UNIVERSITY of HOUSTON

A CARNEGIE-DESIGNATED TIER ONE PUBLIC RESEARCH UNIVERSITY

Facilities Space Reporting Manual

SUMMARY OF APPENDICES

INTRODUCTION

The primary function of the Office of Facilities Information (OFI) is space reporting. This function includes collecting and maintaining data relating to the University of Houston's facilities and providing this information to various University constituents for internal and external reporting and analysis.

This document details the processes and procedures OFI uses to assist the University in maintaining a comprehensive and accurate space inventory. The data collected during the annual space survey will be used for analysis and reporting in the following areas:

- Space Management
- Validation of requirements for capital projects
- Development of program plans for capital projects
- Support to the University's strategic planning initiatives (programmatic, financial, and physical) from the perspective of space needs
- OMB-A21 Reporting

FAMIS is the space management application that we use in the management of this information. The data collected is used to create the Texas Higher Education Coordinating Board (THECB) Facilities Inventory Report, to provide defensible data for calculating the Facilities & Administrative (F&A) Rate, and to provide campus leaders with space management information.

Importance of the Space Update Process

All University of Houston departments must review and update the information related to the size, type, and use of their space each fiscal year. The primary purpose of the Space Inventory is to maintain accurate information about space owned or rented by the University. This information is used for a variety of purposes (see below), predominant among them, the required annual update by THECB and the calculation of the Indirect Cost Rate that is applied to Sponsored Research. The Space Inventory provides a basis for the allocation of selected indirect costs, including building and equipment depreciation costs and some operation and maintenance (O&M) costs.

Guidance for Space Inventory classifications is provided by the Texas Higher Education Coordinating Board in the November 2008 Facilities Inventory Procedures Manual. The coding outlined in the manual provides a uniform physical facilities coding system that prevails between higher education institutions in Texas and across the nation for data included in a building and room inventory. It provides a current and common framework for terms and definitions around which to compile data systems for physical facilities. The majority of the data codes are based on definitions and standards established by the National Center for Education Statistics, Postsecondary Education Facilities Inventory and Classification Manual, U.S. Department of Education, NCES 92-165, 2006, but some data codes are unique to Texas higher education institutions.

The federal government requires calculation of the University's Indirect Cost Rate. The calculation is performed to determine the costs of accommodating sponsored projects at University of Houston. These overhead costs can be reimbursed to University of Houston by the government and other sponsors. The Office of Management and Budget (OMB) Circular A-21, "Cost Principles for Educational Institutions," provides the guiding principles and procedures for determining the costs applicable to work performed by colleges and universities under grants, contracts, and other agreements with the Federal Government and other sponsors.

The Space Inventory is an important part of the University's Indirect Cost Rate calculated by Office of Facilities Information. A large portion of the indirect costs recovered by the University is dependent on the Space Inventory. Therefore, the accuracy of its coding, as updated by you, is of critical importance.

Documentation
Sufficient documentation to support the coding of your space, especially for space coded to Sponsored Research, must be maintained. Documentation is important to support coding decisions in the event of audit by Internal Audit, Office of Facilities Information, THECB, external auditors, and sponsoring agencies.

See Appendix A – Guidelines for Documentation of Sponsored Research

Deadline Annually, the department notification of completion and certification of the facilities inventory is due June 30.

FAMIS

The University of Houston has made an investment in new software (FAMIS) to assist in space management and work order management. FAMIS is a suite of modules that supports operational and strategic facilities business processes. UH will be using the following FAMIS modules:

SPACE MANAGEMENT
FAMIS Space Management is used to manage the physical space in buildings. It includes features for defining locations; maintaining employee information; managing space assignments, and creating stack and block plans. The data in FAMIS is pushed to PeopleSoft every night using a customized interface between the two systems. The space module includes:

Visual Map: Visual Map provides the ultimate combination of graphical Search and Reporting capabilities. Based upon the standard Autodesk platform, Visual Map enables both CAD and non-CAD users to locate occupant- and facility-related information quickly and easily within a consolidated corporate campus view of building floor plans. A flexible query engine provides users with the ability to define and execute theme based graphical reports that dynamically extract data from the FAMIS database and project the information using standard color and hatching patterns.

AutoCAD Interface: The FAMIS AutoCAD Interface is a tightly coupled interface between the FAMIS and AutoCAD. FAMIS AutoCAD Interface provides a bi-directional link between AutoCAD drawings and FAMIS' Oracle database. FAMIS AutoCAD Interface's capability of exporting data from the floor plan drawings directly into FAMIS allow for more accurate room counts and area calculations are possible. By importing FAMIS data into floor plan drawings, you can generate accurate graphical reports can be with ease.

Graphical Reports Server: FAMIS Graphical Report Server is a batch reporting system that allows managers to request graphical facilities reports without using AutoCAD directly. FAMIS Graphical Report Server provides a link between AutoCAD drawings and FAMIS' Oracle database. FAMIS Graphical Report Server allows for self-service access to accurate graphical reports with ease.

Space Survey: The space survey application is not a part of FAMIS but it is tightly integrated with FAMIS. The space survey is a customized web-based space application used by UH departments to update space information regarding the functional usage, department ownership, and occupancy. The space survey has workflow and on final approval on the space updates are pushed from the space survey to the FAMIS database. All the changes made in FAMIS are sent to PeopleSoft nightly via an interface. The room information in PeopleSoft is then sent to Ad Astra (scheduling software) via a nightly interface as well.

MAINTENANCE MANAGEMENT

FAMIS Maintenance Management provides for managing corrective maintenance, preventive maintenance, alterations, and renovations. The system automates the entire maintenance process from work identification to work completion. An electronic routing feature ensures every activity is properly managed throughout the process. Numerous reports and graphs allow you to analyze this process and enables full visibility of your organization.

There are several modules associated with maintenance management:

Self Service: Self Service is a portal for communicating with all UH constituents. This is the customer service component of FAMIS, used to create service requests. Self Service is integrated with the rest of FAMIS and it dynamically accesses data from the FAMIS database so the information is always current

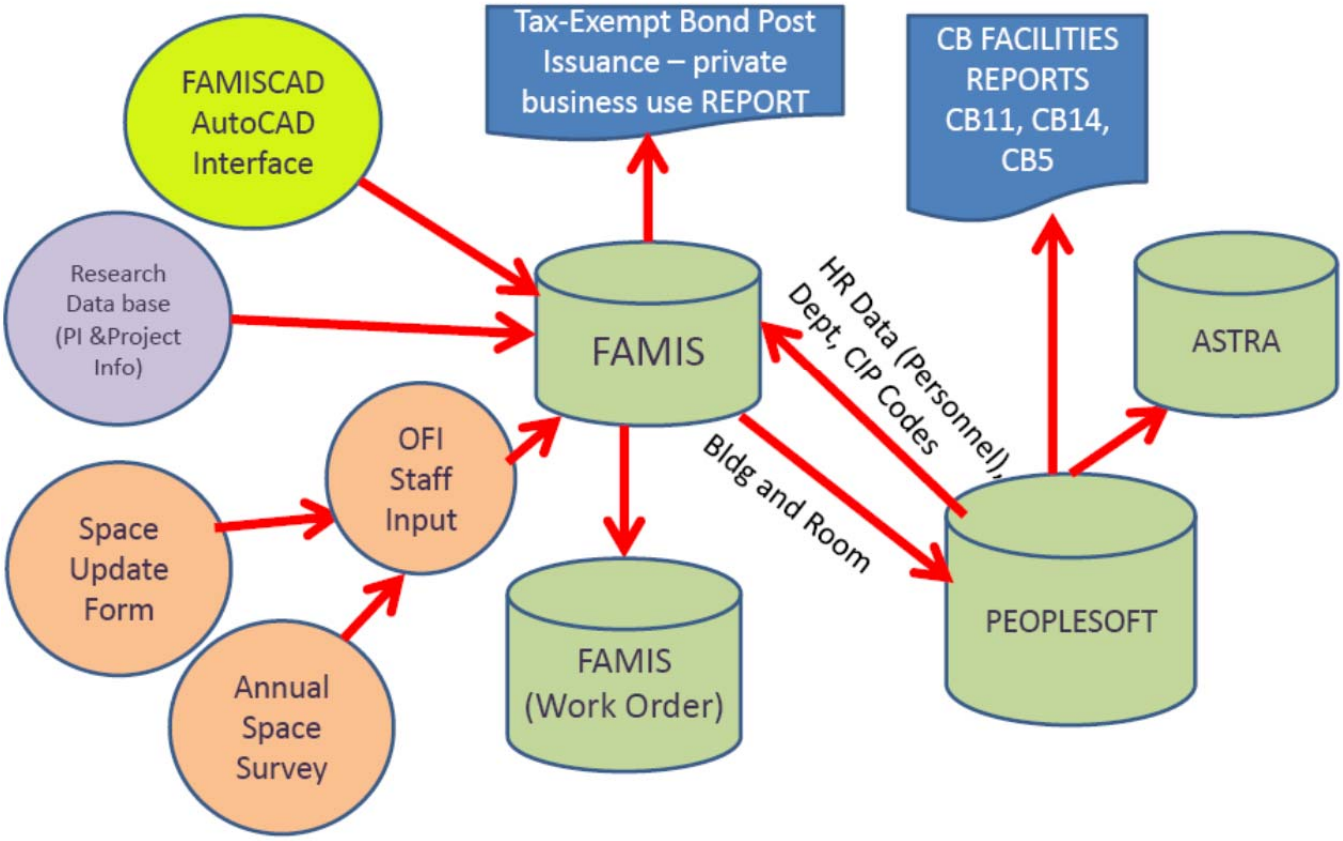
Inventory Control: FAMIS Inventory Control is used to manage spare parts, replacement parts, supplies, furniture, and other types of inventory items. The system provides functions for optimizing inventory levels; reserving, locating, issuing, and charging items; performing physical and cycle inventories; costing inventory; and much more. FAMIS Inventory Control is also integrated with FAMIS Maintenance Management to enhance the work planning, estimating, kitting, and job costing functions.

Key Control: FAMIS Key Control Module is automates all facets of the administration and management of a key control system.

Capital Projects: FAMIS Capital Projects is a project budgeting and scheduling system. It standardizes project management processes by consolidating all activities related to project funding, budgeting, and scheduling. FAMIS Capital Projects will be used in the planning process of minor and planned projects to set priorities, develop project estimates and schedules, and track the expenditures

Facility Assessments: FAMIS Facility Assessments is used to maintain general information about buildings, equipment, and other capital assets and enables buildings and infrastructure to be modeled to project capital renewal requirements. This module facilitates the management of deficiencies including identification, prioritization, planning, funding, and resolution. The Facility Assessments module is fully integrated with the Maintenance Management and Capital Projects modules to facilitate the actual resolution of deficiencies using work orders and capital projects. This seamless integration automatically updates the status of deficiencies, as they are resolved.

SPACE MANAGEMENT DATA FLOW


FAMISCAD AutoCAD Interface
Tax-Exempt Bond Post Issuance – private business use REPORT
CB FACILITIES REPORTS CB11, CB14, CB5
Research Data base (PI &Project Info)
FAMIS
HR Data (Personnel), Dept, CIP Codes
ASTRA
OFI Staff Input
Bldg and Room
Space Update Form
PEOPLESOFT
FAMIS (Work Order)
Annual Space Survey

ROOM INVENTORY CONCEPTS AND COMPONENTS

The basis for room classification should be per the architectural features that can best be obtained by a visual inspection of each room, but may also be obtained from as-built drawings. The evaluation of a room's space use code is made by the OFI staff. The department, CIP code and functional category code should be based on the judgment of a space representative who is familiar with the coding structure in this manual. A room's functional category code, CIP Code and department can change between space survey dates but the space use code does not change until its basic design function has changed.

Definition of a Room: A space normally enclosed on all sides including any alcoves and recesses. A room record will include such data items as type of space, room use/function, and size. As a guideline, a room must have at least a six-foot, six-inch clear ceiling height. Limitations: Covered play areas and covered walkways are not considered rooms.

Basis for Classification: Information to code rooms according to architectural features can best be obtained by a visual inspection of each room but may also be obtained from as-built drawings. The evaluation of a room's functional use should be based on the judgment of a departmental representative and/or facility planning or physical plant personnel who is familiar with the coding structure in this manual. A room's type, use and function can change from one inventory or audit date to another and should be updated as needed to reflect a current room inventory. (A room's type does not change until its basic design function has changed, and Room Type code 060 can be used temporarily to reflect unassigned space while it is undergoing a conversion by remodeling.)

Rooms to be Included: The room inventory includes distinctions for all types of space within a building and its intended design function. There are ten categories of Space Use codes and nine categories of Functional Category codes (Appendices B-C). Space Use codes for cubicle space is regarded as Office Facilities (300) that can be assigned to academic, administrative, or service functions of an institution and each defined workspace can be considered a room. Operations independent of an institution's mission are to be reported under Room Use codes 91 and 92. This manual includes Room Type codes to inventory circulation areas, building service, mechanical and structural areas, which are classified as unassigned space.

Basis for Room Measurement: Room dimensions are measured to the nearest tenth of a foot from interior wall surfaces to opposite interior wall surface disregarding alcoves.

Room Measurement Terms

Net Assignable Square Feet: The sum of floor space within interior walls of rooms that is assigned to, or available for assignment to, occupants for use. This space is also referred to as NASF. NASF is determined by Room Type and Room Use data field categories.

Unassigned Space: The sum of building custodial service and mechanical areas, all of which are not assigned directly to support programs. Public restrooms, shelled space, or space mothballed/permanently incapable of use is also unassigned space. Unassigned space is determined by Room Type and Room Use data field categories.

Educational and General Net Assignable Square Feet: Net-assignable area is used for academic instruction, research, and support of an institution's mission. This space is referred to as E&G NASF. It does not include auxiliary enterprise space, space that is permanently unassigned, or space used for operations independent of the institution's mission.

Room Data Elements in the Space Inventory

In updating the Space Inventory, there are a number of data fields for each room for which information must be provided

1. **Identification**: Each room should have an assigned building and room number. Room numbers are assigned by the Office of Facilities information. If a rom number is needed for any space, please contact us for assignment of that number.

2. **CB Space Use Code**: Each room has one best space use code based on its exclusive or predominant design/use. The information needed to code a room's type of space may best be obtained by visual inspection, but may also be obtained from as-built drawings. Space Use Codes can change when its predominant use or physical characteristics are changed or remodeled. The 11 major categories of Space Use Codes encompass all spaces found in campus buildings. Architectural features of a room, including its structural design and utility services, are relevant to its primary use and help determine the space's space use code.

See Appendix B for CB Space Use Codes

3. **UH Space Use Code**: The UH room space use code is a sub-category of the CB Space Use Code and it is used to give a more detail on room type classification. For example, the CB space use code requires that we only report one broad category for classrooms but internally we differentiate between a seminar room, auditorium, among others.

See Appendix C for UH Space Use Codes

3. **Functional Category Code**: Each room must have at least one functional category code, but may have a maximum of three. Room functional codes represent **an activity that occurs in a room.** The functional category code classify a room according to the institutional mission or objective (instruction, research, public service, academic support, etc.). If more than one activity occurs in a room, an estimate on the percentage of time that it is used for each activity is captured.

See Appendix D for the Functional Category Codes

4. **CIP Codes**: Each room must have an associated academic discipline identified using the CIP code. The purpose of the Classification of Instructional Programs (CIP) is to provide a taxonomic scheme that will support the accurate tracking, assessment, and reporting of fields of study and program activity. A six-digit CIP code corresponds to a single instructional program and its first two digits correspond to a group of instructional programs. If an exact CIP code cannot be determined, assign the most accurate code available. Descriptive information on CIP codes can be obtained from the following NCES web address: http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2002165. The Coordinating Board has an index of the current and deleted NCES CIP codes on its web site at http://www.txhighereddata.org/Interactive/CIP/.

See Appendix E1 for the list of the 2-digit CIP Family Codes.
See Appendix E2 for the list of Texas specific CIP Codes.
See Appendix E3 for the list of 2006 CIP Codes.

5. **Proration of Use**: The combination of these three elements: department code, functional category, and CIP code, can be reported with up to three prorations: primary, secondary, and/or remaining. Where a room serves several purposes or users, it can be reported on the basis of

time spent on each activity. Overall, the total percent of use/proration for primary, secondary and remaining use must always total 100 percent. Only a rooms' use and program area can be prorated since Room Type cannot be prorated

6. **Room Area:** This is reported to the nearest tenth of a foot. The Office of Facilities information will measure and provide this information

7. **Room Capacity:** Identifies the capacity of the space for selected space use categories where information about capacity (number of workstations, seats, or beds, for example) is useful in assigning or scheduling the space. The space use codes for which this information is required include Classroom, Class Laboratory, Open Laboratory, Research/Non-class Laboratory, Conference Room, Study Room, Open-Stack Study Room, Assembly, Food Facility, Meeting Room, Patient Bedroom, Staff On-Call Facility, and Sleep/Study.

8. **Department Assignment:** This code represents the room-level organizational assignment or "occupier" of the space. The department Codes in PeopleSoft Administration and Finance tables are used to identify the organizational unit that is in the space. The organization codes are maintained by the Human Resources. A staff member from each college, school or administrative unit involved with financial matters such as accounts payable and/or payroll, should have familiarity with these codes.

See Appendix F for the list of the HR Department codes.

Proration and Duration of Use
In the fiscal year of the space inventory, department space representatives should consider how the space was used over the entire 12-month fiscal year (September 1 through August 31) and NOT how the space is being used at the moment the space inventory is being updated.

Shared Room Use
Department space coordinators must consider space use over the 12 months of the fiscal year and should code rooms based on use over that period, rather than at any one point in time. Over the course of the year a single room may have been used by more than one department and/or for more the one purpose (as defined by a Functional Use Code).

Level of Detail
Report only functional use activity levels that are significant enough to be measurable and supportable. The extent to which space is to be functionalized is dependent upon the extent it is accurate, material and supportable. Not all functional use can be measured; some estimating of percentage of use will be necessary. However, activities, which occur rarely or only incidentally to the overall activities, duties, purposes, or functions of the people occupying the space, are not necessary to report. Examples include fundraising done incidentally by faculty/administrators, a student's occasional use of laboratory space to do personal homework, or space used by a specific function committee which may meet only semiannually. These instructions attempt to define all recognized activities but you are not obligated to report every nuance. The goal is supportable material accuracy.

The space representative should keep independently verifiable documentation as to how the coding was determined in the event that an additional review or audit is required of any particular space. Please see Appendix A for guidance on documentation for sponsored research.

SPACE SURVEY ROLES & RESPONSIBILITIES

In order for the Space Report process to be a success, collaborative and meaningful participation must occur between academic and administrative groups campus-wide. To reiterate what was mentioned in the introduction, stewardship of the University of Houston facilities is the responsibility of the people who occupy them and the administrative units which oversee them. This includes the Deans of each academic program and the Vice Presidents for each administrative office.

Office of Facilities Information:

The Office of Facilities Information will have overall responsibility for the accuracy of space information across all of the University's owned and leased space. This will include ensuring the Annual Space Update process is followed in a timely and efficient manner and that the data contained within PeopleSoft is accurate, up-to-date and readily available to various colleges, schools and administrative offices campus-wide. The Office of Facilities Information will provide any necessary assistance throughout the year to the various colleges, schools and administrative offices in helping to properly classify space.

Financial Reporting

This department is well versed in OMB-A21 reporting and classification. This department can provide expertise in the areas of contracts and grant accounting and classification. A department representative from Financial Reporting will work collaboratively with the Office of Facilities Information during the surveys to ensure all research space is accounted for and correctly classified.

Space Administrator (College/Division Certifying Signature or CBA/DBA)

Each college or division has an appointed space administrator who has both oversight and responsibility for the college or division space reporting. The space Administrator has primary responsibility for the space occupied by activities and associated staff under their college or division control. This includes space use and assignments. This group has the responsibility of certifying the accuracy and completeness of the annual space surveys as reported and verified by the department space representatives. This role is held by the staff member who is the College Business Administrator (CBA) or Division Business Administrator (DBA). They will also serve as the primary liaison with Office of Facilities Information during the annual space surveys as well as the Continual Space Data Update Process mentioned above. Each Space Administrator will be trained on the reporting on an as needed basis. As stewards of space, they are also responsible for reporting any spatial, classification and assignment changes to the Office of Facilities Information through the use of the http://www.uh.edu/plantops/resources/space-reporting-manual/Appendix-F-Space-Update-Form.pdf

See Appendix G for a list of Space Administrators

Space Representatives

The Space Administrator may choose to designate a Space Representative to assist in the space reporting process. This person should be familiar with the space assigned to or occupied by the academic or administrative unit and knowledgeable about its use and assignment. It is envisioned that this person may also work closely with other members of the college, school or department who have a more specific familiarity with the spatial and/or financial (grant accounting) aspects of their areas. Space Representatives are the "eyes and ears" for the college or division at the departmental level relating to space. They will have direct responsibility for working with faculty and staff in recognizing and reporting changes of space as well as informing the Space Administrator for their college/division. Each Space Representative will be

trained on the reporting on an as needed basis. Any space changes or facilities information from the space representatives needs to be routed through the Space Administrator for the college or division for their review and approval.

See Appendix H for a list of Space Representatives

SPACE UPDATE PROCEDURES

In order to meet the goal of continuously maintaining an up-to-date and accurate space inventory system, two primary data gathering methods will be used;
A) Annual Space Survey and
B) Continual Space Update Process.

The two methods are described in detail below.

A. Annual Space Survey

The annual survey will originate from the office of Facilities Information annually each June and sent to the Space Representatives and space administrators for all colleges and divisions. The survey will be certified by the Space Administrator for the college or division. The space survey incorporates all of the University of Houston and University of Houston System facilities including the Energy Research Park and Texas Medical Center space.

The reporting period is based on the fiscal year - September 1 through August 31. All spatial, classification and assignment changes that occurred throughout the year must be reported. Training will be offered by the Office of Facilities information annually and as needed throughout the year.

Process Steps:

STEP 1: The Office of Facilities Information will email a memorandum notifying each academic and administrative unit involved in the upcoming survey, at least 2 weeks prior to the start. The memorandum will be directed to the Space Administrator.

STEP 2: The Office of Facilities Information will provide open the electronic space survey portal to allow for inventory and update of all the pertinent room information. The space survey includes floor plans. It will be the responsibility of the Space Administrator to ensure the rooms in the survey is all inclusive of space occupied by their college or division. Any omissions should be reported to the office of facilities information.

STEP 3: Space Representatives should conduct building walkthroughs as they complete the space survey. Each room assigned to the relevant department should be reviewed and notes will be taken to confirm spatial, categorization and assignment information. If more than one activity occurs in a room, an estimate on the percentage of time that it is used for each activity is captured. Remember, changes in Space Classification and Assignment must be accounted for throughout the entire year.

STEP 5: The space representative will update all the pertinent information and submit the updated information to the space administrator for their review and approval for submission to the office of facilities information.

STEP 6: Once the Space Administrator approves the inventory, the Office of Facilities Information staff will review and update FAMIS to reflect approved space changes.

B. Continual Space Update Process

This is the process of reporting space changes outside of the formal space survey period. These changes will be submitted to the Office of Facilities Information via the Space Update Form throughout the year as changes occur. The Office of Facilities Information will be involved as needed if measurements, new room numbering, signage, etc. are necessary.

This process is triggered when space issues and requests dealing with space changes/issues occur. They include:

a. Change in space function
b. Reassignment across Departments within a College
c. Reassignment across Colleges
d. Discrepancies in current space data as recorded in FAMIS
e. Vacate/Departure of space

STEP 1: When one or more of these space changes occur, the requesting department will be required to complete a Space Update Form. The Space Update Form is used by the Office of Facilities Information to initiate, track and resolve all changes in space type, space use, and space classification throughout the year when the space survey is not open.

STEP 2: Once a Space Update Form with the appropriate information is received, a representative from the Office of Facilities Information will contact the department to validate changes and collect any additional information needed.

STEP 3: The Office of Facilities Information will update FAMIS as needed.

General Expectations

Department Space representatives need to review carefully all space used by their department. Each space representative must:

1. Insure all departmental space is reflected in the space inventory report.

2. Walk through his/her department's space to verify use and function.

3. Insure that the physical layout is reflected accurately on the floor plans. Floor plans can be requested from the Office of Facilities Information Archivist at 3-4031.

4. Confirm that room numbers listed on the Room Detail Report and floor plans match the actual room numbers for the space.

5. Review the square footage to determine whether it appears reasonable.
   a) If it seems questionable or inaccurate, contact the Office of Facilities Information
   b) For new rooms, also contact the Office of Facilities Information to arrange for someone to measure the square footage and update the floor plan if it has not been done yet.

6. Carefully assess the use of space in each room during the fiscal year to determine the correct Space Use and Functional Category Code(s).

Importance of Accurate Responses

As discussed in prior sections of these Instructions, it is crucial that individuals, who are appointed as Space Representatives by their dean, director, department head, or department chair, accurately complete the Space Inventory. Data reported is subject to Federal and other audits and in addition, it is used in the Coordinating Board funding formulas. The space inventory data is also used in the determination of costs to be reimbursed by the Federal Government and other sponsors of contracts and grants.

Assistance

Please do not hesitate to contact the Office of Facilities Information if you have any questions.