TEXAS A&M UNIVERSITY – COMMERCE

FACILITIES SPACE INVENTORY MANUAL

Guidelines and Code Information

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This manual is intended to identify the processes in place at Texas A&M University – Commerce as they pertain to the Texas Higher Education Coordinating Board procedures of Facilities Space Inventory Control. 2012 Edition

Scope

Scope of the Space Inventory Manual

Space inventory is a mechanism through which the accuracy and correctness of the space records are contained. The inventory is distributed at the departmental level, so personnel from each department participates and verifies the accuracy of their space. This is based on the logic that the inhabitants of the space know it the best and can communicate their situated knowledge about the utilization of the space. The duration of time necessary to complete the space inventory will vary for users because of the amount of space (i.e. rooms) occupied by a particular department. Collectively, the data will provide the University with a common classification of space that can be compared with other higher education institutions through the state. Of the utmost importance, the space inventory data is used to create institutional reports for the Texas Higher Education Coordinating Board (THECB). The coordinating board uses the data each institution submits to create their Space Utilization Efficiency (SUE) and Space Projection Model that informs decisions about funding requests they receive and the approval of new academic programs and initiatives. The (THECB) sets forth several codes to be used for classifying space – Facilities personnel faithfully comply with the guidelines set forth by the THECB regarding application of these codes. The classification codes used for a room are based on the activities conducted in that room for the fiscal year (from September 1 to August 31).

This manual intends to cover four elements associated with the Space Survey component of the A&M Commerce's Facilities Inventory Management System. For a full listing of room type, room use and classification please see the sources detailed in each code's section below.

The codes essentially communicate three things:

1. Room Type: A code that identifies a room's primary purpose
2. Room Use: A code that identifies functions or activities
3. Classification of Instructional Program (CIP): A code that identifies an academic program or discipline that occupies the room

Room Type Code

The elemental unit of analysis for a facilities inventory database is an individual room, or space. For purposes of this manual and this space inventory system, "room" and "space" are used interchangeably to mean the same thing – an area that is completely or partially bounded by hard walls and/or an imaginary boundary that separates practical functions of the area. Each room corresponds to an individual record in the facilities inventory database and each room record is then tied to an institutional group that occupies space.

The Room Type code identifies the exclusive or predominant purpose of the room itself. Only one Room Type can exist per room. When making this single determination, some relevant factors of the space include:

The room relationship to other space, such as storage or processing rooms:

When thinking about relationships to other rooms, the issue is whether one room is significantly dependent on the existence of another room – i.e. if the room "serves" or "services" another room. Examples would include: a storage or file room for an office or suite of offices; a kitchenette or break room for an office suite; a storage closet for classroom or laboratory; a storage area for a conference room; or copy areas in a library. Room Type codes ending in "0" are independent activity areas, while codes ending in "5" are the service areas. Examples of service area codes are 315 – office service (to 310 – Office) and 725 – shop service (to 720 – shop).

The room type code is three digits long. According to THECB, there are 11 major categories of Room Types that should encompass all space found in university buildings. Some examples include: Office; classroom; research lab; study room.

Sometimes more than one relevant Room Type code can be identified for a room. For example, if a room is used as an Office (310) and as a Research/Non-class Laboratory (250) a single determination must be made according to its primary use. In order to make the single determination of the primary use, focus needs to be placed on the human activity happening in the room and evaluate it in terms of time over the course of the fiscal year. A room's Type code can change between inventories or audit dates. Room Type codes do not change until the basic design function of the room has changed.

Room Use Code

The Room Use code is a program-oriented code that identifies the actual use/function of a room. Room Use codes classify the room according to its *actual use*, regardless of design intent. Each room must have at least one code, but (unlike the Room Type) may have multiple – up to three different use/functions.

The Room Use code is two digits long. According to the THECB, there are nine categories of Room Uses that should encompass all functions taking place in university space. Some examples include: Instructional, Research, Institutional Support and Student Services.

Generally speaking, Room Use codes must be updated when a room's physical characteristics have been modified as a result of renovation activity and the predominant use of the room changes. As with all codes in this manual, you must choose the best code(s) according to all relevant alternatives, keeping in mind the amount of time spent per function over the fiscal year.

When making the determination about Room Use codes, some relevant factors include:

The program or department which is using the space – the THECB refers to this as a "program oriented code which profiles the actual function of a room."

Whom the program serves, such as the general public, university community, faculty/staff, or students.

Any funding sources for the function, such as institutional, state, auxiliary, federal or private.

Classification of Instructional Programs (CIP) Code

The Classification of Instructional Program (CIP) code contains titles and descriptions of postsecondary instructional programs – think of this code as identifying a particular discipline or department that is utilizing the room. This code is required for all rooms. If an exact CIP code cannot be determined, assign the most accurate code available.

The CIP code is six digits long and corresponds to a single instructional program. The first two digits identify the particular category it is part of. There are 50 categories of academic CIP codes, and seven categories of non-academic CIP categories, for a total of 57 CIP categories. Below is an example of this relationship:

Category Name	Category Number	CIP Code examples
Engineering	14	14.0101 – Engineering, General
Library Science	25	25.0301 – Library Assistant/Technician
Central Operations	81	81.1200 – Office – President or Chancelor

For a full listing of CIP Codes, please visit Texas A&M University code listing on the Department of Education website: http://nces.ed.gov/pubs2002/cip2000/ciplist.asp . Use the pull down menu to determine your Category number. Once you have your category number click "GO" and a listing of CIP codes will appear. Choose the one closest to the rooms' actual use.

Prorating different codes for rooms

When a room serves several functions, or when different disciplines or departments are using the space, up to three different Room Use and CIP codes can be prorated. Only Room Use and CIP codes can be prorated – there can only be one room type.

This section more clearly details examples on how to prorate rooms. Room Use codes classify the room according to its *actual use*, regardless of the design intent. A majority of the room records in the A&M Commerce Room Inventory are **not** prorated. Room Use is a program-oriented code that profiles the actual use/function of a room and helps determine its type of space. Classification is often determined by the program's funding – state, auxiliary, federal or private; or by whom the program serves. If a room serves several programs, purposes or uses, the Room Use code would be prorated. Proration may also be based on time spent on each activity. For Texas A&M University – Commerce space inventory tracking, up to three Room Use codes may be assigned to a room : primary, secondary and remaining. Overall, the total percent of use/proration for primary, secondary and remaining use must always total 100%. If a room serves more than three uses, the three most prevalent uses would be reported.

The following are examples of Room Use Pro-rations:

> A classroom may be used for General Academic Instruction (Degree-related), and Vocational/Technical Instruction (Degree Related) and also personal interest/leisure Instruction (Non-Degree). The room would have three pro-rations:

Pro-ration	Room Use Code
50%	11 – General Academic Instruction
25%	12 – Vocational/Technical Instruction

25%	18 – Personal Interest/Leisure Instruction

Room Use for deans and department heads who also teach is prorated to reflect Academic Administration (46) and General Academic Instruction (110). Additionally, if they also use their office or laboratory for research, the room would be prorated to include one of the research codes: either code (21) Institutes and Research Centers or code (22) Individual or Project Research. A dean may or may not determine a set percent to be used for Academic Administration for their department heads. Contact your dean to see if a preset percentage is to be used for the college or school. For example, a dean may determine 50% of a department head's time would be used for academic responsibilities.

Pro-ration	Room Use Code
50%	46 – Academic Administration
25%	21 – Institutes and Research Centers
25%	22 – Individual or Project Research

A room in the Student Support area may show two prorations: 50% to (67) Student Recruitment and Admissions; and 50% to (52) Student Records.

Pro-ration	Room Use Code
50%	67 – Student Recruitment & Admissions
50%	52 – Student Records

An assembly room used for multiple purposes may show three pro-rations: 30% to (67)- Student Recruitment & Admission; and 30% to (46)- Academic Administration; and 40% to (52) – Social & Cultural Development.

Pro-ration	Room Use Code
30%	67 – Student Recruitment & Admissions
30%	46 – General Academic Administration
40%	52 – Social & Cultural Development

A room used for both academic instruction and research*, when the research is for professional development of academic personnel*, would show two prorations: 40% to (11) General Academic Instruction; and 60% to (48) Academic Personnel Development.

Pro-ration	Room Use Code
40%	11 – General Academic Instruction
60%	48 – Academic Personnel Development

A room may show pro-rations between the different types of research carried out in a laboratory: 50% to (21) Institute & Research Center Research and 50% to (22) Individual or Project Research.

Pro-ration	Room Use Code
50%	21 – Institute and Research Center Research
50%	22 – Individual or Project Research

Federally-funded research center rooms may also be used for teaching. The room would show two prorations: 50% to (92) Independent Operations/External Agencies; and 50% to (11) General Academic Instruction

Pro-ration	Room Use Code
50%	92 – Independent Operations/External Agencies
50%	11 – General Academic Instruction

A room may serve more than one academic discipline (Instructional Program). This room can be prorated up to three times, based on percentage of use for the different programs. The following are examples for rooms with the same Room Use code but with differing Program Category (CIP) pro-rations:

In a faculty office, the professor teaches Botany (CIP Code 260301 Botany/Plant Biology) 60% of the time and teaches General Biology (CIP code 260101) 40% of the time. The Room Use code would be 100% General Academic Instruction (11), but the CIP code would be prorated between the different program codes.

Pro-ration	Room Use Code	CIP Code
60%	11 – General Academic Instruction	Botany (260301)
40%	11 – General Academic	General Biology (260101)

	Instruction	

A copier/supply room may be equally shared between two different disciplines, Social Work (CIP Code 440701) 50% of the time and Sociology (CIP code 451101) 50% 0f the time. Again, the Room Use code would be 100% General Academic Instruction (room use code 11), but the CIP code would be prorated between the differing program codes.

Pro-ration	Room Use Code	CIP Code
50%	11 – General Academic Instruction	Social Work (440701)
50%	11 – General Academic Instruction	Sociology (451101)

A gym may be equally shared between two different institutional divisions, Physical Education (CIP Code 310501) 80% of the time and Intramural Athletics (CIP Code 715000) 20% of the time. Here, the Room Use Code would be 80% General Academic Instruction (Room Use Code 11) and 20% would be Intercollegiate Athletics (Room Use Code 56), and the CIP code would be prorated between the differing programs.

Proration	Room Use Code	CIP Code
80%	11 – General Academic Instruction	Physical Education (310501)
20%	56 – Intercollegiate Athletics	Intramural Athletics (715000)

Student Station Capacity

Student Station Capacity is only the count of student seats in a room and does not include faculty seats. Student Station Capacity is based on the number of students a room is designed to accommodate, typically displayed by the number of desks, table spaces, or seating actually available in the room. This capacity number is different from the Maximum Allowable Capacity determination by life safety codes, and enforced by Risk Management & Safety Department.

The exception to this standard of "student seats" is Conference Rooms (Room type 350), Assembly Rooms (Room Type 610) and meeting rooms (Room Type 680). These Room Types require station counts for all possible seating, and would likely equal the Maximum Allowable Capacity as described in the above paragraph.

The THECB requires Student Station Capacity data for the following Room Types;

110 – Classroom

210 – Class Laboratory

220 – Special Class Laboratory

350 – Conference Room

410 – Reading Room

430 – Open-stack Study room

610 – Assembly

680 – Meeting Room