



# Facilities Inventory Workshop

**For ASU Space Representatives and Assistants  
August 2018**

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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](#).

[On our web page just click here!](#)

The image shows a screenshot of the ASU Facilities Inventory website. The top navigation bar includes links for Admissions, Academics, About ASU, Paying for College, Living on Campus, Athletics, and Giving to ASU. A search bar is located in the top right. The main content area features a sidebar with categories like Space Allocation and Alteration Request Form (SAARF), Space Planning and Utilization, and Building Floor Plans. The central content area has a header 'What is SAARF' with a sub-header 'Space Allocation and Alteration Request Frequently Asked Questions'. Below this is a 'Why fill out this form?' section with a sub-header 'How do I fill out this form?'. A red arrow points to the 'Online SAARF' button. At the bottom, there is a 'Requesting Department:' field and a 'Name:' field. A yellow button with '>>' is at the bottom right.

**Angelo State University Space Allocation and Alteration Request Form**

You must complete this form to request a change in physical space or a change in how space is allocated on the ASU campus. Once completed, your form will be forwarded to the appropriate personnel for approval which may include the Department Head, Dean/Director/VP, Director of Business Services, and the Space Planning Coordinator. Once all required approvals are made, the request will be electronically routed back to you. The requestor must receive written approval from the Space Planning Coordinator prior to proceeding with any changes.

For questions on terminology or the form in general:  
visit the Facilities Inventory Website  
<http://www.asu.edu/office-services/facilities-inventory/inventory.php>  
or call the Space Planning and Utilization Department at 325-942-2102.

Requesting Department:

Name:

Email:

Phone:

>>



**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)

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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)

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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>

Texas Higher Education Coordinating Board (THECB) Space Usage Efficiency (SUE) – Fall 2017

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	158	66	92	35	18	33	16	67%	32	44	36	27	32	72%	24								
				Classroom Weighted Scoring						Class Laboratory Weighted Scoring													
		Score (weight = 9)		Score (weight = 8)		Score (weight = 8)				Score (weight = 9)		Score (weight = 8)		Score (weight = 8)									
45 or >		36		38 or >		32		65% or >		32		35 or >		36		25 or >		32		75% or >		32	
38 - 44.9		27		34 - 37.9		24		55 - 64.9		24		30 - 34.9		27		20 - 24.9		24		65 - 74.9		24	
31 - 37.9		18		30 - 33.9		16		45 - 54.9		16		25 - 29.9		18		15 - 19.9		16		55 - 64.9		16	
< 31		9		< 30		8		< 45%		8		< 25		9		< 15		8		< 55%		8	

# 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

Texas Higher Education Coordinating Board - Academic Space Projection Model - Fall 2017

Summary		Total		Teaching		Library		Research		Office		Support	
FICE	Institutions	Predicted	Actual	Predicted	Actual	Predicted	Actual	Predicted	Actual	Predicted	Actual	Predicted	Actual
003541	Angelo	726,292	604,425	353,763	312,682	98,054	79,502	20,483	18,203	194,024	154,435	59,969	39,602

Texas Higher Education Coordinating Board - Academic Space Projection Model - Fall 2017

Summary		Fall 2017 Adjusted Surplus (Deficit)	Total Actual Adjusted	E & G Approved - Not Online	Fall 2017 Unadjusted Surplus (Deficit)	Total	
FICE	Institutions					Predicted	Actual
003541	Angelo	(86,944)	639,348	34,923	(121,867)	726,292	604,425

## 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

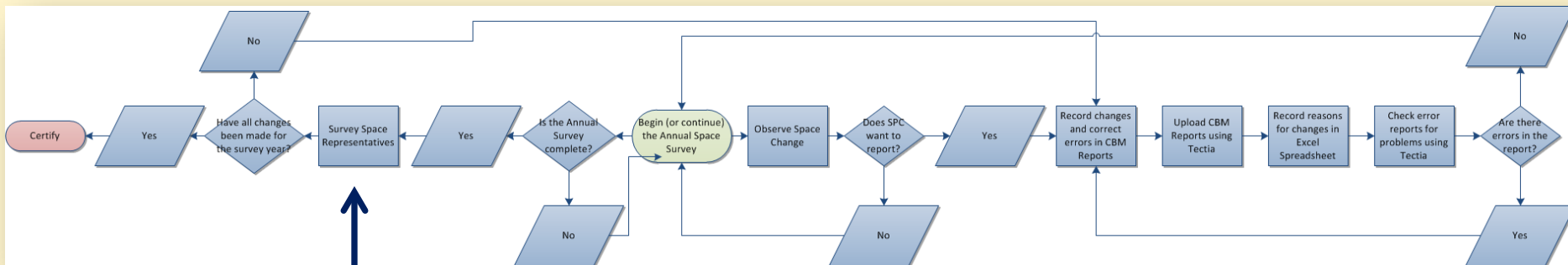


Building Name	Year	Count	Count	Count
EX SOUTH CENTRAL	9	2	1	1
SESSIONS	4	1	1	1
BASEBALL COMPLEX NORTHWEST	4	1	1	1
SESSIONS	4	1	1	1
TIES MGT MAIN BUILDING	4	1	1	1
ALS/MATERIALS WAREHOUSE	4	1	1	1
ALS MGT BUILDING	4	1	1	1
ES MGT ANNEX	5	2	3	3
UMP HOUSE - 1	5	2	1	1
ARN	5	2	1	1
	5	2	1	1
	5	2	1	1
	5	2	1	1
	5	2	1	1
OR GREENHOUSE	5	2	1	1

Year	Count	Count	Count	Count	Count	
2002	1	2	2,976	2,719	2,719	76901
1970	1	1	678	247	247	76901
1999	1	1	1,770	1,770	1,770	76901
1975	1	5	4,264	3,649	3,649	76901
	1	0	7,416	4,450	0	76909

## 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?**

# ANGELO STATE UNIVERSITY

MEMBER, TEXAS TECH UNIVERSITY SYSTEM

## 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.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF			
1	Dept	Building Name	Room	Spec Use	Spec Use Description	CIP	CIP Description	Funct 1	Funct 1 Description	Parc 1	MA	ES	Cap	Room Area	Space Representative	Correct? (Y or N)	Errors (if any)	Date Checked																	
1500	123	EAST ANHEX	101	310	Office	023000	Employee Personnel and Records	63	General Administration/Legal/Political	1000	171	171	0	171	Human Resources - Kurtis Neal	Yes		9/22/2017																	
1501	123	EAST ANHEX	102	310	Office	023000	Employee Personnel and Records	63	General Administration/Legal/Political	1000	132	132	0	132	Human Resources - Kurtis Neal	Yes		9/22/2017																	
1502	123	EAST ANHEX	103	310	Office	023000	Employee Personnel and Records	63	General Administration/Legal/Political	1000	141	141	0	141	Human Resources - Kurtis Neal	Yes		9/22/2017																	
1503	123	EAST ANHEX	104	310	Office	023000	Employee Personnel and Records	63	General Administration/Legal/Political	1000	135	135	0	135	Human Resources - Kurtis Neal	Yes		9/22/2017																	
1504	123	EAST ANHEX	105	310	Office	023000	Employee Personnel and Records	63	General Administration/Legal/Political	1000	160	160	0	160	Human Resources - Kurtis Neal	Yes		9/22/2017																	
1505	123	EAST ANHEX	106	315	Office Service	023000	Employee Personnel and Records	63	General Administration/Legal/Political	1000	161	161	0	161	Human Resources - Kurtis Neal	Yes		9/22/2017																	
1510	123	EAST ANHEX	111	310	Office	023000	Employee Personnel and Records	63	General Administration/Legal/Political	1000	133	133	0	133	Human Resources - Kurtis Neal	Yes		9/22/2017																	
1511	123	EAST ANHEX	112	315	Office Service	023000	Employee Personnel and Records	63	General Administration/Legal/Political	1000	133	133	0	133	Human Resources - Kurtis Neal	Yes		9/22/2017																	
1512	123	EAST ANHEX	113	350	Conference Room	023000	Employee Personnel and Records	63	General Administration/Legal/Political	1000	274	274	12	274	Human Resources - Kurtis Neal	Yes		9/22/2017																	
1513	123	EAST ANHEX	00992A	310	Office	023000	Employee Personnel and Records	63	General Administration/Legal/Political	1000	111	111	0	111	Human Resources - Kurtis Neal	Yes		9/22/2017																	
1514	123	EAST ANHEX	00993A	310	Office	023000	Employee Personnel and Records	63	General Administration/Legal/Political	1000	421	421	0	421	Human Resources - Kurtis Neal	Yes		9/22/2017																	
1515	123	EAST ANHEX	00912A	310	Office	023000	Employee Personnel and Records	63	General Administration/Legal/Political	1000	71	71	0	71	Human Resources - Kurtis Neal	Yes		9/22/2017																	
	<b>Total (1992 Rooms)</b>																																		
1914																																			
1915																																			
1916																																			
1917																																			
1918																																			
1919																																			
1920																																			
1921																																			
1922																																			
1923																																			
1924																																			

Additional Questions	Your Answer
Do you have any missing rooms? If so, state the building and room numbers.	Yes
Are there rooms listed that you do not occupy? If so, state the building and room numbers.	Yes
(need to print) - states that you certify that all the information you have provided us is complete and accurate to the best of your knowledge.	Kurtis Neal
Date	9/25/2017

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 (s), 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. 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).



## 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

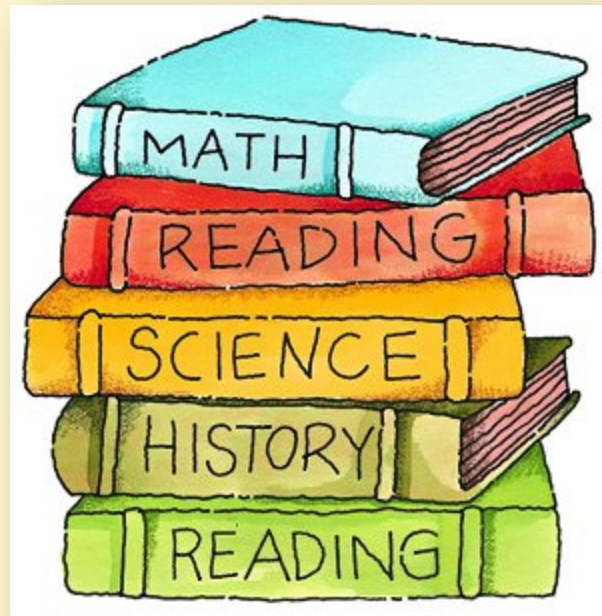
For more Space Use codes, see page 75 of the [Appendices to the CBM Reporting Manuals: Funding and Space Model Funding Reference Tables](#).



## Common Codes (cont.)

### ❖ CIP (Think in terms of discipline)

- Too many to list.
- For most academic disciplines: visit <http://www.txhighereddata.org/Interactive/CIP/>.
- For additional codes: visit page 39 of the [Appendices to the CBM Reporting Manuals: Funding and Space Model Funding, Reference Tables](#).





## 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:

Subject: Sample Predominant Use Request

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:

Event	Hours	% of Time
Lecture Hours (provided above)	3	11.8%
Lab Hours (provided above)	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.

## 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.
- ❖ Predominant Use Feedback



**Friday, September 28, 2018.**

## 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

R0035412017	0102	0112500501	61011100	4522	0421	00000	0000011
R0035412017	0102	0200816000	31061050	156	0000812000	48050	0000011
R0035412017	0102	0201816000	31061075	232	0000812000	48025	0000011
R0035412017	0102	0203818600	31061100	144	0000	00000	0000011
R0035412017	0102	0204811400	31061100	563	0000	00000	0000011
R0035412017	0102	0205818600	31561100	191	0000	00000	0000011
R0035412017	0102	0207815000	31061100	155	0000	00000	0000011
R0035412017	0102	0208811400	31561100	270	0000	00000	0000011
R0035412017	0102	0209811200	31061100	253	0000	00000	0000011
R0035412017	0102	0210811400	31061100	145	0000	00000	0000011
R0035412017	0102	0213811200	31061100	319	0000	00000	0000011
R0035412017	0102	0214816000	65063100	121	0000	00000	0000011
R0035412017	0102	00100A829900	31062100	995	0000	00000	0000011
R0035412017	0102	00100A1829900	31562100	209	0000	00000	0000011
R0035412017	0102	00100A2829900	31062100	243	0000	00000	0000011
R0035412017	0102	00100A3829900	31062100	243	0000	00000	0000011
R0035412017	0102	00100B829900	31062100	222	0000	00000	0000011
R0035412017	0102	00100C829900	31062100	312	0000	00000	0000011
R0035412017	0102	00100C1829900	31062100	209	0000	00000	0000011
R0035412017	0102	00100C1A829900	31562100	15	0000	00000	0000011
R0035412017	0102	00102A818500	31061100	130	0000	00000	0000011
R0035412017	0102	00102B818500	31561100	49	0000	00000	0000011
R0035412017	0102	00102C818500	31561100	66	0000	00000	0000011
R0035412017	0102	00102D818500	31061100	115	0000	00000	0000011

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](mailto: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**







**to Help you Certify**

- ❖ 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](mailto:ASUfacilities.inventory@angelo.edu)

or 942-2102

