AUDITS, SURVEYS AND REPORTS

The space management system is designed to utilize accurate and timely information for effective facilities planning and the management of campus space.

A. THECB Facilities Room Inventory Audit

*Frequency:* Every five (5) years.

*Scope:* The THECB’s random room space inventory audit helps SHSU improve the data and process by which the university accurately reports the use of campus facilities and project funding. Room data entered throughout the year become eligible for the audit. Data is entered on a continuing basis during the five year reporting cycle due to both formal and informal space changes on campus.

B. Distribution of Building/Room Information by Department

*Frequency:* Annually

*Scope:* The Campus Space Planner (CSP) reconciles the THECB Facilities Inventory list with renovations, new construction, modifications in room usage and space utilization that occurs throughout the year. The data is verified, the database is updated, and the Facilities Space Inventory is submitted to the THECB by November 1st of each year. Once the inventory is certified by the THECB and space use efficiency scores are received the following January, the CSP will notify, by March 1st of the same year, all campus departments that their Facilities Space Inventory information is available online at the Space Management website for evaluation and review. A reminder letter to review the space inventory and submit changes will be sent by the CSP in June as follow up.

C. Building Surveys

*Frequency:* Monthly

*Scope:* The data consisting of a listing of rooms with all current room codes, proration, area, capacity and unique alpha or numeric designation is verified. Staffing limits the number of buildings surveyed to one large or two small buildings a month.

Prior to surveying the building, the CSP will email the building liaison that representatives from the Facilities Planning Office will be in the building to inventory rooms. The CSP and crew will canvas the building and note observed changes. The CSP will contact departments about observed alterations in structural space or space utilization to verify data found in the survey. Once confirmation of the data is complete, the Facilities Space Inventory is updated and transmitted to the THECB.

Building Survey Schedule Criteria in order of importance:

- a.) Buildings having issues regarding space classification or occupancy.
- b.) Renovated areas that need to be verified and documented.
- c.) New buildings coming on-line must be documented for THECB transmission
- d.) E&G buildings
- e.) Athletics, Recreational Sports, and Student Services facilities.
f.) Housing facilities


g.) Small storage buildings, tool sheds, etc.

Facilities planning and construction is a dynamic process and may cause changes in the schedule for building surveys. The CSP must be flexible and accommodating to changes in construction projects and issues with campus buildings.

D. Facilities Space Requests

**Frequency:** As changes are requested.

**Scope:** Space or utilization changes are initiated with either the Facilities Space Change Reporting Form or an Estimate Request. Utilization changes are reviewed by the CSP and referred to the Director of Facilities Planning and Construction and the Associate VP for Facilities Management as necessary. Estimate Requests are reviewed by the Facilities Architect and assigned to a Facilities Project Manager to process. Before work can begin on an approved Estimated Work Request, a Facilities Space Change Reporting Form must be submitted to the CSP so that the Facilities Inventory can be updated. Changes affecting classrooms or class laboratories require approval from the office of the Provost and Vice President for Academic Affairs. Facilities custodians, maintenance craft persons and supervisors are instructed to notify the CSP of any observed changes.