



## **Public School Facilities Authority (PSFA) EDUCATIONAL SPECIFICATIONS REQUIRED DELIVERABLES / CHECKLIST**

### **EDUCATIONAL SPECIFICATIONS (Ed Specs) – PSFA’S GOAL AND OBJECTIVE STATEMENT:**

PSFA seeks to assist Districts to develop Educational Specifications (Ed Specs) as an integral part of New Mexico school planning in order to:

- Ensure facilities meet the programmatic and curricular needs of the School District;
- Promote design and construction of school facilities that are efficient, good utilization of all spaces, and fiscally responsible; and to
- Ensure project is consistent with District’s Facility Master Plan (FMP)

### **Objective:**

To assist Districts, in working with the community to develop a document that clearly states the educational and facility requirements for school construction projects requiring an Ed Specs for which a district is requesting Public School Capital Outlay Council (PSCOC) funding assistance. The districts use the Ed Specs document to guide detailed programming and design.

### **EDUCATIONAL SPECIFICATIONS:**

Describe the overall instructional program, and define the associated functional, spatial, and environmental characteristics of the facilities and site housing the program.

Ed Specs development shall use the New Mexico Public School Adequacy Planning Guide reference and consist of written and graphic document with the following components and identified sections, in the specific order below:

#### **Section 1**

##### **PSCOC Award and FMP Consistency:**

- The Ed Specs must be consistent with and include the PSCOC award language for the project
- Provide a summary on how the project is compliant and consistent with the District’s FMP for project

#### **Section 2**

##### **Educational Program and Delivery System:**

- Describe the school’s instructional program and strategies for its delivery

- Include in the description general instructional organization
  - grade levels,
  - groups,
  - academies,
  - etc.
- Scheduling approach
  - periods,
  - block schedule,
  - etc.
- Any special curricular and extracurricular activities to be accommodated by the facility

### **Section 3**

#### **Student Enrollment:**

- Identify the current year certified 40<sup>th</sup> day count enrollment
- Identify five-year post-occupancy projection of attendance area enrollments in the grade levels affected by the facility
- Identify anticipated class loading requirements and district policy

### **Section 4**

#### **Facility Goals / Concepts:**

- Identify and describe major facility goals and concepts,
  - Safety
  - Security
  - Sustainability
  - Flexibility
  - Good utilization
  - Community use
  - Utilities
  - Any other issues or special considerations that impact space requirements and/or costs

### **Section 5**

#### **Space Requirements:**

- Itemize the quantity and sizes of spaces required to accommodate the instructional program
- Provide a graphic diagram illustrating relationships between program areas
- Identify anticipated student capacity, utilization, efficiency of facility use and provide supporting analysis (use PSFA Utilization Template for appropriate school type with proposed enrollment and typical class schedule)
- Provide, as appropriate, information to support space recommendations such as an existing calendar of events or breakdowns from comparable facilities

- Shall complete and include the PSFA Space Summary Template

## Section 6

### Room / Space Characteristics:

- Identify the general functional, spatial, environmental characteristics, furnishings and built-in equipment requirements for each category of space
- In order to make a clear distinction between the items PSCOC will pay for and those for which PSCOC will not pay, itemize spaces, equipment, and furnishings into two separate categorized lists; adequacy and above adequacy

***Note:** Refer to the PSFA's FF&E to identify the items allowed by adequacy and for which PSCOC will fund.*

## Section 7

### Project Budget:

- Provide an estimate of probable cost for the total project indicating;
  - Site development cost
  - Facility construction
  - Other project costs
- Identify cost estimating assumptions
- Anticipated project delivery schedule
- Unit costs
- Inflation

**Final Products:** Provide PSFA one copy of the draft educational specifications document for review (electronic format uploaded to CIMS). Upon receipt of PSFA approval letter, provide PSFA one hard copy of the final educational specifications document. Upload an electronic copy of the final Ed Specs document to CIMS.

**Program Statement Review Required:** The project architect will provide the Ed Specs writer with a copy of the program statement submittal for a single review to ensure consistency with the educational specifications. For Districts with a District-wide educational specification, the Ed Specs writer shall perform the review for each project to which the Ed Specs apply.

### Notes:

**PSFA's Ed Specs Matrix** is available to determine if project needs full Ed Specs or utilization study only (available at [www.nmpsfa.org](http://www.nmpsfa.org)).

**Ed Specs Writer** ensures that he/she has access to PSFA's CIMS project management system via PSFA issued password. Contact PSFA's Training Department at [training@nmpsfa.org](mailto:training@nmpsfa.org).