



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



Goals	2014	2015	2016	% Change	2016 Target	Variance to Target	2017 Target	2018 Target	2020 Target
Fall Enrollment	6,494	8,508	9,581	13%	8,750	831	9,700	9,850	10,000
^{NEW} Number of Students Taking Online Courses ¹	2710	2674	2841	6%	2700	141	2900	3100	3200
First-year Retention Rate ²	62.4%	62.8%	67.1%	4.30	66%	1.1	68%	69%	70%
^{REVISED} Six-year Graduation Rate ^{2,4}	31.0%	37.0%	36.0%	-1.00	37%	-1	38%	37%	42%
Sustainment of Hispanic Serving Institution Status ³	32.5%	33.2%	33.8%	0.60	34%	-0.2	35%	36%	37%
% of Lower-division Courses Taught by Tenure-track Faculty	61.0%	64.7%	65.0%	0.30	62%	3.0	62%	62%	62%
Total External Dollars Expended Annually (Million) ⁵	\$4.00	\$3.49	\$2.49	-29%	\$3	-\$0.51	\$3	\$3.5	\$4
^{REVISED} Classroom Space Usage Efficiency Score ⁶	49	66	66	0%	66	0	66	66	75
Total Endowment (Million) ⁷	\$168	\$159	\$154	-3%	\$155	-\$1	\$158	\$160	\$165

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

Classroom

Total hours of classroom activities scheduled in classrooms

Number of classrooms

Goal: Classrooms 38 HPW

ASU Current Score: 33 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.*

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

*** 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

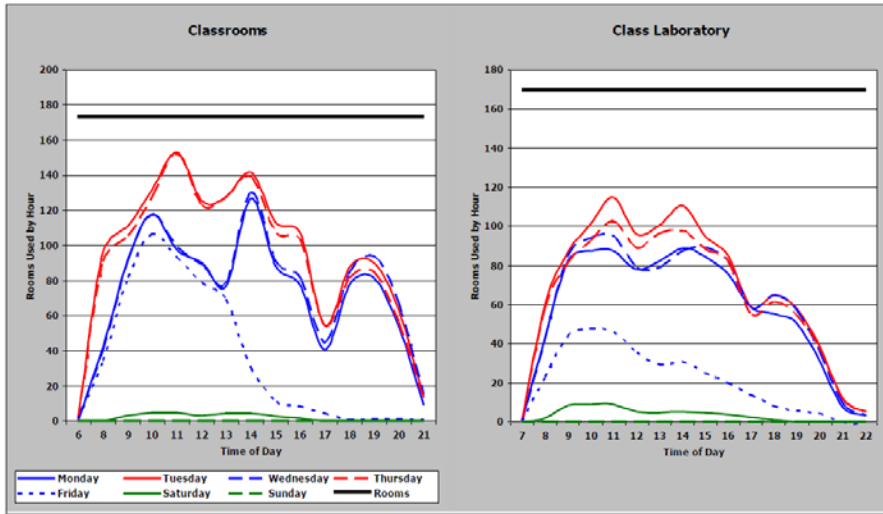
- ❖ SUE is meant to encourage good stewardship of the property of the State of Texas.
- ❖ We receive maximum points for meeting goals and fewer points depending on how much we fall short.
- ❖ Standard or “passing” score = 75 points for classrooms and 75 points for labs (total SUE Score of 150—this would 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>

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

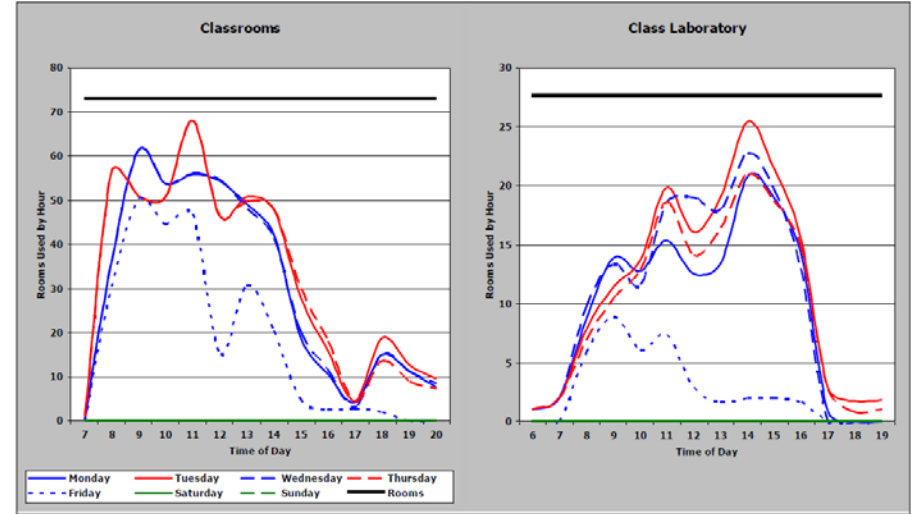
Example of a perfect SUE Score

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
UNT	200	100	100	60	36	38	32	79%	32	45	36	31	32	77%	32
				Classroom Weighted Scoring					Class Laboratory Weighted Scoring						
				Score (weight = 9)	Score (weight = 8)	Score (weight = 8)	Score (weight = 8)	Score (weight = 8)	Score (weight = 9)	Score (weight = 8)	Score (weight = 8)	Score (weight = 8)	Score (weight = 8)	Score (weight = 8)	Score (weight = 8)
				45 or >	36	38 or >	32	65% or >	32	35 or >	36	35 or >	32	75% or >	32
				35 - 44.9	27	34 - 37.9	24	55 - 64.9	24	30 - 34.9	27	30 - 34.9	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



University of North Texas 2016
Overall SUE Score 200

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	18	16	67%	16	44	36	27	32	72%	24
				Classroom Weighted Scoring					Class Laboratory Weighted Scoring						
				Score (weight = 9)	Score (weight = 8)	Score (weight = 8)	Score (weight = 8)	Score (weight = 8)	Score (weight = 9)	Score (weight = 8)	Score (weight = 8)	Score (weight = 8)	Score (weight = 8)	Score (weight = 8)	Score (weight = 8)
				45 or >	36	38 or >	32	65% or >	32	35 or >	36	35 or >	32	75% or >	32
				35 - 44.9	27	34 - 37.9	24	55 - 64.9	24	30 - 34.9	27	30 - 34.9	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



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

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 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.

	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
	Dept	Building Name	Room #	Spec Use	Spec Use Description	CIP	CIP Description	Function 1	Function 1 Description	Par 1	HA	ES	Cap	Room Area	Space Representative	Checked? (Yes or No)	Error (if any)	Date Checked														
1500	123	EAST ANNEE	101	310	Office	023000	Employee Personnel and Records	63	General Administration/Legal/Political	1000	171	171	0	171	Human Resources - Kurtis Neal	Yes		4/22/2011														
1501	123	EAST ANNEE	102	310	Office	023000	Employee Personnel and Records	63	General Administration/Legal/Political	1000	132	132	0	132	Human Resources - Kurtis Neal	Yes		4/22/2011														
1502	123	EAST ANNEE	103	310	Office	023000	Employee Personnel and Records	63	General Administration/Legal/Political	1000	146	146	0	146	Human Resources - Kurtis Neal	Yes		4/22/2011														
1503	123	EAST ANNEE	104	310	Office	023000	Employee Personnel and Records	63	General Administration/Legal/Political	1000	138	138	0	138	Human Resources - Kurtis Neal	Yes		4/22/2011														
1504	123	EAST ANNEE	105	310	Office	023000	Employee Personnel and Records	63	General Administration/Legal/Political	1000	160	160	0	160	Human Resources - Kurtis Neal	Yes		4/22/2011														
1505	123	EAST ANNEE	106	318	Office Service	023000	Employee Personnel and Records	63	General Administration/Legal/Political	1000	160	160	0	160	Human Resources - Kurtis Neal	Yes		4/22/2011														
1506	123	EAST ANNEE	111	310	Office	023000	Employee Personnel and Records	63	General Administration/Legal/Political	1000	133	133	0	133	Human Resources - Kurtis Neal	Yes		4/22/2011														
1507	123	EAST ANNEE	112	318	Office Service	023000	Employee Personnel and Records	63	General Administration/Legal/Political	1000	133	133	0	133	Human Resources - Kurtis Neal	Yes		4/22/2011														
1508	123	EAST ANNEE	113	350	Conference Room	023000	Employee Personnel and Records	63	General Administration/Legal/Political	1000	274	274	12	274	Human Resources - Kurtis Neal	Yes		4/22/2011														
1509	123	EAST ANNEE	099102A	310	Office	023000	Employee Personnel and Records	63	General Administration/Legal/Political	1000	111	111	0	111	Human Resources - Kurtis Neal	Yes		4/22/2011														
1510	123	EAST ANNEE	099103A	310	Office	023000	Employee Personnel and Records	63	General Administration/Legal/Political	1000	421	421	0	421	Human Resources - Kurtis Neal	Yes		4/22/2011														
1511	123	EAST ANNEE	099104A	310	Office	023000	Employee Personnel and Records	63	General Administration/Legal/Political	1000	71	71	0	71	Human Resources - Kurtis Neal	Yes		4/22/2011														
1512	Total (1912 Rooms)										828,198	\$99,454	18,924																			

Additional Questions	Your Answer
Do you have any missing rooms? If so, state the building and room numbers.	No
Are there rooms listed that you do not occupy? If so, state the building and room numbers.	No
need to print) - state that you certify that all the information you have provided is complete and accurate to the best of your knowledge.	Kurtis Neal
Date	4/22/2011

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. 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).

ANGELO STATE UNIVERSITY

MEMBER, TEXAS TECH UNIVERSITY SYSTEM

Part I (cont.) Survey Column Definitions

A	Z	AA	AC	AD	AG	AH	AI	AJ
Building Number	Correct? (yes or no)	Errors (if any)	Contact Person	Date				
105			Rebekah Brackin					
105			Rebekah Brackin					
105			Rebekah Brackin					
105			Rebekah Brackin					
105			Rebekah Brackin					
105			Rebekah Brackin					
105			Rebekah Brackin					
105			Rebekah Brackin					
105			Rebekah Brackin					
105			Rebekah Brackin					
105			Rebekah Brackin					
105			Rebekah Brackin					
105			Rebekah Brackin					
105			Rebekah Brackin					
105			Rebekah Brackin					
105			Rebekah Brackin					
105			Rebekah Brackin					
105			Rebekah Brackin					
105			Rebekah Brackin					
105			Rebekah Brackin					
105			Rebekah Brackin					
Totals (1931 Rooms)								

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.

Date you certified the data as correct

Describe any errors with possible solution

Yes or no to verify all is correct for this room

Additional Questions	Your Answers
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 us is complete and accurate to the best of your knowledge.	
Date	

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.

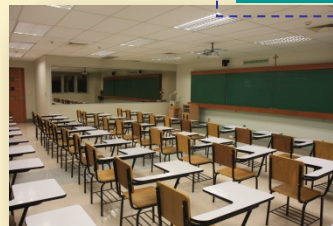
Type your name (as space rep). This certifies that you have read and certify that all the info is correct and complete with the additions you have made.

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

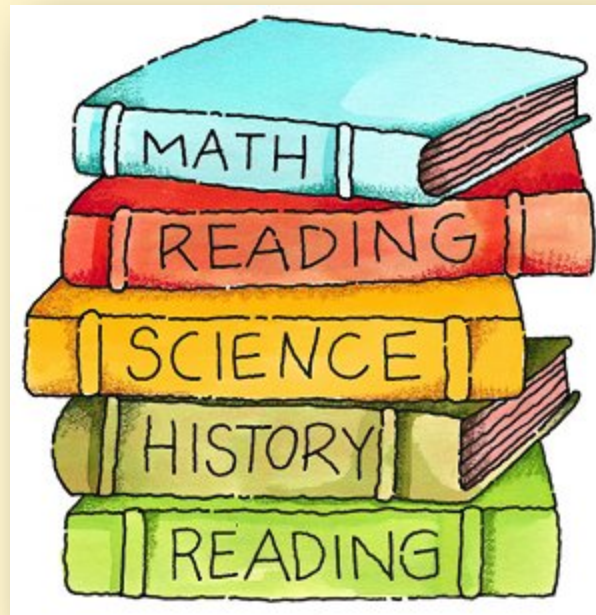
For more Space Use codes, see page 75 of the [Appendices to the CBM Reporting Manuals: Funding and Space Model Funding Reference Tables](#).



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](#).



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

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.**

Predominant Use Survey (proration)

Example:

Subject: FW: Predominant Use Request for A 004

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:

A004	
Event	Hours Per Week
Lecture	23.00
Lab	0.00
Meetings	
Student Research	
Faculty Research	
Etc.	

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)

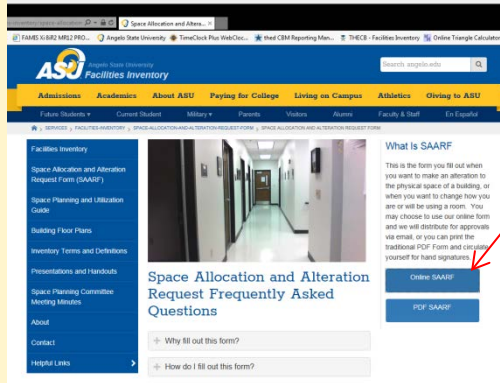
❖ Outlined in THECB Reporting and Procedures Manual for Texas Public Universities and the Appendices to the Reporting and Procedures Manual

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.

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



On our web
page just click
here!

- ❖ 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).

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/Associate 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 requester 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.angelo.edu/business-services/facilities-inventory>
or call the Space Planning and Utilization Department at 325-942-2102.

Requesting Department:

Name:

Email:

Phone:

- ❖ 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

Room Reservations and Space Planning

Room Reservations

The Office of Special Events helps students, faculty and staff make reservations for both academic and auxiliary spaces on campus and on university property.

[Reserve a Room](#)

Academic Space Planning and Utilization

- [List of Classrooms and Class Labs](#)
- [Space Change Request Form](#)
- The reports below contain academic room information (capacity, square footage, spaces representative, etc.), estimated Space Usage Efficiency (SUE) score and historical utilization. For more information, refer to the [Facilities Inventory website](#).
 - [Building Utilization 201910](#)
 - [Building Utilization 201820](#)
 - [Building Utilization 201810](#)

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.**

BLDG	ROOM	CATEGORY	COUNT	UTILIZATION	PRORATE PERCENTAG	OVERLAP IN MINUTES	AFTER CENSUS IN MINUTES	NOT 110 OR 210 IN MINUTES
A	004	Classroom	Yes	26.40	1.00	0.00	0.00	0.00
A	005	Classroom	Yes	45.20	1.00	0.00	0.00	0.00
A	007	Classroom	Yes	35.00	1.00	0.00	0.00	0.00
A	013	Classroom	Yes	34.00	1.00	0.00	0.00	0.00

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

