Oklahoma State University Policy and Procedures

PHYSICAL FACILITIES — SPACE AND FACILITIES INVENTORY	1-0111 GENERAL UNIVERSITY August 2019

POLICY

l.0l	OSU Facilities Management's office of Geospatial Systems is charged with generating and maintaining campus maps and floor plans of campus buildings. Among other duties, the office of Geospatial Systems is responsible for calculating and publishing room areas and assigning building and room numbers. Geospatial Systems provides such services and resultant facilities data to OSU's office of Budget and Asset Management and other University departments.

l.02	The office of Budget and Asset Management is charged with maintaining the University's Space Inventory and other designated information contained in OSU's Physical Facilities Inventory. Among other duties, Budget and Asset Management verifies how space is used throughout the University and provides information to the administration of Oklahoma State University and to the Oklahoma State Regents for Higher Education.

1.03	Beginning in 1999, Facilities Management and the office of Budget and Asset Management have been using and further developing a computerized system to integrate and maintain facilities information. The system, referred to as OSU's Computer Aided Facilities Management (CAFM) System, links data maintained by Budget and Asset Management to the building drawings and other data maintained by Facilities Management. Because of this integration, Budget and Asset Management and Geospatial Systems work closely together to manage and maintain OSU's Physical Facilities Inventory. The office of Geospatial Systems administers the CAFM system and coordinates its development and user support.

PROCEDURE

2.0l	All University space is classified by room type and program category. Each year, the office of Budget and Asset Management distributes to each department a list of the respective department's assigned, classified space listed by building and room number.

2.02	Once the space inventory lists are distributed to the departments, Budget and Asset Management will arrange a walk-through of selected departments. Because of the volume of space involved, walk-throughs of every department every year are not possible. Departmental walk-throughs are scheduled on a biennial basis. The year a department is NOT scheduled for a walk-through, the head of that department, or another individual assigned by the department's division or college, is responsible for reviewing and correcting the inventory list and returning the corrected list to the office of Budget and Asset Management.

2.03   Budget and Asset Management maintains the list of classification codes that allow for classification of inventory by room type and program category. The official list of classification codes, program categories, and their definitions may be obtained from that office. The list is available on that office's web site.

2.04   The official list of University buildings, and information on the space contained within them, is maintained in the University's CAFM system. The office of Geospatial Systems and the office of Budget and Asset Management both draw the facilities data they publish from that single archive. Both departments make facilities data available to the University community on their web sites, as well as in other forms. Since OSU's Physical Facilities Inventory changes often, all University departments are encouraged to use the current data made available on these web sites. Departments should contact one of these two offices to verify building names and other data associated with buildings before making official references to information contained within OSU's Physical Facilities Inventory.

2.05   The office of Geospatial Systems and the office of Budget and Asset Management both have the ability to modify building information within the official Physical Facilities Inventory. In order to maintain the integrity of all associated CAFM data, and in order to meet the needs of both departments, one designated individual within each office will add buildings to or delete buildings from the facilities inventory only in close coordination with the other department. Buildings will be added, with official names assigned, in accordance with Board of Regents Policy.

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