Instructions for filling out the Facilities Space Inventory

General:

Every room (space) in your department needs to be entered/corrected on the Facilities Space Inventory Update form. The information needs to be representative of the use of the space currently. Please take the time to review and get accurate information. If you need help please don't hesitate to ask. If an item needs to be corrected, cross thru the incorrect information and add the correct information. If a space needs to be added, simply add the information at the end of the form. When the form is complete, return it with the signed certification form to the Facilities Coordinator.

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Information and reference:

1. Room number – Each row of the inventory is based on a single room number. A room may be an office, a storeroom, a lab, etc. If you have a room not shown on the list please add it.

2. Classification of Instructional Programs (CIP)
    a. This is a 6 digit number that reflects the instructional program that the room occupant participates in. A space may be prorated (percent usage) for up to three CIP codes. If a space is prorated the total percentage must equal 100%.
    b. If the room is an academic room the first two numbers of the 6 digit number should reflect the degree programs. A list of 6 digit academic codes can be viewed at ;
        i. www.txhighereddata.org/interactive/CIP/
        ii. Or at www.tamuc.edu/facultyStaffServices/financialServices/ProceduresDocumentsForms/AccountingReporting/FacilitiesReporting/CIP.pdf
    c. If the room is non-academic the 6 digit number will reflect the work that is occurring in that space. A list of 6 digit non-academic codes can be viewed at;

      i. www.tamuc.edu/facultyStaffServices/financialServices/ProceduresDocumentsForms/AccountingReporting/FacilitiesReporting/default.aspx

3. Room Type – There are about 100 codes to identify the room type. Fortunately in most cases one of about 10 codes are used. Only a single 3 digit code can be used to describe a space. If more than one code may be appropriate; then the code that should be used, is the code for the predominant time the room is used.
   a. A list of the codes can be viewed at;
      i.
         www.tamuc.edu/facultyStaffServices/financialServices/ProceduresDocumentsForms/AccountingReporting/FacilitiesReporting/RoomType.pdf

4. Room Use - there are approximately 50 codes to identify room use. Room use is a two digit code to describe the function of the room. A space may be prorated (percentage) up to three times for its function. The total percentage must equal 100 percent.
   a. A list of the codes can be viewed at;
      i. www.tamuc.edu/facultyStaffServices/financialServices/ProceduresDocumentsForms/AccountingReporting/FacilitiesReporting/RoomUse.pdf

5. Capacity - This number is the number of students that the room is designed for. This number is needed for classrooms, labs, meeting rooms, conference rooms, lounges and study rooms.

6. Room Area – This number is the square footage of the space. This area will be measured by someone working with the Facilities Coordinator.