

The 12 Steps of School Projects

1. District Submits New Project Request and a Project Control Number is Assigned

2. Final Design Plans, Specifications, and Formwork are Submitted to SED

3. Project is Assigned Next Sequential Review Number (ex: 00-0000)

4. Project Enters the Queue and is Reviewed Sequentially

5. Review is Complete Upon Architect, Engineer, and Fiscal Associate Approvals

6. School District is Issued Construction Permit

7. Change Orders are Submitted to OFP as They Arise

8. Upon Construction Completion, the Final Certificate of Substantial Completion is Submitted to OFP

9. Fire Safety Inspection Occurs and Fire Safety Report Submitted to OFP

10. When Applicable, a Certificate of Occupancy is Issued by OFP

11. District Submits Final Cost Report to State Aid Office

12. Final Cost Report is Reviewed by OFP Accounting Team