

## Directions for filling out the Facilities Space Inventory

Every room (space) in your department needs to be entered on the Facilities Space Inventory Update Form. In order to correctly fill out the Facilities Space Inventory you may have to speak with the occupant(s) of each room to determine how to answer some of the following questions. ***Be sure to take the time to get accurate information.*** Keep copies of your space inventory pages so you will only have to track the changes next year.

Fill out the top of the Facilities space inventory form. Be sure all sections are completed. If you use additional inventory forms please have your name on each of the remaining forms. Floor plans to assist you are available for download at the Facilities website.

1. Room Number - Each line of the inventory is based on a single room number. A room (space) includes offices, classrooms, labs, break rooms, storage rooms, closets etc. Write in the room number you are beginning with. If the room is unmarked go to your floor plan to get the number.
2. Primary CIP Code - Go to <http://nces.ed.gov/pubs2002/cip2000/ciplist.asp> to look up your primary CIP Code:
  - a. When you reach the listing there will be a pull down menu for you to choose your program area.
  - b. Once you reach your program area, click on go.
  - c. All the instructional programs that fall under your program area will appear. Choose the **6 digit** number that best fits what is going on in that particular room.
3. Room type – Go to <http://web.tamu-commerce.edu/facultyStaffServices/facilitiesManagementSupportServices/FacilitiesInventorySurvey/default.aspx> to look up your room type code:
  - a. There are 11 major categories of room types. Once there, click on the type of room that most matches what your room is for (i.e. office, class lab etc.) All the room types that fall under your room category will appear. Read through them carefully and choose the one room type that best fits your room. If you have lab space, be sure to look through the types of labs to find the best one for your lab space.
4. Room Use – Go to <http://web.tamu-commerce.edu/facultyStaffServices/facilitiesManagementSupportServices/FacilitiesInventorySurvey/default.aspx> to look up your room use code:
  - a. Room use is a program oriented code that identifies the actual use or function of a room
  - b. There are nine categories of room use. Once there, click on the room use that most matches how your room is being used (i.e. general education, administration, etc.)

5. Primary % - When a room serves several types or uses, up to three different Room Use or CIP codes can be prorated. If the room use or CIP code you chose in step one applies to 100% of the class, put 100% in the space allocated. If the room use or CIP code applies to a different percentage of use you need to put that percentage in the space allocated and the remaining percentage under "Second %". If using a Second % be sure to answer all the questions pertaining to the "second" entry. There is also room for a third entry if needed. Detailed examples are in the Guidelines and Code Information on the webpage.
6. Student # - Certain rooms will need student occupancy information. Those rooms are listed on the last page of the Guidelines and Code Information. Student Occupancy is the number of people the room is designed to hold.
7. Once the Primary % Second % and Third % equals 100% you are done with that particular entry.
8. Continue until you have covered all the spaces in your department.
9. Sign the Certification form.
10. Send all inventory sheets along with your Certification form to Kim Landers in Facilities. All inventories are due no later than June 1<sup>st</sup> 2012.