



# **SDUSD 2023-24 Classroom Use Update:**

***Why accuracy matters!***



**San Diego Unified**  
SCHOOL DISTRICT

**Instructional  
Facilities  
Planning  
Department**

**August 2023**

# What?

**Facility management**—*The practice of coordinating the physical workplace with the people and work of the organization integrating the principals of business administration, architecture and the behavioral sciences. Facility management encompasses multiple disciplines to ensure functionality of the built environment by integrating people, place, processes and technology.*

(International Facility Management Association © 2009)

**School Utilization/Reconfiguration/Closure Planning: Staff and Community Process—Preamble:**

*Budget constraints, population growth and decline, family mobility, and other factors beyond the control of the District, require that the use, configuration, and makeup of District facilities be reviewed. The number, type, and usage of facilities should be matched to the educational needs of the District and the availability of facilities and funding. This Board Policy is designed to give the Board of Education the flexibility to respond to changing budget and population pressures as they impact the facilities needs of the district.*

(SDUSD Board Procedure 3113)



# What?

*Much of the District's business is dependent upon an accurate assessment of its real property assets and their use.*

## District Real Property Assets

Serves more than  
115,000 students

- **204** sites
- **Approx. 3,400** buildings
- **2,300** acres

- **210** educational facilities:
  - 109 Elementary Schools
  - 10 K-8 Schools
  - 24 Middle Schools
  - 17 High Schools
  - 41 Charter Schools
  - 9 Atypical/Alternative Schools

- Approximately **13,600,000** square feet of instructional space District-wide
- Approximately **6,700,000** square feet of classroom space

## **Classroom Use Update - Purpose:**

- Provides planning and management data about existing physical facilities
- Building and room data is used for planning, scheduling, assigning and accounting for the various types of facility space
- Information reported for each school site provides an important portion of the database for all capital outlay programs
- Accuracy, consistency and reasonableness are of prime importance
- If the basic data are correct, only changes made in each subsequent year are necessary to maintain a constant inventory of all space within District facilities



## **Classroom Use Update - Data Use and Application:**

- Serves as an integral part of the District's Real Property Management Program (District Policies BP-3113/BP-7110(a)).
- Assignment and control of instructional space at each school site
- Address space concerns as expressed by school entities
- Analysis and verification of space utilization
- Projecting future facility needs
- Project planning for capital outlay construction
- Development and maintenance of facility allocation and utilization standards and guidelines
- Development of capital outlay and maintenance budgets
- Preparing equipment budgets
- Measuring operating budget workloads
- Helping in program budgeting
- Assisting in the management of insurance
- Preparing reports, audits, contracts and accounting for District, regional, state and federal activities



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# Who?

## Instructional Facilities Planning Department

### Core Mission:

- **Provide** leadership to identify facilities planning issues
- **Define** facilities planning requirements
- **Develop** solutions for short-and long-range plans for school facilities which support teaching and learning

### Core Functions:

- **Develops** forecasts, reports, and recommendations that support the district's short- and long-range planning and budgeting decisions
- **Forecasts** future needs comparing student enrollment projections against permanent facility student capacities
- **Assists** in developing and updating the long-range facilities master plan and educational specification guidelines for the construction of new schools and upgrading of existing schools
- **Manages** facilities allocation to charter schools under Proposition 39
- **Serves** as liaison with neighborhood planning groups and other community organizations interested in school planning and development

*IFPD is the principal provider of instructional facility use data for the District.*

# Who?

## “The Schools”

Principal as Facility Manager

Facility Support Staff

*How a school assesses and reports the use of its real property assets results in short- and long-term implications.*

### Assessment and Accountability of Physical Assets:

- Maintain an inventory of “available” classrooms for general instruction and support activities
- Assess permanent versus temporary (re-locatable or portable)/interim assets
- Assess and address staff working conditions based on instructional and support program requirements
- Assess and maintain school safety and security
- Provide flexible learning environment

**Facilitate** effective use of equipment, building facilities, and school grounds

**Manage** site budgets and other resources in support of the instructional goals of the site (Site Discretionary Funding)

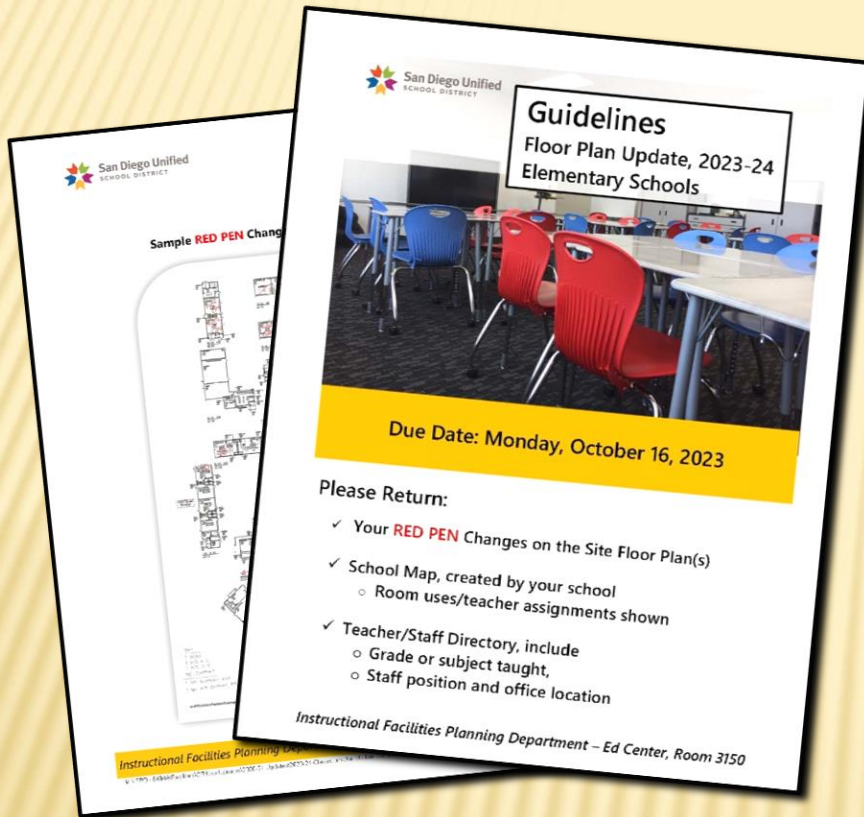
**Build** Master Schedules based on facility availability and functionality





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# When/How?



- Floor plan(s), guidelines and instructions sent to schools in **mid-September**
- Schools typically have two weeks to assess classroom use for the current school year based on Master Schedule and Teacher/Staff room assignments
- Marked up floor plans and notes due to IFPD by **mid-October**

The 2023-24 Classroom Use Update Guidelines are available to provide a general overview and standardized guidance for completion of your school space utilization assessment.

Assistance with interpretation of these guidelines or floor plan mark-ups can be requested by contacting:

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Elementary and Secondary School Guidelines available at:  
[https://staff.sandiegounified.org/departments/instructional\\_facilities\\_planning/classroom\\_use\\_update](https://staff.sandiegounified.org/departments/instructional_facilities_planning/classroom_use_update)