



LEA Name:

### Local Education Agency Authorized User

Contact information provided in the fields below is for the LEA authorized user or person responsible for the updates and accuracy of the Facility Inventory Database (FIDB) records. The IAC staff will communicate directly with this individual regarding the annual updates.

Name:  
Title:  
Phone:  
Email:

### Use of this Form

All fields in the FIDB are required to be updated when changes occur. It is particularly important that the facility record is updated for all projects that are substantially complete or completed and occupied to reflect the changes that have occurred. This form is to be submitted annually on or before July 1, via email to [iac.pscp@maryland.gov](mailto:iac.pscp@maryland.gov), as an assurance that the information in the database has been reviewed and accurately reflects each school facility within the LEA.

### Facility Inventory Checklist for Each School Record

- If necessary, requested a new facility record for new schools constructed or a replacement facility that was constructed on a different site.
- The **Site Info** section identifies the physical location, relevant site information, and the current life cycle (Active, Holding, Transferred, etc).
- The **Programs** section identifies the grade levels served and the principal school type for all programs in the facility.
- The **Adjacent Facilities** section includes all geographically adjacent schools of the same type as represented in the latest EFMP.
- The **SQ. History** section records new/replacement or addition square footage.
  - The existing square footage records reflect renovations to or demolitions of existing square footage.
  - The occupancy year for each square footage record represents the date of substantial project completion.
  - Substantially complete or fully complete capital improvements that do not affect square footage are also entered (roof, HVAC, etc.).



**IAC**

**Interagency Commission on School Construction**

**Form 101.4**

**Annual Facility Inventory Update Assurance**

- The **Enrollment** section provides the Head Count, FTE (full time enrollment), and Local Capacity counts.
  - Official State Rated Capacity and approval date are accurate.
  - If applicable, an SRC update request has been submitted.
- The **Remarks** section provides additional relevant information/explanation of facility conditions, uses, or other factors that are unique to the facility.

### **Certification**

I hereby certify that to the best of my knowledge, the FIDB records for each school facility have been reviewed and accurately updated to reflect all facility projects completed or substantially completed as of \_\_\_\_\_.

Superintendent Signature

Superintendent Printed Name

Date Signed

**Additional Comments:**