



Garrison Elementary School Facilities Study

List of Owner Supplied Documents *Updated 7/7/16*

1. Educational Programing Analysis

- 1.1. NEASC Accreditation Report
- 1.2. Staff List - **Partial from Web site & Beth Dunton**
- 1.3. ~~Enrollment Projections by grade level~~ - **COMPLETED**
- 1.4. ~~Actuals by school and grade level for past 10-15 years~~ - **COMPLETED**
- 1.5. Prior educational planning reports
- 1.6. ~~District Class Size Policy~~ - **No Policy**
- 1.7. District Technology Plan

2. Facilities Analysis

- 2.1. ~~Building Plans~~ - **COMPLETED**
- 2.2. Site Surveys - **Partials from previous construction documents**
- 2.3. AHERRA Reports - **Please provide**
- 2.4. CIP Projects (history) - **Partial from RFP, to interview Jeff White**
- 2.5. Prior Facilities Conditions Reports - **Partial from RFP, to interview Jeff White**
- 2.6. Security and Safety Audits - **Provide if available**
- 2.7. Roof Reports and Warrantees - **Noted roof replacement was completed in 2015, to interview Jeff White**

3. Financial Analysis

- 3.1. Operation Costs and Schedule of Capital Improvement Projects
 - 3.1.1. Fuel - **Please provide copies with three years of fuel for heating usage from your suppliers. To make our assumptions more accurate, we would also like the fuel costs/gallon for each year if possible.**
 - 3.1.2. Electricity - **Please provide copy of one year of the electric bills for the elementary school with account numbers. In order to talk to the utility company; also need contact name and phone or email of your account representative.**
 - 3.1.3. Capital Improvement Projects