**DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS)**

 **Office of School Construction Grants & Review (OSCG&R)**

 **ELIGIBLE and INELIGIBLE ITEMS for FF&E and Technology**

 **FORM SCG-4015**

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| **FIXTURES, FURNISHINGS & EQUIPMENT (FF&E) TABLE**Applies to New (N), Renovation (RNV), Extension (E), and Alteration (A) projects |
| Manual and Drawing Standards: * **Plans** are to be legible with minimum text height of 9 pt. No overlapping text. Provide 1/16” scale floor plans with north arrow to serve as keying plans identifying all spaces by name and number. Location plans shall be 1/8” scale minimum. For “typical” classrooms, smaller and FF&E-dense spaces larger scale plans may be needed to show information legibly. Verify/dimension ADA-compliant routes, maneuvering spaces, and clear floor space at work stations and identify with International Symbol of Accessibility.
* **Specifications** shall be CSI-format and address all FF&E and Technology categories.
* **Item Data Sheets** (IDS) shall be provided for every item with specification information and shall include room numbers and quantities. Related products may be bundled on one IDS with descriptions and dimensions for all components. On IDS desks and tables shall be dimensioned to verify ADA compliance (knee-toe space, floor space, work surface height).
* **Room-by-Room List** of items shall be provided. A matrix for technology items is the recommended format.
* **ADA Compliance** is required throughout and shall be easily verified by information submitted.
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|  | **Eligible Items** | **Ineligible Items** |
| ­01. | **General Eligibility Guidelines**Items serving the educational program and are located on plans. Floor-mounted, wall-mounted, and ceiling-mounted items. Durable items worthy of bond funding. | Extra, spares, attic stock, and unassigned items of any kind. Items not located on floor plans. Items not program related. Portable equipment and small items. Consumables. Items for use outside of school for which items are specified. |
| 02. | **Classrooms**Desks, tables, chairs or stools. Storage and shelving units. Permanently wall-mounted items such as large maps or charts.  | Paper cutters, pencil sharpeners, and staplers. Extra chairs and stools of any kind. |
| 03. | **Pre-K and K Classrooms**Per typical classrooms  | Cots. Small items including puzzles, audio caddies, dolls, and extra storage trays/lids. |
| 04. | **Administration, Offices, Conference Rooms**Desks, tables, chairs, and visitor chairs. Storage and shelving units. Permanently wall-mounted items. | Moveable coat stands. Hospitality items. Extra items of any kind.  |
| 05. | **Nurse and PT/OT** Recovery couch, stool, scale, light and stand, narcotic/medical storage cabinets, eye examination stand/chart, and sharps disposal unit. Wheelchair. Wall-mounted diagnostic equipment. Wall-mounted defibrillators shown on plan in ADA-compliant location. | Miscellaneous/small items such as chart holders. Exam or dental items not associated with a program not part of educational specification.  |
| 06. | **Media Centers/Libraries**Library shelving and furnishings, including tables and chairs. | Books, maps and other loose items. |
| 07. | **Art and Music Classrooms** Storage units such as flat files and music/ instrument storage units with location designated on plan. | Small items such as cameras and spot lights. Musical instruments, including pianos or keyboards. |
| 08. | **Science Labs/Rooms**Curriculum-related, large wall-mounted items and other large durable items. | Consumables. Small or movable equipment including skeletons. Vented hoods and storage cabinets are to be part of building construction phase. |
| 09. | **Physical Education**Wall-mounted gymnasium pads as part of building construction. | All gymnasium and fitness room equipment.  |
| 10. | **Auditorium/Gymnasium**One ADA-compliant podium. Pair of flags with poles and bases. Stacking chairs and dollies with location designated.  | Portable risers. Gymnasium floor pads.  |
| 11. | **Storage**Book shelves and storage units with location designated.  | Unassigned storage equipment. |
| 12. | **Accessories**Bulletin boards (wall-mounted) and privacy screens with designated locations. Flags: one wall-mounted per classroom and one pair of floor models in assembly space. | Small items such as staplers, pencil sharpeners, paper cutters, cutting boards, and laminating devices. Magazine racks, hospitality items.  |
| 13. | **Appliances**Standard or under-counter refrigerator in nurse’s suite. Standard refrigerator and microwave in break room. Other program-required refrigerators. | Hospitality items and coffee/tea makers.  |
| 14. | **Cafeteria**Tables and chairs (separate or combination units).  | Extra [folding] tables. Trash/recycling containers. |
| 15. | **Kitchen equipment** Large cooking/serving equipment such as racks and related components.  | Small wares and other small items. Floor mats. |
| 16.  |  | Moveable site furnishings. |
| 17. | **Interior Building Maintenance Equipment**Large, durable maintenance equipment worthy of bond funding with items located on plan in code-compliant storage space.  | Grounds Maintenance EquipmentAll grounds maintenance equipment.Detached storage sheds.  |

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| **TECHNOLOGY EQUIPMENT TABLE**Applies to New (N), Renovation (RNV), Extension (E), and Alteration (A) projects |
|  | **Eligible** | **Ineligible** |
| 01. | **General**Items for new or renovated spaces. Items related to educational programs described in educational specifications. Item Description Sheet (IDS) shall be provided for each item. With adequate descriptive information provided, item and accessories may be included on one IDS. Dedicated/suitable furniture/storage space and data/power shall be available and verified on FF&E plans and electrical plans (with legend). | Items for existing spaces or items which are not part of the educational specifications. Unassigned, extra, or spare items. Portable or smalls items. Items for use outside of school for which items are specified. |
| 02. | Servers, racks, and UPS equipment and back- up equipment located in data closets. | Network infrastructure, including data/com rooms and conduit are to be part of building construction phase and suitable/adequate to contain needed equipment. |
| 03. | Operational program softwareWireless area network infrastructure equipment. | Application software, non-perpetual licenses, maintenance contracts, extended service contracts, extended warranties. |
| 04. | Printers with dedicated/suitable furniture and available data/power all shown on plans. | Desktop and portable computer equipment, including laptops, tablet computers and accessories (headphones, carrying case, etc.). Document cameras. |
| 05. | Recharging carts for portable computers. | Portable computers such as laptops, tablets, and Chromebooks. |
| 06. | Interactive boards and necessary, related computer equipment. | Unassigned, extra, or spare items. |
| 07. | Monitors in lobbies, cafeterias and conference rooms and necessary, related equipment. Conferencing systems. | Unassigned, extra, or spare items. |
| 08. | Cables and accessories necessary for installation of eligible equipment. | Unassigned, extra, or spare items. |
| 09. |  | Training of any kind. |
| 10. | Telephone handsets (desk and wall mounted) and related accessories assigned to eligible spaces. | Extras, spares, unassigned equipment or equipment for expansion. Items for existing spaces or items which are not part of the educational specifications. Mobile communication devices including mobile phones and two-way radios. |

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