

STATE UNIVERSITY SYSTEM CHECKLIST  
FOR SUBMITTING EDUCATIONAL PLANT SURVEY REPORTS  
TO DEPARTMENT OF EDUCATION FOR REVIEW

This checklist is to be used by the university before submitting state university educational plant survey reports to the Board of Governors for the State University System of Florida for the Department of Education pursuant to 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"; an ex (✖) beside a number indicates "No."

1. Name of university. University of West Florida
2. Date of previous five-year survey. June 30, 2002
3. Date of this survey. June 30, 2007
4. New survey outyear. 2011/2012
5. Who conducted this survey? SUS BOG staff and UWF AES staff  
Inventory Validation Team Leader: Jose Castrillo, University of Central Florida  
Space Needs Assessment Team Leader: Jose Castrillo, University of Central Florida
6. Ten copies of survey report submitted to the Office of Educational Facilities, Board of Governors State University System (OEF / BOG). √
7. Did submission include a copy of this checklist signed by the University President or designee and the chairman 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 attached? √
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 attached? √

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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 attached? ✓
20. Is a copy of a site plan showing building locations attached for each site? ✓
21. Is a copy of the current room inventory report for the university attached? ✓  
On file at the bog as part of the annual Space File submission
22. Is a copy of the current existing satisfactory aggregate assignable square feet by space category by site report for the university attached? ✓
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? ✓

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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 University of West Florida

was approved by the University Board of Trustees on June 14, 2007  
Date

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University President

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Chair, Board of Trustees

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Date

\_\_\_\_\_  
Date