



Massachusetts School Building Authority

Funding Affordable, Sustainable, and Efficient Schools in Partnership with Local Communities

MSBA 2018 Furniture and Equipment Data Collection Spreadsheet: Data Categories & Instructions/Guidelines for Data Entry

Purpose: The Massachusetts School Building Authority (MSBA) is collecting data on furniture and equipment purchased for MSBA schools opening in 2018. We request that a member of the project's design team complete the data entry for the "MSBA 2018 Furniture and Equipment Data Collection Spreadsheet." All data collected will be posted on the MSBA webpage and available for others to use for budgeting and other planning purposes. Additionally, new analysis & reports will be posted online when available. Based on feedback received from the 2017 MSBA Furniture Data Collection Initiative, changes have been made to the spreadsheet that will improve the quality of submitted data, reduce the total amount of preparation time, and improve reporting and information available for stakeholders.

Data Categories of Furniture & Equipment

Section 1: General Information

- District Name
- School Name
- Grades Served
- Design Student Enrollment Number
- Furniture Order Date (MM/YYYY)
- School Opening Date (MM/YYYY)

Please refer to
Instructions/Guidelines for Data
Entry for further clarity &
expectations on the scope of
information requested for each
section.

Section 2: Total School Furniture and Equipment Cost

- Total Amount Spent on all Furniture Only (\$)
- Total Amount Spent on all Equipment Only (\$)
- Total Amount Spent on all Furniture and Equipment (\$)

Section 3: Total Equipment Cost by Subject/Area

- Total Amount Spent on Custodial Equipment (\$)
- Total Amount Spent on Gym Equipment (\$)
- Total Amount Spent on Kitchen Equipment (\$)
- Total Amount Spent on Music Equipment (\$)
- Total Amount Spent on OT/PT Equipment (\$)
- Total Amount Spent on Science Equipment (\$)

Section 4: Total Administrator (Non-Teacher) Furniture Cost

- Total Amount Spent on Administrator (Non-Teacher) Desks (\$)
- Total Amount Spent on Administrator (Non-Teacher) Tables (\$)
- Total Amount Spent on Administrator (Non-Teacher) Conference Tables (\$)
- Total Amount Spent on Administrator (Non-Teacher) Side Chairs (\$)
- Total Amount Spent on Administrator (Non-Teacher) Task Chairs (\$)

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Data Categories of Furniture & Equipment (Continued)

Section 5: Furniture Cost & Product Itemized Information

(*Denotes drop-down menu functionality in Excel)

Furniture Applications*	Product Type*	Product Utilization*	Vendor Name
(e.g., General Classroom Furniture)	(e.g., Seating)	(e.g., Students)	(e.g., W.B. Mason)

Manufacturer Name	Product Line/Style	Product Description & Size	Model Number
(e.g., Hon)	(e.g., Ignition Series)	(e.g., Low-Back Task Chair – 18")	(i.e., HON1018LAY)

Quantity	Unit Cost	Total Cost	Contract Type*
(e.g., 500)	(e.g., \$150.00)	(e.g., \$75,000.00)	(e.g., OSD)

Excel Drop-Down Menu Options:

Furniture Applications (Drop-Down Menu):

- General Classroom Furniture
- Cafeteria Furniture
- Media Center/Break-Out Space Furniture

Product Utilization (Drop-Down Menu):

- Students
- Teachers
- N/A

Product Type (Drop-Down Menu):

- Seating
- Desks
- Tables
- Mobile Carts/Podiums

Contract Type (Drop-Down Menu):

- Public Bid/M.G.L.c.30B
- OSD
- MHEC
- Other (Please specify)

The 2018 MSBA Furniture and Equipment Data Collection Spreadsheet was designed with Microsoft Excel 2016 functionality.

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Instructions/Guidelines for Data Entry

The MSBA 2018 Furniture and Equipment Data Collection Spreadsheet is comprised of *five sections*. We request that a member of the project's design team complete the data entry. **The MSBA 2018 Furniture and Equipment Data Collection Spreadsheet was designed with Microsoft Excel 2016 functionality.*

- **Section 1: General Information** - Requests general data for your school (District Name, School Name, Grades Served, Design Student Enrollment Number, Furniture Order Date, & School Opening Date).
- **Section 2: Total School Furniture & Equipment Cost** - Requests individual and combined cost for furnishing the building with school furniture and equipment. *Please note, the MSBA will not collect information on the cost of fixtures.*

- **Total Amount Spent on all Furniture Only:** All costs associated with furniture including but not limited to Lobby, Conference Room, Classroom, Administrator Offices, Cafeteria, Media Center/ Break-out Spaces, and all other school furniture purchased.

Please exclude built-in case work, storage etc., carried as part of the contractor's budget.

- **Total Amount Spent on all Equipment Only:** All costs associated with student, teacher, administrator, custodial, cafeteria, or other equipment, including but not limited to gym, kitchen, music, OT/PT, science, art, makerspace, and any other specialty items of equipment purchased. *Please exclude all costs associated with supplies and smallware items, such as buckets, mops, flags, test-tubes, glassware, storage supplies, and small appliances.*

- **Total Amount Spent on all Furniture and Equipment:** All cost (described above) associated with outfitting the school with furniture and equipment

- **Section 3: Total Equipment Cost by Subject/Area** - Requests total cost for Equipment items based on typical school subjects/areas.

- All equipment costs purchased for the following classrooms, subjects, or general areas: Custodial, Gym, Kitchen, Music, OT/PT, and Science Equipment. *Please exclude all costs associated with supplies and smallware items, such as buckets, mops, flags, test-tubes, glassware, storage supplies, and small appliances.*

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Instructions/Guidelines for Data Entry (Continued)

- **Section 4: Total Administrator (Non-Teacher) Furniture Cost** - Requests total cost for certain administrator furniture (Non-Teacher) Chairs, Desks, Tables, & Conference Tables.
- **Section 5: Furniture Cost & Product Itemized Information** - Requests detailed cost and product information for furniture items in the following spaces:

- *General Classroom, Cafeteria, and Media Center/Break-Out Space.*
- The categories of furniture products to include are, *Seating, Desks, Tables, and Mobile Carts/Podiums.*
- Under *Product Utilization*, please provide the intended user group i.e., students or teachers (Select, "N/A" if not applicable).
- Additionally, please include the name of the *Vendor, Manufacturer, Product Line/Series, Product Description & Size, Model Number, Quantity, Unit Cost, and Contract Type.*
- Please note, the *Total Cost* of an item will be calculated via formula ($Quantity \times Unit Cost = Total Cost$) within the spreadsheet.
- Lastly, *Contract Type* refers to the method used to procure the item. If the procurement method was other than the choices listed in the drop-down menu, select, "Other", and include the name of any other collective contract used.

****Please note, the MSBA is seeking only a subset of furniture data for Section 5.****

Questions? Comments? Concerns? Ready to Submit?

Please download and send the completed spreadsheet to Strategy@MassSchoolBuildings.org.

For more information including FF+E school datasets submitted from 2017, FF+E reports & presentations, and resources for districts, visit:

http://www.massschoolbuildings.org/building/Furniture_Fixtures_Cost_Info

Should you encounter any issues, questions, or would like additional information regarding FF+E cost saving initiatives, please email: Strategy@MassSchoolBuildings.org.