

Tarleton State University Facilities Inventory Policy 2012 Facility Services

Part 1 – Purpose

1.1. This policy is established to aid space management in Facility Services of the Tarleton State University Facilities Inventory.

Part 2 – Definitions for this Policy

2.1. Verification – the act of physically observing and confirmation of the validity of information received from an outside source.

2.2. Capacity – the number of student work stations, either the number of tablet arm chairs, the number of chairs at tables, or the number of chairs at lab benches. The capacity of a room cannot exceed the occupancy limit.

2.3. Occupancy limit – is the number of occupants a room can accommodate within the guidelines of the building and fire codes. This number is determined by the building type, occupancy type, and an occupancy load factor. Facility Services does not currently track this information in the facilities inventory.

Part 3 – Facilities Inventory Database

3.1. Source for Information – information related to the assignment and use of building space comes from various sources. All information must come from a source authorized to provide the information. Acceptable sources of building space information include the following:

President or Vice President, or their designated representative.

College Dean, Associate Vice President, or their designated representative.

Departmental Chair or their designated representative.

Department Director or their designated representative.

Facility Services.

3.2. Entering Data

The facilities inventory database is the depository for all building space assignment and use information. The current software program utilized for this purpose is Microsoft Excel. Only those changes which have been implemented will be entered into the database. For example, if a department is assigned space that is currently vacant, until the department actually moves into the space, it should be reported as vacant. Example two, if a department is assigned space that is occupied and once vacated needs to be renovated, until the department actually moves into the space, it should be reported as being renovated.

b. Space assignments sometimes precede the actual use and occupancy of building space. Because of the delay between the assignment and the occupancy, changes can and do occur.

c. Space information should always reflect the current status of the building space.

3.3. Changes to Data

Changes to data will occur when notice has been received and the information provided verified.

3.4. Room Utilization

a. The THECB classification guide requires rooms be coded according to majority use. Tarleton State University can only report a single space use code to THECB. If a room is used the majority of the time (greater than 50%) for a specific purpose, then the space code for that use will be reported.

b. Room utilization is documented in the database in the Room Type Code field and the Room Usage field.

c. Room type and usage will not be changed without approval by the Associate VP of Facility Services.

d. While any space may be used for instruction, rooms whose use for instruction is the predominant use of the space may require changing the room use to a classroom or class-lab code.

e. Teaching space used for instruction for credit greater than 19 hours per week (50% of 38 hours), with no special equipment that would preclude general instruction, will be coded 110-Classroom. Teaching space outside of classrooms and class-labs consists of special class labs. A similar room used less than 19 hours per week will be coded as 220-Special Class Lab, 350-Conference Room, or other appropriate code type.

To calculate the AWHU, add the total minutes for classes held in the room for a one-week period, and divide by 50-minutes.

Data used to determine the number of hours per week of instruction will be compiled after census day of the Fall Semester.

f. Teaching space used for instruction for credit greater than 12.5 hours per week (50% of 25 hours), with special equipment that would preclude general instruction, will be coded 210-Class-Lab. A similar room used less than 12.5 hours per week will be coded as 220-Special Class Lab, 250-Non-Class Lab, or other appropriate code type.

To calculate the AWHU, add the total minutes for classes held in the room for a one-week period, and divide by 50-minutes.

Data used to determine the number of hours per week of instruction will be compiled after census day of the Fall Semester.

g. It is reasonable to assume research space (250-Non-Class Lab) could be used to conduct research 24-hours per day, 7 days per week, or 168 hours total per week. Research space used for instruction for credit greater than 84 hours per week (50% of 168 hours) will be recoded to 210-Class Lab.

h. It is reasonable to assume administrative space could be used to conduct administrative functions 12-hours per day, 6 days per week, or 72 hours total per week. Administrative space (conference rooms, meeting rooms, and assembly rooms) used for instruction for credit greater than 36 hours per week (50% of 72 hours), with no special equipment that would preclude general instruction, will be recoded to 110-Classroom.

i. For space whose use code is changed (recoded), the Unit Code (department) to which the space is assigned will not be changed unless dictated by other factors.

3.5. Capacity

- a. The capacity field in the database is used to document seating capacity in classrooms, class labs, assembly rooms, meeting rooms, and conference rooms.
- b. Capacity for other types of space is not currently documented.
- c. Capacity is not the same as occupancy limit; see definitions.

d. Classrooms and class labs:

Seating capacity for classrooms and class labs is determined and provided by the Office of the Registrar, based on the type and size of classes to be taught in each space. The capacity will accommodate all those students registered in the largest class using the space. Class sizes will vary, so for any one classroom, the number of students seated in the class will vary, but should never exceed the seating capacity.

ii. Facility Services confirms the proposed seating capacity does not exceed the occupancy limit. Where special conditions exist where the occupancy limit is not evident, Facility Services will confer with Tarleton Risk Management and Safety for a determination.

iii. Professors decide how seating in their classrooms will be used. In some instances, additional seating will be brought into a classroom to accommodate guests and others not enrolled in the class. The quantity of seats provided in the room may vary from the seating capacity listed in the database. Any variance between the seating capacity and actual number of seats in the classroom is disregarded by Facility Services, with the following exception: if the number of seats in a classroom exceeds the occupancy limit, Facility Services will notify Tarleton Risk Management and Safety to take action.

3.6. Room Type Classifications

- a. Because room type classifications are sometimes not clear, Facility Services will make a determination of the use of space and a determination of the percentage of time the space is used, and will provide a written rationale that includes the methodology used to support the assignment.

Part 4 – Facilities Inventory Audit

4.1. General

a. In compliance with Texas Education Code, Article 61.0583, Audit of Facilities, the Texas Higher Education Board (THECB) will periodically (on a 5-year rotating basis) audit Tarleton State University's room inventory to verify its accuracy.

- . Guidelines issued by THECB indicate that space assignment changes should be documented within 30 days of any change.
- . Space assignment changes include changes to room assignment (CIP code), room type (classroom, office), or room use (academic instruction, research)
- . The Facility Services must be notified by departments or offices of changes to room assignments.
- . Facility Services will send email reminders on a quarterly basis to notify departmental chairs and departmental space managers about this policy.

b. In compliance with the Texas Higher Education Board (THECB) Facilities Inventory Classification and Procedures Manual, institutions with state-supported physical facilities are required to maintain a building and room inventory with the THECB.

- . It is essential to maintain a current and accurate inventory on file with the THECB for the purpose of assessing campus-wide space needs and space use.
- . Updates will be submitted by Facility Services on an on-going basis, as changes to the inventory are identified.
- . The THECB database is closed each year in November for the room inventory provided to date. A new database is opened for the next year. This provides THECB with a snapshot of the space status for the prior year that cannot be edited after November 1. The intent is to capture the Fall space utilization.
- . Facility Services will conduct desk-side surveys, working with departmental chairs and departmental space managers to verify accuracy of room inventory data, and to pick up changes implemented in the last year that were not previously identified. These surveys will begin in August and be complete by the end of October.

c. Tarleton State University is scheduled to be audited the following periods; the schedule is subject to change:

- . February 2013 – Peer Review

d. The audit is broken down into 2 parts. Part 1 is the “institutional facilities inventory” to be conducted by a Peer Review Team. Part 2 is conducted by Tarleton State University Facility Services.

4.2. Audit Preparation for Part 1 Institutional Facilities Inventory

a. Information necessary to show compliance with the facilities inventory audit include the following:

- . Room number installed at building matches information in database and mini floor plans.
- . Room size as built at building matches information in database and mini floor plans.
- . Room use observed at building matches information in database.
- . Inventory control systems must be formalized (efficient, effective and enforced).
- . Reporting mechanisms must be in place (to provide top-down and bottom-up feedback).
- . Changes (renovations) must be reflected in a timely and accurate manner.

- . Data must be congruent between various internal reporting systems to external entities.
- b. Actions to be taken to ensure compliance with the facilities inventory audit include the following:
 - . When room numbers installed or room size as built at building does not match information in database and/or mini floor plans, Facility Services will ascertain correct information and record.
 - . When room use observed at building does not match information in database, Facility Services will coordinate with occupying department.
 - . Implement inventory control systems and reporting mechanisms.
 - . Formalize process for communication of changes (renovations).
 - . Implement means of checking data congruence.

4.3. Semi-Annual Internal Facilities Space Audits

- a. In order to help ensure that Tarleton State University receives a favorable audit, semi-annual internal audits will be conducted by Facility Services.
- b. The goal is to determine compliance following the “Compliance Criteria Rubric” used in an actual audit. Each room will be analyzed based on the 4 criteria of Table A. A compilation of all rooms will be prepared to calculate the assigned scores of 1 through 5. Control systems will be analyzed based on the 4 criteria of Table A.2. Possible overall scores:
 - . 35 to 40 is excellent (best score)
 - . 28 to 34 is good
 - . 21 to 27 is average
 - . 14 to 20 needs improvement
 - . 8 to 13 is bad (worst score)
- c. Note that for part 2, Table A, a score of 8 indicates less than 15% deviation, or less than 85% accuracy; that is why it is shown as a minor deficiency. A score of 4 indicates more than 15% deviation, or more than 85% inaccuracy; that is why it is shown as a major deficiency.

Part 5 – Annual Building Utilization Inspection

5.1. General

- a. In order to ensure accuracy of data, an annual inspection of every building will be conducted to compare as-built and as-used conditions with information reported in the room inventory database.
- b. These inspections will not be exhaustive and will not confirm accuracy of all data. They are only intended to catch glaring discrepancies.
 - . Example 1: if the database says 100 square feet, and the room looks like 10-feet by 10-feet it would be acceptable. If it looks like 10-feet by 20-feet there would obviously be a problem.
 - . Example 2: if a room is shown in the database as an office occupancy, but the observed use is a conference room.

5.2. Process

- a. Standard forms will be used to document observed conditions.
- b. Mini floor plan drawings will be used to compare graphical information with observed conditions.
- c. Measuring devices will not be used during inspection. Any rooms found to be a discrepancy will be checked for accuracy at a later date.
- d. The inspection team will generally consist of the Director and the Facilities Planning Analyst. On occasion, the inspection will be conducted by either person.
- e. Departments that manage single buildings will be notified two weeks in advance of the scheduled inspection.
 - . They will be notified of the date, time, and purpose.
 - . They will be asked for a departmental representative who should be contacted upon arrival.
 - . Areas that require a special escort because of the nature of the use will be scheduled upon arrival.
 - . Areas that would be interrupted by an inspection will be scheduled upon arrival.
- f. Inspections will be conducted on a floor-by-floor basis looking at each room in a numerical order matching the room number.

Doors that are shut will be knocked on to alert occupants. Doors that are locked will be opened with a master key. Where door keying is special, other arrangements will be made to enter the room. The inspection team will ensure that lights are returned to the position they were prior to entering (off or on) and doors returned to the position they were prior to entering (closed or open and locked or unlocked).

5.3. Preliminary Reports

a. A preliminary report documenting the observed conditions will be prepared and distributed to affected departments, colleges or vice-presidential divisions. Report will include

- . Cover page
- . Table of contents
- . Overview
- . Vacant space report
- . Partially utilized space report
- . Safety issues report
- . Building floor plan drawings showing utilization
- . Complete listing of all rooms
- . Space survey codes listing
- .

b. Questions and comments will be solicited, and responses to questions will be provided.

c. Square footage discrepancies will be measured to ensure accurate data.

d. Errors and discrepancies will be confirmed and adjusted where necessary.

5.4. Final Report

. A final report documenting the observed conditions will be prepared and distributed to affected departments, colleges or vice-presidential divisions.

. Adjustments will be made to the room inventory database.