

State of Maryland
Interagency Commission on School Construction

Facility Inventory Database

User Guide



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These procedures are available for download at iac.mdschoolconstruction.org

Record of Changes

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1. Definitions

Definition of terms and acronyms used in this document:

Acronym or Term	Definition
BMS	Business Management System
FIDB	Facility Inventory Database
FTE	Full Time Equivalent Enrollment
LEA	Local Education Agency
SRC	State Rated Capacity

2. Introduction

The IAC’s FIDB is accessible to the general public via the [IAC’s tools website](#) or the [Facility Inventory](#) page under the Facilities & Assessment heading of the homepage . To ensure data integrity, as of 2025, the ability to make updates to the data within the FIDB is available only for limited members of the IAC staff. When needed, LEA users must request changes to the database via the BMS FIDB Update request process, for which a user guide is available on the [IAC website](#). Access to the BMS can be requested by authorized individuals by emailing iac.pscp@maryland.gov.

LEA staff are responsible for requesting changes to the database throughout the year as needed and as part of the submission of the Annual [Facility Inventory Update Assurance Form 101.4](#). IAC staff are responsible for reviewing update requests and making updates to the FIDB in a timely manner.


Discrepancies or omissions in the records of facilities may impact the processing time of update requests and/or project funding requests.

3. Accessing and Navigating the FIDB

The FIDB is publicly accessible via the [IAC’s tools website](#). The initial tab you see displays all of the existing school facilities in Maryland. This tab allows the user to sort and search by a number of data fields.


1. To **sort** the data into alphabetical or numerical order, click on the column header (once to display A-Z or lowest to highest) (twice to display Z-A or highest to lowest). Click a third time to restore the default sorting.

One click:



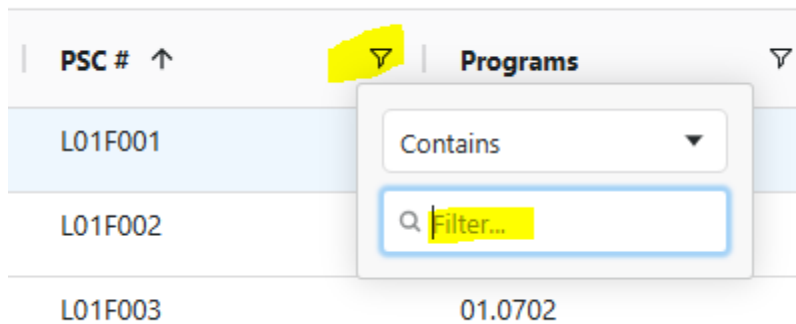
PSC # ↑
L01F001
L01F002
L01F003
L01F004

Two clicks:

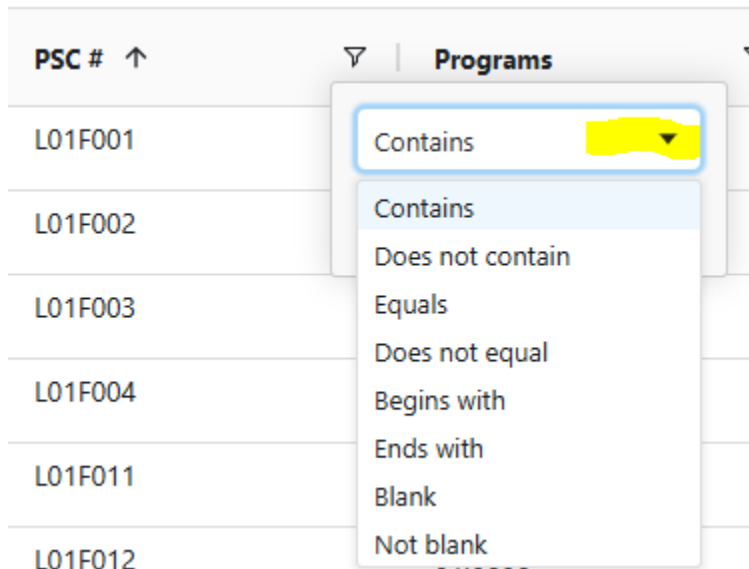


PSC # ↓
L30F286
L30F284
L30F281
L30F280

2. To **search** the data for a specific term or number, click on the carrot icon within the relevant column header. A popup with a search field will display where you can input your search terms.



The dropdown menu within the search popup contains another carrot icon where you can alter the search parameters, allowing you to search for an exact match or for data that contains, begins, or ends with your input.



Click enter after inputting your search parameters and the results will display.

3. To **view a detailed record** for a specific facility, double click anywhere within the relevant row. The next screen will display the following tabs:

- a. Site Info

Identifies the physical location, relevant site information, and current facility status. This information should be reconciled annually.

Data Point	Description
Site Info Table	
Facility Number	Unique number established by the IAC to identify the facility. These numbers are reported to MSDE and are recorded in the FIDB in the format ### which are unique within an LEA.
Tax Assessment ID	Maryland Department of Assessments and Taxation (SDAT) Tax Assessments Identification number for primary parcel.
Facility Name	To include all words except the word "School." No words should be abbreviated (e.g. use "Elementary", not "ES" or "Elem"). Note that the facility name should refer to the facility, not to the program or programs housed in the facility.
IAC Site Approval Date	IAC site approval date if after 1971 or the date of approval by the State Superintendent if prior to 1971. Reflects the date of original approval or of re-approval, whichever is later, as MM/DD/YYYY.

Data Point	Description
Address 1	Location address line 1.
Address 2	Location address line 2. Leave blank if not applicable.
Address 3	Location address line 3. Leave blank if not applicable.
City	Location city.
State	State defaults to Maryland and is not modifiable.
Zipcode	Location zip code.
Latitude	Geographic coordinate specifying north-south position of facility on earth's surface (populated by IAC staff).
Longitude	Geographic coordinate specifying east-west position of facility on earth's surface (populated by IAC staff).
Acreage	Facility site acreage rounded to three decimal points (##.###).
Legislative District	Reflects Legislative Election District .
Life Cycle	<p>Reflects the current status of the facility:</p> <p>Site: School property has been acquired for a new school or for the site bank and approved by the State Superintendent and the IAC.</p> <p>Proposed: Facility is under construction and not currently operating educational programs.</p> <p>Active: In use for educational purposes.</p> <p>Holding: Temporarily used for educational purposes.</p> <p>Closed: Not being used for educational or administrative purposes.</p> <p>Administrative: Used for school administrative purposes</p> <p>Transferred: IAC has approved or conditionally approved the transfer of the school property to the County or City government.</p> <p>Non-LEA Owned: Property is owned by an entity other than the Board of Education (BOE) but is utilized as a leased or rented space for educational purposes.</p>
Latest Approved Maintenance Survey Rating	Updated monthly by IAC staff.
Latest Approved Maintenance Survey Date	Updated monthly by IAC staff.

Data Point	Description
<i>Enrollment</i>	
Current Year (Sept. 30th)	Calendar Year (YYYY) in which the reported student enrollments for head count and full time equivalents were recorded. MSDE annually uses September 30th as the date in which these counts are tallied for standardization across LEAs.
Head Count	Count of individual students at the school.
FTE Enrollment	Full time equivalent enrollment as defined by Education Article § 5-201, Annotated Code of Maryland
Rated Capacity, Local	Capacity for the facility, as determined by the LEA.
Rated Capacity, State	Capacity for the facility, as determined by the IAC.
SRC Approval Date	Date
Utilization	Automatically calculated as FT Enrollment divided by SRC.
<i>Remarks</i>	
Records facility-specific comments such as historical information, use by community groups, or other unique factors.	

b. Programs

For each program housed in the facility, the fields below are listed.

Data Point	Description
School #	Unique # established by the LEA to identify the school program. This number should match the number reported to MSDE for the applicable program(s).
Name	Unique name established by the LEA for the school program. This name should match the name reported to MSDE for the applicable program(s).
Grades	Indicates consecutive grade levels as the lowest and highest separated with a dash. Indicates non-consecutive grade levels separated by a comma.
Type	<p>The primary school type of the programs housed in the facility out of these options:</p> <ul style="list-style-type: none"> • Elementary (generally grades PreK through 5) • Middle (generally grades 6 through 8) • High (generally grades 9 through 12)

Data Point	Description
	<ul style="list-style-type: none"> ● PreK-8 (includes grades PreK through 8) ● Elementary/Middle ● Elementary/Middle/High ● Middle/High ● Career Tech ● Special Education ● Alternate Education ● Science ● Environmental Ed ● Administrative

c. Adjacent Facilities

For each adjacent facility, the PSC # and Facility Name, including a link to the facility’s record in the FIDB, are listed.

Facilities are considered adjacent if they share geographically contiguous attendance boundaries and house similar grade levels.

d. SQ. History

The Sqft. History table includes a row for completed capital improvements both State and locally-funded, grouped into two sections: Construction for major projects (new construction, addition, renovation, demolition) and Other State Capital Improvements for systemic or smaller renovation projects. For each project, the fields below are listed.

Data Point	Description
Date	Date of substantial project completion.
Subtype	Records the scope of the project, such as “roof,” “electrical,” “new.”
Sqft.	The amount of square footage affected by the completed project. This is limited to the amount of square footage available for the record selected.
Adj. Sqft.	Automatically calculated.
Comments	Use this field to record specific details or notes relevant to the project including cost information and a brief scope.

Additionally, the Square Foot History Summary table lists each project and a current total square footage number.

4. Updating the FIDB

1. Adding a New Facility Record

Submit a request via the BMS Facility Inventory Database Update process with the following information. The [FIDB Update Request excel template](#) can be used for this, if desired.

- a. LEA Name
- b. Facility Name
- c. LEA School Number
- d. Address
- e. Life Cycle
- f. Comments

New facility records will only be added for new or replacement facilities constructed on a different site; otherwise, existing facility records should be updated. In the event that a school program in a non-LEA owned space is transferred from one site to another, the LEA should request that a new school record be added to the FIDB.

2. Updating an Existing Facility Record

Single updates are to be requested via the BMS Facility Inventory Update process. Bulk updates of 10+ similar changes are also requested via the BMS, selecting the bulk update option at the beginning of the process. An upload field is required for bulk updates which will allow the LEA to provide the information needed in excel format. At a minimum, bulk updates should include:

- PSC # of the facility
- Field to be changed (example: Head Count)
- New Value

The FIDB update request template can be used for this, if desired, though any excel format used by the LEA that identifies the three points above for each change is acceptable.

3. Adding Completed Projects

Required annually prior to EFMP submission, completed construction projects must be submitted to the IAC for inclusion in the BMS. These requests should include:

- PSC
- Project Type
- Project Subtype
- Occupancy Date
- Sqft Impacted
- Comments (Should record a very brief project scope, or if a renovation project, the history of the square footage that was renovated including original construction and/or previous renovation dates and the square footage of each prior project impacted.

The FIDB update request template can be used for this, if desired, though any excel format used by the LEA that identifies the points above is acceptable.