

**Texas A&M University
Office of Facilities Coordination**

Sample Inventory Update

- Please indicate corrections **IN RED** directly on the inventory by drawing a line through the item to be corrected and printing the correct information above it. Knowing how the room was coded prior to the new updated information simplifies the updating process.
- Special attention should be given to the room detail listing. If a room is being deleted from your inventory, please indicate, if known, to whom the room is being reassigned.
- After you complete the facilities inventory update, **PRINT** your name and phone number in the space provided and forward the inventory to your unit head for review and signature.
- A memorandum forwarding the corrected inventory should be sent to the Office of Facilities Coordination, 1369 TAMU, Attn: David Morrison.
- Please retain a copy of the inventory for your records.

If you have any questions, please contact the Office of Facilities Coordination at 979-845-8661.

In reviewing the sample inventory update sheets on the following pages, please note the following scenarios:

- A. The Room Code has been changed from Staff Office to Office Service, and a function code has been deleted. Please note changes are also made to the proration after removal of the Function Code.
- B. Room 128L1 has been deleted due to renovation. A note is made as to where this space went, in this case, Room 128L. Please note the area for Room 128L has changed.
- C. A Function Code has been removed and the room prorations for the remaining Function Codes have been adjusted.
- D. Room 131 has been reassigned to a different department, and a note stating so has been shown.
- E. A Function Code has been added, including the notation of a third System Part. All prorates have been adjusted.
- F. The Room Code has changed from a Faculty Office to a Staff Office. One Function Code has been removed and the remaining prorate adjusted to 100%.
- G. A second Function Code has been added, including identification of a second System Part. The prorates for both have been adjusted.
- H. Room 221 has changed size due to renovation, and Room 221A has been added in the renovation. Information for Room Code, area, Function Code, System Part, and prorates have all been shown for the new Room 221A.
- I. The preparer's printed name and phone number are shown, as well as the signature of the unit head along with the date.

June 06, 2012

2012 C - Fall

TEXAS A&M

FACILITIES COORDINATION

ROOM INVENTORY BY ORGANIZATION AND BUILDING - CERTIFY - CS

Major Org: 50 - Dean-Agriculture

Org Unit: 5009 - AG LEADERSHIP, EDUCATION AND COMMUNICATION

CIP CODE: 010000

Building: 1535 - AGRICULTURE AND LIFE SCIENCES BUILDING

SAMPLE ONLY

Floor	Room	Room Code	Room Description	FA Accts	Area	Cap	Funct Code	Function Description	Syst		
									Part	Prorate	
01	128J	310B	FACULTY OFFICE		111	0	11	GENERAL ACADEMIC INSTRUCTION (DEGREE RELATED)	02	50	
								22	INDIVIDUAL OR PROJECT RESEARCH	06	50
Faculty UIN / %			Occupant UINs								
01	128K	310C	STAFF OFFICE		11	0	11	GENERAL ACADEMIC INSTRUCTION (DEGREE RELATED)	02	75	100
			<i>315A OFF SERVICE</i>					22	INDIVIDUAL OR PROJECT RESEARCH	06	25
Faculty UIN / %			Occupant UINs								
01	128L	310B	FACULTY OFFICE		111	0	11	GENERAL ACADEMIC INSTRUCTION (DEGREE RELATED)	02	75	
			<i>310D GRAD ASST OFF</i>		<i>222</i>			22	INDIVIDUAL OR PROJECT RESEARCH	06	25
Faculty UIN / %			Occupant UINs								
01	128L1	310B	FACULTY OFFICE		111	0	34	COOPERATIVE SERVICES	07	100	
Faculty UIN / %			Occupant UINs								
01	128M	310D	GRADUATE ASSISTANT OFFICE		128	0	11	GENERAL ACADEMIC INSTRUCTION (DEGREE RELATED)	02	50	
								22	INDIVIDUAL OR PROJECT RESEARCH	06	50
Faculty UIN / %			Occupant UINs								
01	128N	650A	LOUNGE FACILITIES		321	0	11	GENERAL ACADEMIC INSTRUCTION (DEGREE RELATED)	02	80	
								22	INDIVIDUAL OR PROJECT RESEARCH	06	20
Faculty UIN / %			Occupant UINs								
01	129	680A	MEETING ROOM		1,110	80	11	GENERAL ACADEMIC INSTRUCTION (DEGREE RELATED)	02	34	50
								22	INDIVIDUAL OR PROJECT RESEARCH	06	33
								34	COOPERATIVE SERVICES	07	33
Faculty UIN / %			Occupant UINs								
01	130	220A	SPECIAL CLASS LABORATORY		595	24	11	GENERAL ACADEMIC INSTRUCTION (DEGREE RELATED)	02	100	
Faculty UIN / %			Occupant UINs								
01	130A	310D	GRADUATE ASSISTANT OFFICE		144	0	11	GENERAL ACADEMIC INSTRUCTION (DEGREE RELATED)	02	50	
								22	INDIVIDUAL OR PROJECT RESEARCH	06	50
Faculty UIN / %			Occupant UINs								
01	131	680A	MEETING ROOM		195	8	11	GENERAL ACADEMIC INSTRUCTION (DEGREE RELATED)	02	100	
Faculty UIN / %			Occupant UINs								
01	132	220A	SPECIAL CLASS LABORATORY		877	15	11	GENERAL ACADEMIC INSTRUCTION (DEGREE RELATED)	02	100	
Faculty UIN / %			Occupant UINs								

(A)

(B)

(C)

(D)

Room no longer exists; renovated & combined with Rm. 128L

No longer our space; reassigned to Dean of Ag. Org Unit 5000

TEXAS A&M

FACILITIES COORDINATION

ROOM INVENTORY BY ORGANIZATION AND BUILDING - CERTIFY - CS

Major Org: 50 - Dean-Agriculture

Org Unit: 5009 - AG LEADERSHIP, EDUCATION AND COMMUNICATION

CIP CODE: 010000

Building: 1535 - AGRICULTURE AND LIFE SCIENCES BUILDING

Floor	Room	Room Code	Room Description	FA Accts	Area	Cap	Funct Code	Function Description	Syst	
									Part	Prorate
01	132A	315B	OFFICE STORAGE		322	0	11	GENERAL ACADEMIC INSTRUCTION (DEGREE RELATED)	02	75
							22	INDIVIDUAL OR PROJECT RESEARCH	06	13
							34	COOPERATIVE SERVICES	07	12

Faculty UIN / %	Occupant UINs
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02	173	310D	GRADUATE ASSISTANT OFFICE		169	0	11	GENERAL ACADEMIC INSTRUCTION (DEGREE RELATED)	02	50
							22	INDIVIDUAL OR PROJECT RESEARCH	06	50

Faculty UIN / %	Occupant UINs
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02	200.1	350A	CONFERENCE ROOM		767	28	11	GENERAL ACADEMIC INSTRUCTION (DEGREE RELATED)	02	50
							22	INDIVIDUAL OR PROJECT RESEARCH	06	25
							34	COOPERATIVE SERVICES	07	25

Faculty UIN / %	Occupant UINs
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02	216	310E	SUPPORT OFFICE		422	0	11	GENERAL ACADEMIC INSTRUCTION (DEGREE RELATED)	02	80
							22	INDIVIDUAL OR PROJECT RESEARCH	06	20

Faculty UIN / %	Occupant UINs
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02	217	310B	FACULTY OFFICE		161	0	11	GENERAL ACADEMIC INSTRUCTION (DEGREE RELATED)	02	50
							22	INDIVIDUAL OR PROJECT RESEARCH	06	50

Faculty UIN / %	Occupant UINs
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02	218	310B	FACULTY OFFICE		171	0	11	GENERAL ACADEMIC INSTRUCTION (DEGREE RELATED)	02	50
							22	INDIVIDUAL OR PROJECT RESEARCH	06	50

Faculty UIN / %	Occupant UINs
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02	219	315B	OFFICE STORAGE		114	0	11	GENERAL ACADEMIC INSTRUCTION (DEGREE RELATED)	02	100
							22	INDIVIDUAL OR PROJECT RESEARCH	06	50

Faculty UIN / %	Occupant UINs
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02	220	310B	FACULTY OFFICE		168	0	11	GENERAL ACADEMIC INSTRUCTION (DEGREE RELATED)	02	50
							22	INDIVIDUAL OR PROJECT RESEARCH	06	50

Faculty UIN / %	Occupant UINs
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02	221	310D	GRADUATE ASSISTANT OFFICE		114	0	11	GENERAL ACADEMIC INSTRUCTION (DEGREE RELATED)	02	80
							22	INDIVIDUAL OR PROJECT RESEARCH	06	20

Faculty UIN / %	Occupant UINs
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ADD: 02 221A 315A OFFICE SERVICE 35 0 11 Gen. Acad. Instr. 02 100

E
F
G
H

divided → into 2 rooms

June 06, 2012

2012 C - Fall

TEXAS A&M

FACILITIES COORDINATION

ROOM INVENTORY BY ORGANIZATION AND BUILDING - CERTIFY - CS

Square Feet for Org Unit 5009:

16,517

Room Count for Org Unit 5009:

85

Major Org: 50 - Dean-Agriculture

Org Unit: 5009 - AG LEADERSHIP, EDUCATION AND COMMUNICATION

Department Endorsement

Person Completing Inventory
(Please Print)

Name: John Doe

Telephone: 555-5555

SAMPLE ONLY



CIP CODE: 010000

Organizational Unit Head

Signature: Department Head

Date: 7/18/2012

Texas A&M University

Office of Facilities Coordination

Proration of Room Function and Part of the TAMU System

ROOM FUNCTION and PART of SYSTEM

The function code and part of system code of each room should be developed by prorating the programmatic functions that occur in the space. This proportional use may not necessarily be driven by the funding sources that support the faculty or staff associated with the space. The report of the use of the space should focus on how the room functions. Additionally, the room inventory should reflect the proportional use that can be attributed to the university, and the other state agencies associated with The Texas A&M University System. Due to operational changes that may occur throughout the year, your best estimate of the overall use of the space for the year should be posted to the inventory.

CRITERIA FOR DETERMINING PRORATIONS

Because of the dynamic and multifaceted nature of the use of space by Texas A&M University/System, the prorated description of a room should reflect the room's use over a one year period. The specific use of a room should be determined by, but not limited to such factors as:

1. Funding source for salaries of employees in the space.
 2. Funding source for research contracts conducted in the space.
 3. Beneficiaries of the work product developed in the space.
 4. Academic component of the work occurring in the space.
 5. Subjective assessment of the relative amount of time spent on agency project work.
- It is important to note, that this section of the space inventory update/verification should be based on any appropriate analyses that will result in a fair representation of the actual use of the space and can be certified as accurate by the departmental CEO. This should be reflected by the use of the appropriate proportional combinations of function codes and splits between the TAMU System component(s) benefiting from the room's use.

OFFICE SPACE

The percentage of agency or university salary funding can be precisely quantified, but is not the sole criteria to be used in designating the prorated square footage for offices. Additionally, the salary funding source may change from month to month.

STAFF OFFICE EXAMPLE #1

A TEES (system part 08) Budgets & Payroll employee is paid 100% by TEES, but academic as well as TEES personnel benefit from the work product. As a result, the proration of space should reflect a reasonable percentage use by both the University and the Agency. This would be reflected as follows:

Function Code	Room Function	Part of System	Percent Prorate
11	GEN ACAD INSTR	02 (TAMU)	25
22	IND or PROJ RES	08 (TEES)	75

... if the function of the room primarily benefits the agency, as determined by any appropriate analyses that will result in a fair representation of the actual use of the space and can be certified by the departmental CEO.

STAFF OFFICE EXAMPLE #2

Academic department business administrators are usually 100% University (system part 02) funded employees, but they typically also administer agency research money, so the agency also benefits from the work product. Based on appropriate analysis, judgment, and knowledge of the department activities a split of the functions in this room may be reflected as follows:

Function Code	Room Function	Part of System	Percent Prorate
11	GEN ACAD INSTR	02 (TAMU)	50
22	IND or PROJ RES	08 (TEES)	50

FACULTY OFFICE EXAMPLE

A faculty member may be paid exclusively from an academic instructional budget. However, the departmental policy for promotion and tenure may include research provisions. As a result the faculty member not only has the responsibility of a teaching workload, but is also overseeing a research program. In this case the functional use of the space should be split appropriately. This may appear as indicated below:

Function Code	Room Function	Part of System	Percent Prorate
11	GEN ACAD INSTR	02 (TAMU)	50
22	IND or PROJ RES	02 (TAMU)	25
22	IND or PROJ RES	12 (TTI)	25

Note that the use should also reflect any split between the university and the TAMUS agency activities that may be the benefactor of the faculty member's work.

- The specific use of an office should be determined by, but not limited to such factors as:
1. How many classes does this person teach? Are the classes degree related, or part of extension activities?
 2. For how much research dollar volume is this person a Principal Investigator (PI)?
 3. Is the research supported by departmental, agency, or Research Foundation funding?
 4. Is the person involved in the mentor program?

5. Is this person also the director of a Center or Institute? If so, is there another office just for that function?

6. How many graduate students is this person responsible for?

LABORATORIES

Generally there are three types of laboratory functions:

1. **Pure teaching labs** - A laboratory that supports predominantly undergraduate classes and where no research is conducted.

The space should be reported as:

Function Code	Room Function	Part of System	Percent Prorate
11	GEN ACAD INSTR	02 (TAMU)	100

2. **Pure research labs** - A laboratory in which no work toward theses or dissertations occurs.

The pure research lab is staffed predominantly by post-docs and research engineers. The work is usually completed under the terms of a grant or other support of the departmental mission. The research does not support a student's thesis or dissertation. Any students working in the lab are strictly employees, and do not receive formal instruction.

If other agencies fund or otherwise benefit from the work product developed in the lab, the appropriate usage should be reflected. This percentage may be a subjective judgment based on knowledge of the activities in the lab. In this case the space could be reported as follows:

Function Code	Room Function	Part of System	Percent Prorate
22	IND or PROJ RES	02 (TAMU)	25
22	IND or PROJ RES	06 (TAES)	75

3. **Cross-use labs** - A room that supports both teaching and research activities.

The specific use of a laboratory should be determined by, but not limited to such factors as:

- a. How many hours per day are undergraduate classes taught?
- b. How many hours per day are graduate courses taught? (this may be easiest to evaluate by looking to the PI, assessing his teaching volume, then pro-rating that across the labs for which he is responsible)
- c. What is the dollar volume for research being done in the lab?
- d. Is the research "resident" in the lab, or is just some of the equipment (balances, lasers, etc...) used for other research projects?

- e. Are the research results incorporated into theses and dissertations? (these are academic pursuits and should be pro-rated as function code 11)
 - f. Does the individual graduate instruction occur in the lab? (this is an academic activity which usually occurs in conjunction with the research and should be pro-rated as function code 11)
 - g. What is the funding agency for the research?
 - h. What is the funding agency for the salaries of the employees? (agency funding is pro-rated function code 21)
 - i. What is the funding source for the equipment in the lab? (laboratory use fees - 02, TEES research contracts - 08)
 - j. How many post docs and research engineers work in the lab? (this is function code 21 or 22)
- If the function of the room primarily benefits the agency, as determined by all appropriate analyses that will result in a fair representation of the actual use of the space and can be certified by the departmental CEO, then these types of labs could be reported as:

Function Code	Room Function	Part of System	Percent Prorate
11	GEN ACAD INSTR	02 (TAMU)	20
22	IND or PROJ RES	08 (TEES)	80

GENERAL

The use of all other spaces not specifically addressed herein, should be reported based on any appropriate analyses that will result in a fair representation of the actual use of the space and can be certified as accurate by the departmental CEO. This should be reflected by the use of the appropriate mix of function codes and the proportional split between the TAMU System component(s) benefiting from the room’s use.

Examples provided in this section are illustrative only and should not be used as prescriptive. Each room’s use should be considered individually and reported as described herein.

Room USE should not be confused with the description of the room TYPE. The room type code characterizes the general category of space (i.e. Office, Classroom, Lab, etc), while the room use code(s) should represent the functions (i.e. Instruction, Research, or Extension activities) occurring within the space.

Questions related to the instructions presented herein should be directed to the Office of Facilities Coordination (845-8661).