



# UNIVERSITY OF HOUSTON

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## FACILITIES SPACE REPORTING by Spencer Moore

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# ANNUAL SPACE UPDATE

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## PURPOSE

Maintain accurate information about space owned or rented by the University.

Uses of the Information:

- ❖ THECB required facilities inventory ( annual update)
- ❖ Facilities management, Depts, Administration
- ❖ Indirect Cost Rate that is applied to Sponsored Research.



# THECB REPORTS

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## **Facilities Inventory:**

- ❖ Databases of all spaces in every building owned or use be the University
- ❖ General Information is recorded i.e. physical size of the space, ect.
- ❖ Assignment
- ❖ Use of Space i.e. research, administrative, ect.

**Space Utilization Report** - The purpose of the utilization report is to calculate an institution's building and room utilization (classrooms and class labs).

**Capital Project Approval** – All construction and repair and renovation projects over \$4 million require CB approval

**Master Plan 1** – (Capital Expenditures) - identifies all construction, renovation, information resources, and land acquisitions planned by institutions as capital expenditures for the following five years.

**Master Plan 2 / 4**– (Deferred Maintenance Plan) - A list of all deferred maintenance needs and a schedule to address them, and the actual expenditures on Deferred maintenance



# THECB – USE OF INFORMATION

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Space Information is used to compute the “predicted space need” of a campus using a formula driven by:

- ❖ Credit Hours
- ❖ Academic Program Mix
- ❖ Staff Size
- ❖ Research Expenditures, and
- ❖ Library Collection Size

This “predicted space need” is compared to the actual space reported in the inventory. The resulting deficit is part of the funding formula to allocate:

- ❖ E&G Space Support formula
- ❖ Higher Education Assistance Funds (HEAF) - \$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$

The space deficit in the model is also considered in the evaluation of Tuition Revenue Bonds Projects.



# FACILITIES & ADMINISTRATIVE (F&A) COSTS (SPONSORED RESEARCH)

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Facilities Component - "Facilities" costs are defined as depreciation and use allowances, interest on debt associated with certain buildings, equipment and capital improvements, operation and maintenance expenses, and library expenses.

The University of Houston's current combined F&A Rate is 50%

- ❖ Facilities component - 24%

- ❖ Administrative component - 26%.

- ❖ The annual space allocation survey results are crucial in preparing an accurate and defensible F&A Rate Proposal.

- ❖ FY 2010 is the BASE YEAR for UH's next F&A Rate Proposal. The next F&A Rate Proposal for renegotiation of the F&A Rate will be prepared using the FY 2010 Facilities inventory results.



# UH FACILITIES / SPACE AUDIT – CURRENT STATUS

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- ❖ February 2009 – Facilities Inventory Audit by CB Peer Review Team
- ❖ 23% of the sampled room data reported was not accurate - Room data had not been updated after renovations
- ❖ September 2009 - CB Approvals for Capital Projects are “Pending”  
Successful Audit
- ❖ November 2009 – Preliminary CB Audit
- ❖ March 2010 – Full CB Audit
- ❖ May 2011 – August 2011 - Probable Department of Health and Human Services (DHHS) Audit



# FPC – Where are we going?

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Office of Facilities Information created - Lillian Wanjagi, Director

- ❖ This new office is dedicated to the reporting function
- ❖ Additional resources – 13 students working part time for space verification
- ❖ Investigating additional space reporting tools to automate and improve the efficiency, accuracy of the process for both our clients and reporting agencies

	GSF	NASF	E&G
TOTAL CAMPUS 117 Buildings	7,581,347	4,814,422	2,912,696
COMPLETED WALKTHROUGH 21 Buildings	2,832,666	1,765,872	1,744,680
Completed Percentage	37.4%	36.7%	59.9%



## How Can You Help?

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October 12, 2009 –

Provide updated department contacts for space reporting

November 2009 –

Space Inventory (by Department) sent to DBA/CBA

December 2009 –

Revised Space information due to FPC



# QUESTIONS

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