

RULES AND REGULATIONS OF THE SCHOOL FACILITIES COMMISSION

**CHAPTER 7
SQUARE FOOTAGE GUIDELINES
FOR MAJOR MAINTENANCE PAYMENTS**

Section 1. Authority; Scope.

(a) This chapter is promulgated pursuant to W.S. 21-15-114(a)(xiv) (general rulemaking authority) and W.S. 21-15-109(c)(i), which requires the commission to adopt regulations to prescribe the guidelines by which it will determine the total number of gross square feet of structures within each district, so that the commission can annually compute major maintenance payments.

(b) This chapter applies only to major maintenance payments.

Section 2. Submission; Forms; Electronic Templates.

(a) Each district shall calculate the total square footage for each structure in the district in accordance with this chapter. Each district must submit the results of such calculations to the commission by July 1 to be eligible for major maintenance payments in the following fiscal year.

(b) Districts shall make all such submissions on the forms provided by the commission.

(c) Forms provided to districts will be pre-populated with the most recent certified information.

Section 3. District Calculation.

(a) Actual square footage of buildings shall be calculated using the exterior building face dimensions of enclosed space at each floor level. Areas not to be included in square footage calculations include:

- (i) Crawl spaces;
- (ii) Pipe tunnels;
- (iii) Roof overhangs;
- (iv) Walkways, and other non-enclosed facilities;

(b) The total square footage of structures shall be calculated by using any one of the following measurement methods:

- (i) On-site measurements of the structure;
- (ii) Dimensions taken from as-built floor plans where complete information is available; or

(iii) Computer-aided drawing (CAD) utilizing as-built floor plans.

(c) Each floor of multi-floored structures shall be calculated separately, and calculations for all floors shall be combined for the total area of the entire structure, including the gross square footage area of basements.

(d) The major category (i.e., educational, office, or warehouse) designated for gross square footage within each building or facility, shall be determined based upon the major use of the building.

(e) The total square footage of structures in the district shall be separately set out for each major category (i.e., educational, office, and warehouse) using the following sub-categories, as defined in chapter 1:

(i) **Educational.**

1. Educational portables.
2. Educational non-portable.
3. Qualified educational leases per W.S.21-15-109(c)(i)(B).
4. Other non-qualified educational leases.
5. Mothballed

(ii) **Office.**

1. Teacherage.
2. Portable building used as an office.
3. Leased office.
4. All other office.

(iii) **Warehouse.**

1. Bus barn (transportation facility).
2. Portable building used as storage.
3. Warehouse leases.
4. All other warehouse.

Section 4. Computations and Adjustments.

(a) The commission in accordance with W.S. 21-15-109(c)(i)(C), shall adjust the total district gross square footage by excluding or reducing the gross square footage of newly constructed buildings and facilities whereby at the seventh school year immediately following the school year in which the building or facility is constructed and occupied one hundred percent (100%) of the gross square footage of the newly constructed building or facility is included within the total district square footage computation. The following percentages will be used to fund major maintenance for new construction completed after June 30, 2004:

Year 1	0%
Year 2	10%
Year 3	10%
Year 4	40%
Year 5	60%
Year 6	80%
Year 7 and after	100%

(b) The square footage of any district building or facility which is closed and not operational, is not being replaced under the district's facility plan approved by the commission under W. S. 21-15-116, is not determined surplus by the commission and is specified as a mothballed building within the district's facility plan as a cost efficient means to address future district building needs, shall be segregated from the square footage of other district buildings and facilities and funded as provided by W. S. 21-15-109 (c)(iv)(v)(vi)(vii).

Section 5. Formula.

(a) The commission shall compute the annual major maintenance payment for each district as specified by W.S. 21-15-109(c).

Section 6. Distribution.

(a) Pursuant to W.S. 21-15-109(b), on or before September 30 and March 31 of each school year, the school facilities commission shall distribute to each school district, one half of the yearly major building and facility repair and replacement payment calculated in accordance to W.S. 21-15-109(c). Major building and facility repair and replacement payments shall be distributed from the capital construction account.