**Section 254.2085 Step IV (Facility Plans and Specifications)**

a) Local educational agencies electing to continue the development of an area secondary vocational center make application for continued financial support of area vocational center planning activities and jointly with the Capital Development Board establish a budget for building and equipping the facility, establish a trust fund, and develop the Facility Plans and Specifications. The local educational agencies authorize the administrative agency to submit a Step IV proposal to the State Board of Education. The Step IV proposal shall include:

1) an introduction including a brief historical summary of events leading to the proposal;

2) a listing of participating districts and approximate number of students to be served annually;

3) a summary of space allocations including the number of student stations by instructional program area; the net assignable square footage of each program and nonprogram support area; the square footage of custodial, circulation, mechanical, and construction areas, the total net assignable and gross square footage, and the efficiency factor.

4) an itemized prebid project cost estimate;

5) a complete set of working drawings required to complete the project;

6) complete and detailed facility specifications including engineering specifications, construction and bid documents, and other pertinent information;

7) a listing and an application for approval of movable instructional equipment not included in the Capital Development Board obligation;

8) a formal request for approval of the proposal by the State Board of Education and obligation of funds for movable instructional equipment; and

9) a statement, dated and signed by the president and secretary of the board of the administrative agency, that the board has authorized submission of the proposal.

b) The facility design shall satisfy all requirements of educational specifications approved for the particular area vocational center by the State Board of Education. The facility shall be designed for efficient space utilization – the net overall efficiency factor (net assignable area related to total square footage) shall be at least seventy-five percent. The design and construction of the facility shall conform to the requirements of all applicable construction codes including the following:

1) 23 Ill. Adm. Code 175, Efficient and Adequate Standards for the Construction of Schools.

2) 23 Ill. Adm. Code 185, Building Specifications for Health and Safety in Public Schools.

c) Upon approval of the Facility Plans and Specifications by the administrative agency and the State Board of Education, the Capital Development Board may accept bids for construction and related costs, the participating districts are authorized to complete the development of an area vocational center through Step V and vocational education funds for approved purchases of movable instructional equipment are obligated.