Facilities
Inventory Workshop

For ASU Space Representatives and Assistants
August 2018

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Space Planning Coordinator
Space Planning and Utilization
Space Alteration and Allocation Form (SAARF)
Online version now available!

- This form is just the starting point for changes.
- 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 an 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?
  
  - This depends upon the nature of the change you wish to make. Complete the online version and we will electronically forward to the appropriate personnel for approvals. See the Online SARRF.
  - For the paper version, required signature spaces are shown. See the SAARF.
Why do we inventory facilities (space)?
Why?
Federal and State Reporting

U.S. Office of Management & Budget
- Facilities & Administrative (F&A) Rate

THECB & Legislature
- Biennium State Appropriations
  - HEAF Funds
  - TRB Funds
Space Usage Efficiency (SUE) Score

- The THECB uses an algorithm to evaluate general education classrooms (110) and class labs (210)
  - Classrooms are under the purview of the Provost and scheduled first by the departments then centrally backfilled by the Senior Scheduling Coordinator in Special Events.
  - Class Labs are under the purview of the Department and scheduled through the department.
- Special Class Labs (220) are NOT included in the SUE calculations
SUE Criteria

- Facilities Demand
- Utilization Rate
- Percent Fill
SUE - Facilities Demand

Classrooms

Total hours of all classroom-type activities (regardless of where taught)

Number of Classrooms

**Goal:** Classrooms 45 hours per week (HPW)

**ASU Current Score** = 35 HPW

Class Labs

Total hours of all class lab-type activities (regardless of where taught)

Number of Class Labs

**Goal:** Class Labs 35 hours per week (HPW)

**ASU Current Score** = 44 HPW

* All Current scores are for Fall 2017 (201810)
SUE – Utilization Rate

Classroom

Total hours of classroom activities scheduled in classrooms

Number of classrooms

Goal: Classrooms 38 HPW

ASU Current Score: 33 HPW

Class Lab

Total hours of class lab activities scheduled in class labs

Number of class labs

Goal: Class Labs 25 HPW

ASU Current Score: 27 HPW

* All Current scores are for Fall 2017 (201810)
SUE – Percent Fill

Total number of seats occupied
Room Capacity (NOT course capacity)

**Goal:** Classrooms 65% seats filled

**ASU Current Score:**
Classroom = 67%

**Goal:** Class Labs 75% seats filled

**ASU Current Score:**
Class Labs = 72%

* All Current scores are for Fall 2017 (201810)
Receiving a weighted SUE Score

- SUE is meant to encourage good stewardship of the property of the State of Texas.
- 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).
- Total SUE of 200 is a perfect score.
- For more info: [http://www.thecb.state.tx.us/reports/pdf/1831.PDF](http://www.thecb.state.tx.us/reports/pdf/1831.PDF)
Space Projection Model Purpose

- Provides “Fair and Equitable Assessment of Space Needs”

- Predicts E&G (Educational & General) Space Requirements for Institutions to fulfill its Missions of Teaching, Research, and Public Service

- Auxiliary Spaces (housing, bookstores, athletics, etc.) are NOT included

- Academic Five-Factor Model (based on room type):
  Teaching, Library, Research, Office, Support.
Space Projection Model Benefits

- Used in Determining Fund Allocations for:
  - Formula Funding (i.e. annual appropriations)
  - HEAF Funds

- Assesses the Need for New Construction
  - TRB’s (Tuition Revenue Bonds)
  - Determine whether new construction will qualify for M&O funding provided by general revenue
Space Projection Model
(aka 5-Factor Model)

- Teaching Space
- Library Space
- Research Space
- Office Space
- Support Space

<table>
<thead>
<tr>
<th>Summary</th>
<th>Total</th>
<th>Teaching</th>
<th>Library</th>
<th>Research</th>
<th>Office</th>
<th>Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>FICE</td>
<td>Institutions</td>
<td>Predicted</td>
<td>Actual</td>
<td>Predicted</td>
<td>Actual</td>
<td>Predicted</td>
</tr>
<tr>
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<td>Angelo</td>
<td>726,292</td>
<td>604,425</td>
<td>353,763</td>
<td>312,682</td>
<td>98,054</td>
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<td></td>
<td></td>
<td>59,969</td>
<td>39,602</td>
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</table>

<table>
<thead>
<tr>
<th>Summary</th>
<th>Fall 2017 Adjusted Surplus (Deficit)</th>
<th>Total Actual Adjusted</th>
<th>E &amp; G Approved - Not Online</th>
<th>Fall 2017 Unadjusted Surplus (Deficit)</th>
<th>Predicted</th>
<th>Total</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>FICE</td>
<td>Institutions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>003541</td>
<td>Angelo</td>
<td>(86,944)</td>
<td>639,348</td>
<td>34,923</td>
<td>(121,867)</td>
<td>726,292</td>
<td>604,425</td>
</tr>
</tbody>
</table>
What does SUE and Space Projection Mean for ASU?

- We need to improve our utilization of classrooms.
- We have a lack of teaching, library, research, 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.
  - Increasing our SUE Score is part of ASU's Vision 2020 and we are committed to working together to make that happen.
- We should use data in other ways to improve ASU.
Survey Training
Facilities Inventory Process Flow Chart

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

You help here by completing your Space Representative Surveys (Part I and II if applicable) and by sending us Space Alteration and Allocation Forms throughout the year.
As a Space Representative
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.
  - Office Coordinators or administrative assistants will often check space, inform the Space Representative, and then have the representative okay notes and changes.
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 Kurtis Neal from Human Resources).
- Next two slides discuss what each column means and what you should fill in.
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

<table>
<thead>
<tr>
<th>Building Number</th>
<th>Correct? (yes or no)</th>
<th>Errors (if any)</th>
<th>Contact Person</th>
<th>Date certified</th>
</tr>
</thead>
<tbody>
<tr>
<td>105</td>
<td>Yes</td>
<td>Rebekah Brackin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>105</td>
<td>Yes</td>
<td>Rebekah Brackin</td>
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<td>105</td>
<td>Yes</td>
<td>Rebekah Brackin</td>
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<td>Rebekah Brackin</td>
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<td>Yes</td>
<td>Rebekah Brackin</td>
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<td></td>
</tr>
<tr>
<td>105</td>
<td>Yes</td>
<td>Rebekah Brackin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals (1931 Rooms)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Describe any errors with possible solution**
- **Date you certified the data as correct**
- **List any room numbers that are missing. A revised survey will be sent with these rooms added.**
- **List any rooms that are outside your space rep scope.**
- **Type your name (as space rep). This certifies that you have read and certify that all the info is correct and complete with the additions you have made.**

### Additional Questions

**Do you have any missing rooms? If so, state the building and room numbers.**

**Are there rooms listed that you do not occupy? If so, state the building and room numbers.**

**Signature of Space Representative (just type your name, no need to print) states that you certify that all the information you have provided is complete and accurate to the best of your knowledge.**

**After You Complete This Survey:**

1. Save your work and email this completed worksheet to ASUfacilities.inventory@angelo.edu.
2. If you are missing room(s), information about those rooms will be emailed to you to verify accuracy.
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 75 of the *Appendices to the CBM Reporting Manuals: Funding and Space Model Funding Reference Tables*. 
Common Codes (cont.)

- CIP (Think in terms of discipline)
  - Too many to list.
  - For most academic disciplines: visit [http://www.txhighereddata.org/Interactive/CIP/](http://www.txhighereddata.org/Interactive/CIP/).
  - For additional codes: visit page 39 of the [Appendices to the CBM Reporting Manuals: Funding and Space Model Funding, Reference Tables](http://www.txhighereddata.org/Interactive/CIP/).
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 114 of the [Appendices to the CBM Reporting Manuals: Funding and Space Model Funding, Reference Tables](#).
Main Space Representative Survey (Part I Certification)

- Certify that the information we have describing your rooms is complete and correct.
- Resist procrastination – allow plenty of time!
- **Deadline:** Friday, September 14, 2018.
Part II: Predominant Use Survey (proration)

Example:

Good Afternoon:

We are in the final stages of submitting the campus facilities inventory. Because coding for 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. Could you tell use more about the following room so that we can ensure that we are reporting the predominant use accurately to the state?

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:

<table>
<thead>
<tr>
<th>Event</th>
<th>Hours</th>
<th>% of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture Hours (provided above)</td>
<td>3</td>
<td>11.8%</td>
</tr>
<tr>
<td>Lab Hours (provided above)</td>
<td>2.4</td>
<td>9.4%</td>
</tr>
<tr>
<td>Departmental Meeting</td>
<td>5</td>
<td>19.7%</td>
</tr>
<tr>
<td>Open Lab</td>
<td>10</td>
<td>39.4%</td>
</tr>
<tr>
<td>Student Research</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Research</td>
<td>5</td>
<td>19.7%</td>
</tr>
<tr>
<td>Etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>25.4</td>
<td>100%</td>
</tr>
</tbody>
</table>

Thank you in advance for your assistance in this endeavor.
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 room's 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.
- Predominant Use Feedback

**Deadline**

Friday, September 28, 2018.
Classification of Space (THECB Coding System)


1. Space Use Code
2. CIP Code
3. Functional Category Code

Sample of what our text file submitted to the state looks like.
How to Certify Your Survey?

- Fill out the Space Representative Survey (both parts if applicable)
- Email to ASUfacilities.inventory@angelo.edu
- Deadlines: (we will send reminder emails)
  - Part I Main Space Representative Survey: Friday, September 14, 2018
  - Part II Predominant Use Survey: Friday, September 28, 2018
Facility Inventory Web site: http://www.angelo.edu/services/facilities-inventory (linked on the Facilities Management Web site)

- Floor Plans of all buildings
- Additional codes linked from THECB Web site
- Presentation and handouts
- Terms and definitions
- Space Allocation and Alteration Request Form (SAARF)
- Space Planning and Utilization Guide
Reminders

- Please fill out our questionnaire about your workshop experience. An email link will be emailed to you.

- Survey Deadlines:
  - Part I Main Space Representative Survey: **Friday, September 14, 2018**
  - Part II Predominant Use Survey: **Friday, September 28, 2018**

Questions?

Contact us:

ASUfacilities.inventory@angelo.edu

or 942-2102