Texas A&M University - Commerce

FACILITIES SPACE INVENTORY MANUAL

Updated 9/2015

This manual is intended to identify processes in place at Texas A&M University - Commerce as they pertain the Texas Higher Education Coordinating Board procedures of Facilities Space Inventory control. This report is a supplement the THECB manual.

Table of Contents:

Definitions

Purpose & Overview

Processes for collection of information

Processes for editing and updating information to THECB

Definitions:

CIP – Classification of Instruction Programs. A six digit code adopted by THECB to code the instructional classification of a room. See THECB Space Inventory manual for a list and further definition.

E&G - Education and General.

FIM – Facility Information Manager may have several different titles within the University. The current title is Facilities Reporting and Energy Program Manager. The term FIM as used in this document may refer to the specific person or any of his designees. The ultimate responsibility, which is to accurately report all spaces of Texas A&M University - Commerce to the THECB, remains with the specific person.

Project Process Form - A form produced by the Operations Process office to keep the University aware of projects and in compliance with safety, environmental, and or University or System policies and procedures.

THECB - Texas Higher Education Coordinating Board

Space Type Code - A three digit code developed by THECB to code the use of a room. See THECB Space Inventory manual for a list and further definition.

Space Function/Use Code - A two digit code developed by THECB to code the function of a room. See THECB Space Inventory manual for a list and further definition.

User – the individual or group of individuals using a space

Purpose and overview:

This manual is intended to document the processes at Texas A&M University - Commerce (TAMUC) to meet the Texas Higher Education Coordinating Board (THECB) requirements for space reporting.

TAMUC is committed to meeting the standards prescribed by the THECB as written below;

1) All rooms are identified by a unique (by building) alphabetic, numeric, or alphanumeric combined code
2) Room type, use, and Classification of Instructional Programs (CIP) codes accurately reflect the use of the room
3) Prorated use accurately reflects the time used for each function.
4) Room area (square footage) is verifiable and accurate
5) Classroom and class lab seating is accurate.
6) Changes are reported timely
7) Processes are in place to ensure continued compliance

STANDARD #1 – All spaces are identified by a unique identifier within a building.

Out of compliance;

1) A space is found to be missing an identifier (door label);
    a. The FIM reports the need for a label to be installed on the space through the work order process within 48 hours. The FIM follows the work order through the completion stage.
    b. The official drawings are checked. If the drawings correctly show the space marked, then end. If the drawings are not correct go to step c.
    c. The FIM corrects the official drawings and updates the version on the website.

2) A space is found to have a duplicate identifier.
    a. The official drawings are checked. If the drawings show the space correctly identified, then proceed to step c. If the drawings are not correct go to step b.
    b. The FIM corrects the official drawings and updates the version on the website.
    c. The FIM reports the need for a label to be installed on the space through the work order process within 48 hours. The FIM follows the work order through the completion stage.

STANDARD 2. Room type, room use, and CIP are correct.

Out of compliance;

1) A space is found to have an incorrect code;
    a. If the FIM believes the error is a minor mistake, the FIM corrects the room type, use or CIP in the database and uploads corrections to the THECB website. Corrections will be uploaded at least monthly.
    b. If the error is systemic, the FIM meets with the department/area designated person and explains the error. The corrections to be made are explained to the designee. The FIM corrects the information in the database and uploads the corrections to the THECB website.
    c. The official drawings are checked. If the drawings correctly show the space marked, then skip “d”. If the drawings are not correct go to step “d”.
    d. The FIM corrects the official drawings and updates the version on the website.

STANDARD #3. Prorated use accurately reflects the time used by each function.

If found out of compliance;

1) The FIM will meet with the “users” to discuss how the space(s) are used for different CIP codes or function codes. The FIM will correctly report the use as identified by the “user”.

STANDARD #4. The square footage is correct and verifiable.

If found out of compliance;

1) A space is identified during project review as being altered
    a. The FIM monitors completion of the project during meetings and when the project is complete schedules a time to measure and review use.
    b. If the project results in the creation of new space(s), the FIM will decide on the labeling of the new space(s).
    c. The FIM will provide this information to the project provider with instructions on how to label the new space(s).
    d. The FIM will use a laser measuring device to measure space(s) to the nearest inch.
    e. The FIM will calculate the square footage of the space per THECB recommendations.
    f. The FIM will update the database and upload to THECB at least monthly.
    g. The FIM will update the official’s drawings and update the website.
2) A space (not identified during a project review) is found to have an incorrect square footage.
    a. The FIM will conduct an investigation into the reason for the error.
    b. If the FIM is satisfied that the problem is not systemic, then the FIM will follow steps “d” through “g” above.
    c. If the FIM believes the problem is systemic, the entire area, floor, or building will be re-measured room by room. Then steps “d” through “g” will be followed. Process for continued improvement

STANDARD #5 Changes are reported timely.

Monthly updates will be uploaded to the THECB website. The FIM will save the flat file for a period of at least 12 months. Copies of audits, surveys, emails, etc. are kept for the current year. Copies of the file sent to upload are kept for the current year.

If found out of Compliance;

1) A monthly upload was not verifiable.

a. If the FIM cannot find that an upload was done for the previous month, then as soon as practical the upload is sent.

STANDARD #6. Processes are in place to ensure continued compliance.

Texas A&M University - Commerce manages the flow of information through four processes.

1) Audits and surveys

2) Project management

3) Informal calls or emails

4) Education and training

Process #1: Audits and surveys:

A) THECB Facilities Room Inventory Audit - Every 5 years
   a. The Peer Review group conducts a random space inventory audit on 38 Universities and colleges in Texas. The audit takes a sample of all E&G spaces and verifies the accuracy.

B) Campus-wide space survey – Every year
   a. The campus-wide survey is conducted by sending a list to each department of those spaces that are assigned to that department. A list of departments can be found on the campus website. The department is asked to verify the CIP code, room number, room type, and room use. All survey lists are to be returned to the FIM within the designated period.

C) Campus-wide space audits – Every year
   a. The FIM conducts monthly audits to verify the information reported on the THECB website. The FIM conducts sufficient audits to completely audit all spaces at least once a year.

Process #2 - Project Management

The project management process is designed so that the University is aware of all projects that are completed by the third party facility maintenance group, currently SSC. The current process uses a three prong approach to make it unlikely that changes will occur without the FIM being notified. First, projkectojheoiei form to identify spaces that may be changing. The form requires notification to the FIM of all projects. Second, a weekly meeting is headed by the Project operations office and attended by FIM. Third, the third party maintenance group sends a

copy of the project list to the FIM. This process may change as needs differ, but will remain essentially a process to keep the FIM informed.

Process #3 – Informal calls and/or emails

Some changes to rooms do not dictate that a project be started. Emails and phone calls are another way that changes to room usage are provided to the FIM. Most of the time these are a change in occupant within the same department and do not require any updating.

Process #4 - Education and training

Education and training opportunities are explored constantly. Some educational opportunities which have been used are campus meetings (BUG, department meetings) and completion of an on-boarding video and power point presentation. These opportunities make the annual surveys and informal calls much more powerful.