

Texas A&M University – Commerce Annual Facilities Space Inventory Frequently Asked Questions

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Why are we collecting data about the spaces on campus?

The Texas Higher Education Coordinating Board (THECB) requires are universities to collect data about the physical facilities that are under their jurisdiction. This date must be accurately reported to THECB and annually certified by the President of the institution. The information collected is used for formula funding, comparative data analysis, and decision making.

What is a space survey and why are we conducting one?

A space survey is a process where campus users update data about the space they occupy, use or have assigned to them. It is expected that the people occupying and conducting business in the spaces are the most informed source for this information. The survey allows the occupants/users to review and edit the information annually. Between survey times the Facility Coordinator (or their designee) inspects, measures or asks questions to keep the information accurate.

I'm not an expert on classifying space so how do I know I'm doing it correctly?

The logic behind the space survey is that the people who actually house the space will know its function best. The Facility Coordinator, the Facility Inventory website and the THECB website can provide assistance.

What information is being surveyed?

1. Room Type Code – This code relates to a room's predominant design/use. There are 11 categories of codes that encompass all types of space found in campus buildings, and there can only be one room type code for each room. Visit the facilities Inventory website for a full listing Room Type categories and the definition of the code.
2. Room Use Code – This code relates to the function taking place in the room. The function of a room must be prorated if applicable. Visit the Facilities Inventory website for a full listing of Room Use codes and their definitions.
3. Classification of Instructional Program (CIP) Code – This code relates to the academic/non-academic discipline that is using the space. Visit the Facilities Inventory website for

the list of CIP codes.

What is the difference between labs and why is it important?

A laboratory is a facility characterized by special purpose equipment or a specific space configuration that limits instructional or research activities to a particular discipline or a closely related group of disciplines. The different types of labs determine the University's formula funding and affect different data analytics that THECB performs.

210 - Class Lab – A class laboratory is used for regularly scheduled instruction.

215 – Class Lab Service – Any space that directly serves a Class Lab.

220 – Special Class Lab – Same as a class lab except that the lab is informally scheduled, or unscheduled.

225 – Special Class Lab Service – Any space that directly serves a Special Class Lab.

230 – Individual Study Laboratory – Used for individual student experimentation, observation or practice.

235 – Individual Study Laboratory Service – Any space that directly serves an Individual Study Laboratory.

250 – Research/Non class laboratory – A space used for laboratory experimentation, research, or training in research methods, professional research and observation; or structured creative activity within a specific program, or for sponsored research.

255 – Research/Non class laboratory Service – Any space that directly serves a Research/Non class Laboratory.

Who should complete the survey for my department?

This survey is a task that is best suited for someone who understands how each space is used, the importance of the survey and the need for it to be correct. We do not recommend a student worker or someone new to the department complete the form.

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What is the difference between conference and meeting rooms?

Conference rooms (350) are office-related that serve an office complex and are primarily for staff meetings and other non-instructional uses. Many times a conference is confined within the office suite.

Meeting rooms (680) are not specific to a particular office. They may serve a variety of departments or student organizational meetings.

Dean's offices – How are they coded?

Most deans can be matched with a CIP listing(s).

Room use code for all Academic Deans is Academic Administration (46).

Departmental research – How are these areas coded?

Departmental research space is Room use code 22 (Individual or Project Research) in most cases.

The CIP is determined by its academic discipline.

Room type would typically be 250 (research lab)

How are interview rooms coded?

Interview rooms are considered Room type code 31 5 (Office Service)

Room type is determined by activity in the room.

Lounges, circulation/lobby areas, and public waiting – How are these room type codes distinguished?

Lounge space for faculty, students, and staff are assignable space. Public Waiting for care in a health care facility is assignable space. Circulation Areas are non-assignable hallway space. A lounge (650) is a room for rest and relaxation. It typically has upholstered furniture, draperies, and carpeting and may include vending machines. Public Waiting (880) is for the public to await admission, treatment, information, or patient visits in a Health Care Facility. Included are waiting and reception areas, visiting areas, and viewing areas. Circulation/Lobby Area (WWW), such as stairs or hallways, are considered non-assignable space. However, a lobby may function as a Lounge (650) or as an Exhibition Room (620). In these cases, the proper room use code should be

chosen. The judgment here is based on the primary function or predominant use.

Room type code for a room with a combination of purposes – How is this coded?

Only one room type code may be used for each space. The room type code is determined primarily by design, but predominant use may be considered. Once the room use code is selected, it does not change because of occasional atypical use. It changes only if its whole character is changed by redesign or if its primary use changes.

Room use proration – What is the best method to determine proration of use?

To determine proration, determine which departments use the room and for what purpose. The percentage of use is usually expressed as time estimates of actual use, such as 60-40, 55-45, 30-70, etc. These estimates are satisfactory in describing split use of CIP and Room Use as primary, secondary and remaining use.