FACILITIES SPACE REPORTING OVERVIEW

Sam Houston State University’s system for managing the university’s facilities inventory follows the THECB framework for terms and definitions, as well as, specific coding structure. It is a process designed to ensure the following standards put forth by the THECB are met:

1. Rooms are identified by a unique alphabetic or numeric code.

2. Room space use codes, room functional type, and Classification and Instructional Programs (CIP) codes accurately reflect actual use.

3. Prorated use accurately reflects the time used for each function.

4. Reported room area (square footage) is accurate and verifiable.

5. A system of checks and balances are in place to ensure that changes are reflected in the inventory database and the information is shared with the necessary campus departments:
   a. All changes in space, not classified as a Board project, must be requested and approved on the Facilities Space Change Reporting Form and submitted to the Facilities Planning Office. (The Registrar and IT Systems Office receive electronic copies of the form.)
   b. The FAMIS Work Order System assists in space verification by sending a copy of the service work order for renovations to the planning office.
   c. The Facilities Architect, who reviews and assigns small projects, enters the project into E-Builder. E-Builder reporting notifies the Campus Space Planner (CSP) about new projects that renovate existing space or builds new space.
   d. The online key system interfaces with the building inventory database and produces an error when keys are requested for rooms coded incorrectly or do not exist.
   e. Telephone Services alerts the CSP when phones or data equipment are requested for rooms not on the Facilities Inventory due to renovation or construction.
   f. The Facilities Inventory electronically provides building and room data to the Ad Astra scheduling program for scheduling purposes. Any discrepancies in room use and capacities require resolution before scheduling can be completed by the Registrar’s Office.
   g. Automatic email notification is sent by the Human Resources Department to the Facilities Management Department when changes occur in Department Chairs.
   h. Weekly meetings of the Facilities Management staff provide updates to projects in progress or information sharing on new issues that have come to the attention of the department.
   i. All entries in the Facilities Space Inventory Database are dated and reflect who authorized the change.
   j. All requests submitted to the CSP that affect classrooms or labs are approved by the Office of the Provost.
   k. The Sign Shop notifies the CSP when signage requests are received that reflect changes to space.