Facilities Inventory Workshop

Academic Version

For ASU Academic Space Representatives
August 2018

Tracie Howell
Space Planning Coordinator
Space Planning and Utilization
Why do we keep a facilities inventory?
Federal and State Reporting

U.S. Office of Management & Budget

- Facilities & Administrative (F&A) Rate

THECB & Legislature

- Biennium State Appropriations
- HEAF Funds
- TRB Funds
Benefits of the SUE Score and Space Projection Model

- 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
## Vision 2020

**Update on Strategic Priorities – February 2017**

**EXECUTIVE SUMMARY**

<table>
<thead>
<tr>
<th>Goals</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>% Change</th>
<th>2016 Target</th>
<th>Variance to Target</th>
<th>2017 Target</th>
<th>2018 Target</th>
<th>2020 Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Enrollment</td>
<td>6,494</td>
<td>8,508</td>
<td>9,581</td>
<td>13%</td>
<td>8,750</td>
<td>831</td>
<td>9,700</td>
<td>9,850</td>
<td>10,000</td>
</tr>
<tr>
<td>NEW Number of Students Taking Online Courses 1</td>
<td>2710</td>
<td>2674</td>
<td>2841</td>
<td>6%</td>
<td>2700</td>
<td>141</td>
<td>2900</td>
<td>3100</td>
<td>3200</td>
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<tr>
<td>First-year Retention Rate 2</td>
<td>62.4%</td>
<td>62.8%</td>
<td>67.1%</td>
<td>4.3%</td>
<td>66%</td>
<td>1.1</td>
<td>68%</td>
<td>69%</td>
<td>70%</td>
</tr>
<tr>
<td>REVISED Six-year Graduation Rate 2, 4</td>
<td>31.0%</td>
<td>37.0%</td>
<td>36.0%</td>
<td>-1.00</td>
<td>37%</td>
<td>-1</td>
<td>38%</td>
<td>37%</td>
<td>42%</td>
</tr>
<tr>
<td>Sustainment of Hispanic Serving Institution Status 3</td>
<td>32.5%</td>
<td>33.2%</td>
<td>33.8%</td>
<td>0.60</td>
<td>34%</td>
<td>-0.2</td>
<td>35%</td>
<td>36%</td>
<td>37%</td>
</tr>
<tr>
<td>% of Lower-division Courses Taught by Tenure-track Faculty</td>
<td>61.0%</td>
<td>64.7%</td>
<td>65.0%</td>
<td>0.30</td>
<td>62%</td>
<td>3.0</td>
<td>62%</td>
<td>62%</td>
<td>62%</td>
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<tr>
<td>Total External Dollars Expended Annually (Million) 5</td>
<td>$4.00</td>
<td>$3.49</td>
<td>$2.49</td>
<td>-29%</td>
<td>$3</td>
<td>-$0.51</td>
<td>$3</td>
<td>$3</td>
<td>$3.5</td>
</tr>
<tr>
<td>REVISED Classroom Space Usage Efficiency Score 6</td>
<td>49</td>
<td>66</td>
<td>66</td>
<td>0%</td>
<td>66</td>
<td>0</td>
<td>66</td>
<td>66</td>
<td>75</td>
</tr>
<tr>
<td>Total Endowment (Million) 7</td>
<td>$168</td>
<td>$159</td>
<td>$154</td>
<td>-3%</td>
<td>$155</td>
<td>-$1</td>
<td>$158</td>
<td>$160</td>
<td>$165</td>
</tr>
</tbody>
</table>

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1 Number is Fall semester only to eliminate duplication.
2 These measures include only students by head count that began at ASU as new, first-time students and continued at or graduated from ASU.
3 Percentages reflect Hispanic student enrollment as a portion of total undergraduate FTE (full-time equivalency) enrollment. Graduate enrollment is not a factor.
4 2018 Target is a stretch target as the 2012 cohort had one of the lowest retention rates in ASU history (54.8%) and the 21% 4-year graduation rate.
5 Center for Security Studies federal earmark ended in 2015.
6 Maintain current rate with the Hunter Strain Engineering Labs coming online in 2017 and the Archer College of Health & Human Services Building coming online in 2018. Goal is to meet the state standard of 75 by 2020.
7 Market value adjustment.
What is the 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 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 HPW

ASU Current Score = 44 HPW

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

<table>
<thead>
<tr>
<th>Classroom</th>
<th>Class Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total hours of classroom activities scheduled in classrooms</strong></td>
<td><strong>Total hours of class lab activities scheduled in class labs</strong></td>
</tr>
<tr>
<td><strong>Number of classrooms</strong></td>
<td><strong>Number of class labs</strong></td>
</tr>
</tbody>
</table>

**Goal:** Classrooms 38 HPW  
**ASU Current Score:** 33 HPW  
**Goal:** Class Labs 25 HPW  
**ASU Current Score:** 27 HPW

**Scheduling Tip:** Get the most ‘bang for the buck’ on a scheduled class. Whenever possible schedule classroom-type activities in a room classified as 110 “Classroom”. When scheduled in any other type of room (i.e. conference room, meeting room, study room, etc.) we do not get full credit for those hours. In Fall 2018 we are losing 56.2 hours per week.

**Scheduling Tip:** Schedule class lab-type activities in a room classified as 210 “Class Lab”.

* 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%

**Scheduling Tip:** Schedule in a room that is sized-right for the enrollment. Have as few extra seats or student stations as possible.

**If there are safety reasons that a class lab capacity should be less than the student stations available or the fire code capacity of the room, please provide us with backup documentation to justify that reduced capacity.**

*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).
- Overall SUE of 200 is a perfect score.
- For more info: http://www.thecb.state.tx.us/reports/pdf/1831.PDF
Example of a perfect SUE Score

University of North Texas 2016
Overall SUE Score 200

Angelo State University 2017
Overall SUE Score 158

**Scheduling Tip:** Schedule outside of 9 am - 2 pm window. Use classrooms and class labs more at 8 am, 3 pm & 4 pm. Evening classes are a boost to our SUE Score!
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  
(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: 003541, Institution: Angelo</td>
<td>726,292</td>
<td>604,425</td>
<td>353,763</td>
<td>312,682</td>
<td>98,054</td>
<td>79,502</td>
</tr>
<tr>
<td>Predicted</td>
<td>Actual</td>
<td>Predicted</td>
<td>Actual</td>
<td>Predicted</td>
<td>Actual</td>
<td>Predicted</td>
</tr>
<tr>
<td>20,483</td>
<td>18,203</td>
<td>194,024</td>
<td>154,435</td>
<td>59,969</td>
<td>39,602</td>
<td></td>
</tr>
</tbody>
</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>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>FICE: 003541, Institution: 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 this data in other ways to improve ASU.
Survey Training
ASU Space Representative

Defined as:

- 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.

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Room No.</th>
<th>Building</th>
<th>Area of Responsibility</th>
<th>Office Hours</th>
<th>Email Address</th>
<th>Phone</th>
<th>Notes</th>
<th>Space Representative ID</th>
<th>Space Representative ID</th>
<th>Space Representative ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>TEST NAME</td>
<td>505</td>
<td>Office</td>
<td>General</td>
<td>9:00 - 5:00</td>
<td><a href="mailto:test@email.com">test@email.com</a></td>
<td>555-5555</td>
<td>Notes</td>
<td>12345</td>
<td>12345</td>
<td>12345</td>
</tr>
<tr>
<td>02</td>
<td>TEST NAME</td>
<td>506</td>
<td>Office</td>
<td>Administration</td>
<td>8:30 - 4:30</td>
<td><a href="mailto:test2@email.com">test2@email.com</a></td>
<td>555-6666</td>
<td>Notes</td>
<td>67890</td>
<td>67890</td>
<td>67890</td>
</tr>
<tr>
<td>03</td>
<td>TEST NAME</td>
<td>601</td>
<td>Office</td>
<td>General</td>
<td>9:00 - 5:00</td>
<td><a href="mailto:test3@email.com">test3@email.com</a></td>
<td>555-7777</td>
<td>Notes</td>
<td>12345</td>
<td>12345</td>
<td>12345</td>
</tr>
<tr>
<td>04</td>
<td>TEST NAME</td>
<td>602</td>
<td>Office</td>
<td>Administration</td>
<td>8:30 - 4:30</td>
<td><a href="mailto:test4@email.com">test4@email.com</a></td>
<td>555-8888</td>
<td>Notes</td>
<td>67890</td>
<td>67890</td>
<td>67890</td>
</tr>
<tr>
<td>05</td>
<td>TEST NAME</td>
<td>701</td>
<td>Office</td>
<td>General</td>
<td>9:00 - 5:00</td>
<td><a href="mailto:test5@email.com">test5@email.com</a></td>
<td>555-9999</td>
<td>Notes</td>
<td>12345</td>
<td>12345</td>
<td>12345</td>
</tr>
<tr>
<td>06</td>
<td>TEST NAME</td>
<td>702</td>
<td>Office</td>
<td>Administration</td>
<td>8:30 - 4:30</td>
<td><a href="mailto:test6@email.com">test6@email.com</a></td>
<td>555-0000</td>
<td>Notes</td>
<td>67890</td>
<td>67890</td>
<td>67890</td>
</tr>
<tr>
<td>07</td>
<td>TEST NAME</td>
<td>801</td>
<td>Office</td>
<td>General</td>
<td>9:00 - 5:00</td>
<td><a href="mailto:test7@email.com">test7@email.com</a></td>
<td>555-1111</td>
<td>Notes</td>
<td>12345</td>
<td>12345</td>
<td>12345</td>
</tr>
<tr>
<td>08</td>
<td>TEST NAME</td>
<td>802</td>
<td>Office</td>
<td>Administration</td>
<td>8:30 - 4:30</td>
<td><a href="mailto:test8@email.com">test8@email.com</a></td>
<td>555-2222</td>
<td>Notes</td>
<td>67890</td>
<td>67890</td>
<td>67890</td>
</tr>
</tbody>
</table>

**Excel Sheet Notes**

After you complete this survey:
1. Save your work and email this completed worksheet to facilities_inventory@angelo.edu.
2. If you are missing rooms (b), information about those rooms will be emailed to you to verify accuracy.
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. Can be prorated to potentially three (3) CIP’s.
  - **Function**—The code that profiles the use/function of a room. Potentially three (3).
  - **Percent**—The percentage of the Space Use used by CIP and Function. Potentially three (3). All percentages for a room, when added, should equal 100%.
  - **NASF**—**Net Assignable Square Feet** The sum of all areas within the interior walls of a room. Includes auxiliary space and E&G.
  - **E&G**—**Educational and General** 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

**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</th>
</tr>
</thead>
<tbody>
<tr>
<td>105</td>
<td>Yes</td>
<td></td>
<td>Rebekah Brinkin</td>
<td></td>
</tr>
<tr>
<td>105</td>
<td>Yes</td>
<td></td>
<td>Rebekah Brinkin</td>
<td></td>
</tr>
<tr>
<td>105</td>
<td>Yes</td>
<td></td>
<td>Rebekah Brinkin</td>
<td></td>
</tr>
<tr>
<td>105</td>
<td>Yes</td>
<td></td>
<td>Rebekah Brinkin</td>
<td></td>
</tr>
<tr>
<td>105</td>
<td>Yes</td>
<td></td>
<td>Rebekah Brinkin</td>
<td></td>
</tr>
<tr>
<td>105</td>
<td>Yes</td>
<td></td>
<td>Rebekah Brinkin</td>
<td></td>
</tr>
<tr>
<td>105</td>
<td>Yes</td>
<td></td>
<td>Rebekah Brinkin</td>
<td></td>
</tr>
<tr>
<td>105</td>
<td>Yes</td>
<td></td>
<td>Rebekah Brinkin</td>
<td></td>
</tr>
<tr>
<td>Totals (193 Rooms)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Additional Questions**

1. Do you have any questions or concerns?
2. Are there any rooms that are missing?
3. Are there any rooms that are outside your space rep scope?

**Instructions**

- **Date you certified the data as correct**: [Date]
- **Describe any errors with possible solution**: [Description]
- **List any room numbers that are missing**: [Room Numbers]
- **List any rooms that are outside your space rep scope**: [Rooms]
- **Type your name (as space rep)**: [Your Name]

**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.

This certifies that you have read and certify that all the info is correct and complete with the additions you have made.
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.
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
Main Space Representative Survey (Part I Certification)

- Where we ask you to certify that the information we have describing your rooms is complete and correct.
- Resist procrastination – allow plenty of time!
- **Deadline:** Friday, September 14, 2018.
Predominant Use Checkups

- Why? We use the predominant use (in terms of time) to determine the best space use code for a room. For instance a 210 Class Lab vs. 220 Special Class Lab.

  - We need for Space Reps to provide this information because we have no way of knowing what else goes on in the spaces besides scheduled classes and labs. We cannot be in your spaces 7 days per week.

- Updating each Fall Semester helps us to report the most up-to-date and accurate data as possible.

- This data is important because it is not only used in determining our SUE and Space Projection Model, but it is also used by our campus leaders to make data-driven decisions concerning our facilities.
Predominant Use Survey (cont.)

- Predominant Use Emails are only sent to academic departments.
- Normally 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.

- Predominant Use Feedback Deadline is Friday, September 28, 2018.
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. We are doing a 100% checkup of rooms that have courses scheduled within them, so you will receive an email about each room you oversee with scheduled activities. Could you tell us more about the following room so that we can ensure that we are reporting the predominant use accurately to the state?

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 us this information by **Friday, September 29, 2017** 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 completed the chart below with the scheduled lecture and lab hours for this room:

<table>
<thead>
<tr>
<th>Event</th>
<th>Hours Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>23.00</td>
</tr>
<tr>
<td>Lab</td>
<td>0.00</td>
</tr>
<tr>
<td>Meetings</td>
<td></td>
</tr>
<tr>
<td>Student Research</td>
<td></td>
</tr>
<tr>
<td>Faculty Research</td>
<td></td>
</tr>
<tr>
<td>Etc.</td>
<td></td>
</tr>
</tbody>
</table>
What do we mean when we ask about ‘Research’ time as opposed to ‘Study’ time?

Research for function code 22 as defined by the THECB in the Appendices to the Reporting and Procedures Manuals (Summer 2012):

**22 Individual or Project Research** – This research normally is managed within the academic departments and has a stated goal or purpose and projected outcome. Generally, the research is for a specific time period as a result of a contract, grant, or specific allocation of institutional resources. If departmental research is an instructional activity, it is classified in the appropriate instructional category. If the research is conducted primarily for personnel development, it is Academic Personnel Development (48).
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
Classification of Space (THECB Coding System)


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

| RO035412017 | 01.02 | 0112500501 | 6101100 | 4522 | 0421 | 0000 | 0000011 |
| RO035412017 | 01.02 | 0200816000 | 31061050 | 136 | 0000812000 | 48050 | 0000011 |
| RO035412017 | 01.02 | 0201816000 | 31061075 | 232 | 0000812000 | 48025 | 0000011 |
| RO035412017 | 01.02 | 0203818600 | 31061110 | 563 | 0000 | 00000 | 0000011 |
| RO035412017 | 01.02 | 0205818600 | 31561110 | 911 | 0000 | 00000 | 0000011 |
| RO035412017 | 01.02 | 0207815000 | 31061100 | 155 | 0000 | 00000 | 0000011 |
| RO035412017 | 01.02 | 0208814100 | 31561110 | 270 | 0000 | 00000 | 0000011 |
| RO035412017 | 01.02 | 0209811200 | 31061100 | 253 | 0000 | 00000 | 0000011 |
| RO035412017 | 01.02 | 0211811400 | 31061100 | 145 | 0000 | 00000 | 0000001 |
| RO035412017 | 01.02 | 0213811120 | 31061100 | 319 | 0000 | 00000 | 0000011 |
| RO035412017 | 01.02 | 0214816000 | 65063100 | 121 | 0000 | 00000 | 0000011 |
| RO035412017 | 01.02 | 0010A829000 | 31062100 | 995 | 0000 | 00000 | 0000011 |
| RO035412017 | 01.02 | 0010A1829900 | 31562100 | 209 | 0000 | 00000 | 0000011 |
| RO035412017 | 01.02 | 0010A2829000 | 31062100 | 243 | 0000 | 00000 | 0000011 |
| RO035412017 | 01.02 | 0010A3829000 | 31062100 | 243 | 0000 | 00000 | 0000011 |
| RO035412017 | 01.02 | 0010B829900 | 31062100 | 222 | 0000 | 00000 | 0000011 |
| RO035412017 | 01.02 | 0010C829000 | 31062100 | 312 | 0000 | 00000 | 0000011 |
| RO035412017 | 01.02 | 0010C1829900 | 31062100 | 209 | 0000 | 00000 | 0000011 |
| RO035412017 | 01.02 | 0010Cc1A829900 | 31562100 | 15 | 0000 | 00000 | 0000011 |
| RO035412017 | 01.02 | 0010C2828500 | 31061100 | 130 | 0000 | 00000 | 0000011 |
| RO035412017 | 01.02 | 0010C2828500 | 31061100 | 49 | 0000 | 00000 | 0000011 |
| RO035412017 | 01.02 | 0010C2828500 | 31061100 | 66 | 0000 | 00000 | 0000011 |
| RO035412017 | 01.02 | 0010C2828500 | 31061100 | 115 | 0000 | 00000 | 0000011 |

Sample of what our text file submitted to the state looks like.
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.
Daily Utilization Information Available on Ramport

On Ramport click on:
• Employee link

An Excel file will open with reports that contain information on academic spaces. The column for Utilization is the current score for that room. The last tab contains the courses that are scheduled in that room.

You can also view historical utilization information.

Rooms are color coded based on the Utilization Hours Per Week (HPW). Green=good  Red=bad.
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