
Space Planning And Utilization Guide



As of December 07, 2023

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1 Executive Summary

All Angelo State University property and facilities belong to the University as a whole. Although the ownership is centralized at the Office of the President, the stewardship of campus space is very much decentralized to the Deans and senior administration. Vice Presidents and Deans are responsible for the oversight of the space occupied by activities under their control, just as they are responsible for the management of staff and fiscal resources associated with the space. It is also the responsibility of the Vice Presidents and Deans to ensure space utilization is consistent with the purpose for which it was assigned. The Space Planning Coordinator coordinates a multi-departmental effort to maintain an accurate inventory of ASU facilities and provide a reliable reporting system to both generate data updates for required reports and serve executive administration in its management of ASU's capital assets.

2 Purpose and Overview

The purpose of this guide is to establish space management and usage guidelines to maximize effectiveness, ensure efficiency, and to appropriately suggest assignments and modifications of space allocations at Angelo State University. Once space is created and assigned to an organization, there remains the requirement to account for the use of the space to inform future decisions and to file essential reports to the Texas Higher Education Board (THECB). These reports are important factors in the determination of Higher Education Funding (HEF) as well as serving as principal considerations for capital project approval.

This document details Angelo State University's processes and procedures for maintaining a comprehensive and accurate space management system. These processes include an annual space survey for collecting facilities inventory data, continual space updates for maintaining current data relating to ASU's facilities, and providing this information to various University constituents for internal and external reporting and analysis.

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3 Principle/Tenets

The following tenets of space management at Angelo State University provide a framework to guide decision making, direct discussions, and ensure a collaborative approach to the process of managing ASU's capital assets:

1. **All space at Angelo State University belongs to the University and the State of Texas.** While individual units are responsible to be good stewards of the space they are assigned, ultimately the space belongs to ASU and the State.
2. **Space and use of space should be treated with the same care and control as financial assets.** Treating space like money facilitates a clear conceptualization of the importance of proper accountability of not only existence, but also use.
3. **All ASU space will be managed to ensure effective and efficient utilization as well as an equitable allocation and reallocation based on measured need.** While there are numerous qualitative considerations, objective analysis serves as the foundation for all decisions regarding space management issues.
4. **All space data, analysis, and reports are in the public domain and available for inspection.** Transparency of data, decisions, and the space management process is paramount.
5. **Space should be used effectively and efficiently.** Efficient use should be rewarded, while inefficiencies should carry a cost. Since the quantity of infrastructure support funding is based on activity, increased efficiency results in increased quality of facilities.
6. **Space should be modified and/or used safely in accordance with state and federal guidelines.** Fire and Life Safety Codes are determined by the National Fire Protection Association and the State Fire Marshal's office. OSHA and the Texas Commission on Environmental Quality provide guidance on workplace and environmental safety. The Code of Federal Regulations outlines ADA standards. These codes, regulations and standards are included in the decision-making process.
7. **Space standards are applied uniformly for comparative analysis.** The THECB Space Model determines the amount of space an institution should have, based on various factors. The modeled amount of space is what determines the formula amount of infrastructure support funding, and supports a large portion of the Higher Education Fund (HEF) allocation. Discussion regarding space must be informed by the impacts on the space model. This will also serve as the vehicle for inter-university comparison.
8. **Allocation of increased square footage must be consistent with a demonstrated campus-wide need.** Although individual units have a large amount of autonomy, campus space follows a zero-sum game pattern. Increases to one unit involve decreases others, unless it is a new construction. Even then, it is critical to consider the entire campus' space need, regardless of source of funding, individual need, or merit of other considerations.
9. **Allocation of space does not imply permanence.** Rather, it is a commitment based upon continued program justification and in consideration of the campus-wide response to ever changing program priorities.

4 Communication and Coordination

Space planning at Angelo State University requires an integrated approach among the numerous stakeholders involved. The Space Planning Coordinator for Space Planning and Utilization is responsible for organizing an interdepartmental coordinated effort. This effort includes representatives from Business Services, Materials Management, Facilities Management, Facilities Planning and Construction, Registrar's Office, Environmental Health, Safety and Risk Management, University Police, Sponsored Projects, Information Technology, and academic affairs to act as the primary Space Planning Committee. The charges of the Space Planning Committee include:

1. Development and implementation of a comprehensive space management system,
2. Maintenance and verification of accurate campus facilities inventory data,
3. Annual reporting of the campus facilities inventory, and
4. Preparation/analysis of utilization data for application by upper administration in space-related decisions.

4.1 Communication

Effective and efficient lines of communication are essential to ensure the symmetry and completeness of facilities information. The complexity of facilities data is such that many participants have different pieces of information which are required for data fidelity. Communication is handled by two entities including the Space Planning Coordinator for Space Planning and Utilization and the Assistant Director of Campus Space Planning & Reservations. Both of these roles are entirely quantitative relying on input from space representatives.

4.1.1 Space Planning Coordinator

1. Communicate facilities inventory updates to Space Planning Committee and Vice Presidents
2. Reporting facilities inventory updates to THECB
3. Update and share building floor plans to campus

4.1.2 Assistant Director of Campus Space Planning & Reservations

1. Advisement on 110, 210, 220 coding to Space Planning Committee, Deans and Vice Presidents
2. Advisement on proration to Space Planning Committee, Deans and Vice Presidents
3. Advisement on predominant use to Space Planning Committee, Deans and Vice Presidents
4. Analysis of Space Utilization and recommend action for improvement to Space Planning Committee, Deans and Vice Presidents by linking the activity to

the funding model and comparing feasibility and desirability.

4.2 Coordination

Several committees are involved in, or influence, the space management process. Directly impacting the process is the Space Planning Committee, the Deans' Council and the Vice Presidents' Council. The Deans' Council members are representative of the major stakeholders in campus space decisions. The Vice Presidents' Council consists of all Senior Vice Presidents. The types of issues addressed in each committee and issue resolution process are outlined in appendix A.

4.3 Key Contacts

Space Utilization Reporting and Analysis; Space Classification; Reporting and Space Survey Process; Floor Plans of Buildings and Rooms

Space Planning Coordinator
Phone: (325) 942-2102

Assistant Director of Campus Space Planning & Reservations
Phone: (325) 942-2021

Academic Scheduling,

Senior Scheduling Coordinator
Phone: (325) 942-2021

Director of Business Services
Phone: (325) 942-2021

5 Facilities Inventory

The purpose of the facilities inventory is to provide a comprehensive list of all facilities under the control of Angelo State University. The data contained in the facilities inventory are used to provide annual reports to the THECB and to provide foundational information to the campus community for the routine operations and planning for Angelo State University.

5.1 Inventory System Overview

The following sections detail the processes and procedures used to capture and maintain an accurate space inventory system as well as the policies and guidelines for categorizing space that meet federal and state guidelines. Collectively, the data will provide the University with a common classification of space that can be compared with other higher education institutions throughout the country.

Space Planning and Utilization is responsible for facilitating efficient management and utilization of both current and prospective property and facilities by collecting and maintaining accurate data relating to ASU's facilities inventory. Facilities inventory data will be collected and updated through the Annual Space Survey and Continual Space Data Update processes. The Space Planning Coordinator provides this data and analysis to various University constituents for internal and external reporting and analysis to ensure that all space is being used to its full potential and is fairly allocated.

The facilities inventory and usage reports are sent annually to the THECB and are important factors in the determination of Higher Education Funding (HEF) as well as serving as principal consideration for capital project approval. The facilities data are currently stored in the State THECBSFTP, Famis (Maintenance Management), NUVOLO (new Maintenance Management), Event Management System (EMS), and Banner (Financial) system applications. A primary system to store facilities data is under review.

5.2 Classification

The coding structure as outlined in the Texas Higher Education Coordinating Board *Facilities Inventory Classification and Procedures Manual* (current issue), is followed to provide a uniform physical facilities coding system that prevails between higher education institutions in Texas and across the nation for data included in a building and room inventory. This information is available at the THECB website, Texas Higher Education Coordinating Board/Our Work/Supporting Our Institutions/Data Submission & Reporting/CBM Reporting Manuals, <https://www.highered.texas.gov/our-work/supporting-our-institutions/data-submission-reporting/cbm-reporting/cbm-reporting-manuals/> click on the pdf for "Public Universities" under CBM reporting manuals, as well as Appendices to the CBM Reporting Manuals, Appendix A-J and N-P.

5.2. 1 ASU standardized coding practice for some non-assignable areas in new buildings

In order to maintain consistency in coding of new buildings this is a list of some typical codes for non-assignable areas. This is not an all-inclusive list and there could be exceptions. Assign the building coordinator as space representative but do not include these non-assignable areas on annual space representative survey.

- Public Restrooms – Space use M10, U10, or W10/CIP 000000/Function 05
- The cross-sectional area of every shaft is to be inventoried at each floor level through which it passes – per CBM Reporting Manual Fall 2015 Appendix F.
- Elevator Shafts – Space use W02/CIP 000000/Function 07
- Lobbies, Vestibules – Space use W05/CIP 000000/Function 07
- Public Corridors – Space use W06/CIP 000000/Function 07
- Public Stair Shafts – Space use W07/CIP 000000/Function 07
- Custodial Supply Closet – Space use X01/CIP 834000/Function 02
- Mechanical Chases – Space use Y03/CIP 000000/Function 03
- Mechanical Area - Space use Y04/CIP 000000/Function 03

5.3 Roles and Responsibilities

In order for the Annual Space Survey and Continual Space Data Update processes to be successful, collaborative and meaningful participation must occur among academic and administrative groups campus-wide. Stewardship of Angelo State University's facilities is the responsibility of the people who occupy them and the administrative units which oversee them.

5.3.1 Space Planning and Utilization

The Space Planning Coordinator is responsible, through coordination with the Space Planning Committee, for providing transparent, data-driven analysis of the University's space utilization for purposes of planning by campus space stakeholders and administration. The Space Planning Committee also receives for review and approval all office relocation and space re-allocation [requests](#). Space Planning and Utilization coordinates the Annual Space Survey and the Continual Space Update processes to ensure all space is accounted for and correctly classified.

Space Planning and Utilization has the overall responsibility for the accuracy of space information across all of the University's space. This will include ensuring the Annual Space Survey process is followed in a timely and efficient manner and that the data contained within the reporting systems are accurate, up-to-date and readily available to all participants. Both the Space Planning Coordinator and the committee will provide any necessary assistance throughout the year to the various participants in

helping to properly classify space.

5.3.2 Grants Representatives

A representative will be assigned from the Sponsored Projects Department. This individual will assist in the annual space surveys and provide expertise in the areas of contracts and grant accounting and classification. This person will work directly with Space Planning and Utilization during the Space Planning Committee meetings to ensure all research space is accounted for and correctly classified.

5.3.3 Deans and Vice Presidents

This group has primary responsibility for managing the space occupied by activities and associated staff under their control. This includes approval of space use and assignments. As stewards of space, they are also responsible for reporting any approved spatial, classification and assignment changes to the Space Planning Committee through the use of the [Space Allocation and Alteration Request Form](#) (See Appendix B). The Deans and Vice Presidents may delegate the responsibilities of the Space Representative to sub-units.

The Vice President of Finance and Administration will have the responsibility of certifying the report that is sent to the Texas Higher Education Coordinating Board.

5.3.4 Space Representatives

At least one Space Representative will be appointed per academic program and administrative office. This person should be familiar with the space assigned to or occupied by the academic or administrative unit and knowledgeable about its use and assignment. It is envisioned that this person may also work closely with other members of the university who have a more specific familiarity with the spatial and/or financial (grant accounting) aspects of their areas.

Space Representatives are the "eyes and ears" for the university senior administration relating to space. They will have direct responsibility for working with faculty and staff in recognizing and reporting changes of space as well as informing senior administration of these changes. They will also serve as the primary liaison with the Space Planning Coordinator during the Annual Space Surveys as well as the Continual Space Data Update Process mentioned above.

5.4 Annual Space Survey

In order to meet the goal of continuously maintaining an up-to-date and accurate space inventory system, three primary data gathering methods will be used: 1) Annual Space Survey, (2) Space Change Survey, and (3) Audit Year Space Survey.

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This section addresses the Annual Space Survey.

5.4.1 Overview

A formal survey that will include staff members from Space Planning and Utilization and the space representatives from the college or administrative units. The survey will be certified by all parties.

5.4.2 Frequency

Annual.

5.4.3 Timeframe

January (when reporting to THECB becomes available) through October. The duration of this survey will be dependent upon the amount of space and number of buildings occupied by the college and administrative units.

5.4.4 Scope

Angelo State University's campus facilities.

5.4.5 Reporting Periods

All spatial, classification and assignment changes that occurred throughout the year must be reported.

5.4.6 Participants:

Survey Team consisting of:

- The Space Planning Coordinator and other space representatives from Space Planning and Utilization (for in-person surveys of space and classification purposes)
- Representatives from Business Services (for academic classification purposes)
- Appointed Space Representative from the corresponding college or administrative department (for classification purposes)
- Space Planning Committee (for classification purposes and room numbering)

5.4.7 Process Steps:

STEP 1: Space Planning and Utilization will contact each academic and administrative unit involved in the upcoming survey prior to start.

STEP 2: Conduct building walkthroughs beginning in January or when THECB begins to allow reporting. Building walkthroughs will be conducted by the Space Planning Coordinator and other space inventory staff from Space Planning and Utilization.

Each room will be viewed and notes taken to confirm spatial, categorization, and assignment information. Changes to rooms or new construction will also be photo documented. Signage and floor plan verification will also take place

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simultaneously.

Only a representative sampling of rooms will be surveyed each year including the following.

- **All classrooms (110's), class labs (210's), and special class laboratories (220's)** will be visited at least twice a year. The first survey is to measure space and gather all details about the room required for certification. The second is to guarantee capacity after classes have started in August.
- **All remodeled or newly constructed space** will be surveyed each year.
- **Random rooms equal to 20% of each building rounding up to the nearest whole number** (not including rooms listed above) will be surveyed once a year. In this random sampling, only a few rooms will be surveyed twice through this process, when possible, before the next THECB auditing year (rooms in small buildings may be surveyed multiple times). A listing of these random surveys may be made available for the survey team through the next auditing year.

STEP 5: The Space Planning Coordinator will report changes surveyed to the Space Planning Committee each month to verify the accuracy of the report.

STEP 6: Update Systems once a month. Space Planning Coordinator will notify system administrators of updates to facilities inventory data. Business Services will update EMS. The Space Planning Coordinator will update the State THECBSFTP system while Materials Management will update Famis. Banner updates will be made by the Registrar's Office (coding) and Space Planning Coordinator (square footage and capacity).

STEP 7: Space Representative Report and Predominant Use Reports are certified or corrected by space representatives through either email, online, or campus mail. Space Representative Reports contain information on all rooms. These reports are sent out beginning August 15 with a reply deadline of September 15. Predominant Use Reports contain information on rooms that are prorated using multiple classifications. These reports are sent out beginning September 15 with a reply deadline of September 30. In the Predominant Use Response, ASU uses a rule that 60% establishes predominance in order to consider a change in space use code.

STEP 8: Certification. Although the current THECB Certification deadline is November 1 for the Room Report (CBM011) and the Building Report (CBM014), ASU will have an in-house deadline of October 10 to allow the Registrar's Office sufficient time to adjust their required reports. Space Planning Coordinator will touch base with the Registrar's Office by October 1 before certification. Space Planning Coordinator will print a copy of the Space

Inventory Report and Certification Form (see Appendix C — Sample Certification Form). If the department agrees with all the space inventory information, the Space Planning Coordinator and the Vice President of Finance and Administration will sign the Certification Form, keep a file copy, and submit the original to the Space Planning Coordinator.

5.5 Space Change Survey

5.5.1 Overview

An informal space classification and assignment change process that will be completed by each college or administrative unit throughout the year as changes occur with spatial, classification and assignment information. These changes will be submitted to the Space Planning Coordinator via the Space Allocation and Alteration Request Form (SAARF).

5.5.2 Frequency

As changes occur.

5.5.3 Timeframe

Ongoing. Throughout the year as changes occur.

5.5.4 Scope

All spatial, classification, and assignment changes to space.

5.5.5 Reporting Period

N/A

5.5.6 Participants

Space Representatives from each college or administrative unit. The Offices of Space Planning and Utilization, Business Services, Materials Management, and Facilities, Planning, and Construction will be involved as needed if measurements, new room numbering, signage, etc., are necessary.

5.5.7 Process Steps

This process is triggered when space issues and requests dealing with space changes/issues (listed below) occur. They include:

- Change in space function
- Reassignment across Departments within a College
- Reassignment across Colleges
- Discrepancies in current space data as recorded
- Vacate/Departure of space
- Structural Change
- Technology or Equipment Change

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STEP 1: When one or more of these space changes occur, the requesting department will be required to complete a Space Allocation and Alteration Request Form (SAARF, see Appendix B). The Space Allocation and Alteration Request Form is the tool used by Space Planning Coordinator and Business Services to initiate, track, and resolve all customer requests.

STEP 2: Once a Space Allocation and Alteration Request Form with the appropriate information and signatures is received, Space Planning Coordinator will contact the department to validate changes and collect any additional information needed.

STEP 3: Upon completion of the project, the Space Planning Coordinator will survey the space and will notify system administrators of updates to facilities inventory data. Business Services will update EMS. The Space Planning Coordinator will update the State THECBSFTP system while Materials Management will update Famis. Banner updates will be made by the Registrar's Office (coding) and the SPC (square footage and capacity).

6 Scheduling

6.1 Classrooms

While non-academic and academic scheduling has been centralized in the Office of Business Services, academic scheduling during the schedule build process remains decentralized under the oversight of the Provost. Following the close of schedule build, classrooms are designated by the Senior Scheduling Coordinator.

6.2 Class Laboratories

Class labs have property and/or equipment specific to a particular discipline and therefore lack the universality to be considered a classroom. Classes may be held by the department in classrooms, but this is a matter of pedagogy rather than management.

6.3 Other Facilities

Scheduling of other facilities such as meeting rooms, conference rooms, etc., must follow ASU OP 74.01 pertaining to the use of University facilities. To reserve space, individuals must submit space through the online request form found at reservations.angelo.edu.

7 Procedures

In order to coordinate the use of facilities and proper reporting, certain procedures must be followed to create the synergy required for an effective space management effort.

7.1 Certification of Inventory

Angelo State University certifies the facilities inventory each year in a submission to the THECB. Along these same lines, Space Representatives validate the veracity of the facilities inventory information. See above for more information.

7.2 Loaning of Space

Any Space Representative that allows another unit to use space within his or her managed area must understand the need to have a clear understanding as to the duration of the loan, composition of the space, limitations on modifications, and financial arrangements. This is best accomplished through the drafting and signing of a Memorandum of Understanding (MOU) that will be the tool needed to reclaim the space at a future date. Absent an MOU, it is understood the agreement to be of an indefinite time period. The MOU must be signed by both parties, and a file copy held by each party while the original is submitted to the Space Planning Coordinator.

7.3 Vacated Space

When an organization vacates space, which usually occurs as a result of new construction, the previously occupied space does not remain within the oversight of the previous Space Representative. It is subject to reassignment as the discretion of the Vice Presidents' Council.

7.4 Request for Additional Space

If a unit requires additional space, the request and supporting information is sent to the Space Planning Coordinator who will route to the appropriate individual who will review the request, identify impacts, and arrange the inclusion on the Vice Presidents' Council agenda.

7.5 Request for Renovation

Requests for renovation are normally routed through the Facilities Planning and Construction or drafted on the campus master plan, depending on the projected project cost and scope. However, initiating parties must also submit an approved Space Allocation and Alteration Request Form (SAARF, see Appendix B) to serve as notification of the change.

7.6 Request for Reassignment

If a unit requires reassignment, they must submit the Space Allocation and Alteration Request Form (SAARF, see Appendix B) to be forwarded to the Vice Presidents' Council.

7.7 Reporting of Changes

Any changes to space must be reported to Space Planning Coordinator via the Space Survey, Space Allocation and Alteration Request Form (SAARF, see Appendix B), or direct contact.

7.8 Co-use of space

The rules pertaining to loaning of space 7.2 above apply.

7.9 Backfill

Occupation of new construction almost always leaves vacated space for reassignment. The unit receiving space on backfill is determined by the Vice Presidents' Council. Vacating units are not at liberty to promise space, nor are units able to reserve space with anyone, unless the Vice Presidents' Council has authorized such a procedure.

7.10 Measuring tools

Leica Disto measuring devices will be used to measure room square footage. Interior room square footage shall include built-in cabinetry, countertops, and alcoves. Columns, pilasters, or walls in the space shall be deducted from the usable square footage. Phantom walls may be assigned to break up areas that require different coding. Space Planning and Utilization will keep a record on floor plan digital files showing unusual survey areas indicating phantom wall use.

7.10.1 ASU Standardized Practice for Measuring Office Suites

- An outer reception area in which a secretary or office coordinator has a desk will be measured utilizing phantom walls defined by either architecture or furniture as applicable. The room number for this area will be the primary suite number and the space use is 310 Office. The private corridor for suite circulation shall have an 'H' series room number and be coded as 315 Office Service. No room number sign is required for the 'H' series corridor. Individual offices shall be numbered with the primary suite number (reception area) plus a unique alpha character.

7.11 Floor Plans

Copies of [floor plans](#) will be kept updated and read-only available for all ASU faculty and staff as well as applicable parties who request access.

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8 Systems

While there is not yet one definitive system serving as the source of all building and room information, ASU utilizes several systems to manage space inventory and usage data. The most widely used systems regarding space management and data are Banner, Famis, and Events Management System (EMS). Systems currently used and method of feedback are shown in Table 1 below. Our current process for tracking data is in Microsoft Excel.

Table 1

System	Data	Feedback Source
Excel Workbooks	Space in progress of updates	Occupant contact
Banner	Academic scheduling, financials	Automated data reconciliation, occupant contact
EMS	Non-academic scheduling, academic scheduling, utilization reporting	Automated data reconciliation, usage data, contact
Famis/NUVOLO	Space, work orders, keys, utilities, capital projects	Automated data reconciliation, occupant contact, usage data
Andover	HVAC controls	Automated data reconciliation, usage data, contact
THECB reports	State system	Pre- and post-report data reconciliation
Adirondack	Dormitory rooms	
BossCars (RamPark)	Parking lots	Automated data reconciliation, usage data, contact

9 References

THECB Facilities *Inventory Classifications and Procedures Manual*
Texas Tech University *Space Management and Usage Guide*
Utah State *Space Management Policy & Procedures*
New Mexico State University *Facilities Space Management Policy*
Stanford University *Space Planning Guidelines*
Auburn University *Space Survey Procedures & Guidelines*
California State University *Space Planning Guidelines*
Leica-Geosystems

APPENDICES

10 Appendix A – Council Assignment Process

10.1 Vice Presidents' Council

Functions:

- Address issues that impact ASU in a global nature
- Serve an adjudication function regarding space issues and conflicts
- Advisory function to the President regarding campus master planning
- Coordination of subordinate master plans for integration into the campus master plan
- Oversight of all space related issues
- Provide direction to the Deans' Council and SPC
- Address issues not covered in formal operational policies and/or procedures
- Other functions as determined by the President
- Transformational role

VP Council Access

- VP
- President
- Vice Chancellor
- Chancellor
- Committee members

10.2 Deans' Council

Functions:

- Address issues that involve the status quo in space allocation
- Oversight and administration of the Capital Improvement Program (CIP)
- Oversee any and all temporary uses of space outside the organizational footprint
- Steward the campus master planning effort
- Adjudicate space management issues at the Associate VP level and below
- Other functions as determined by the SPAC
- Transactional role

Deans' Council Access:

AVP and above (all requests to the Deans' Council must have AVP or above approval)

Council members

10.3 Issue Assignment Process

10.3.1 For review by the VP Council if the issue involves:

- An increase or decrease in space.
- A potential change to the ASU Campus Master Plan.
- Space vacated by movement into newly constructed facilities.
- Action by an element of the TTU System, Board of Regents, or Texas Higher Education Coordinating Board.
- A request from the Deans' Council to forward for final disposition.
- A specific request from the President of ASU for action.
- An expenditure of funds in excess of \$500,000.

10.3.2 For review by the Deans' Council if the issue involves:

- Moves or modifications that alter the current campus configuration.
- Alteration of the structural configuration of any building.
- Addition or removal of a classroom (type 110) from the inventory.
- The temporary occupation of space in another organizational footprint.
- A renovation to existing space not covered by the VP Council.
- Capital Improvement Program (CIP) funding or an issue currently listed in the CIP.
- An issue that alters the appearance or character of exterior campus space that has not been addressed by the VP Council.
- Delegation by the VP Council to the Deans' Council for determination and/or recommendation.

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11 Appendix B – Sample of the Space Allocation and Alteration Request Form

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. Send your completed form to the Director of Business Services (c/o Dept. of Special Events). For questions on terminology or the form in general, visit the [Facilities Inventory Web site](#) or call 325-942-2102. The requestor must receive written approval from the Space Planning Coordinator prior to proceeding with any changes.

CONTACT INFORMATION

Requesting Department: _____ Date: _____

Name: _____ Phone: _____

Email: _____

DESCRIPTION OF SPACE NEED

A. What best describes your space need? (Check all that apply.)

- | | |
|--|---|
| <input type="checkbox"/> Change of Space Function | <input type="checkbox"/> Department Level Change |
| <input type="checkbox"/> College Level Change | <input type="checkbox"/> Improvement of Space |
| <input type="checkbox"/> Request for Space in New Construction | <input type="checkbox"/> Request for Additional Space |
| <input type="checkbox"/> Discrepancies in Current Space Data | <input type="checkbox"/> Vacate/Departure of Space (Please provide building/room #'s) |

B. What will you use the space for (check all that apply)?

- Instruction Research Administration Office Facilities Food Services Student Study
 Storage Athletics Residential/living Other (Please explain: _____)

C. Who will use the space (check all that apply)?

- Faculty Staff Resident Assistants Visitors of ASU
 Teaching Assistants Students Custodians Other (Please explain: _____)

D. Have you identified a suitable location for this space allocation change or alteration?

- Yes No

E. If yes, please describe using building/room #s. If no, please proceed to line "I":

F. Are your dean (or VP) and Department Space Representative aware of these changes?

- Yes No

G. Do they support the concept?

- Yes No

If yes, who? _____

H. Will there need to be remodeling or enhancements to accommodate your proposed use (improvement of space)?

- Yes (fill out questions 1-2 below) No (skip to line "I")

1. Have you filled out a Building Modification Form (from Facilities Planning and Construction)? Yes No
2. Please briefly describe these changes (If more space is needed, you may attach additional pages):

I. Do you have funding available to commit to alterations/relocation? Yes No N/A

J. Please briefly describe how the space will be used as well as why new/additional space is needed:

K. Date Needed: _____

L. Length of time needed: _____

REQUEST AUTHORIZATION SIGNATURES (Project leader should have people sign in order of appearance)

Department Head: _____ Date: _____

Dean/Director/VP: _____ Date: _____

Director of Business Services: _____ Date: _____

Space Planning Coordinator: _____ Date: _____

SPACE PLANNING AND UTILIZATION ONLY:

Notes:

- Accepted Denied

ASU Space Planning and Utilization Guide

12 Appendix C – Sample Certification Form

Facilities Inventory Certification

<i>Institution</i> Angelo State University	
<i>Contact Person</i> Kailee Malleck	<i>e-mail</i> kailee.malleck@angelo.edu
<i>Phone Number</i> 325-486-6739	<i>Fax Number</i> 325-942-2229

Texas Higher Education Coordinating Board Rule §17.101. The inventory shall be certified by the institution annually on or before November 1, or as specified by the Board.

I CERTIFY THAT THE FACILITIES INVENTORY SUBMITTED BY THIS INSTITUTION IS A TRUE AND ACCURATE REPRESENTATION OF ALL FACILITIES (BUILDINGS AND ROOMS) OCCUPIED OR IN CONTROL OF THIS INSTITUTION.

CBM005 (Building and Room Report) _____
Date of Submittal to The Educational Data Center of the Report Being Certified

CBM011 (Room Report) "CBM011 11-1-16 1800" KSM
Date of Submittal to The Educational Data Center of the Report Being Certified

CBM014 (Building Report) "CBM014 11-1-16 1800" KSM
Date of Submittal to The Educational Data Center of the Report Being Certified

Angie Wright
Printed name of President or Chief Reporting Official

Angie Wright
Signature of Institutional President or Chief Reporting Official

11/1/16
Date

Submit this form to:

Office of Finance and Resource Planning
 Texas Higher Education Coordinating Board
 1200 E. Anderson Lane
 Austin, TX 78752

Phone: 512-427-6132
 Fax: 512-427-6147