

Guidelines

Floor Plan Update, 2023-24
Secondary Schools



Due Date: Monday, October 2, 2023

Please Return:

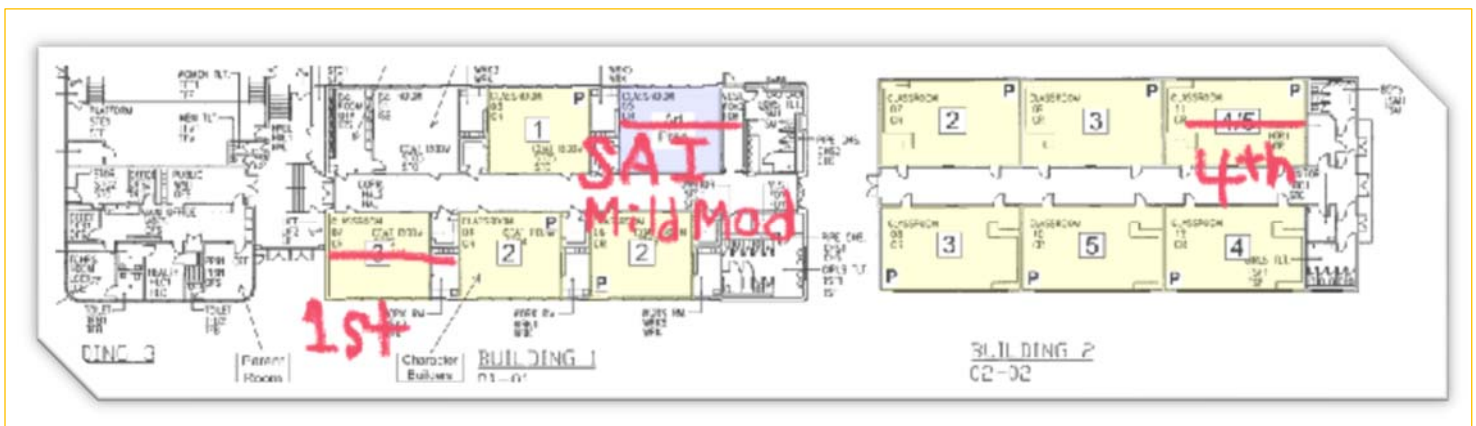
- ✓ Your **RED PEN** Changes on the Site Floor Plan(s)
- ✓ School Map, created by your school
 - Room uses/teacher assignments shown
- ✓ Teacher/Staff Directory, include
 - Grade or subject taught,
 - Staff position and office location

Guidelines

Floor Plan Update, 2023-24
Elementary Schools
Due: October 2, 2023

CONTENTS

Background	Page 1
How to Update Your Floor Plan	Page 2
Key Code, for Reading Your Floor Plan	Page 4
Contact for Help	Page 4
Sample RED PEN Changes on the Site Floor Plan	Page 5
Floor Plan Update Codes, For Your Use	Page 6



Background

Why?

Administrative Regulation 7111 requires that the capacity of existing school building be calculated regularly, and be included in the Facilities Master Planning process. Usage of facilities can then be matched to the educational needs of the District and to the availability of funding.

How Used?

The updated floor plans and site use data is used to address Leadership inquiries throughout the year. Reports, audits, contracts and accounting for District, regional, state, and federal entities are developed from this data. Staff can assist schools with space concerns, calculate District-wide school capacity, and project future facility needs after collecting this data. Additional uses include the development of maintenance budgets, program budgeting, and project planning for capital improvements.

Guidelines

Floor Plan Update, 2023-24
Elementary Schools
Due: October 2, 2023

Who?

The Instructional Facilities Planning Department (IFPD) maintains room use data for all school sites. Each year, IFPD updates these records with information provided by site administrators. The Department's core functions include forecasts, reports, and recommendations that support the district's short- and long-range planning and budgeting decisions.

How to Update Your Floor Plan

The following guidelines are provided to help you and to standardize floor plan mark-up notations.

Enclosed is a copy of your school's site floor plan(s) showing the 2022-23 site uses you provided last year.

- 1) Review last year's floor plan(s) for your school, received in a manila envelope.
 - a. Use a **RED** pen to put a line through any incorrect information; then
 - b. Add the new or correct information adjacent to the space
 - c. Use the room codes from the tables on last page of this guide.
- 2) Include
 - a. The location of any support staff or program
 - b. Classroom teachers or classes from your Master Schedule
 - c. Any new building or construction changes to room sizes (mark the grade, subject, or other type of use)
 - d. Note any rooms used for advisory periods only or other time-limited use
 - e. Add any other information you think may be helpful.

Sample **RED PEN** Changes on a Floor Plan

A sample marked-up floor plan is provided on Page 5. Every classroom (highlighted in color) should have a label that indicates its use. Co-located charter school or other District-assigned rooms are noted but should be verified for changes this year. **Please do not white-out any information.**

Include elective classes from your Master Schedule, such as:

ART for Art,
CTE for College, Career & Tech,
DRAMA for Drama or Theater classes,
MUSIC for Music, Band, Voice,
ROTC for Reserve Officer Training Corps,
ROP for Regional Occup. Prog, etc.,

Guidelines

Floor Plan Update, 2023-24
Elementary Schools
Due: October 2, 2023

Indicate support staff or program locations, such as:

i.e., resource teacher, itinerant personnel, Speech/Language, Psychologist, OT/PT, ELST, non-District program, grant-funded program, community support, parent rooms, before-and after-school programs, etc. located in a classroom or non-classroom space.

Promethean Boards/Boxlight

Review the Promethean board/Boxlight locations. These are labeled with a "P" (free-standing) or "P" (wall-mounted). Indicate any additions, corrections, or changes. If there are classrooms that now have a Promethean board/Boxlight that were not previously identified, please label. Please note that the labels only indicate the presence of a Promethean board/Boxlight, not its actual location in the room.

Special Education Classroom Note


The relocation of Special Education-related classrooms (Self-contained and Pull-out) are often associated with additional funding requirements. These classrooms are not to be relocated from their current location without prior coordination/approval of the Special Education Program Manager of Operations, 619-725-7700.


This requirement is designed to avoid unnecessary expense in the relocation and/or refurbishment of classroom and other school facilities for which financial resources may be unavailable. In certain instances, relocated or newly-located facilities may require (re)certification prior to occupation, which is a lengthy and expensive process.


Guidelines


Floor Plan Update, 2023-24
Elementary Schools
Due: October 2, 2023

Key Code, for Reading Your Floor Plan


 = Room counted as a classroom for capacity purposes (Designated by various color)

 CR = An instructional class on the school's Master Schedule

 SAI = A Special Education class (Self-contained) on the school's Master Schedule

 SAI = Special Education support function (Pull-out), not a scheduled class

 = Allocated General Support Uses, not a scheduled class

 = Early Childhood Education, a scheduled class

Other text in a counted classroom (colored spaces) indicates a use other than a scheduled class

Promethean Board: P = freestanding; P = wall-mounted

Contact for Help

For assistance with interpretation of these guidelines or **RED PEN** floor plan mark-ups please contact:

Instructional Facilities Planning Department

Jon Wreschinsky, Facilities Planner

Tel.: (619) 725-7552

jwreschinsky@sandi.net

Guidelines

Floor Plan Update, 2023-24
Elementary Schools
Due: October 2, 2023

Sample RED PEN Changes on the Site Floor Plan

