	
FT Enrollment		1319	
Rated Capacity	LOCAL	1621	STATE 1621
SRC Approval Date (MM/DD/YYYY)	1900		
Utilization (SRC)		81.37	%

1) Enrollment Data

- Enter the four-digit calendar year for the prior September 30th in the *Current Year (Sept. 30th)*: field for the enrollment update.
- Enter *Head Count* and *FT Enrollments* in the appropriate fields.
- Enter Local Rated Capacity.
- PSCP staff will enter the official *State Rated Capacity* (SRC) as approved by Maryland Department of Planning.
- PSCP staff will enter the *SRC Approval Date* of most recent SRC approval by MDP.

H. Remarks Tab

The Remarks tab shown in [Figure18](#) allows for the input of comments for each facility. The comments field is limited to 2000 characters. Examples of comments include use of the facility by community groups; explanation of "Other" under the forthcoming Educational Programs tab; or other factors unique to a particular school facility.

Figure 18

Instructions
The remarks field can only hold a maximum of 2000 characters.