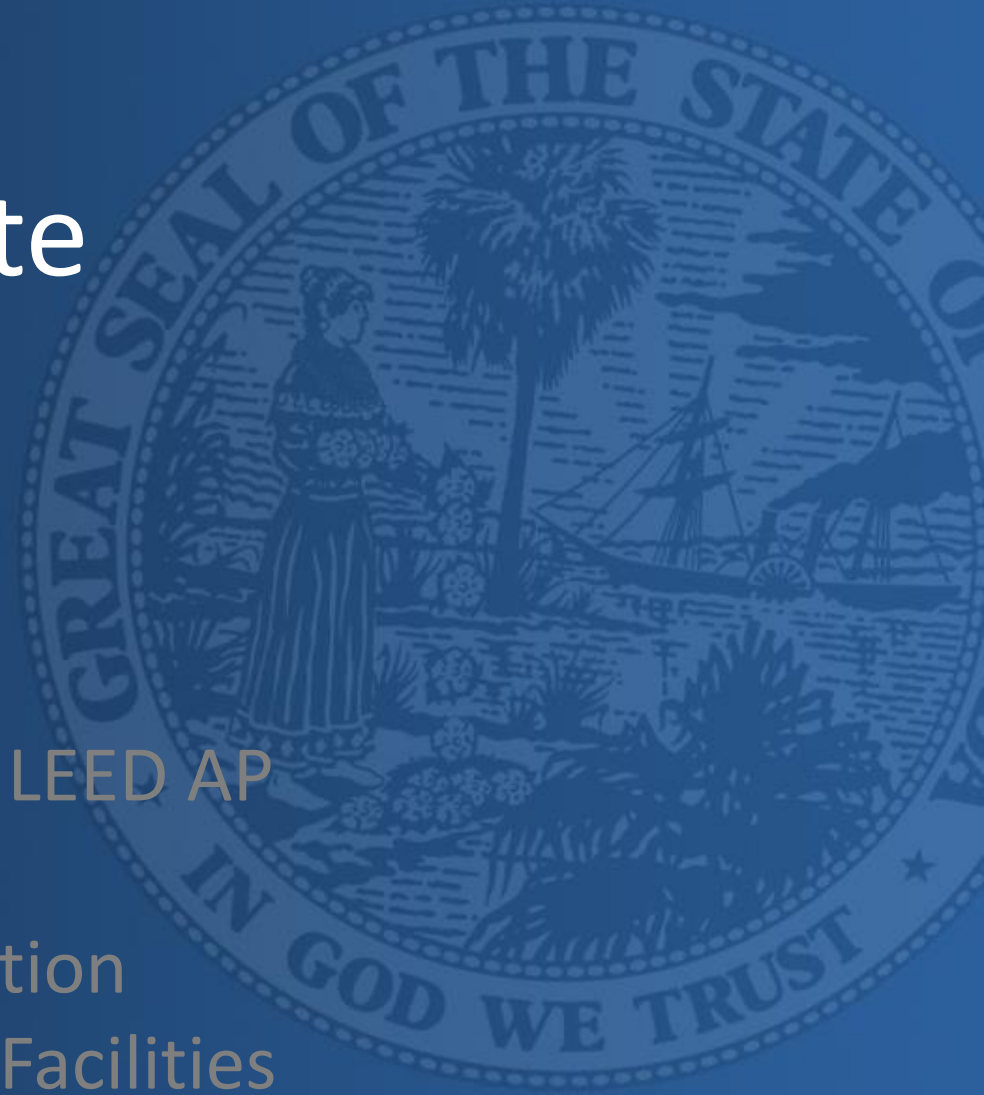


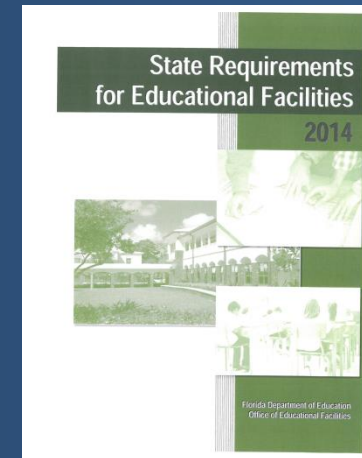
# How to complete OEF Form 208A

Don Whitehead, AIA, LEED AP  
Senior Architect  
Department of Education  
Office of Educational Facilities



# OEF Form 208A is required by SREF

- Section 4.3(8)(a)7 of the 2014 Edition of the State Requirements for Educational Facilities



- For all remodeling and new construction projects.

# Importance of Accurate Data

- The data in 208A becomes the FISH data
- If the data is wrong – FISH will be wrong
- Reports generated from FISH will be wrong
- This leads to poor decision making
- And wasteful spending

# Why is OEF Form 208A important?

- Used for reports – Energy Usage – Energy cost / sf

2013-2014

Florida School District  
Annual Energy Cost Information

Data Source: 2013-2014  
District Financial Report

School District	Natural Gas	LP Gas	Electricity	Heating Oil	All Energy
Orange	523,285	555,909	41,474,970	0	42,554,164
Osceola	47,658	146,892	11,184,176	0	11,378,726
Palm Beach	341,390	287,767	34,320,194	10,039	34,959,389
Pasco	66,164	56,487	10,522,060	1,368	10,646,079
Pinellas	857,083	1,632	23,604,883	0	24,463,598
Polk	282,451	128,434	12,316,513	0	12,727,398
Putnam	64,277	40,963	1,827,036	10,000	1,942,276
St. Johns	24,567	153,122	5,187,808	36,714	5,402,210
St. Lucie	0	182,473	6,879,928	0	7,062,401
Santa Rosa	152,933	19,554	5,143,475	0	5,315,961
Sarasota	72,666	87,797	8,022,146	0	8,182,609
Seminole	188,191	60,764	12,748,150	0	12,997,105
Sumter	0	11,489	1,326,120	0	1,337,609
Suwannee	59,077	10,494	1,120,316	0	1,189,887
<b>State Totals</b>	<b>\$ 8,747,451</b>	<b>\$ 4,856,376</b>	<b>\$ 516,179,008</b>	<b>\$ 538,177</b>	<b>\$ 530,321,012</b>

# Why is OEF Form 208A important?

- Used for reports – Energy Usage – Energy cost / sf

2013-2014

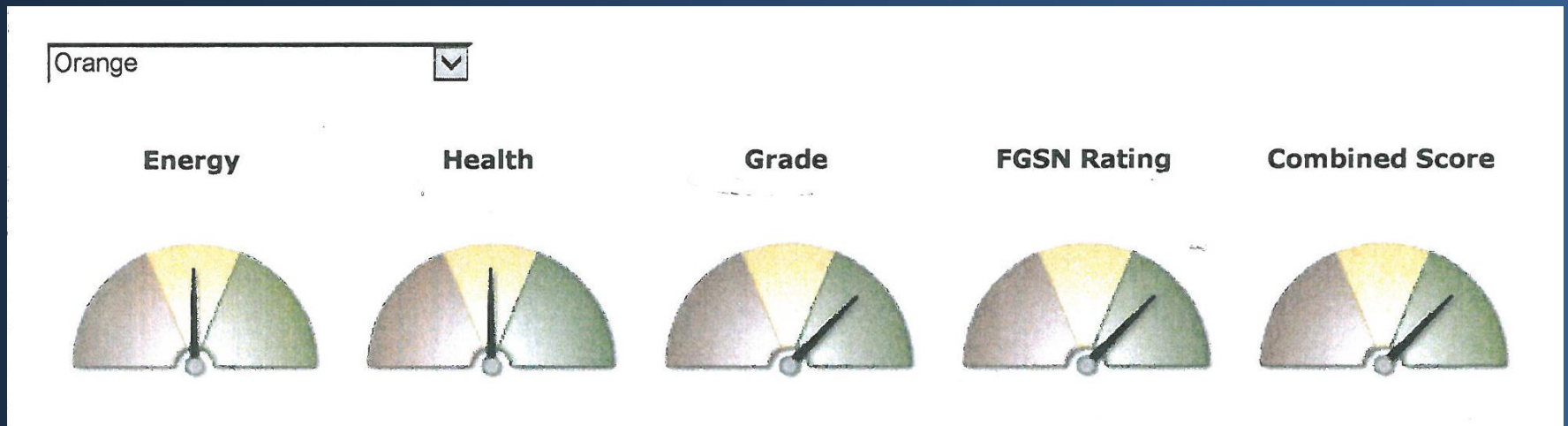
Florida School District  
Annual Energy Cost Information

Data Source: 2013-2014  
District Financial Report

School District	F.I.S.H. GSF	COFTE	Square Foot Cost		Cost Per COFTE	
			All Energy	Elec Only	All Energy	Elec Only
Orange	31,038,418	178592	1.37	1.34	238.28	232.23
Osceola	8,493,614	48930	1.34	1.32	232.55	228.58
Palm Beach	31,458,232	164802	1.11	1.09	212.13	208.25
Pasco	11,674,857	63323	0.91	0.90	168.12	166.17
Pinellas	18,845,407	96813	1.30	1.25	252.69	243.82
Polk	17,556,283	91857	0.72	0.70	138.56	134.08
Putnam	2,391,490	10299	0.81	0.76	188.58	177.39
St. Johns	5,648,128	33279	0.96	0.92	162.33	155.89
St. Lucie	6,705,958	35132	1.05	1.03	201.02	195.83
Santa Rosa	4,327,019	25157	1.23	1.19	211.31	204.45
Sarasota	8,401,170	36359	0.97	0.95	225.05	220.64
Seminole	11,123,081	62230	1.17	1.15	208.86	204.86
Sumter	1,319,803	5254	1.01	1.00	254.58	252.39
Suwannee	1,081,029	5886	1.10	1.04	202.16	190.34
State Totals	450,878,633	2,447,738				
State Average			\$1.18	\$1.14	\$216.66	\$210.88

# Why is OEF Form 208A important?

- Florida Green School District Dashboard  
[Floridagreenschoolnetwork.org](http://Floridagreenschoolnetwork.org)



# Why is OEF Form 208A important?

- Will be used for other reports

Custodial allocation – Square feet of each room type

Flooring replacement – Square feet of carpet or tile

Asbestos reports

Work orders

Moving or assignment of furniture or equipment

Electrical or Fire Alarm Panels

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is

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# OEF Form 208A: Page 2

- Column C: Space Number

List the spaces in numerical order

Include the Building Number

C
Space Number

The first Space Number will probably be 01-101  
and the next Space Number will probably be 01-102

The Space Numbers must be shown on the plans

List all new spaces that are not currently in FISH

List all spaces that are being changed in FISH,  
either square footage or use

List all spaces that are being deleted with 0 square feet

# Column A: Facility Space Name

Use a Facility Space Name from Chapter 6 of SREF

The Facility Space Name may not be the sign name

Facility Space Name – Primary Classroom

Sign Name – Classroom

Don't list any circulation spaces because circulation space is shown on lines 1, 3, and 6 on Page 1

Don't list any open space plan circulation space that is required beyond the NSF of the adjacent space

Don't list any Mechanical or Electrical Rooms because these spaces are shown on line 26

## Column B: SREF Design Code

Use the FISH or ICS Code from Chapter 6 of SREF that corresponds to the Facility Space Name

Primary Classroom: FISH Code is 001

Check the Related Spaces column in Chapter 6

## Column D: Net Square Footage of Space

NSF shall be measured from inside face of wall to inside face of wall

NSF does not include any columns or structural items

# Column E: Design Occupant Capacity

The Design Occupant Capacity is the number of student stations that are assigned to that space

Use the NSF / Occupant from Chapter 6 of SREF that corresponds to the Facility Space Name

Don't include Teacher Stations

Some spaces will have 0 student stations

Florida Colleges: All spaces that have an ICS Code that is not 1.XX.XX will have 0 student stations

1.00.00 Office Spaces will have 0 student stations

# Column E: Design Occupant Capacity

Design Occupant Capacity = 0 (1013.03, FS)

PreK-12 and VoTech schools

010 Primary – Skills Lab – 1 / 350 SS

013 – 014 PE Storage and Covered Play Area

040 Resource Rooms ES: 1 / 150 SS, MS/HS: 1 / 250 SS

050 & 055 Art and Music – Elementary – 1 / 500 SS

065 ESE Resource – 1 / 350 SS

066 – 071 ESE support spaces

081 – 083 Music support spaces

090 – 121 Physical Ed except Gym 111 and 112

300 + Admin, Dining, Auditorium, and Media Ctr,  
except 704 In-School Suspension

708 J.R.O.T.C.

840 Vocational Related Classroom

# Column E: Design Occupant Capacity

Design Occupant Capacity = 0 (Florida College System)

FL College Information Classification Structure (ICS)

1.00.XX Instructional Offices

2.XX.XX Organized Research

3.XX.XX Public Service

4.XX.XX Academic Support (Libr'y and Audit'm)

5.XX.XX Student Support (Dining, Health, Gym)

6.XX.XX Institutional Support (Administration)

7.XX.XX Physical Plant Operations & Maint.

8.XX.XX Student Financial Assistance

9.XX.XX Sanitation Facilities (Restrooms & Jan)

## Line 25: Total (this page)

Total Columns D (NSF) and E (Design Capacity)  
at the bottom of each page

## Line 26: Total HVAC and Electrical

Total NSF of all of the Mechanical and Electrical Rooms  
NSF does not include any columns or structural items  
NSF does include the area of the equipment

## Complete Line 27: Total Design Capacity (all pages)

## Complete Line 28: Total NSF (all pages and line 26)

**Line 29: Total Circulation, Walls, Overhangs, etc.**

**Line 1: Corridors (interior)**

Interior corridors include stairs and elevators and are calculated at full area (NSF on each floor)

**Line 2: Walls (interior and exterior)**

= Total Gross square footage (GSF) - Lines 1, 6, and 28

GSF shall be measured from exterior face of exterior wall

**Line 3: Covered Walks (1/2 actual)**

Open to the exterior on at least one side

1/2 area using the width of the paving under the roof



## Line 4: Open Malls (1/2 actual)

Exterior areas open on at least two sides and roofed  
Excludes exterior covered dining (FISH Code 351)

## Line 5: Roof Overhangs (1/3 actual)

From exterior wall or structure to outside face of fascia

## Line 6: Circulation Space (open space plan)

Required beyond the NSF

Show in column D only and calculated at full area

Up to an additional 4 sf / student is permissible

# Complete Lines 11, 29, 30, and 31

## Line 32: Explanation

Small school or building – Very small economy of scale

Replacing the covered walks and just adding one building

Remodeling the circulation and / or the mechanical room

Adding a central energy plant (boiler, chilled water pumps)

Mechanical room is oversized for future expansion

Generator for the EHPA needs is inside the building

Wide overhangs to reduce energy costs

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# Questions

# Green School Awards Program

**FLORIDA**  
GREEN SCHOOL NETWORK

## School Winners:

- 2014 – Eagles Landing Middle School in Palm Beach County
- 2013 – Audubon Elementary School in Brevard County
- 2012 – Driftwood Middle School in Broward County
- 2011 - Learning Gate Community School in Hillsborough County
- 2010 – Pine Jog Elementary School in Palm Beach County
- 2009 – Odyssey Charter School in Brevard County

## District Winners:

- 2014 – Orange County
- 2013 – Broward County
- 2012 – Duval County
- 2011 - Pinellas County
- 2010 – Broward County
- 2009 – Pasco County

U.S. DEPARTMENT OF EDUCATION

GreenRibbonSchools



## School Winners:

- 2015 (58 schools in 23 states)
  - Manatee Elementary School in Brevard County,
  - Odyssey Charter School in Brevard County,
  - Pine View School in Sarasota County
- 2013 (64 schools in 29 states)
  - Driftwood Middle School Academy in Broward County,
  - St. Paul Lutheran School in Polk County
- 2012 (78 schools in 28 states)
  - Learning Gate Community School in Hillsborough County,
  - Pine Jog Elementary School in Palm Beach County,
  - Terra Elementary School in Dade County

## District Winners:

- 2014 (9 districts)  
Broward County
- 2013 (14 Districts)  
Palm Beach County

# Contact Information

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- Office of Educational Facilities  
[www.fldoe.org/edfacil/](http://www.fldoe.org/edfacil/)
- State Requirements for Educational Facilities 2014  
[www.fldoe.org/core/fileparse.php/7738/urlt/srefrule14.pdf](http://www.fldoe.org/core/fileparse.php/7738/urlt/srefrule14.pdf)