**Texas A&M University-San Antonio**

41.01.01.00.02 Facilities Inventory Procedure  
Approved: April, 2013  
Next Scheduled Review: April, 2015

---

**Procedure Statement**

This procedure explains the process of identifying and classifying the classrooms and space used at Texas A&M University-San Antonio (TAMU-SA).

---

**Reason for Procedure**

All institutions of higher education in the State of Texas are required to annually report the use of all classrooms and teaching laboratories. The utilization of these rooms is summarized by the Texas Higher Education Coordinating Board (THECB) and is evaluated for space use efficiency. The Facilities Department will maintain the room inventory at TAMU-SA. This inventory will provide accurate data to better assist the Space Management Committee in campus planning responsibilities. This room inventory is the single source of all space data for the University.

---

**Official Procedure/ Responsibilities/ Process**

1. **Frequency**

   1.1. The THECB requires that an audit of the university room inventory be conducted every five years.  
   1.2. Once each year, the Facilities Department will send a room auditor to perform a walk-through of all TAMU-SA buildings to verify room usage.  
   1.3. Each year schools and departments will be provided with a copy of the current facilities inventory for verification of Classification of Instructional Programs (CIP Codes), room Type Code, Usage Code and Usage CIP Percent.  
   1.4. Departments will have two weeks to review and confirm or modify the inventory, returning the information to the Facilities Department.

2. **Room Audit Procedures**

   2.1. Floor Plans  
   2.1.1. The room auditor will obtain floor plans of the building(s)/room(s) to be audited from the facilities department.  
   2.1.2. These plans are reviewed and any changes marked on the floor plan and updated in the official files.
2.2. Room Signage
   2.2.1. The auditor will verify:
       2.2.1.1. That a room sign is present and complies with the University standard.
       2.2.1.2. That the room number matches the room inventory floor plan.
   2.2.2. Discrepancies will be discussed with the Director of Facilities to resolve any issues.

2.3. Space Use, Functional Category, Room CIP Code, Room Occupant
   2.3.1. Auditor will verify that room matches the categories, noted above, in the room inventory.
   2.3.2. Discrepancies will be noted and discussed with the Director of Facilities and changes to the room inventory database made accordingly.

2.4. Measurements
   2.4.1. Room auditor will verify the room area square footage with what is in the room inventory database.
   2.4.2. Measurements are taken from wall to wall using a laser measuring device.
   2.4.3. Alcoves are to be included in the area of the room.
   2.4.4. The area of pillars or columns shall be removed from the area of the room.
   2.4.5. Measurements will be rounded to the nearest whole square foot.
   2.4.6. Room auditor will verify that the floor plan represents the shape and size of the room.
   2.4.7. Changes to the room inventory database will be made.
   2.4.8. Changes to the room since the last audit will be promptly entered into the room inventory database.

2.5. Review
   2.5.1. Changes should be discussed with the user representative or the appropriate department.
   2.5.2. Floor plans should be updated.
   2.5.3. Floor plan, data sheet, user verification form and other documents are to be saved and maintained in the Facilities department.

2.6. Continuous Updates
   2.6.1. Changes to floor plans or data sheets will be updated and retained by the Facilities department.
   2.6.2. As changes in use, renovations, or facility adaptations are completed, the Facilities department will insure that the new usage is updated at THECB within 30 days of the change.

2.7. CIP (classification of instructional programs) codes
   2.7.1. Instructional departments should use the same CIP codes that are presently being used for their approved degree program.
   2.7.2. CIP codes can be found online at http://www.txhighereddata.org/Interacive/CIP/

2.8. Room Use Codes
   2.8.1. Each room has one best room use code. The room use code is primarily determined by the design of the room, but may be influenced by the activity that takes place in the room.
   2.8.2. A room use code indicates either a primary activity or a service area.
2.8.2.1. Primary activity areas always end with a "0" (e.g. 310 for office).
2.8.2.2. If a room is significantly dependent on the existence of another room, a service code, which ends with a "5", is appropriate (e.g. 315 office service-storage room).

2.8.3. Functional Category Codes can be found online at
http://www.thecb.state.tx.us/reports/PDF/2520.PDF?CFID=141126&CFTOKEN=37244716

2.9. Room Capacities

2.9.1. If a room is assigned the following room use code, then room capacities must be identified: classroom (110), class laboratory (210), special class laboratory (220), conference room (350), reading/study room (410), open-stack study room (430), assembly (610), and meeting room (680).

2.10. Proration of Space –

Classification of a room is often determined by the program's funding: state, auxiliary, federal, or private, and classification is often determined by who the program serves. Often rooms are utilized for more than one type of activity or are shared by two or more departments. In such cases, all activities must be indicated on the room record by pro-rating the use.

2.10.1. To determine proration, ask the users which departments use the room and for what purpose. The percentage of use is usually expressed as time estimates.

2.10.2. Enter the percentage of use for each type of activity ensuring that the total percentage of use equals 100% (e.g. instruction 62%, recreational 38%). These percentages should reflect use for the entire fiscal year September 1 - August 31 (includes fall of one calendar year and spring and summer of the next calendar year).

2.10.3. Percentages may be used in describing split use of CIP and Functional Category as primary, secondary, and remaining use.

2.10.4. Percentages cannot be applied to room use codes.

2.11. Useful Links

2.11.1. To view current buildings and rooms inventory attributes go to
http://www.thecb.state.tx.us/interactivetools/facinv/.

Click on, “Building Search”. Under the “Institution” tab, find Texas A&M University-San Antonio and click on the “Search Facilities Inventory” button. This will take you the University’s building inventory. By clicking on the name of a building, you will be able to drill down to a room inventory for that building.
Definitions

Building
A roofed structure with at least two walls for permanent or temporary shelter of persons, animals, plants, materials, or equipment.

Gross Area of a Building
The sum of floor areas of a building included within the exterior walls for all stories or areas that house floor surfaces including attics, basements, sub-basements, penthouses, mechanical rooms, etc.

Assignable Area of a Building
The sum of all areas within the interior walls of rooms on all floors of a building assigned to, or available for assignment to, an occupant or use, excluding unassigned space. This is also referred to as net-assignable square feet (NASF). NASF is determined by room type and room use categories.

Unassignable Area of a Building
The sum of space within a building not assigned to directly support programs Building Service Areas: Spaces used for the protection, care, and maintenance of a building

Circulation Area: Non-assignable hallway space, including elevators and stairways
Mechanical Area: The portion of the gross area of a building designed to house mechanical equipment, utility services, and shaft areas.
Inactive Area: Space in a building that once was assignable but is permanently no longer in use.
Shell Space: Unfinished space designed to be converted into usable space at a later date.

Net Usable Area of a Building
The sum of assignable area and non-assignable area

E&G Net Assignable Square Feet
Net assignable area which is used for academic instruction, research, and support of an institution’s mission. It does not include auxiliary enterprise space or space that is permanently unassigned. This is also referred to as E&G NASF.

Contact Office

Facilities Department  (210) 784-2102
Facil@tamusa.tamus.edu