



# NEO Facilities Annual Report

Background and Instructions

December 14, 2017

# Learning Objectives

- Summarize facilities report background
- Instruction to enter NEO Facilities inventory report

This program supports the Maine DOE Strategic Plan core priority 5: coordinated and effective state support.

# What Is The School Facilities Inventory?

- State
  - Fulfillment of statutory requirement to collect, collate, analyze, and report basic statistics on Maine education buildings
  - Basic building information
- Districts
  - A tool to collect, analyze and report education facilities data to school boards
  - A tool used for emergency preparedness and response

# Why Is The School Facilities Inventory Important?

- Request legislative funding
- Respond to legislative requests for information that can be used for planning
- Analyze facilities to answer basic questions, e.g.
  - how much space is available
  - what kind of space is available
  - to whom is space assigned
  - how efficiently is space being used and maintained
- Develop maintenance and capital plans
- Risk management

# Maine Statute

- Data base
  - “The department shall establish and maintain a school facilities data base. The data base must be available for inclusion in the education information system maintained by the Education Research Institute and established in section 10.”
- Inventory updated
  - “The department shall update information from the inventory at least every 3 years.”

# NEO Facilities

## – Just The Basics

- Age of buildings
  - Helps DOE analyze potential for renovations
- Count of school on wells
  - Helps DOE when responding to water legislation
- Number of buildings built
  - Helps with strategic planning and space utilization
- Square footage of temporary buildings
  - Helps legislature understand the need for new schools or additions

# NEO Facilities

## – Years Due

- Reports are due at least every 3 years
  - FY10-11 (FY11 data)
  - FY13-14 (FY14 data)
  - FY16-17 (FY17 data)
  - FY19-20 (FY20 data)

# NEO Facilities

## – Due Date

- **EFF-10** School Facilities Inventory Report
  - Open: October 15, 2017
  - Close: December 31, 2017
  - Report at least every 3 years
    - Districts may update building entries anytime after the reports are submitted



# NEO Facilities

## – Inventory & Reports

- **EFF-10** School Facilities Inventory Report – **2** parts
  - “Facilities Inventory”
    - Detailed inventory of campus buildings
    - Must complete **before** submitting SAU reports
  - Facilities report
    - “Annual Facilities Data” Report
      - Facilities director verifies facilities inventory data
    - “SAU Facilities Planning” Report
      - Facilities director verifies facilities planning questions
    - Superintendent must certify the report

## Welcome To NEO School Facilities

NOTE 1: The FY17 drop down will now display. (12/14/17)

NOTE 2: The due date for the FY17 NEO Facilities Inventory has been extended to Friday, January 12, 2018 in order to accommodate a technical fix. (12/12/17)

NOTE 3: Districts are currently reporting FY17 data. (12/12/17)

### 1.00 INSTRUCTIONS

1.01 NEO Facilities instructions have been updated. Instructions will be posted on the NEO DASHBOARD. (12/11/17)

### 2.00 ACCESS TO NEO FACILITIES

2.01 Superintendents, facilities directors, and business managers may have access to NEO Facilities. (06/22/17)

2.02 Contact the Maine DOE helpdesk at: [medms.helpdesk@maine.gov](mailto:medms.helpdesk@maine.gov) if you need access to NEO Facilities. (06/22/17)

### 3.00 REPORT OPEN and CLOSE DATES

3.01 The report opens OCTOBER 1, 2017 to report FY17 data (July 1, 2016 to June 30, 2017). (06/22/17)

3.02 The report closes DECEMBER 31, 2017 to report FY17 data (July 1, 2016 to June 30, 2017). See NOTE 2 above. The due date has been extended. (12/12/17)

3.03 The report is due every 3 years. HOWEVER, SAUs may update new data anytime prior to the due date. (06/22/17)

### 4.00 PREPARING TO INPUT YOUR DATA

4.01 Before you begin your data entry, review data in your "Facilities Inventory" "Campus" tab. FOLLOW THE CAMPUS 911 SET-UP THAT IS DESCRIBED IN THE UPDATED INSTRUCTIONS. Determine if the data is accurate, if new buildings must be added to your existing inventory, determine if buildings were sold or demolished and must be disposed, or all. Enter updates BEFORE submitting the Annual Facilities Data Report. NOTE: a building is anything with a roof on it. (12/14/17)

4.02 IMPORTANT. Getting started on your "Facilities Inventory" - Focus on entering your "Campus" data and "Building Data." After that data is entered then work on entering "Additions" data. Enter "Renovations" data after campus, building and addition data has been entered. (11/17/17)

5.00 History of Annual Facilities Data Report: FY17 report in progress; FY14 report closed; FY11 report closed. (12/12/17)

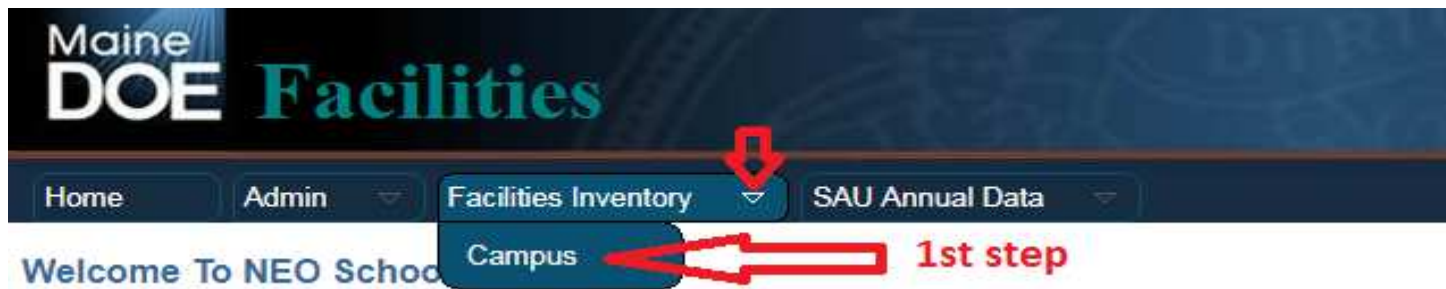
### 10.00 QUESTIONS

10.01 NEO access and password: contact the MEDMS Helpdesk by email at [medms.helpdesk@maine.gov](mailto:medms.helpdesk@maine.gov) (06/22/17)

10.02 Policy and program information: contact Pat Hinckley by email at [pat.hinckley@maine.gov](mailto:pat.hinckley@maine.gov) (06/22/17)

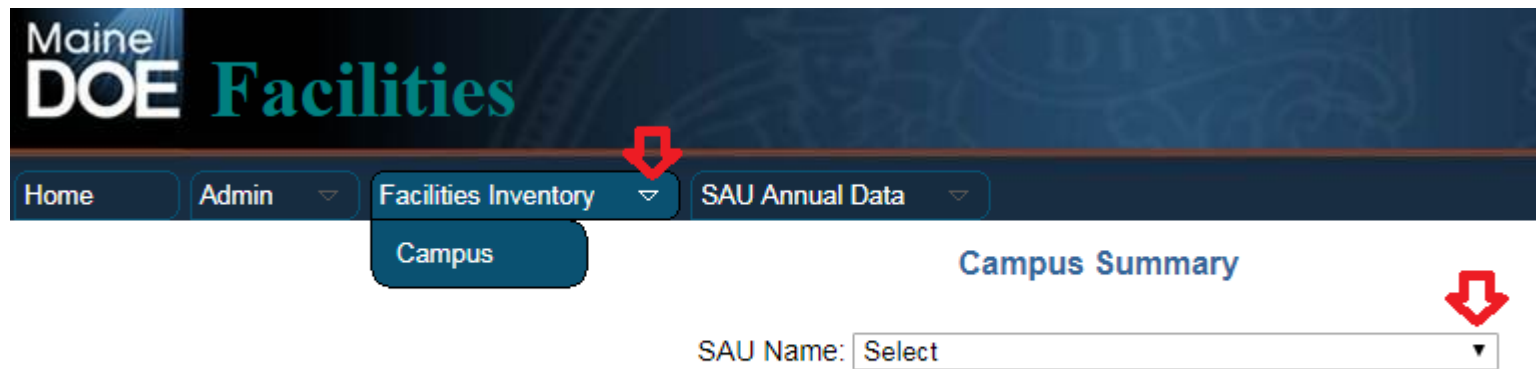
# Inventory

## – Getting Started 1: Enter Campus Data



IF district campuses are entered, review data for accuracy, and enter EFF-10 report

Landing Screen



If you have one SAU, the name will populate in the cell.

# Inventory

## – Entering New Campus Data

Maine DOE Facilities From Maine Department of Education

Home Admin **Facilities Inventory** SAU Annual Data

Campus **Campus Summary**

SAU Name: Ellsworth Public Schools

[Create New Campus](#)

Show 10 entries Search:

Campus	Grades	Total No of Students	Total # Bldgs	Total GSF	Last Review Date
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

**You must first click "Create New Campus" and enter data before buildings will be listed on this "Campus Summary" screen.**



MAINE  
DEPARTMENT  
OF EDUCATION

# FY16-17 School Facilities Inventory

Worksheet For Data Collection

Inventory Due Date: December 31, 2017

Today's Date \_\_\_\_\_

SAU \_\_\_\_\_ School Grades \_\_\_\_\_ Number of Students \_\_\_\_\_

School Name \_\_\_\_\_ Number of Staff: \_\_\_\_\_ custodians \_\_\_\_\_ maintenance \_\_\_\_\_ facilities

Address \_\_\_\_\_ Have you conducted a space inventory? \_\_\_\_\_ no \_\_\_\_\_ yes \_\_\_\_\_ date \_\_\_\_\_

City/Town \_\_\_\_\_ Annual Maintenance Plan, updated annually \_\_\_\_\_ no \_\_\_\_\_ yes \_\_\_\_\_ date \_\_\_\_\_

County \_\_\_\_\_ Capital Improvement Plan, updated annually \_\_\_\_\_ no \_\_\_\_\_ yes \_\_\_\_\_ date \_\_\_\_\_

Phone Number \_\_\_\_\_ Signature (Facilities Director) \_\_\_\_\_

# Permanent Education Bldgs. Under School Name \_\_\_\_\_ # Portable Classrooms \_\_\_\_\_ # Off Site Classrooms \_\_\_\_\_

**Building Name** \_\_\_\_\_ Historic Status (over 100 years old) \_\_\_\_\_

Number of Stories \_\_\_\_\_

Campus/School Site per Building: \_\_\_\_\_ (Acres)

Year Built Building Area Renovation Area Year Renovation

Original Building \_\_\_\_\_

Addition 1 \_\_\_\_\_

Addition 2 \_\_\_\_\_

Addition 3 \_\_\_\_\_

Addition 4 \_\_\_\_\_

**Total** \_\_\_\_\_

Structure Type \_\_\_\_\_ wood \_\_\_\_\_ steel \_\_\_\_\_ masonry/brick \_\_\_\_\_ public \_\_\_\_\_ well \_\_\_\_\_ public \_\_\_\_\_ treatment plant \_\_\_\_\_ septic \_\_\_\_\_ electric \_\_\_\_\_ geo thermal \_\_\_\_\_ natural gas \_\_\_\_\_ oil \_\_\_\_\_ wood / chip / pellet \_\_\_\_\_ electric \_\_\_\_\_ geothermal \_\_\_\_\_ solar \_\_\_\_\_ wind \_\_\_\_\_ natural \_\_\_\_\_ mechanical \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_

Water Supply \_\_\_\_\_

Sewerage \_\_\_\_\_

Heating Source \_\_\_\_\_

Electric Source \_\_\_\_\_

Ventilation \_\_\_\_\_

Sprinkler \_\_\_\_\_

# Inventory Data Entry Format

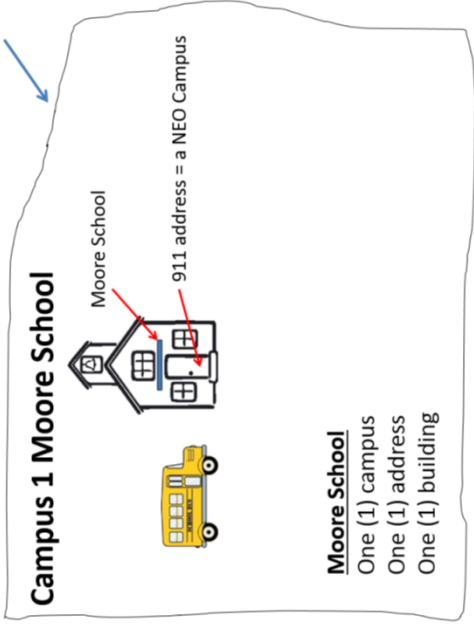
## – What Is The Definition of A Campus?

- In NEO a campus is a **name** assigned to an area
  - The area typically includes 1 or more buildings and the building grounds
- In NEO a campus is **determined by a 911 address**
  - With a 911 address your data can be easily used during emergency operations
- See examples on the next 5 screens



**EXAMPLE 1**

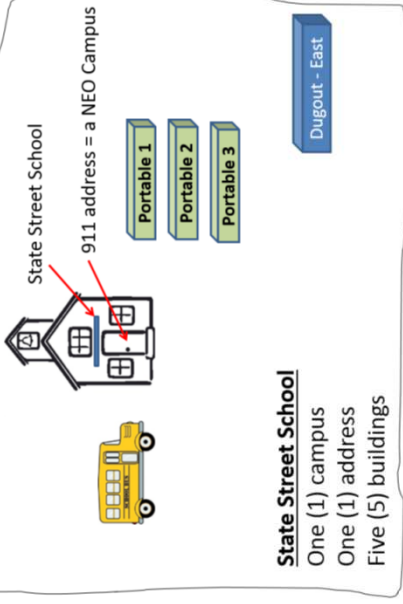
One (1) parcel of land = 50 Acres



## EXAMPLE 2

One parcel of land = 50 Acres

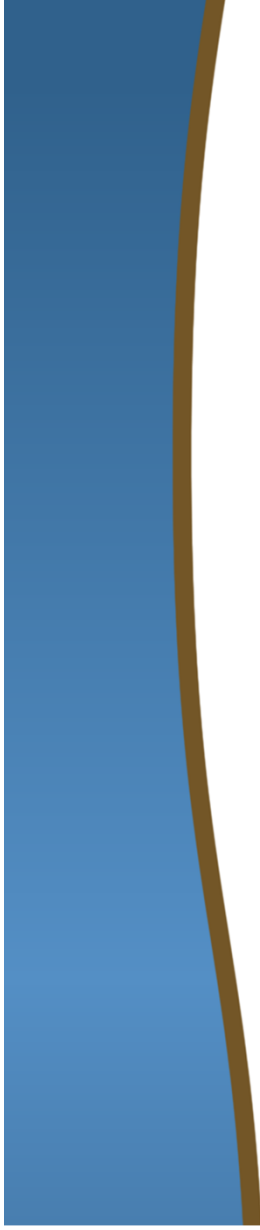
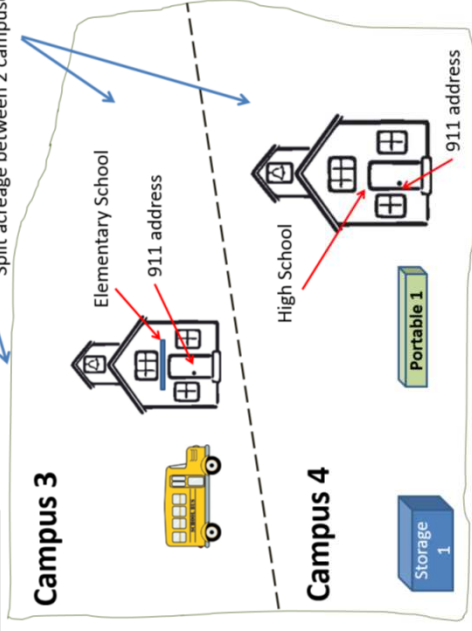
### Campus 2 State Street School





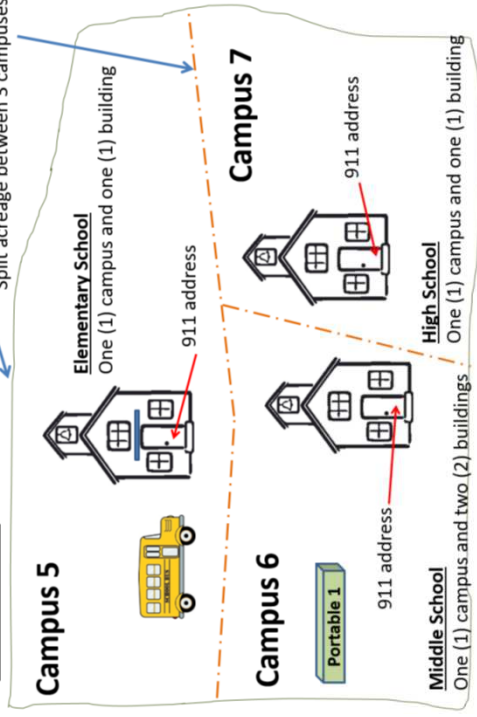
### EXAMPLE 3

One parcel of land = 50 Acres  
Split acreage between 2 campuses



#### **EXAMPLE 4**

One parcel of land = 50 Acres  
Split acreage between 3 campuses



## EXAMPLE Z

One (1) parcel of land = 50 Acres

### **Campus 9 District Admin.**

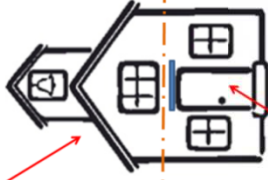
Back door has different 911 address  
Administration use, second floor

#### **Portland School**

Two (2) campuses

Two (2) 911 addresses

One (1) building




### **Campus 8 Day School**

Front door has one 911 address  
Day school use, first floor

# Inventory

## – List of Each Campus In The District

From Maine Department of Education

[Home](#) [Admin](#) [Facilities Inventory](#) [SAU Annual Data](#)

[Campus Summary](#)

SAU Name:

[Create New Campus](#)

Show  entries

Search:

Campus	Grades	Total No of Students	Total # Bldgs	Total GSF	Last Review Date	
Campus 1 Central Office	12-12	0	1	50000		Select Link
Campus 2 Telstar High/Middle School	6-12	426	14	124531		Select Link
Campus 3 Woodstock Elementary School	KG-5	85	4	16627		Select Link
Campus 4 Crescent Park Elementary School	KG-5	245	5	50684		Buildings Details Edit
Campus 5 Andover Elementary School	KG-12	34	2	10408		Select Link
Campus 6 Transportation Garage		0	1	6664		Select Link

Showing 1 to 6 of 6 entries

◀ Previous Next ▶

This screen will populate AFTER you "Create New Campus" and then select "buildings" to enter grades, student, number of buildings, GSF, etc.

# Inventory

## – List of Each Building By District Campus



From Maine Department of Education

Home Admin Facilities Inventory SAU Annual Data

RSU 44/MSAD 44

➡ Campus 3 Woodstock Elementary School  
224 Rumford Avenue  
Greenwood Maine 04219



[Create New Building](#)

This screen will populate AFTER you "Create New Building" and then select "Details" to enter building category, year, GSF, etc.

Show 10 entries

Search:

Building Name	Building Category	Calendar Year Completed	Total GSF	Last Calendar Year Renovated	No of Additions	Historical Status	Disposition GSF	
WOODSTOCK ELEMENTARY SCHOOL	ACADEMIC / EDUCATION	1986	14907		0	No	0.00	Select Link
Maintenance Storage Building 2	OPERATIONS / MAINTENANCE / STORAGE	2005	120		0	No	0.00	Select Link
Maintenance Storage Building 1	OPERATIONS / MAINTENANCE / STORAGE	1986	200		0	No	0.00	Details
Academic/Athletic Storage Building	ACADEMIC / EDUCATION	1990	1400		0	No	0.00	Edit
								Additions
								Renovations
								Disposition
								Select Link

Showing 1 to 4 of 4 entries

◀ Previous Next ▶

# Inventory

## – Entering Building Details

[Home](#)[Admin](#)[Facilities Inventory](#)[SAU Annual Data](#)[Update details for Building](#)

### 1.0 Building Data:

Building Category:	ACADEMIC / EDUCATION ▼
Building Name:	WOODSTOCK ELEMENTAR
Calendar Year Completed:	1986
Fiscal Year Completed:	1986
Fiscal Month Occupied:	09
Fiscal Year Occupied:	1986
Total Building Area (GSF):	14907
Is Building Over 100 years old:	No ▼
Is Building on Historic Register:	No ▼
Number of Stories:	1 ▼
Date Occupied:	09/01/1986
Leased or Owned:	Owned ▼
Area if Leased (GSF):	

### 2.0 Building Statistics:

Smallest Grade:	KG ▼
Largest Grade:	5 ▼
Number of Students:	85
Number of Custodians:	1.00
Number of Maintenance workers:	0.00
Number of Facilities workers:	1.00

### 3.0 Building Systems:

#### Systems:

Categories	Type
ELECTRIC SOURCE	<input checked="" type="checkbox"/> ELECTRIC
ELECTRIC SOURCE	<input type="checkbox"/> GEO THERMAL
ELECTRIC SOURCE	<input type="checkbox"/> SOLAR
ELECTRIC SOURCE	<input type="checkbox"/> WIND
HEATING SOURCE	<input type="checkbox"/> COAL



# Inventory

## – Viewing Information After Data Entry

**Maine DOE Facilities**From Maine Department of Education

HomeAdminFacilities InventorySAU Annual Data

Campus Summary

SAU Name:

[Create New Campus](#)

Show  entries

Search:

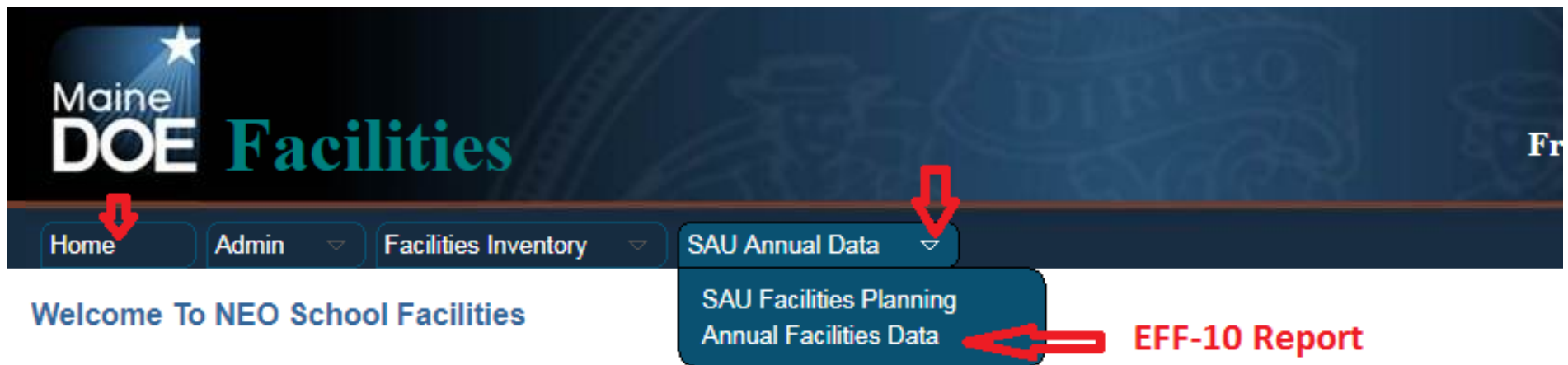
Campus	Grades	Total No of Students	Total # Bldgs	Total GSF	Last Review Date	
Campus 1 Central Office	12-12	0	1	50000		Select Link
Campus 2 Telstar High/Middle School	6-12	426	14	124531		Select Link
Campus 3 Woodstock Elementary School	KG-5	85	4	16627		Select Link
Campus 4 Crescent Park Elementary School	KG-5	245	5	50684		Select Link
Campus 5 Andover Elementary School	KG-12	34	2	10408		Buildings
Campus 6 Transportation Garage		0	1	6664		Details
						Edit
						Select Link

Showing 1 to 6 of 6 entries

◀ Previous Next ▶

# EFF-10 Report

## – Getting Started 2: Report Facilities Data



Maine DOE Facilities

Home Admin Facilities Inventory SAU Annual Data

SAU Facilities Planning  
Annual Facilities Data

**EFF-10 Report**

### Welcome To NEO School Facilities

NOTE 1: The FY17 drop down will now display. (12/14/17)

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## SAU Facilities Planning

SAU Name: RSU 44/MSAD 44

## SAU Plans

Have you conducted a space inventory?:

Select ▼

Date of space inventory:

Is your Annual Maintenance Plan updated annually?:

Select ▼

Date of Annual Maintenance Plan:

Is your Capital Improvement Plan updated annually?:

Select ▼

Date of Capital Improvement Plan:

Emergency Operation Plans:

Select ▼

Date of Emergency Operations Plan:

Last Modified By:

Last Modified Date:

LastReviewedBy:

LastReviewedDate:

Save



## Agreement:

By clicking Review button below, I certify that the information contained herein and related to all data reported is accurate to the best of my knowledge and belief.

Review

**Complete data for each cell**

# Completing The EFF-10 Report



## Annual Facilities Data

Select SAU: RSU 86/MSAD 20

Fiscal Year: 2017  
2013  
2014  
2015  
2016  
2017

Annual Facilities data must be reviewed and approved between January 01, 2017 and December 31, 2017.

### 1.0 Facilities Inventory Summary:

Show 10 entries

Search:

Campus	Facilities Director Review	Navigation
Campus 1 Fort Fairfield Middle / High School	12/14/2017 9:58:22 AM	<a href="#">Campus Details</a>
Campus 2 Fort Fairfield Elementary School	12/14/2017 10:01:55 AM	<a href="#">Campus Details</a>
Campus 3 Bus Barn	12/14/2017 10:02:30 AM	<a href="#">Campus Details</a>

Showing 1 to 3 of 3 entries

Previous Next

### 2.0 SAU Facilities Planning:

Last Reviewed Date: 12/14/2017 10:03:31 AM

[SAU Facilities Planning](#)

**Superintendent certifies after facilities director completes sections 1.0 and 2.0.**

### 3.0 SAU Annual Review:

Certified By: tdoak@msad20.org

Certified Date: 12/14/2017 10:23:10 AM

**Time date stamps appear after each section (1.0, 2.0, and 3.0) have been completed**

# Summary

- Reports are required by statute
- Enter building inventory before submitting facilities reports
- **Follow data entry format when entering new data**
  - One campus per 911 address (see diagrams)
- Campus data is retained
  - simply update data between report years
- Reports are submitted every 3 years
  - Current cycle reports FY17 data

# Contact Information

Pat Hinckley  
Transportation and Facilities Administrator

Telephone  
207-624-6886

Email  
[pat.hinckley@maine.gov](mailto:pat.hinckley@maine.gov)

School Transportation website  
<http://maine.gov/doe/transportation/>

School Security website  
<http://www.maine.gov/doe/security/>