MEMORANDUM

TO: College/Division/Department/Agency/System Offices

FROM: Jerry R. Strawser 
Executive Vice President for Finance and Administration and Chief Financial Officer

SUBJECT: 2017 Facilities Inventory Update

DATE: June 5, 2017

State law requires that the Texas Higher Education Coordinating Board collect and maintain a current space inventory for all state institutions of higher education. To provide this information, the University's Office of Facilities Coordination (FCOR) distributes an annual survey to each campus user to verify the accuracy of the information contained in the department's space inventory.

In addition to satisfying the regulatory reporting requirements, the facilities inventory is the basis for other calculations such as University infrastructure billing, space utilization studies, justification for new facilities, and reallocation or assignment of space by the Council for the Built Environment. It is also part of the calculations used for the Facilities and Administrative Cost Rate (F&A) negotiations with the federal government as part of our research program.

Information regarding access to the facilities inventory for the organizational units in your office is being made available to you electronically. The inventory files should be disseminated to the appropriate organizational units for review and update. Detailed instructions for updating the inventory are available on the Office of Facilities Coordination website: http://fcor.tamu.edu/instructions-for-updating-room-inventory.aspx

Please provide UIN's for all faculty and staff. Please refer to the FCOR website above for specific information regarding the reporting of UIN's. It is important to provide the UIN information as that will allow TAMU to know where employee offices are located and thus help respond more effectively in case of a campus emergency.

Accuracy and prompt submission of this data are important to the operation and planning processes of the University. In order to optimize these functions, updating this information should reach your careful attention.

The corrected inventory should be sent to David Morrison or Katie Crowley (979-845-8661 or FCOR@tamu.edu or Mail Stop 1369) in the Office of Facilities Coordination by the following dates:

**Brazos County Space:** No later than Friday, August 18, 2017
**Non-Brazos County Space:** No later than Friday, September 8, 2017

Thank you for your attention to this matter.

COPIES: Mr. Michael Young, President, Texas A&M University
Dr. Karan Watson, Provost and Executive Vice President, Texas A&M University
Ms. Jane Schneider, Associate Vice President for Facilities and Operations, Texas A&M University