



# NEO Reports: Facilities

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Maine Association of Business Officials

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# Learning Objectives

- Summarize facilities reports background
- Review NEO Facilities inventory and reports
- Discuss NEO Facilities updates



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

# 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 reports
    - “Annual Facilities Data” Report
      - Facilities director verifies facilities inventory data
    - “SAU Facilities Planning” Report
      - Facilities director verifies facilities planning questions
    - Both reports are certified by the superintendent

 Home

Admin

Facilities Inventory

SAU Annual Data

## Welcome To NEO School Facilities

### 1.00 TRAINING

- 1.01 NEO Facilities Training (Session I - An Introduction). BEGINNER (lowest level). PowerPoint slides are available. (06/22/17)
- 1.02 NEO Facilities Training (Session II - Details). BEGINNER (typical level). PowerPoint slides are available. (06/22/17)
- 1.03 NEO Facilities Training (Session III - Unique Data Situations). EVERYONE. PowerPoint slides are available. (06/22/17)
- 1.04 NEO Facilities Training (Session IV - Annual Data Reports). EVERYONE. PowerPoint slides are available. (06/22/17)
- 1.05 New instructions are in progress. (06/22/17)

### 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). (06/22/17)
- 3.03 The report is due every 3 years. HOWEVER, SAUs may update 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 from your last School Facilities Inventory report. Determine if the data is accurate and if there are other buildings that need to be added to your inventory which were not previously reported. Collect the data (for other buildings that were not previously reported) on a field worksheet. NOTE: a building is anything with a roof on it. (06/22/17)
- 4.02 IMPORTANT. Getting Started - 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. (06/22/17)


### 5.00 \_\_\_\_\_

### 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)

Last Modified By: Pat Hinckley

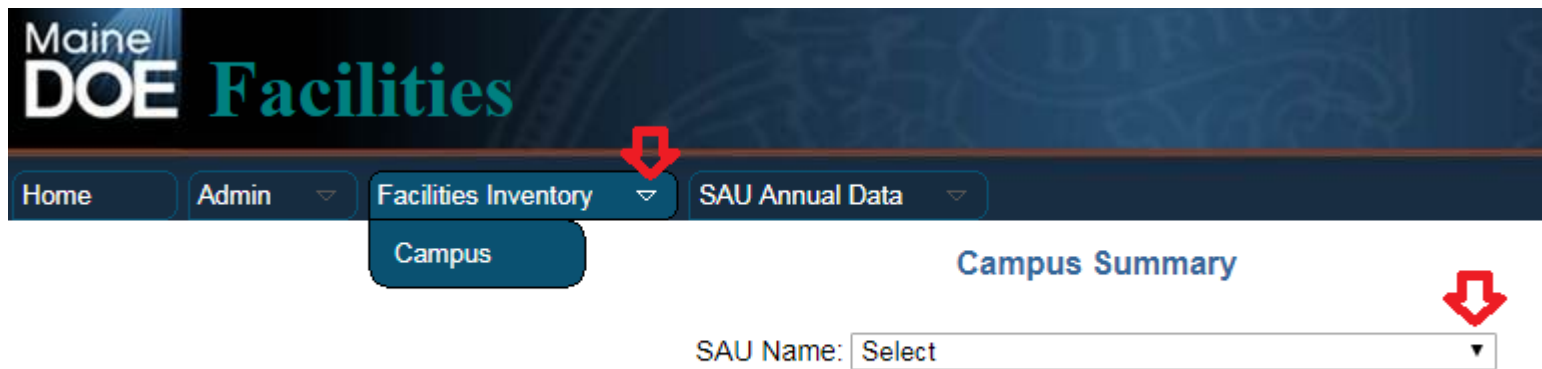
Last Modified Date: 6/22/2017 4:45:33 PM

[Click here to enter](#) 

# Inventory – Getting Started



## 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 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City /Town \_\_\_\_\_  
 County \_\_\_\_\_  
 Phone Number \_\_\_\_\_

School Grades \_\_\_\_\_ Number of Students \_\_\_\_\_  
 Number of Staff: \_\_\_ custodians \_\_\_ maintenance \_\_\_ facilities  
 Have you conducted a space inventory? \_\_\_ no \_\_\_ yes \_\_\_\_\_ date  
 Annual Maintenance Plan, updated annually \_\_\_ no \_\_\_ yes \_\_\_\_\_ date  
 Capital Improvement Plan, updated annually \_\_\_ no \_\_\_ yes \_\_\_\_\_ date  
 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)

	<u>Year Built</u>	<u>Building Area</u> <small>sq</small>	<u>Renovation Area</u> <small>sq</small>	<u>Year Renovation</u>
Original Building	_____	_____	_____	_____
Addition 1	_____	_____	_____	_____
Addition 2	_____	_____	_____	_____
Addition 3	_____	_____	_____	_____
Addition 4	_____	_____	_____	_____
<b>Total</b>	_____	_____	_____	_____

Structure Type \_\_\_ wood  
 \_\_\_ steel  
 \_\_\_ masonry/brick  
 Water Supply \_\_\_ public  
 \_\_\_ well  
 Sewerage \_\_\_ public  
 \_\_\_ treatment plant  
 \_\_\_ septic  
 Heating Source \_\_\_ electric  
 \_\_\_ geo thermal  
 \_\_\_ natural gas  
 \_\_\_ oil  
 \_\_\_ wood / chip / pellet  
 Electric Source \_\_\_ electric  
 \_\_\_ geothermal  
 \_\_\_ solar  
 \_\_\_ wind  
 Ventilation \_\_\_ natural  
 \_\_\_ mechanical  
 Sprinkler \_\_\_ yes  
 \_\_\_ no

Complete one inventory **work sheet** for each building—Enter data in NEO Facilities

# 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

**Campus 1 Moore School**

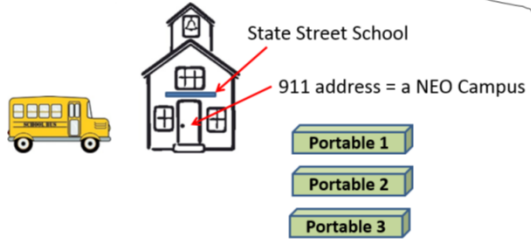


- Moore School**
- One (1) campus
- One (1) address
- One (1) building

**EXAMPLE 2**

One parcel of land = 50 Acres

**Campus 2 State Street School**



**State Street School**

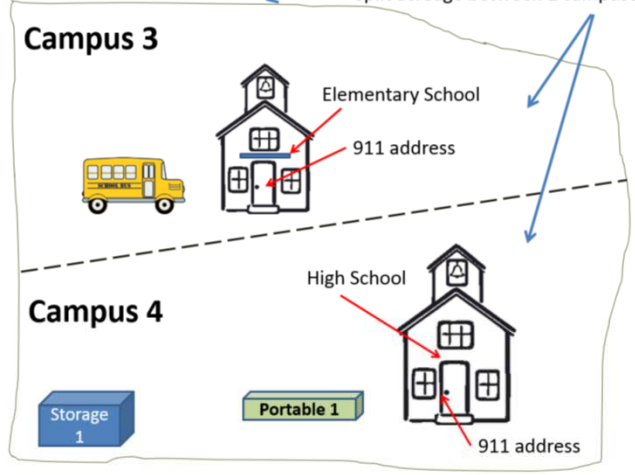
- One (1) campus
- One (1) address
- Five (5) buildings

Dugout - East



**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

**Campus 5**



**Elementary School**  
One (1) campus and one (1) building

911 address

**Campus 6**



**Campus 7**

911 address

911 address

**Middle School**  
One (1) campus and two (2) buildings

**High School**  
One (1) campus and one (1) building



**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 District Campuses

### 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 ▶

# Inventory

## – List of Buildings By District Campus

RSU 44/MSAD 44

Campus 3 Woodstock Elementary School

224 Rumford Avenue  
Greenwood Maine 04219

[Create New Building](#)

Show 10 entries

Search:

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

Showing 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

## – Accessing Information After Data Entry

### 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
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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 ▶



# Reports – Getting Started



The screenshot shows the navigation bar of the Maine DOE Facilities website. The main header reads "Maine DOE Facilities". Below it is a navigation menu with the following items: "Home", "Admin", "Facilities Inventory", and "SAU Annual Data". The "SAU Annual Data" item is highlighted with a red arrow pointing down. A dropdown menu is open under "SAU Annual Data", containing two items: "SAU Facilities Planning" and "Annual Facilities Data". Two red arrows point to these items from the right. Below the navigation bar, the text "Welcome To NEO School Facilities" is visible, followed by "1.00 TRAINING".

Maine  
**DOE** Facilities

Home Admin Facilities Inventory SAU Annual Data

SAU Facilities Planning  
Annual Facilities Data

Welcome To NEO School Facilities

1.00 TRAINING



## SAU Facilities Planning

SAU Name:  ▾

### SAU Plans

Have you conducted a space inventory?:  ▾Date of space inventory: Is your Annual Maintenance Plan updated annually?:  ▾Date of Annual Maintenance Plan: Is your Capital Improvement Plan updated annually?:  ▾Date of Capital Improvement Plan: Emergency Operation Plans:  ▾Date of Emergency Operations Plan: 

Last Modified By:

Last Modified Date:

LastReviewedBy:

LastReviewedDate:


**Complete data for each cell**

### 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.



Annual Facilities Data


1  Select SAU:  Fiscal Year:   
 2013  
 2014  
 2015

Annual Facilities data must be reviewed at least once between January 01, 2017 and December 31, 2017.

1.0 Facilities Inventory Summary:

Show  entries Search:

Campus	Facilities Director Review	Navigation
Campus 1 Central Office	<b>After campus details are confirmed for each campus, a date / time stamp will display</b>	<a href="#">Campus Details</a>
Campus 2 Telstar High/Middle School		<a href="#">Campus Details</a>
Campus 3 Woodstock Elementary School		<a href="#">Campus Details</a>
Campus 4 Crescent Park Elementary School		<a href="#">Campus Details</a>
Campus 5 Andover Elementary School		<a href="#">Campus Details</a>
Campus 6 Transportation Garage		<a href="#">Campus Details</a>

Showing 1 to 6 of 6 entries  2

2.0 SAU Facilities Planning:

Last Reviewed Date: [SAU Facilities Planning](#)  3

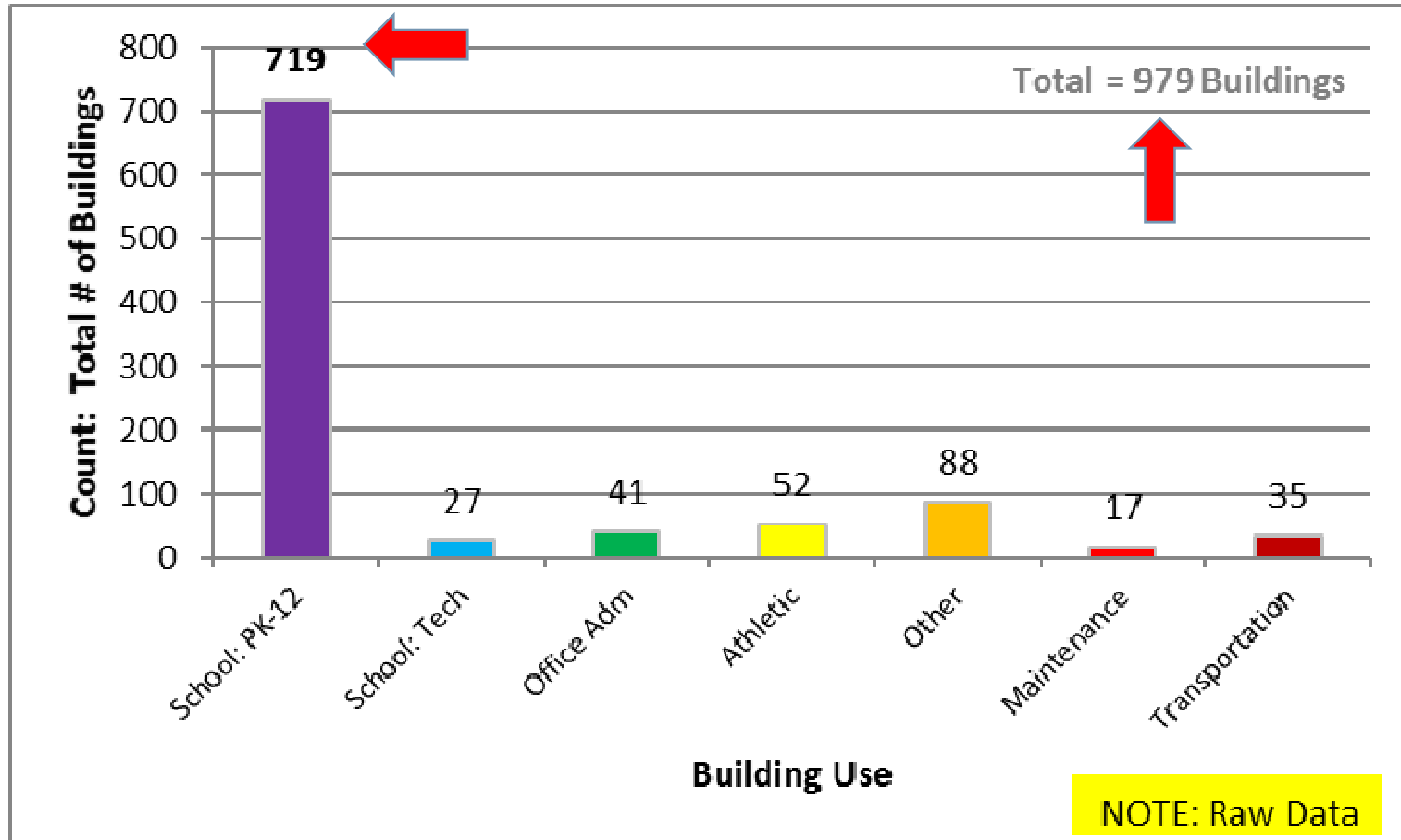
3.0 SAU Annual Review:

Certified By: Certified Date:

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

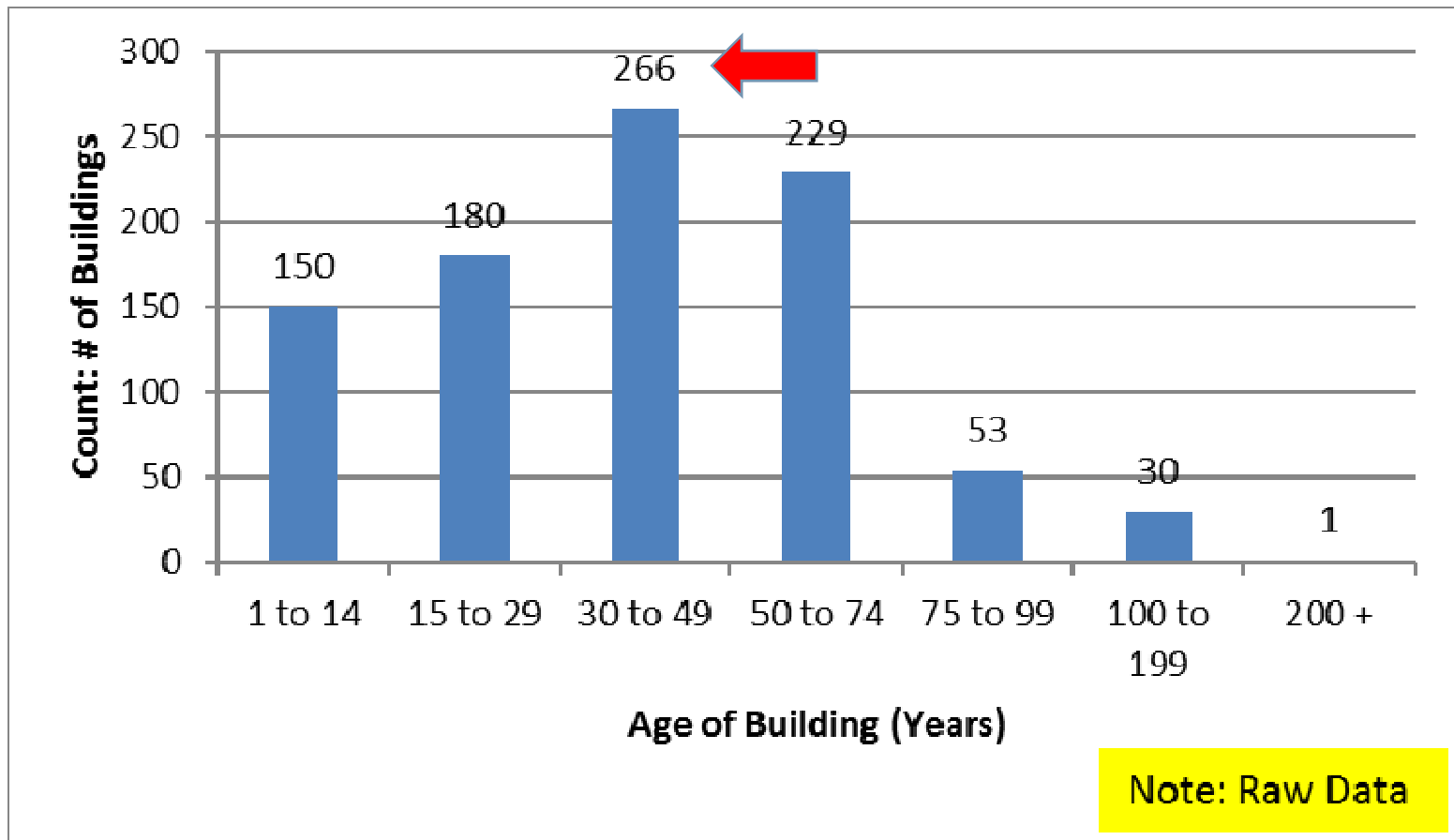
# FY10-11 Report – Building Count

98% SAUs Reported



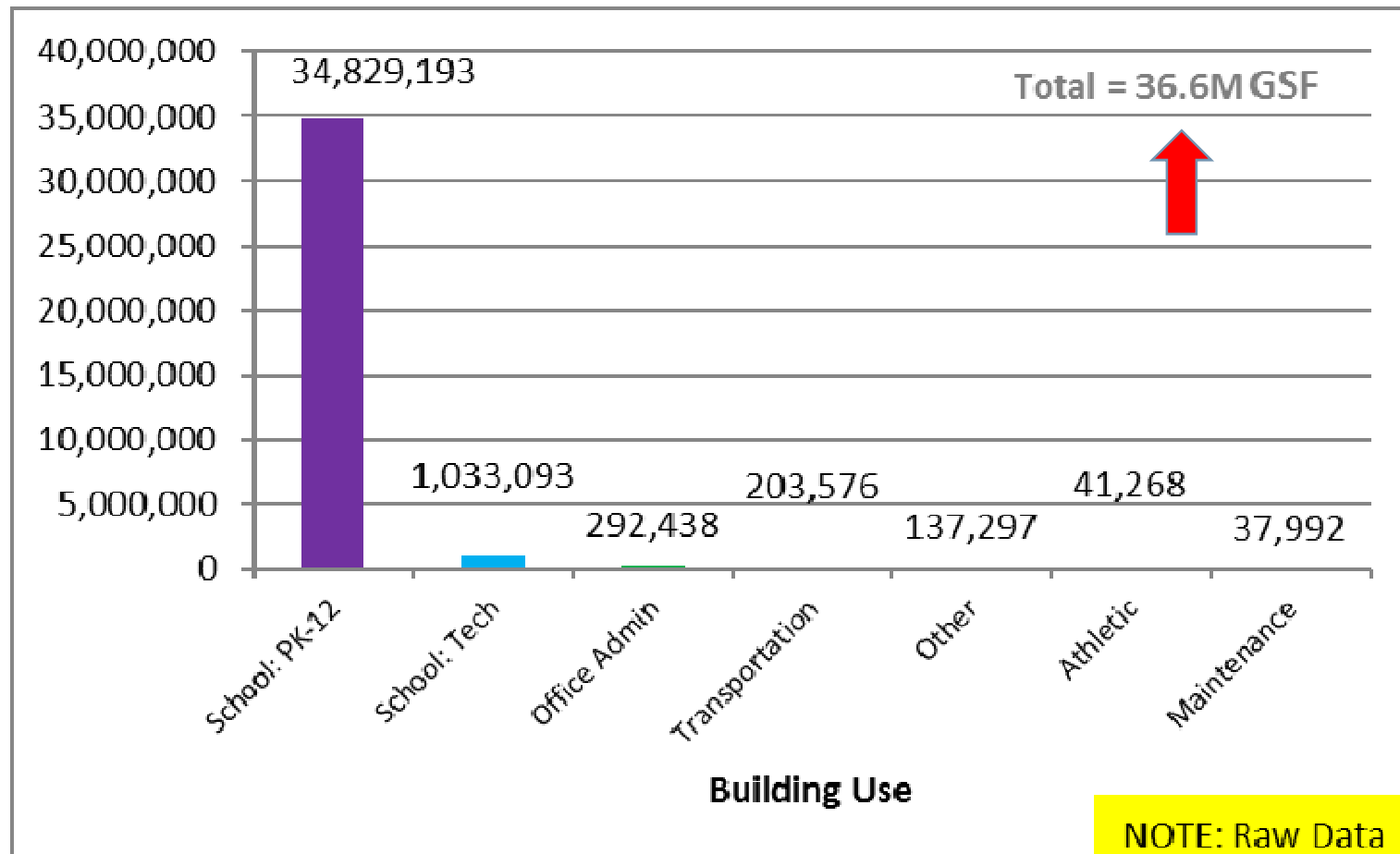
# FY10-11 Inventory – Building Age

98% SAUs Reported



# FY10-11 Inventory – Building Square Footage

98% SAUs Reported



# NEO Facilities Updates

- Upgrade is planned
  - Refine data entry screens
  - Provide data export buttons
  - Provide data totals screens

# Summary

- Reports are required by statute
- Enter building inventory before submitting facilities reports
- Follow data entry format when entering new data
- Campus data is retained; simply update data between report years
- Reports are submitted every 3 years
  - Current cycle reports FY17 data
  - FY17 reports are due 12/31/17

# Q & A





# 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/>