



Facilities Inventory Workshop

**For ASU Space Representatives and Assistants
September 2016**

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Why do we inventory facilities (space)?

Space Usage Efficiency (SUE) Score

- Result of measuring three variables and comparing them with standards set by the Texas Higher Education Coordinating Board (THECB):
- Measures efficiency of use of academic classrooms and class labs.
- Data source for total minutes/hours of scheduled classroom and class lab activities is the CBM005 report submitted by the Registrar's Office.

1. Facilities Demand:

$$\frac{\text{Total hours of all classroom-type activities}}{\text{Number of classrooms}} \quad \text{or} \quad \frac{\text{Total hours of all class lab-type activities}}{\text{Number of class labs}}$$

- **Goal:** Classrooms = ≥ 45 hours per week; Labs = ≥ 35 hours per week
- **ASU Current Score:** Classroom = 32; Labs = 39

Space Usage Efficiency (SUE) Score Continued

2. Utilization Rate:

Total hours of classroom
activities scheduled in classrooms

or

Total hours of class lab
activities scheduled in class labs

Number of classrooms

Number of class labs

- **Goal:** Classrooms = ≥ 38 hours per week; Labs = ≥ 25 hours per week
- **ASU Current Score:** Classroom = 30; Labs = 24

3. Percent Fill:

- Average number of seats occupied when a room is in use.
- **Goal:** Classrooms = $\geq 65\%$ seats filled; Labs = $\geq 75\%$ seats filled
- **ASU Current Score:** Classroom = 68%; Labs = 72%

* Current scores are for Fall 2015 (201610)

Space Usage Efficiency (SUE) Score (cont.)

- We receive maximum points for meeting goals and fewer points depending on how much we fall short.
- Standard or “passing” score = 75 points for classrooms and 75 points for labs (total SUE Score of 150—this would be considered in compliance).
- SUE of 200 is a perfect score.
- SUE is meant to encourage good stewardship of the property of the State of Texas.
- For more info: <http://www.thecb.state.tx.us/reports/pdf/1831.PDF>)

ANGELO STATE UNIVERSITY

MEMBER, TEXAS TECH UNIVERSITY SYSTEM

Texas Higher Education Coordinating Board – Space Usage Efficiency (SUE) – Fall 2015

Institution	Overall Score	Classroom Score	Class Lab Score	Classroom						Class Laboratory					
				Demand	Weighted Score	Utilization	Weighted Score	Average Percent Fill	Weighted Score	Demand	Weighted Score	Utilization	Weighted Score	Average Percent Fill	Weighted Score
Angelo	150	66	84	32	18	30	16	68%	32	39	36	24	24	72%	24

Space Projection Model

- The Texas Higher Education Coordinating Board (THECB) runs the information in an algorithm to produce the Space Projection Model.
 - Space Projection Model predicts the educational and general (E&G) space required for a public university to fulfill its missions of teaching, research, and public service.
 - Model addresses five space factors based on room type: Teaching, Library, Research, Office, Support.
 - Model is used to assess the need for new construction and to determine whether an institution's new construction will qualify for M&O funding provided by general revenue.

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Texas Higher Education Coordinating Board - Academic Space Projection Model - Fall 2015

Summary		Total		Teaching		Library		Research		Office		Support	
FICE	Institutions	Predicted	Actual	Predicted	Actual	Predicted	Actual	Predicted	Actual	Predicted	Actual	Predicted	Actual
003656	UT-Arlington	3,044,712	1,964,867	1,222,871	648,671	341,600	205,655	341,977	323,645	886,866	694,526	251,398	92,371
003658	UT-Austin	10,492,643	8,112,357	2,070,250	1,894,804	966,140	990,562	2,538,021	1,350,902	4,051,867	3,125,501	866,365	750,589
009741	UT-Dallas	2,855,852	1,583,879	973,022	446,052	293,999	144,515	452,028	286,161	900,998	629,334	235,804	77,817
003661	UT-El Paso	2,373,137	1,576,608	875,224	529,313	267,418	185,921	350,940	221,445	683,607	536,512	195,947	103,417
003599	UT-Rio Grande Valley	2,350,580	1,611,208	1,104,283	643,733	267,701	161,893	82,242	108,200	702,270	565,699	194,085	131,683
009930	UT-Permian Basin	395,081	314,927	172,090	124,669	59,555	56,517	9,839	4,721	120,975	90,719	32,621	38,302
010115	UT-San Antonio	2,713,423	1,680,186	1,156,806	610,307	330,864	165,875	223,805	225,812	777,903	610,765	224,044	67,427
011163	UT-Tyler	690,291	440,415	309,827	210,589	103,177	43,788	18,003	24,544	202,287	148,750	56,996	12,744
003632	TAMU	7,562,270	5,399,543	2,339,635	1,659,537	828,821	563,636	1,221,820	851,442	2,547,587	1,919,550	624,408	405,378
010298	TAMU-Galveston	309,284	226,778	115,556	102,827	38,404	17,459	29,826	34,975	99,960	68,107	25,537	3,410
003630	Prairie View	936,728	878,066	380,044	386,507	112,374	90,914	64,994	59,461	301,971	278,457	77,345	62,726
003631	Tarleton	1,010,876	817,855	502,783	433,816	128,701	80,843	43,792	18,055	252,132	221,991	83,467	63,150
011161	TAMU-Corpus Christi	1,067,912	783,325	445,928	315,400	137,557	80,116	94,183	52,186	302,067	293,680	88,176	41,943
003639	TAMU-Kingsville	897,218	800,955	374,410	314,416	126,675	121,689	90,496	74,282	231,554	221,688	74,082	68,880
009651	TAM-International	596,732	367,397	271,656	122,709	88,403	71,060	17,156	16,325	170,246	148,928	49,271	8,375
003665	West Texas	785,581	829,624	388,043	417,737	111,931	89,260	23,493	51,825	197,249	180,366	64,864	90,436
003565	TAMU-Commerce	902,150	659,597	406,290	300,390	138,439	68,556	25,432	19,680	257,500	225,013	74,489	45,958
029269	TAMU-Textarkana	167,067	121,423	58,178	44,494	36,298	32,110	3,623	1,248	55,174	41,785	13,794	1,786
042295	TAMU-Central Texas	178,428	121,122	59,634	40,791	37,652	19,434	3,899	0	62,511	48,791	14,733	12,106
103639	TAMU-San Antonio	293,915	215,681	122,897	98,066	47,067	21,333	8,134	1,546	91,549	85,849	24,268	8,887
003652	UH	4,828,903	3,280,985	1,679,158	1,028,564	621,484	409,867	628,924	510,405	1,500,620	1,104,851	398,717	227,297
011711	UH-Clear Lake	684,716	536,507	270,996	183,850	104,146	91,438	16,927	11,685	236,111	213,227	56,536	36,307
012826	UH-Downtown	903,108	451,298	424,280	180,556	107,187	77,973	25,375	8,930	271,698	166,954	74,569	16,885
013231	UH-Victoria	295,127	141,523	119,464	32,871	49,986	24,571	7,720	0	93,590	76,473	24,368	7,608
003592	Midwestern	523,631	456,096	233,533	200,546	77,402	61,394	13,202	14,204	156,258	132,467	43,236	47,485
003594	North Texas	3,260,220	2,238,926	1,463,151	855,634	444,687	271,569	132,838	234,752	950,352	711,138	269,192	165,832
042421	North Texas-Dallas	190,475	140,038	81,866	63,162	39,117	27,239	5,462	0	48,304	47,663	15,727	1,973
003624	SFA	1,174,390	986,613	541,470	441,323	148,371	159,633	30,030	41,955	357,552	270,435	96,968	73,266
003642	Texas Southern	1,084,763	782,458	403,727	292,806	236,833	114,587	30,251	35,768	324,384	293,355	89,568	45,942
003644	Texas Tech	4,513,104	2,913,828	1,515,168	961,853	706,990	368,609	736,034	470,401	1,182,271	952,522	372,642	160,444
003541	Angelo	645,293	596,357	309,671	302,433	90,623	75,208	18,189	21,891	173,528	153,157	53,281	43,667
003646	Texas Woman's	1,239,513	885,641	522,529	359,535	193,468	109,720	31,945	40,770	389,226	292,070	102,345	83,546
003581	Lamar	1,058,240	734,747	442,488	335,751	154,379	88,404	26,119	46,331	340,000	212,900	95,254	51,362
003606	Sam Houston	1,699,614	1,264,935	823,474	606,099	221,848	131,166	47,793	49,821	466,164	398,635	140,335	79,214
003615	Texas State	3,292,226	1,936,678	1,520,126	818,768	387,118	234,709	196,063	118,076	917,084	632,339	271,835	132,785
003625	Sul Ross	226,852	303,622	71,296	150,534	41,616	49,494	9,714	2,133	85,495	77,251	18,731	24,210
000020	Sul Ross-Rio Grande	64,254	72,555	21,818	44,595	20,078	2,953	1,429	0	15,624	23,740	5,305	1,267
009225	TSTC-Harlingen	369,160	396,223	202,688	242,081	37,995	22,875	9,006	956	88,990	69,723	30,481	60,588
009932	TSTC-West Texas	120,243	269,589	63,272	156,839	9,214	19,060	2,184	0	35,645	52,083	9,928	41,607
033965	TSTC-Marshall	83,918	179,465	44,331	138,511	6,862	5,317	1,627	0	24,170	31,042	6,929	4,595
003634	TSTC-Waco	447,349	736,154	255,315	512,160	34,838	19,151	8,258	0	112,001	160,517	36,937	44,326
036273	Lamar-IOT	223,167	126,625	155,187	93,867	4,931	907	6,141	0	46,358	29,952	10,551	1,899
023582	Lamar-Orange	161,249	143,886	93,089	91,206	18,096	12,142	4,289	0	32,460	29,647	13,314	10,891
023485	Lamar-Port Arthur	181,361	134,686	103,743	69,316	18,766	15,518	4,448	0	39,429	32,974	14,975	16,879
Total		66,894,756	48,215,244	24,711,266	17,507,687	8,238,811	5,604,639	7,637,671	5,334,533	20,783,587	16,301,126	5,523,420	3,467,260

What does SUE and Space Projection Mean for ASU?

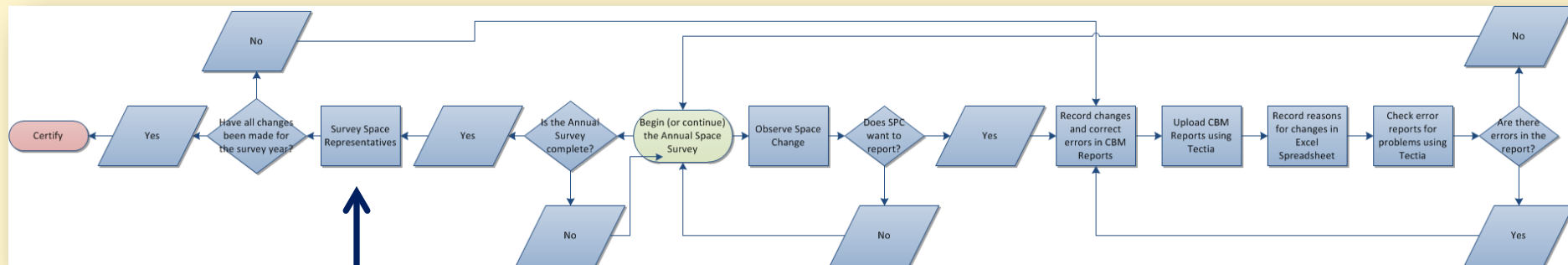
- We have excess classroom availability and a lack of library, office and support space.
- We have to prepare for how SUE scores determine state funding recommendations when we want to:
 - Acquire land, construct and equip buildings, perform major repair and renovation of buildings, and acquire capital equipment, library books, and library materials (HEAF).
- We have to keep track of large amounts of data needed by THECB.
- We have to gather data in a multi-departmental effort.
 - Includes a Space Representative from every department.
- We should use data in other ways to improve ASU.



How do we do inventory space?

Facilities Inventory Process Flow Chart

- [Link to larger flowchart here.](#)



You help here and by sending us Space Alteration and Allocation Forms!

How do you (Space Representatives) help?

ASU Space Representatives Defined

- ASU employees in charge of physical space on campus (scheduling classes and people in offices).
- Usually the department heads (deans and vice presidents).
 - Secretaries or administrative assistants will often check space, inform the Space Representative, and then have the representative okay notes and changes.



Space Representative Survey (Certification)

- Where we ask you to certify that the information we have describing your rooms is complete and correct.
- Deadline: Friday, October 7, 2016.



**How do you read and respond to the
Space Representative Survey?**

Part I: Main Space Representative Survey

- This is sent to you in an Excel sheet
- [View sample here](#) (filled out as though I were Becky Brackin from Communications and Marketing).
- Next two slides discuss what each column means and what you should fill in.

Space Representative Survey Sample.xlsx - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Acrobat

Cut Copy Paste Format Painter Clipboard

Calibri 11 Font

Wrap Text Merge & Center Alignment

Number

Conditional Formatting as Table Styles

	A	B	C	D	E	F	G
	Building Number	Building Name	Room Number	Space Use	Space Use Description	CIP 1	CIP 1 Description
305	105	ADMINISTRATION SUPPORT CENTER	101	315	Office Service	825000	Communication and Services
306	105	ADMINISTRATION SUPPORT CENTER	102	310	Office	825000	Communication and Services
307	105	ADMINISTRATION SUPPORT CENTER	103	310	Office	825000	Communication and Services
308	105	ADMINISTRATION SUPPORT CENTER	104	310	Office	825000	Communication and Services
309	105	ADMINISTRATION SUPPORT CENTER	105	315	Office Service	825000	Communication and Services
310	105	ADMINISTRATION SUPPORT CENTER	106	310	Office	825000	Communication and Services
311	105	ADMINISTRATION SUPPORT CENTER	107	310	Office	825000	Communication and Services
312	105	ADMINISTRATION SUPPORT CENTER	108	X01	Circulation Area	834000	Custodial Services
313	105	ADMINISTRATION SUPPORT CENTER	109	U10	Men's Public Rest Rooms	825000	Communication and Services
314	105	ADMINISTRATION SUPPORT CENTER	110	315	Office Service	825000	Communication and Services
315	105	ADMINISTRATION SUPPORT CENTER	111	YYY	Utility/Mechanical Space	839900	Maintenance Operations, Other
320	105	ADMINISTRATION SUPPORT CENTER	00108A	YYY	Utility/Mechanical Space	839900	Maintenance Operations, Other
1897	Totals (1895 Rooms)						

Part I (cont.) Survey Column Definitions



- Filled in for you (what you need to verify as correct):
 - **Building Number**—The 3 digit number assigned to a building.
 - **Building Name**—The name of the building.
 - **Room Number**—The room number (may have more or less zeros; ex: 00001A = 01A).
 - **Space Use**—The code that indicates the primary activity in the area.
 - **CIP**—Classifications of Instructional Programs code to identify discipline or department. Potentially 3.
 - **Function**—The code that profiles the use/function of a room. Potentially 3.
 - **Percent**—The percentage of the Space Use used by CIP and Function. Potentially 3. All percentages for a room, when added, should equal 100%.
 - **NASF**—The sum of all areas within the interior walls of a room. Includes auxiliary space and E&G.
 - **E&G**—Space used for teaching, research, or the preservation of knowledge.
 - **Capacity**—Student stations (chairs or spaces for chairs at un-movable tables).
 - **Room Area**—The square footage of the room (just eyeball this number).

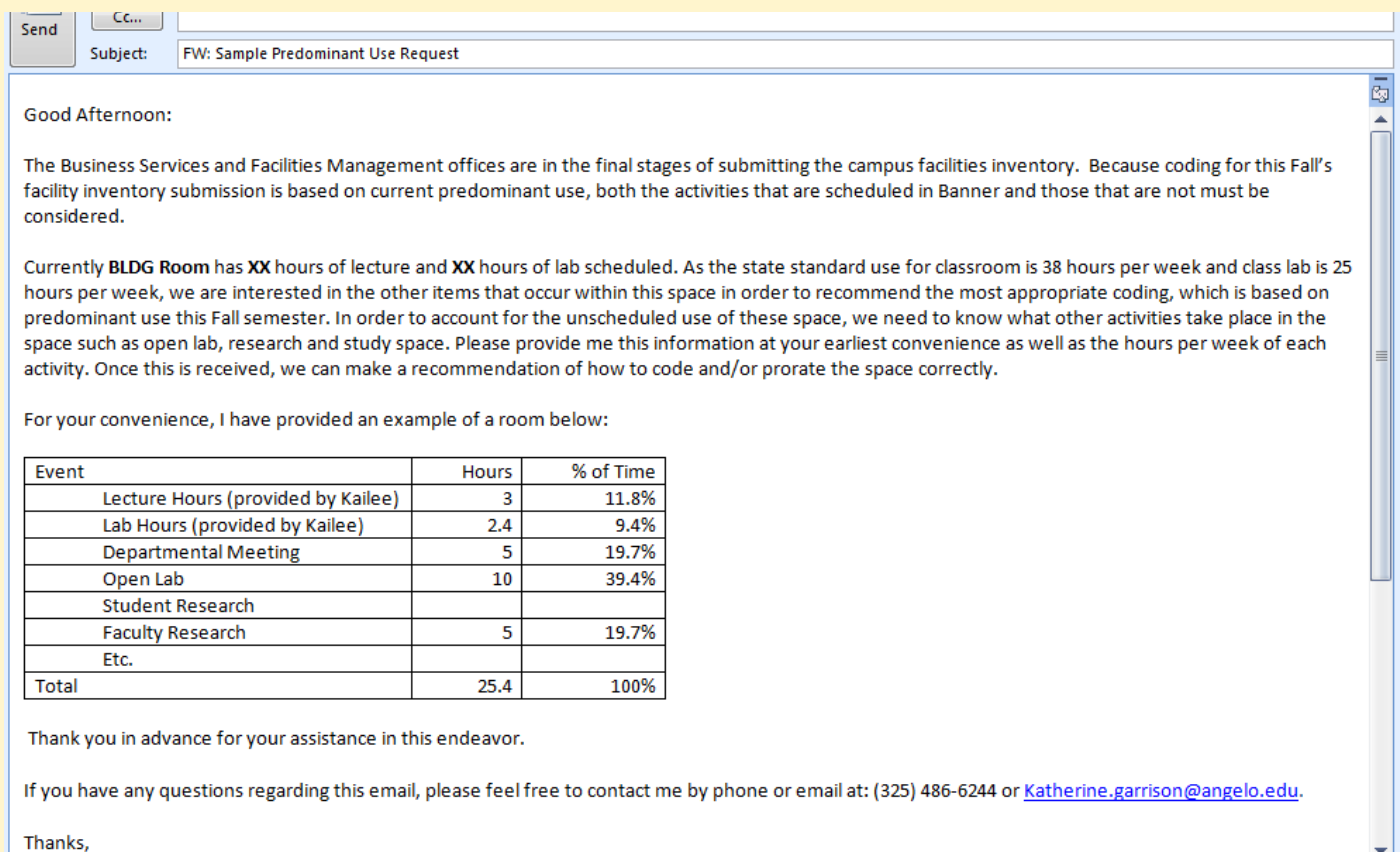
Part I (cont.) Survey Column Definitions (cont.)



- You fill in these columns or cells to certify:
 - **Correct?**—State either yes or no to verify all the room information is correct.
 - **Errors**—Describe any errors that need correcting with possible solution.
 - **Date**—Date you certified the room's data as correct.
 - **Missing rooms**—List the room numbers that are missing from your Space Representative Survey (if any). I will send you a second survey with the additional room information.
 - **Rooms not needed**—List the rooms in your survey that are outside your Space Representative scope.
 - **Signature**—Type in your name (as Space Representative). This certifies that you have read and certify that all the information in your survey is correct and complete with the addition of the changes that you are sending us.
 - **Email**— ASUfacilities.inventory@angelo.edu your completed spreadsheet.

Part II: Predominant Use Survey (proration)

Example:



The screenshot shows an email interface with a header bar containing 'Send' and 'Cc...' buttons. The subject line reads 'FW: Sample Predominant Use Request'. The email body begins with 'Good Afternoon:' followed by a paragraph explaining the final stages of submitting the campus facilities inventory and the need for predominant use coding. It then provides an example for BLDG Room, detailing scheduled lecture and lab hours and requesting information on other activities. A table is included to show the proration of space. The email concludes with a thank you and contact information for Katherine Garrison.

Send Cc...

Subject: FW: Sample Predominant Use Request

Good Afternoon:

The Business Services and Facilities Management offices are in the final stages of submitting the campus facilities inventory. Because coding for this Fall's facility inventory submission is based on current predominant use, both the activities that are scheduled in Banner and those that are not must be considered.

Currently **BLDG Room** has **XX** hours of lecture and **XX** hours of lab scheduled. As the state standard use for classroom is 38 hours per week and class lab is 25 hours per week, we are interested in the other items that occur within this space in order to recommend the most appropriate coding, which is based on predominant use this Fall semester. In order to account for the unscheduled use of these space, we need to know what other activities take place in the space such as open lab, research and study space. Please provide me this information at your earliest convenience as well as the hours per week of each activity. Once this is received, we can make a recommendation of how to code and/or prorate the space correctly.

For your convenience, I have provided an example of a room below:

Event	Hours	% of Time
Lecture Hours (provided by Kailee)	3	11.8%
Lab Hours (provided by Kailee)	2.4	9.4%
Departmental Meeting	5	19.7%
Open Lab	10	39.4%
Student Research		
Faculty Research	5	19.7%
Etc.		
Total	25.4	100%

Thank you in advance for your assistance in this endeavor.

If you have any questions regarding this email, please feel free to contact me by phone or email at: (325) 486-6244 or Katherine.garrison@angelo.edu.

Thanks,

Part II: Predominant Use Survey (cont.)

- Predominant Use Emails are **only sent to academic departments.**
- Not every academic department will receive this second part of the Space Representative Survey.
- Why might you receive this second part of the survey?
 - We have developed a report, that suggests when coding adjustments are needed between classroom and class lab to help improve our SUE score based on the current Fall schedule of classes.
 - A very small percentage of a rooms use is made up of classroom and/or class lab activities, we need to know what other activities (beyond classroom and lab) are scheduled in that room.
- If you receive this email, we only need to know about your fall semester activities.

Classification of Space (THECB Coding System)

- Outlined in THECB Reporting and Procedures Manual for Texas Public Universities and the Appendices to the Reporting and Procedures Manual
 1. Space Use Code
 2. CIP Code
 3. Functional Category Code



Common Codes

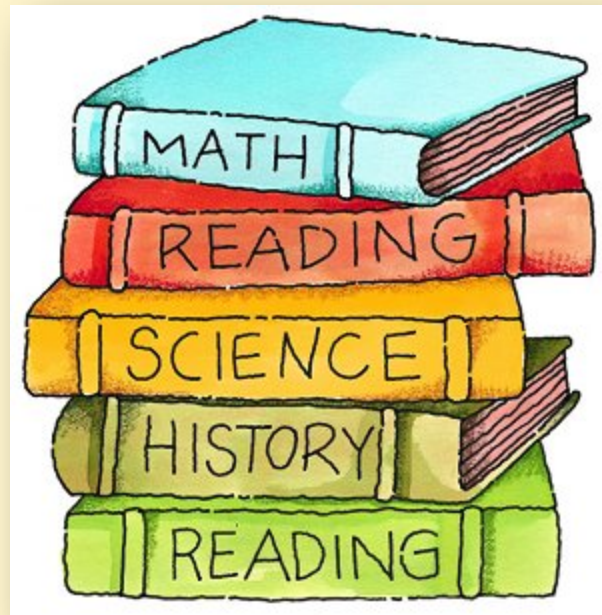
- **Space Use Codes (think in terms of room titles like your home: kitchen, living room, bedroom)**
 - 110—Classroom
 - 115—Classroom Service
 - 210—Class Laboratory
 - 215—Class Laboratory Service
 - 220—Special Class Laboratory
 - 230—Individual Study Laboratory
 - 250—Research/Non-class Laboratory
 - 255—Research/Non-class Laboratory Service
 - 310—Office
 - 315—Office Service (closets and private bath)
 - 350—Conference Room
 - 355—Conference Room Service
 - 410—Study Space
 - 420—Stack
 - 520—Athletic or Physical Education
 - 610—Assembly
 - 615—Assembly Service
 - 630—Food Facility
 - 635—Food Facility Service
 - 680—Meeting Room
 - 685—Meeting Room Service
 - 050—Inactive Area
 - 060—Alteration or Conversion Area

For more Space Use codes, see page 71 of the [Appendices to the Reporting and Procedures Manual](#).



Common Codes (cont.)

- CIP (Think in terms of discipline)
 - Too many to list.
 - For most academic disciplines: visit <http://www.txhighereddata.org/Interactive/CIP/>.
 - For additional codes: visit page 36 of the [Appendices to the Reporting and Procedures Manual](#).



Common Codes

- **Function (Think in terms of broader CIP codes and people's titles)**
 - 11—General Academic Instruction (always associated with 000000 CIP)
 - 22—Individual or Project Research
 - 33—Community Services
 - 41—Library Services
 - 45—Ancillary Support
 - 46—Academic Administration
 - 54—Financial Aid Administration
 - 61—Executive Management
 - 62—Financial Management and Operations
 - 63—General Administration/Logistical Services
 - 64—Administrative Computing and Telecommunication Support
 - 73—Custodial Services
 - 02—Custodial Areas
 - 03—Mechanical Areas
 - 05—Public Restrooms



For more Function codes, see page 110 of the [Appendices to the Reporting and Procedures Manual](#).

How to Certify Your Survey?

- Fill out the Space Representative Survey (both parts if applicable)
- Email to ASUfacilities.inventory@angelo.edu
- Deadline: Friday, October 7, 2016 (we will send a reminder email)



Resources to Help you Certify

- Facility Inventory Web site: <http://www.angelo.edu/services/facilities-inventory>
(linked on the Facilities Management Web site)
 - Floorplans of all buildings
 - Additional codes linked from THECB Web site
 - Presentation and handouts
 - Terms and definitions
 - Space Allocation and Alteration Request Form (SAARF)
 - Space Management Usage Guide (SMUG)
- Facility Inventory Rampart Channel (coming soon!)
 - List of Classrooms (110's) and Class Labs (210's) with pictures

Space Alteration and Allocation Form (SAARF)

- When should you fill out this form? –Before beginning a space change.
- Why should you fill this form out?
 - If your department is changing anything about a old room or creating new rooms that alter the classification of space (Space Use, CIP, Function) or the physical size of space. Examples:
 - You are swapping or acquiring rooms with/from another discipline, department, or location on campus.
 - You are adding a closet to a room.
 - You are adding or subtracting square feet to a room with construction.
 - You are converting a classroom (110) to multiple offices (310's).
- Who should you send this form to?
 - See the [SAARF](#).
- This form is just the starting point for changes.

Questions?

- Please fill out our questionnaire.
- Survey Deadline: Friday, October 7, 2016.
- ASUfacilities.inventory@angelo.edu or 942-2102

