



SCHEMATIC DESIGN (SD) SUBMISSION CHECKLIST FOR MSDE/IAC REVIEW

Date: _____ (Original Submission Date, if this is a Revision: _____)

Project Type: New ; Replacement ; Addition ; Reno ; Limited Reno ; Other _____

School Name: _____ Grade Level: _____

School System: _____ PSC # (If any): _____

SCHEMATIC DESIGN PROCESS

Authority: [Maryland Education Article §2-303\(f\)](#) as regulated by [COMAR 13A.01.02.03](#) and the [IAC Administrative Procedures Guide](#) (APG).

Purpose: Submission process for the Local Educational Agency (LEA) to request the Maryland State Department of Education (MSDE) State Superintendent's approval of the Schematic Design (SD) of a facility to serve to educate public school students.

Applies to: Projects involving renovation or new construction more than \$1,000,000 in estimated cost. The Interagency Commission for School Construction (IAC) staff may also provide review input on projects utilizing State funds.

Procedure: SD submission will not be approved by the State Superintendent until all outstanding issues asked by MSDE are satisfactorily addressed.

SEND SD SUBMISSION & CHECKLIST TO: *(Charter schools need not send to IAC)*

Email to: osfsubmissions.msde@maryland.gov and iac.pscp@maryland.gov

Address to: Jillian Storms, AIA
Acting Director, Office of School Facilities
Maryland State Dept of Education
200 West Baltimore Street, Baltimore MD 21201

PDF FORMATTING (see examples of Bookmarking on last page)

PDF file shall be named per the file name convention of:

- LEA name, School Project, (PSC #), Phase, Date Submission

Example:

- AACPS Hillsmere E. REPL (02.084) SD 2022.12.20

SD PDF document shall be indexed for ease of finding required materials.

- Index should indicate items shown in the checklist under "INCLUDE IN A SINGLE PDF" subject heading on the following page.
- All the main items mentioned in the Index shall be bookmarked. Examples of applicable bookmarks would be: **Transmittal checklist, Local Board of Education Action, SD, Program Space Summary, TCO**, and so on.

See next page for SD Checklist to be included with the submission.

SD SUBMISSION CHECKLIST FOR MSDE/IAC REVIEW

Use the Appropriate Checklist below:

STATE = State-Supported (Project has IAC Approval of Local Planning or Funding)

OR Forward-Funded (Project will be or has been requested for CIP or BTL approval by IAC)

LOCAL = Locally-Funded (Project will only be funded locally with no intention to receive State funds)

NA = Not Applies

LOCAL	STATE	TAB 1 - SCOPE DESCRIPTIONS in PDF Format U.N.O. (can be Bookmark in Brochure)
<input type="checkbox"/>	<input type="checkbox"/>	Transmittal includes this checklist
<input type="checkbox"/>	<input type="checkbox"/>	LEA Response to MSDE Educational Specifications Review letter (If required) NA: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Any Revisions to the Educational Specifications (If applicable) NA: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Intended student capacity (i.e. the number of students the school can accommodate) and proposed core capacity (Core spaces typically seen as Cafeteria, Gym, Library Media Center, & Health Suite). Include estimated # of future teaching stations to meet core capacity and indicate locations of proposed additions(s).
<input type="checkbox"/>	<input type="checkbox"/>	IAC Form 201.1 If Locally-funded or 21c City project - Need only provide: PSC #, type project, Summary of space that includes the total area of the following: the existing building, proposed new construction, proposed renovation, and proposed total demolition (footings to roof). (Column 1 * Required only if leasing LEA-owned bldg)
<input type="checkbox"/>	<input type="checkbox"/>	<p>Net Square Feet (NSF) Summary of Program Spaces (PROVIDE ALSO IN EXCEL)</p> <ul style="list-style-type: none"> ● Include comparison to the Ed Spec program requirements & % difference. ● Include NSF Total, GSF Total, and NSF/GSF efficiency %. ● Please review the definitions on pages 1 & 2 of the Facilities Planning Guide for Maryland Public Schools to determine what to include in the Net Spaces versus what is part of the Tare that makes up the total Gross Area. ● The NSF areas for Cooperative Use Spaces should also be totaled separately and include their GSF Total based on a 70% efficiency. ● Has column that indicates spaces serving as Teaching Stations as part of a State Rated Capacity take-off per APG Appendix 102B
	<input type="checkbox"/>	If High School, CTE Support letter & Attachment 1 NA: <input type="checkbox"/>
	<input type="checkbox"/>	If have Regional Special Education program, provide Support letter or waiver NA: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Project Schedule including major target dates for design development, construction documents, bidding, Award, construction phases, Occupancy, & Project Completion.
<input type="checkbox"/>	<input type="checkbox"/>	Narrative Descriptions for all Design Disciplines
	<input type="checkbox"/>	High-Performance evaluation standard & target goal, if new or repl. school NA: <input type="checkbox"/>

SD SUBMISSION CHECKLIST FOR MSDE/IAC REVIEW

	<input type="checkbox"/>	Net Zero Energy Add-On Incentive Request Form (If applicable) NA: <input type="checkbox"/>
LOCAL	STATE	<u>TAB 1 Continued</u>
<input type="checkbox"/>	<input type="checkbox"/>	List of applicable codes including accessibility regulations
<input type="checkbox"/>	<input type="checkbox"/>	Estimated cost of construction including escalation factor
	<input type="checkbox"/>	Total Cost of Ownership calculator (TCO) if a new, replacement, or totally renovated school. Excludes co-located or special schools (CTE, SE, etc) and 21c City Schools. Download and complete (PROVIDE ALSO IN EXCEL) NA: <input type="checkbox"/>
LOCAL	STATE	<u>TAB 2 - SUPPORT MATERIAL</u>
	<input type="checkbox"/>	Cooperative Use Space (CUS) Info - If the project will be requesting additional State funds to support up to 3,000 gsf in CUS area, provide support material from partner agency or outside group that includes the spaces they will be using. NA: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Regional Special Education (SE) - If project has Regional SE program(s) that are new or will change in size or program delivery, then provide an approval letter from MSDE Division of Early Intervention/Special Education Services (DEI/SES) NA: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Career and Technical Education (CTE) - If this is a high school with new or changed CTE programs, provide an approval letter from MSDE Office of Career & College Pathways (OCCP) and <i>Attachment 1 - Facilities Utilization Table</i> from the application request or letter asking support of OCCP NA: <input type="checkbox"/>
	<input type="checkbox"/>	If the facility was built before 1960 or is listed as Category I or II in Attachment A of the Programmatic Agreement between the Maryland Historical Trust (MHT) and the IAC, provide a copy of the MHT's determination of the project's impact on an historic property. The project review process and submission form are provided at: https://mht.maryland.gov/projectreview.shtml NA: <input type="checkbox"/>
LOCAL	STATE	<u>TAB 3 - DRAWINGS</u>
<input type="checkbox"/>	<input type="checkbox"/>	Proposed Site Plan (40th scale min.) & Existing Site Plan if a renovation, addition, or replacement project. Site plan should show outline of any master planned additions to meet core capacity and any accessibility improvements (locations of accessible parking spaces and Accessibility Passenger Loading Zone).
<input type="checkbox"/>	<input type="checkbox"/>	Teaching Stations & Cooperative Use Table w. Floor Plans - Totals # of Teaching Stations by Type and CUS (if applies) w/colored floor plans to show locations.
<input type="checkbox"/>	<input type="checkbox"/>	Architectural drawings ($\frac{1}{8}$ " scale minimum) - Bookmarked like example on next page <ul style="list-style-type: none"> ● Proposed Floor plans (if renovation or addition project, include existing floor plans. Include diagram that indicates date of construction of existing areas)

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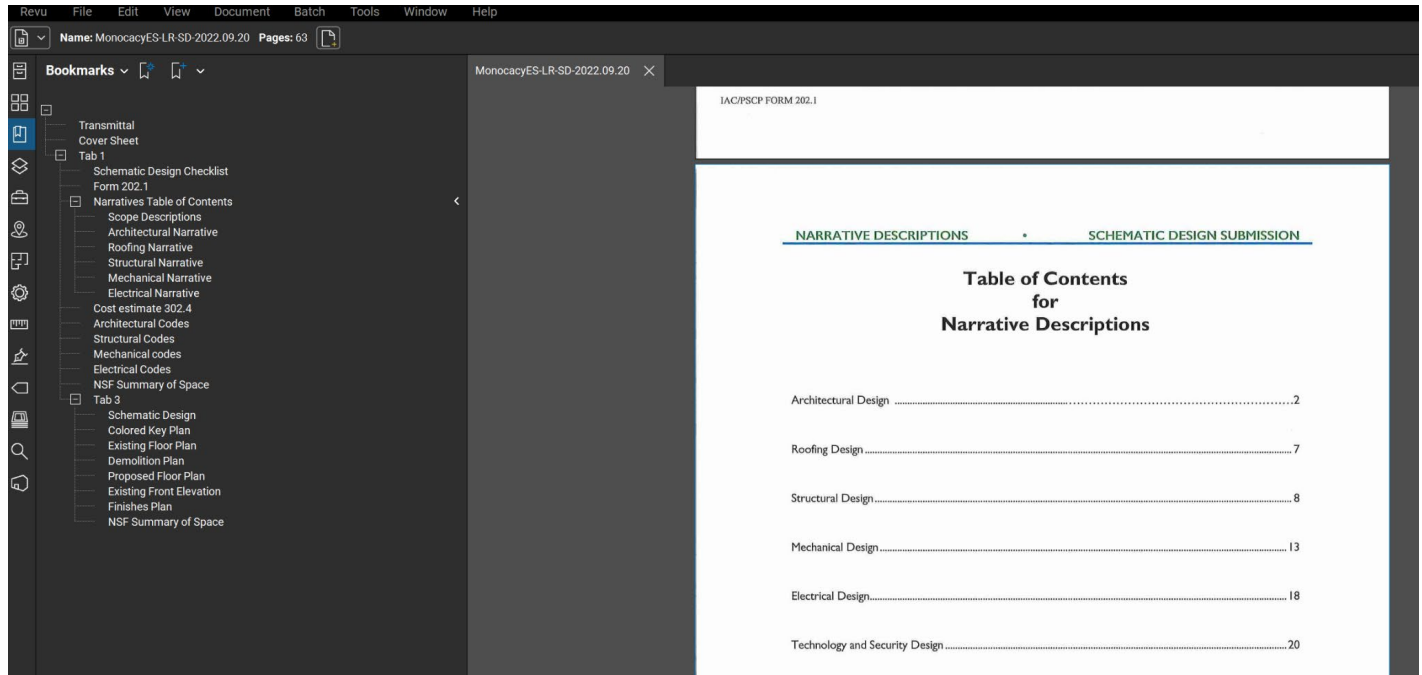
		<ul style="list-style-type: none">• Proposed Elevations• Proposed Sections
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SD SUBMISSION CHECKLIST FOR MSDE/IAC REVIEW

Bookmarking

All the items mentioned in the checklist above shall be bookmarked in the PDF provided. Examples of applicable bookmarks would be: Transmittal checklist, LEA response, IAC form 202.1, NSF Summary, etc.

Bookmarking for a PDF brochure:



Bookmarking for a PDF drawing set: Please indicate each page number and page title of the drawing sheet that can be seen in the bookmarks of the PDF file. Please see the image below for reference.

