

PSFA Pre-Application Educational Specifications Requirement Task Matrix						
Educational Specifications Components	Component Intent	1	2	3	4	5
		New School	Major Renovation / Addition	Minor Renovation / Addition	Portable Replacement	Charter School
1. Educational Program and Delivery System	Describe the school's instructional program and strategies for its delivery.	■	◆			■
	General instructional organization description (e.g., into grade levels, groups, academies, etc.).	■	◆			■
	Scheduling approach (periods, block schedule, etc.).	■	◆			■
	Any special curricular and extracurricular activities to be accommodated by the facility.	■	◆			■
2. Student Enrollment	Identify the current year and five-year post-occupancy projection of attendance area enrollments in the grade levels affected by the facility.	■	◆			■
	Identify anticipated class loading requirements or district policy.	■	◆			■
3. Facility Goals/Concepts	Identify and describe major facility goals and concepts including safety, security, sustainability, flexibility, community use, utilities, and any other issues or special considerations that impact space requirements and/or costs.	■	◆			■
4. Space Requirements	Itemize the quantity and sizes of spaces required to accommodate the instructional program.	■	◆		■	■
	Provide a graphic diagram illustrating relationships between program areas.	■				■
	Identify anticipated student utilization, capacity and efficiency of facility use and provide supporting analysis. <i>If project is for utilization study only, provide a floor plan with existing and proposed space, clearly identified.</i>	■	■		■	■
	Provide as appropriate information to support space recommendations such as an existing calendar of events or breakdowns from comparable facilities.	■				■
5. Room/Space Characteristics	Identify the general functional, spatial, environmental characteristics, furnishings and built-in equipment requirements for each category of space.	■	■			■
6. Project Budget	Provide an estimate of probable cost for the total project indicating site development cost, facility construction, and other project costs.	■	■	■	■	■
	Identify cost estimating assumptions including anticipated project delivery schedule, unit costs, and inflation.	■	■	■	■	■

Legend:

■ Indicates that this component is required for this type of project.

◆ Indicates that this component is required when the projects results is a significant change in school capacity, educational program, and / or educational delivery

Full Educational Specifications (all components required) need to be prepared by a qualified educational specification professional

General Notes

1. New schools require a full educational specification. If the school uses the same educational delivery system as other district schools, Component 1 - Educational Programs and Delivery System needs to be completed only for the first project and simply referenced on subsequent schools.
2. Major Renovation / Addition - Extensive renovation, replacement or reconfiguration of spaces to meet code requirements as well as current and future educational program requirements. This may include adding additional space, reconfiguration of existing space, replacement or upgrades to: structural, handicapped accessibility, HVAC, roofing, electrical, windows, flooring, ceiling, lighting, technology, infrastructure.
3. Minor Renovation / Addition - Selective upgrades of some systems or building components such as repair, replacement, or refurbishment of: technology (wiring and infrastructure), roofing, flooring, ceiling, lighting, electrical upgrades, painting, or minor additions or reconfiguration of space.
4. All charter schools require a full educational specification (all components) including how the educational specification relates to the approved charter of the school.
5. Portable replacement - simply replaces portables with permanent construction - no change in educational programs or delivery.