

UP 41.01.01.H1.02 Verification of Space Inventory

Approved: September 23, 2019
Next Scheduled Review: September, 2024



Procedure Statement

This procedure is established to aid in space management of the A&M - Texarkana Facilities Inventory to comply with the requirements of the Texas Higher Education Coordinating Board.

Reason for Procedure

This procedure was developed to serve as the Standard Operating Procedure to standardize the process to maintain and verify the Facilities Inventory Database, as required by Texas Higher Education Coordinating Board.

Procedure and Responsibilities

1. GENERAL INVENTORY DESIGNATION INFORMATION

a. Authorization

Information related to the Facilities Inventory Database must come from a source authorized to provide the information. Acceptable sources of the information include the following:

- President or Vice President, or their designated representatives
- College Dean, Associate Vice President, or their designated representatives
- Department Chairs
- Department Directors

The Facilities Inventory Database is maintained in a Microsoft Excel spreadsheet and may only be modified by those authorized by the Vice President of Finance and Administration (VPFA) to do so, referred to as the Facilities Database Inventory Manager in this document. Changes may only be entered once they have been implemented. For example, if a department is allocated space that is currently vacant, until the department actually moves into the space, it should be reported as vacant. Or example 2, if a department is allocated space that is occupied and once vacated needed to be renovated, until the department actually moves into the space it should be reported as being renovated.

Space information should always reflect the **current status** of the building space, no matter what intended changes are planned or approved.

b. Room Utilization – Space Use Code

The Texas Higher Education Coordinating Board (THECB) classification guide requires rooms to be coded according to majority use. A&M - Texarkana can only report a single space use code to the THECB. A&M - Texarkana will use the space code applicable for the use for the majority of the time it is in use.

Room type and usage will not be changed without the VPFA approval.

Instruction should only be offered in rooms with room usage indicated for a classroom or class-lab code. Scheduled instruction should not take place in administrative spaces such as offices or conference rooms.

Teaching space used for instruction with no special equipment that would preclude general instruction will be coded 110 – Classroom.

Teaching space used for instruction with special equipment that would preclude general instruction will be coded 210 – Class-Lab. A similar room but not used for instruction will be coded as 220= Special Class Lab, 250 – Non-Class Lab (Research), or other appropriate code type, see Appendix.

With the exception of general classrooms, teaching spaces with specialized equipment and dedicated to a particular course of study and administrative spaces/offices with assigned occupants must be identified by a CIP Code (department/program).

c. Capacity

The capacity of any room designated as a classroom, class lab, assembly room, meeting room and conference room must be recorded. Capacity for other types of space is not documented. Capacity is NOT the same as occupancy limit; see definitions.

Seating capacity for classrooms and class labs is determined as defined. This information is provided to the Office of the Registrar. The capacity will accommodate all students registered in the largest class using the space. Class sizes will vary, so for any one classroom, the number of students seated in the class will vary but shall never exceed the seating capacity.

d. Room Type – Primary Function Category Code

Because room type classifications are sometimes not clear, the Facilities Inventory Database Manager will make the determination of the use of space and provide written rationale including the methodology used to support the assignment when necessary.

2. FACILITIES INVENTORY AUDIT

a. General Inventory Requirements

[Texas Education Code, Article 61.0583](#) requires the THECB to periodically audit A&M-Texarkana for its room inventory accuracy.

Guidelines issued by the THECB indicate that space assignment changes should be documented within 30 days of any change. The Facilities Inventory Database manager must be notified by departments or offices of changes to room assignments immediately.

An email reminder will be sent on a semi-annual basis to remind departmental chairs and departmental space managers about this requirement.

The Facilities Inventory Database manager will submit updates to the THECB on an on-going basis as changes to the inventory are identified. The THECB closes the database each year in November for the room inventory provided to date and opens a new database for the next year. This allows the THECB a snapshot of the space status for the prior year to capture the fall space utilization.

b. Annual Inventory Confirmation

Desk-review and confirmation surveys will be conducted with departmental chairs or delegated departmental space managers to verify accuracy of room inventory data and to capture changes implemented in the last year that were not previously identified. The entire inventory will be confirmed through these audits and surveys. These surveys will be conducted between August and October each year.

All rooms in all buildings will be reviewed. These surveys will not be exhaustive nor will they serve to confirm accuracy of all data, but instead only catch glaring discrepancies. Each room will be verified for use and occupant (by function as well as individual, when applicable). Seating capacity will be verified when required by Space Use Code. Actual measurements will not be taken, but any room that appears to be significantly in error will be noted, to be verified at a later time.

c. Semi-Annual Internal Facilities Space Audits

At a minimum, physical internal facilities space audits will be conducted semi-annually. The goal is to determine compliance following the same "Compliance Criteria Rubric" employed during THECB audits.

Department heads / department space managers will be notified ahead of time to the date, time and purpose of the audit and offered the opportunity to designate someone to accompany the inspectors. Areas that require special escort will be identified and arrangements made. The utilization schedule will be reviewed to eliminate interruption to activities and instruction.

A minimum sample of 10% of the E&G inventoried spaces and a minimum sample of 10% of the non-E&G inventoried spaces will be randomly selected from the Facilities Inventory Database and fully evaluated on the same criteria as used in the THECB audit rubric. The goal is to find less than 15% deviation in the sample rooms. Each room will be verified for use and occupant (by CIP as well as individual, when applicable). Seating capacity will be verified when required by room utilization. Actual measurements will not be taken, but any room that appears to be significantly in error will be noted, to be verified at a later time.

The inspection team will open each room, verifying the room number matches the Facilities Inventory Database. Doors that are shut will be knocked on to alert occupants. Doors that are locked will be opened with a master key. Where door keying is special, other arrangements will be made to

enter the room. The inspectors will ensure that lighting and door position/locking is returned to the position they were prior to entering.

d. THECB Audit

The THECB is required to periodically verify the Facilities Inventory Database with an onsite visit. Information necessary to demonstrate compliance includes:

- Room number installed matches information in database and floor plans
- Room size physically matches information in the database and floor plans
- Room use observed matches information in the database
- Inventory control systems are formalized, efficient, effective and enforced
- Reporting mechanism are in place
- Renovations and changes are reflected in a timely and accurate manner

Actions will be taken to ensure compliance with the facilities inventory audit in preparation for the audit as well as corrective actions for any findings from the audit

3. REPORTING AND RECORDS

A report summarizing the Semi-Annual Internal Facilities Space Audits will be prepared by the Facilities Inventories Database Manager for the VPFA.

All reviews and audit records will be used to update the formal Facilities Inventory. The Facilities Inventory will be the formal record.

Related Statutes, Policies, or Requirements

[System Regulation 41.01.01 Real Property](#)

[Reporting and Procedures Manual for Texas Public Universities](#)

[Appendices to the Reporting and Procedures Manuals for Texas Universities](#)

[Peer Review Team Facilities Audit Protocol](#)

[Texas Education Code, Article 61.0583](#)

Appendices

[Semi-Annual Room Review Worksheet \(DOWNLOAD\)](#)

[Annual Space Inventory Confirmation Form](#)

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Date