

MEMORANDUM No. 13

TO: Kentucky School Architects

FROM: Tim Lucas tim.lucas@education.ky.gov
Planning Branch Manager, Division of Facilities Management

DATE: March 3, 2010

RE: Revised Building Assessment Forms

As outlined in our MEMORANDUM No. 10, December 15, 2009 and MEMORANDUM No. 12, February 3, 2010, we have been trying to redevelop the **Architect and Engineer Building Evaluation Form Part – D** so that it will be easier for the design professionals to use and still provide a value for each building that is based on the criteria set forth by the Facilities Task Force. Our crack data guy, Rodney Bennett, took it upon himself to fix the last two pieces of the puzzle that were bugging me;

1. Checking the cells in column K to make sure that the denominator equals the number of values entered.
2. People goofing with my “hot” cells.

He has solved the problems by adjusting the cells in column K to not only average the numerical ratings for each building component, but to also recognize the actual number of values included and automatically place them in the denominator. He has also locked the “hot” cells so they cannot be accidentally goofed up.

Now all you have to do is;

1. Load the numerical rating of each building component.
2. Fill in the square footage of the areas that are being evaluated.

We have also added a separate form for Auxiliary Building such as Bus Garages and Board Offices that do not have educational spaces. We will continue to use this venue to make you aware of things that are going on in Facilities and to address issues that you might raise.

Once again, thanks for your help and consideration. If you have any questions, please do not hesitate to contact me at 502-564-4326 or e-mail me at tim.lucas@education.ky.gov