Space Management and Usage Guide

TEXAS TECH UNIVERSITY
Operations Division Planning & Administration™

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1   Principles/Tenets

The following tenets of space management at Texas Tech University provide a framework to guide decision making, direct discussions, and ensure a collaborative approach to the process of managing TTU's capital assets:

1. **All space at Texas Tech University belongs to the university and the State of Texas**. While individual units are responsible for being good stewards of the space they are assigned, ultimately the space belongs to TTU and the State.

2. **Space and the use of space should be treated with the same care and control as that given to financial assets.** Treating space like money facilitates a clear conceptualization of the importance of proper accountability of not only existence, but also use.

3. **All TTU space will be managed to ensure effective and efficient utilization as well as an equitable allocation and reallocation based on measured need.** While there are numerous qualitative considerations, objective analysis serves as the foundation for all decisions regarding space management issues.

4. **All space data, analysis, and reports are in the public domain and available for inspection.** Transparency of data, decisions, and the space management process is paramount.

5. **Space should be used effectively and efficiently.** Efficient use should be rewarded, while inefficiencies should carry a cost. Since the quantity of infrastructure support funding is based on activity, increased efficiency results in increased quality of facilities.

6. **Space standards are applied uniformly for comparative analysis.** The THECB Space Model determines the amount of space an institution should have, based on various factors. The modeled amount of space is what determines the formula amount of infrastructure support funding, and supports a large portion of the Higher Education Assistance Fund (HEAF) allocation. Any discussion regarding space must be informed by the impacts on the space model. This will also serve as the vehicle for inter-university comparison.

7. **Allocation of increased square footage must be consistent with a demonstrated campus-wide need.** Although individual units have a large amount of autonomy, campus space follows a zero-sum game pattern. Increases to one unit involve decreases to another, unless it is a new construction situation. Even then, it is critical to consider the entire campus' space need(s), regardless of source of funding, individual need, or merit of other considerations.

8. **Allocation of space does not imply permanence.** Rather, it is a commitment based upon continued program justification and in consideration of the campus-wide response to ever changing program priorities.

2 TTU Facilities Information Uses

- Emergency Action Plan (EAP) Development/Maintenance
  - Floor plans are used to create emergency evacuation plans and identify hazards.
  - Facilities information is used to identify disaster impact areas, uses, organizational allocations, and develop failover strategies.
- Education & General (E&G) Determination
- Decision Support System for TTU Space Decisions at multiple levels
  - Campus
  - Building
  - Departmental
- Responsibility Center Management (RCM) – Space Charges
- Operations Division
  - Work Order System
  - Maintenance
  - Maintenance Planning
  - Utility Planning
  - Key Management System
  - AIMS System
- EH&S
  - Campus Safety
  - Chemical Bar Code
- Campus
  - Course Scheduling
  - Property Inventory
  - Property Insurance
  - Communication Services
  - Telecommunications
  - 911 Services

3 State Reporting

3.1 Texas Higher Education Coordinating Board (THECB) Audit Objectives

The Texas Education Code requires the Board to periodically conduct a comprehensive audit of all educational and general facilities on the campuses of public senior colleges and universities. The objectives of the audit are to determine whether selected institutions of higher education:

1. Are accurately reporting their facilities data to the Board,
2. Have control systems in place over their facilities development and management programs,
3. Have followed the Board rules and received approval by the Board and the institutional governing board for facilities projects, and

4. Approved facilities projects have been completed as specified in the request.

3.2 THECB Audit Sample

The sample will be verified for accuracy for the following goals:

1. Rooms are identified by a unique alphabetic or numeric code and are numbered;
    a. Room numbers must match other Coordinating Board Manual (CBM) reports.
2. Space Use codes accurately reflect actual use;
3. Functional Category codes accurately reflect actual use;
4. Classification of Instructional Programs (CIP) codes accurately reflect actual use;
5. Prorated use accurately reflects the time used for each function;
6. Reported room area
    a. Total square footage is accurate and verifiable;
    b. Number of rooms with a 10% or more variance in square footage; and
7. Inventory control systems are in place and in use. Such systems include:
    a. Formal processes that are efficient, effective, and enforced;
    b. Reporting mechanisms to provide for feedback to and from data input to executive management are effective;
    c. Changes (renovations, conversions, etc.) are reflected in the inventory data in a timely and accurate manner; and
    d. Checks to ensure data between various internal reporting systems to and from external entities are compatible and reconcilable.
8. Teaching Space Capacities are accurately reported.

3.3 State Property Accounting (SPA)

Planning & Administration is responsible for tracking and verifying expenditure coding, and reporting the following State Property Accounting (SPA) information.

- Land and Land Improvements
- Buildings and Building Improvements
- Construction in Progress
- Facilities and Other Improvements

SPA information that is collected directly affects the Facilities Inventory and can be used on the front-end analysis of building renovations and new construction. In order to create a cradle-to-grave process Operations Division Planning and Administration (ODPA) will be required to track renovations and new construction from inception to completion. An added benefit will be an increase in Facilities Inventory accuracy.

3.4   THECB Space Usage Efficiency (SUE)

SUE scores measure teaching space efficiency and can be used as a global assessment mechanism for construction projects. Scoring is dependent upon accurate teaching space coding.

Classroom Weighted Scoring					
Score (weight = 9)		Score (weight = 8)		Score (weight = 8)	
45 or >	36	38 or >	32	65% or >	32
38 - 44.9	27	34 - 37.9	24	55 - 64.9	24
31 - 37.9	18	30 - 33.9	16	45 - 54.9	16
< 31	9	< 30	8	< 45%	8

Class Laboratory Weighted Scoring					
Score (weight = 9)		Score (weight = 8)		Score (weight = 8)	
35 or >	36	25 or >	32	75% or >	32
30 - 34.9	27	20 - 24.9	24	65 - 74.9	24
25 - 29.9	18	15 - 19.9	16	55 - 64.9	16
< 25	9	< 15	8	< 55%	8

3.5   THECB Campus Condition Index (CCI)

CCI is an advanced Deferred Maintenance comparison tool that can be used to monitor and prioritize maintenance projects by building. CCI depends on accurate facilities inventory information to accurately calculate building replacement values.

4   National Science Foundation (NSF) Reporting

Operations Division Planning & Administration has been assigned the responsibility of reporting research space information to the NSF every 2 years. Accurate NSF reporting is important and data is used by several publications for national comparisons.

5   Facilities Information Levels

5.1   Campus

A campus can be made up of land or any combination of land, buildings, infrastructure, and structures.

5.2   Building

The THECB defines a building as a roofed structure with at least two walls for permanent or temporary shelter for persons, animals, plants, equipment, or supplies. It is attached to a foundation, roofed, serviced by a utility (exclusive of lighting), and is a source of maintenance and repair activities.

5.3 Organization Footprint

Organization Footprint is a collection of multiple rooms that fall under the direct control of an organization.

Notification Trigger 1.1: If an organization needs to move beyond their current organization footprint or if space is given to a different organization.

5.4 Room

A room is a space normally enclosed on all sides, including alcoves and recesses. A room must have at least a six-foot, six inch clear ceiling height. Covered play areas and covered walkways are not considered rooms.

Notification Trigger 1.1: If any of the walls of a Room are moved or if a new door is added.

6 Facilities Categories

6.1 Unassigned Space

This is the sum of building custodial service and mechanical areas, all of which are not assigned directly to support programs. Public restrooms, shell space, or space mothballed/ permanently incapable of use is also unassigned space. Unassigned space is determined by room type and room use data fields.

6.2 Teaching Space

Teaching space is comprised of classrooms (type 100 rooms); class labs, special class labs, and self-study labs (type 210-235 rooms); physical education, demonstration, audiovisual, and animal quarters (type 500 rooms); and assembly, exhibition, lounge, meeting rooms, and locker rooms (type 600 rooms).

6.3 Research Space

Research space includes all type 250 and 255 rooms, which are non-class (research) laboratories and service rooms.

6.4 Office Space

Office space includes all type 300 rooms, which are offices, conference rooms and associated service areas. Type 300 rooms reported with a 41 (library) usage code used in the library factor formula are omitted from the office space calculation to eliminate duplication.

6.5 Library Space

Library space includes all room type 400 -- reading/study rooms, stack space, and associated service areas -- and all room type 300 with a 41 (library) usage code.

6.6 Support Space

Support space is calculated at 9 percent of the sum of predicted space from the teaching, library, research, and office factors. Support space includes all type 700 rooms, which are data processing/computer rooms, shops, storage, vehicle storage, and associated service areas.

6.7 Auxiliary

Income-generating structures and space such as dormitories, cafeterias, student union buildings, stadiums, athletic facilities, housing or boarding facilities used by a fraternity, sorority, or private club, and alumni centers used solely for those purposes. Auxiliary space is not supported by state appropriations.

6.8 Athletics

Any facility used primarily to support intercollegiate athletics, including stadiums, arenas, multi-purpose centers, playing fields, locker rooms, coaches' offices, and similar facilities.

7 Coordination

7.1 ODPA Change Communications

7.1.1 Building Change
ODPA will send updated floor plans and inventory changes to several units including: Fire Alarm Control System, Telecommunications, Lock Shop, Risk Management, Sign Shop, Communication Services, Building Maintenance & Construction and Lubbock Emergency Communication District.

7.1.2   Floor Plan Change
ODPA will send updated floor plans and inventory changes to several units including:
Fire Alarm Control System, Telecommunications, Lock Shop, and City of Lubbock 911

7.2   Space Request and Approval (SRA) Levels

Level I – Requires approval through the Space Allocation Committee (SAC)
Level II – Requires approval/notification through ODPA and the Office of the Registrar
Level III – Requires approval/notification through ODPA

7.3   Space Controller

Typically at the Organization or College level and includes Vice President's and Deans

7.4   Space Coordinator

Assigned by the Space Controller and will serve as the primary contact for space communications. Space Coordinators are typically at the building level.

7.5   Certification of Inventory

Texas Tech University certifies the facilities inventory each year in a submission to the THECB. Along these same lines, Space Controllers use the Annual Space Use Analysis to validate the veracity of the facilities inventory information.

8   Notification/Approval Triggers
In order to coordinate the use of facilities and proper reporting, certain procedures must be followed to create the synergy required for an effective space management effort.

8.1   SRA Level I – **Space Allocation Committee**

8.1.1   Loaning of Space
Any organization that allows another unit to use space within his or her footprint must understand the need to have a clear understanding as to the duration of the loan, composition of the space, limitations on modifications, and financial arrangements. This is best accomplished through the drafting and signing of a Memorandum of Understanding (MOU) that will be the tool needed to reclaim the space at a future date. Absent an MOU, it is understood the agreement to be of an indefinite time period. Loaning of space must be approved through the SAC process.

8.1.2   Co-use of Space
The rules pertaining to loaning of space 8.1.1 above apply.

8.1.3   Vacated Space

When an organization vacates space, which usually occurs as a result of new construction, the previously occupied space <u>does not</u> remain within the footprint of the previous occupant. It is subject to reassignment as the discretion of the SAC.

8.1.4   Back-fill

Occupation of new construction almost always leaves vacated space for reassignment. The units receiving space on backfill is determined by the SAC. Vacating units are not at liberty to promise space, nor are units able to reserve space with anyone, unless the SAC has authorized such a procedure.

8.1.5   Request for Additional Space (outside footprint)

If a unit requires additional space, the request and supporting information is sent to the Director of ODPA, who will review the request, identify impacts, and arrange the inclusion on the SAC agenda. This will include leased or temporary spaces.
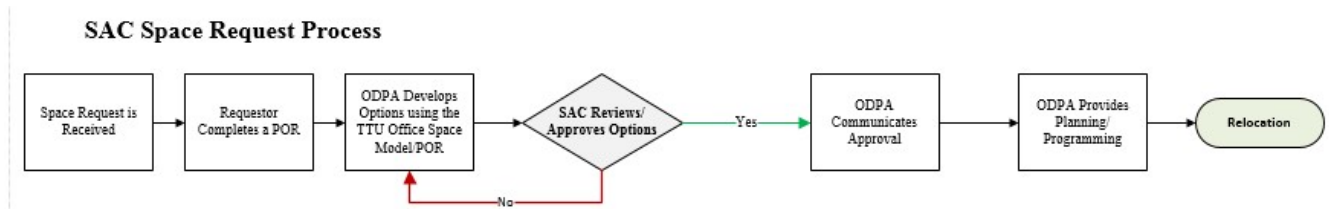
### 8.1.6   Request for Reassignment

If a unit requires reassignment to a new footprint, this must be requested through the SAC.

8.1.7   Construction/Renovation Review

Construction and Renovation projects will require the submission of a Construction/Renovation form (OP Attachment F). Not all projects will require submission to the SAC however the information will be provided for reference.

Construction/Renovation
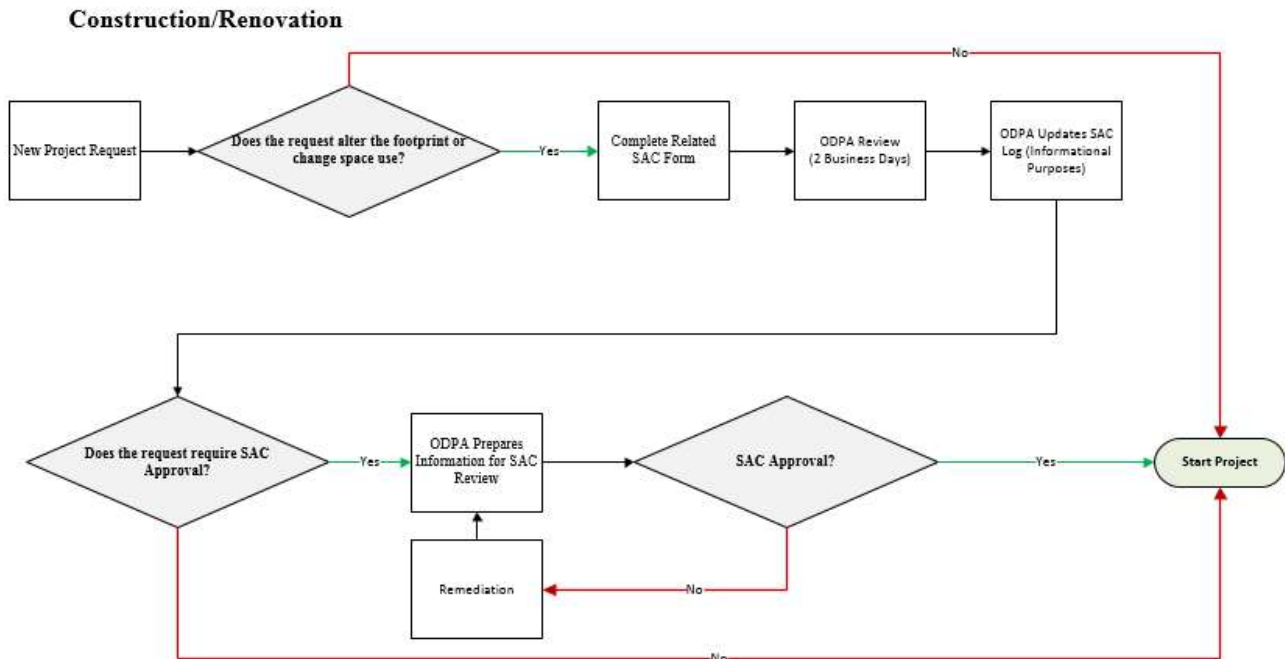
8.2   SRA Level II

8.2.1   Teaching Space Changes

Changes to Teaching Space or changes in Teaching Space Usage must follow OP 61.06
http://www.depts.ttu.edu/opmanual/OP61.06.pdf

8.3   SRA Level III

8.3.1   Non-Teaching Space Changes in Use

Any changes to space use must be reported to ODPA via the SUA, MIP, RMS or direct
contact.

8.3.2   Renovations

Renovations must follow SAC procedures and be reported to ODPA via the SUA, MIP,
RMS or direct contact. If the renovations require new room numbers then OP 61.21 must
be applied http://www.depts.ttu.edu/opmanual/OP61.21.pdf

8.3.3   Research Space Registration

- Phase I - Research Space Startup Checklist
- Phase II - Research Space Checklist (Post Award)
- Registration – Research Space that meets all criteria will be included in the
  Facilities Inventory database tagged by ODPA.

    o   Quarterly Reminder to update/verify Research Space registrations

9   Controls

9.1   Space Allocation Committee (SAC)

OP 61.10 http://www.depts.ttu.edu/opmanual/OP61.10.pdf

9.2   Room Numbering OP

OP 61.21 must be applied http://www.depts.ttu.edu/opmanual/OP61.21.pdf

9.3   Teaching Space OP

OP 61.06 http://www.depts.ttu.edu/opmanual/OP61.06.pdf

9.4   Move Approval Process (Banner)

All moves submitted through Procurement require approval through the Director of ODPA. In order to expedite the process please submit the following information as early as possible and include it in the PO.

- Organization
- Moving From (Building(s)/Room(s))
- Moving To (Building(s)/Room(s))
- Brief Description of the purpose of the move.

10 Quality Assurance

10.1 Annual Facilities Inventory Certification by College

Each College will be required to complete an annual Space Use Analysis (SUA).

10.2 Annual Building Random Sample Survey

33% of all Rooms from all buildings on main campus are randomly selected and run through an internal audit process. All rooms in all buildings will be reviewed on a 3 year cycle.

10.3 Bi-Annual Campus Random Sample Survey

35 Rooms from buildings on main campus are randomly selected and go through an internal audit process.

10.4 Dashboard/Reconciliation Reports

- CIP to Organization Code
- Key Management System
  - Access Requests
  - Access Terminations
- Room Occupant – Organization Code
- Teaching Space Usage/Utilization Reports
- Scheduled Activity (CIP/Organization Usage Report)
- Room Capacity Report
- Research Equipment Assessment
- Employee Hiring Location Comparison
  - New Employees
  - Terminated Employees

10.5 Construction Report Analysis

All construction projects will be entered into RMS with a specified Deadline (Substantial Completion Date).

- Building Maintenance & Construction (Physical Plant)
- Facilities Planning & Construction
- SPA – State Property Accounting (Track and categorize Capital Construction Projects)

10.6 Relocation Project Management

All relocation projects will be entered into RMS with a specified Deadline (Completion Date). Relocation projects managed by ODPA will include documents that show room occupants and room usage.

10.7 TechSID Quality Controls

- Virtual Information Portal – Combines graphical and tabular data
- Room Occupant – Organization Code/FOP
- Scheduled Activity
- Research Equipment
- Research Registration Entries
- Edit History Audit Logs
- Mass Migration Interface
  - Organization Codes
  - CIP Codes
- General Room Entry Errors
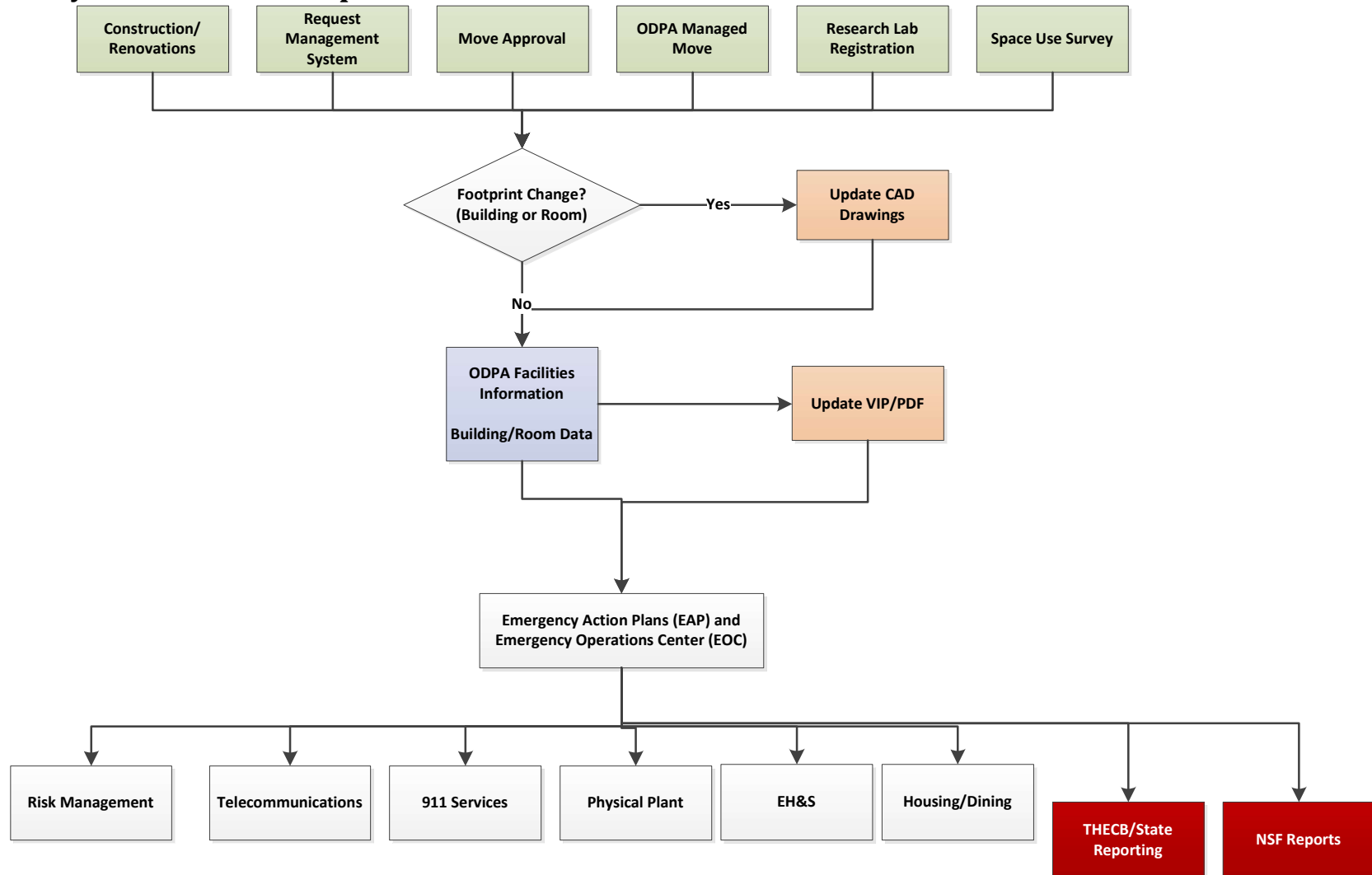 - Capacity Required
  - Invalid Code Combination

- Static Definitions – Pre-defined room detail values for Functional Category Code, Organization Code, and CIP Code.
    - Static Definitions can be overridden.

11 Systems Relationship Overview

12 Definitions

Predominant Use – Teaching Space Room Types are determined by evaluating the type of activity that is scheduled in a room. If a conference room is scheduled for 6 Hours Per Week by Electrical Engineering but is used by the department for Faculty/Staff meetings for the remaining 34 Hours Per Week then the predominant use would be (350) Conference Room.

Space Usage Efficiency (SUE) – Multi-metric space usage efficiency standards that are used to measure Classroom/Class Laboratory efficiency and capture activity scheduled outside of Classrooms/Class Laboratories. SUE includes utilization, demand, and percent fill to generate aggregate scores by Campus, Classroom, or Class Laboratory.

Space Use Analysis (SUA) – End-user survey process implemented by ODPA that allows departments to verify how their space is being used.

Matador Information Portal (MIP) – Interactive Geographic Information System that can be used by departments and administrators to manage space, inform decisions, and obtain specific space information.

Position Class Space Tier – Each Banner Position Class has specific space needs so each position class is assigned a Space Tier (1 – 7) that can be used to analyze space surpluses/deficits, develop migration strategies, and inform disaster planning initiatives.

Hours Per Week (HPW) – The Hours Per Week that a room is scheduled. Hours Per Week serve as the basis for utilization and demand metrics.

ODPA Report Portal – Enterprise Report Portal that provides DSS style reports related to space including SUE metrics, Research Space, Office Space Analysis, and basic inventory reports.

ODPA Request Management System (RMS) – Work order and project tracking system.

Education & General Net Assignable Square Feet (E&G NASF) - This is net assignable space used to carry out institutional missions of instruction, research, and support. It does not include auxiliary enterprise space, space that is permanently unassigned, or space used for operations independent of the institution's mission.

13 Appendix

13.1 Teaching Space

FTSE (Full Time Student Equivalent) is used to evaluate current space and determine future space requirements. FTSE growth can be forecasted to determine future needs.

13.2 Classrooms

- Space Use Code: 110
- Predominant Use: Lecture
- Hours Per Week Thresholds
    - < 18 HPW – Not used as a (110) Classroom
        - Review remaining use to determine appropriate Space Use Code
    - Standard: 38 HPW
    - 43 HPW – Monitor conditions and develop a strategy for additional classrooms
    - 45 HPW – Alert for additional Classrooms (Critical)
- Regularly Scheduled for 18 Hours Per Week or more
- 18 Sq Ft – 24 Sq Ft per 1 Student Station for Classrooms and Meeting Rooms with 10 Sq Ft minimum. Between 10 Sq Ft and 18 Sq Ft is acceptable. Sq Ft per student station can vary between disciplines and function. Computer labs may require more area than fixed seating. This standard will be used to capture room capacities that may be incorrect.
- Tiered Seating is generally recommended for Classrooms that have a station capacity greater than 50.

Capacity Tier	Tiered Seating	Average Capacity	Rooms
Tier 1 (< 40)	No Tier	30	84
Tier 2 (40 - 64)	No Tier	44	39
Tier 2 (40 - 64)	Partial Tier	55	39
Tier 3 (65 - 89)	Partial Tier	76	25
Tier 4 (90 - 149)	Partial Tier	90	2
Tier 4 (90 - 149)	Tiered Seating	113	21
Tier 5 (> 150)	Tiered Seating	243	15

Furniture Tier	Type	Average Capacity	# of Rooms (2010)
Tier 1 (< 40)	Moveable Seating/Desks	30	84
Tier 2 (40-64)	Moveable Seating/Desks or Tables	44	39

Tier 2 (40-64)	Movable Seating/Fixed Tables	55	39
Tier 3 (65 - 89)	Moveable Seating/Fixed Tables	76	25
Tier 4 (90 - 149)	Moveable Seating/Fixed Tables	90	2
Tier 4 (90 - 149)	Fixed Tablet Arm Chairs	113	21
Tier 5 (> 150)	Fixed Tablet Arm Chairs	243	15

13.3   Class Labs

- Space Use Code: 210
- Predominant Use: Lab, Studio
- Hours Per Week Thresholds
  - < 13 HPW – Not used as a (210) Class Lab
    - Review remaining use to determine appropriate Space Use Code
  - Standard: 25 HPW
  - 30 HPW – Monitor conditions and develop a strategy for additional Class Labs
  - 35 HPW – Alert for additional Class Labs (Critical)
- Regularly Scheduled for 13 Hours Per Week or more
- Class Lab Sq Ft per student station varies between .
  - 30 Sq Ft per student station should be allocated for Computer Labs
  - 70 – 120 Sq Ft per student station depending on discipline.

13.4   Research Space

250 Research/Non-class Laboratory

Definition: A space used for laboratory experimentation, research, or training in research methods; professional research and observation; or structured creative activity within a specific program or for sponsored research (whether sponsored with federal, state, private, or institutional funds).

255 Research/Non-class Laboratory Service

Definition: A space that directly serves one or more research/non-class laboratories as an extension of the activities in those spaces.

21 Institutes and Research Centers

22 Individual or Project Research

- Space Use Code: 250/255
- Functional Category Code: 21/22 (Predominant Functional Category Code
- Guidelines for inactive planned research spaces must be developed.

Criteria	Description	Met
Separately Budgeted and Accounted for	Does the research project have a dedicated account?	✔
AND		
Externally Funded Research	Funded by: · Federal · State · Foundations · Corporations · Other sources	✔
OR		
***University Funded**	· Funded by Texas Tech University	✔

Excludes departmental research that is not separately budgeted and accounted for.

If all of the above criteria are met then the room Functional Category Code will be a 21 or 22. If the predominant Functional Category Code is 21 or 22 then the room will be coded as a (250) Research Lab or (255) Research Lab Service. Research space is modeled by FTE Faculty and is categorized into tiers depending on the department.

- *Offices used for research will be coded as (310) Office and 21 or 22.*
  - *THECB plans on including 21/22 in Research Allocations*
- *Isolate Research Labs from other spaces (Offices, Classrooms, etc.) for 24/7 HVAC demands.*
- *Group Research Labs together for shared HVAC utilization.*
- *Remove Office Space from Research Labs*

13.5 Office Space Tiers

Tier	Tier ASF	Office Service ASF	Conference Room ASF
UL Tier	375	61	27
Tier 1	300	51	25
Tier 2	240	42	23
Tier 3	170	35	21
Tier 4	150	35	21
Tier 5	120	35	21
Tier 6	60	14	8
Tier 7	40	5	8
Tier 8	0	4	5

**UL is reserved for President and Chancellor

Office Space Tier (Examples) A complete list of all Tiers is available upon request.

Employee Class Desc	Position Class	Tier	Office ASF	Office ASF (Max)	Office Service ASF	Conference Room ASF
FT Exempt Staff	Vice President	Tier 1	300	351	51	25
FT Exempt Staff	Assistant Vice President	Tier 2	240	281	42	23
FT Exempt Staff	Academic Dean	Tier 2	240	281	42	23
FT 9 Mo Fac Non Vac Elig	Department Chairperson	Tier 3	170	199	35	21
FT 9 Mo Fac Non Vac Elig	Professor	Tier 4	150	176	35	21
FT Exempt Staff	Section Manager	Tier 4	150	176	35	21
FT Non Exempt Staff	Lead Analyst	Tier 5	120	140	35	21
PT Exempt TA GPTI GRHA	Research Asst - Grad Student	Tier 6	60	70	2	2
PT Exempt TA GPTI GRHA	Grad Part-Time Instructor	Tier 6	60	70	2	2
PT Non Exempt Student	Student Assistant	Tier 7	20	23	0	0
FT Non Exempt Staff	Groundskeeper	Tier 8	0	0	4	5
FT Non Exempt Staff	Lead Custodian	Tier 8	0	0	4	5
FT Exempt Staff	President	UL Tier	375	439	61	27
FT Exempt Staff	Chancellor	UL Tier	375	439	61	27
FT Exempt Staff	Provost	UL Tier	375	439	61	27

Office Tier Benefits (Samples)

Sample 1

Total Assigned ASF	
	1,200

Office Size Options	
Option 1	**Option 2**
Office SQ FT 120	180
Individual Offices 10	7

In a space approximately 1,200 SF, one has the option of ten (10) w20 SF offices or seven (7) 180 square feet.

Sample 2

Total Assigned ASF	
	20,000

Office Size Options	
Option 1	**Option 2**
Office SQ FT 120	180
Individual Offices 167	111

Similarly, in a 20,000 SF space, one has the opportunity to have one hundred sixty-seven (167) 120 SF offices while only one hundred eleven (111) 180 SF offices.

Note: These totals and calculations do not account for the need of mechanical rooms, varying walk thicknesses, and other construction and maintenance considerations.

Tier 1 – 300 Sq Ft
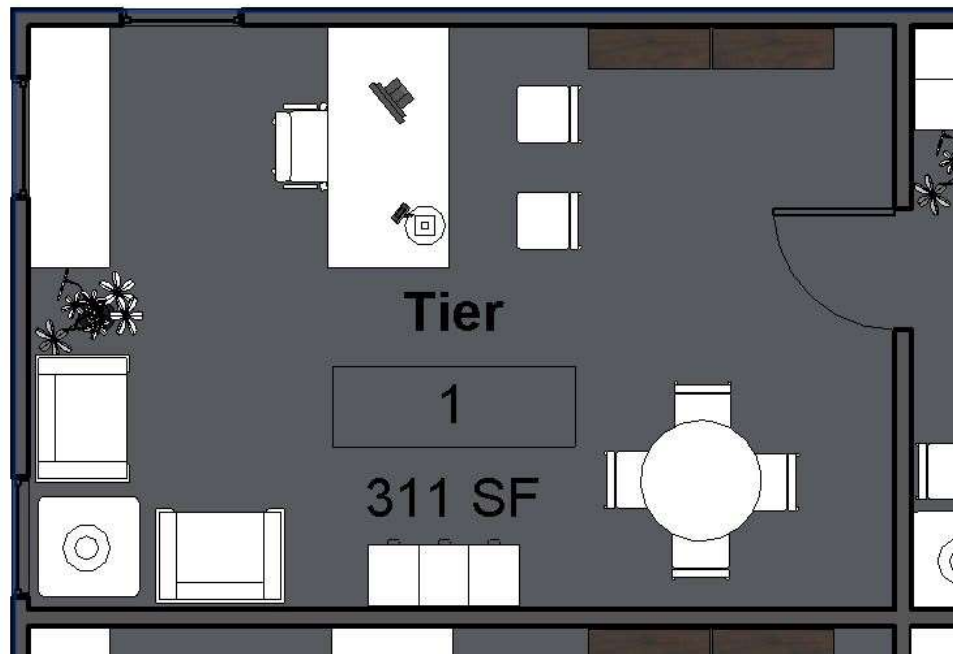
13.5.1 D.2 Tier 2 – 240 Sq Ft
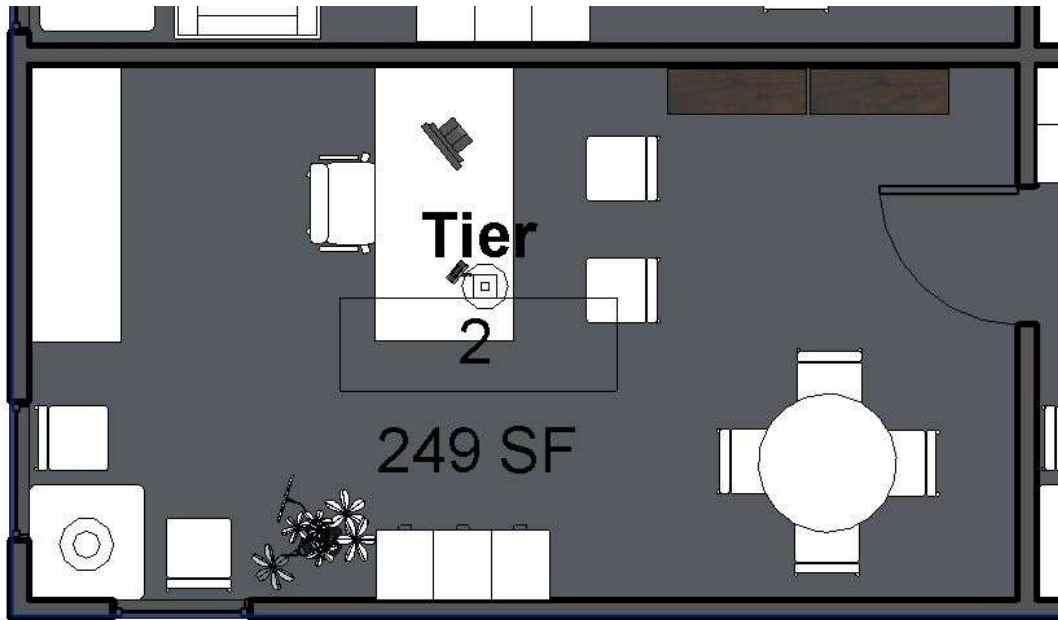
13.5.2 D.3 Tier 3 – 170 Sq Ft
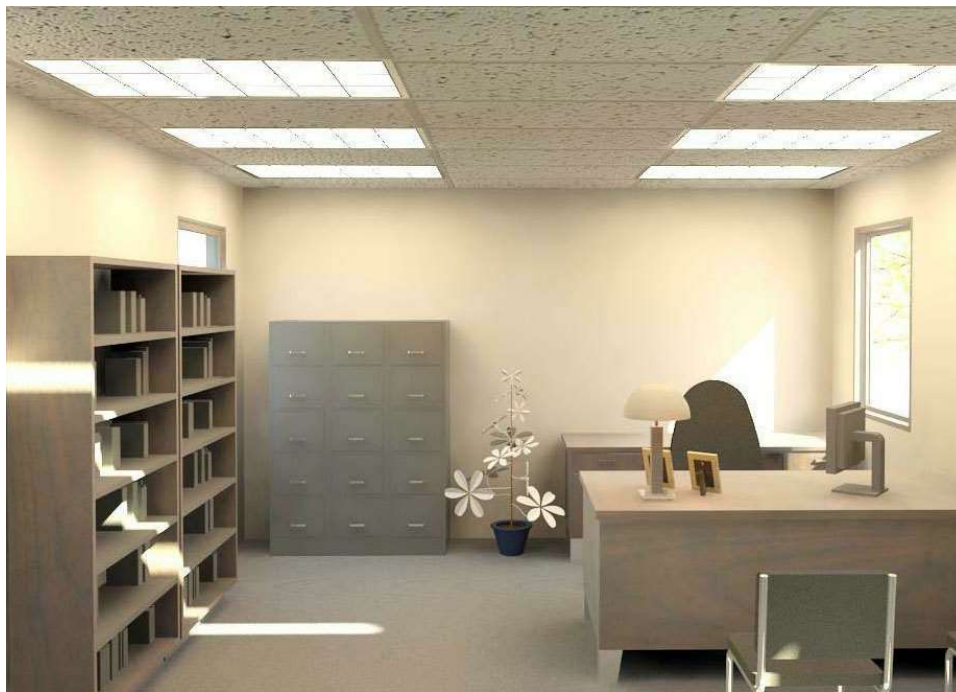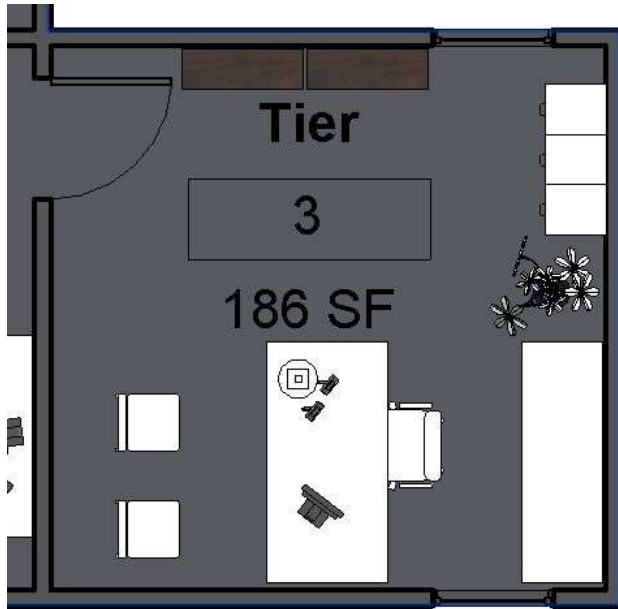
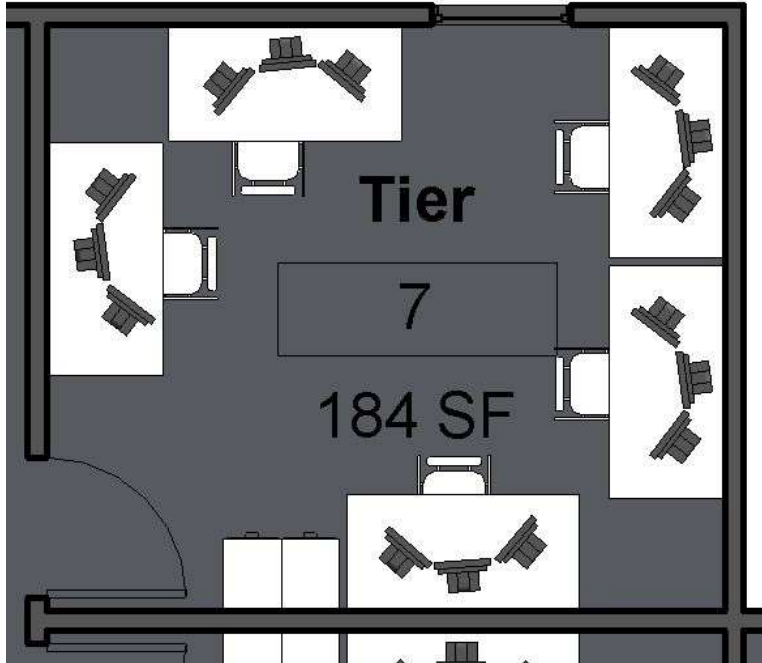*13.5.3 D.4 Tier 4 – 150 Sq Ft*
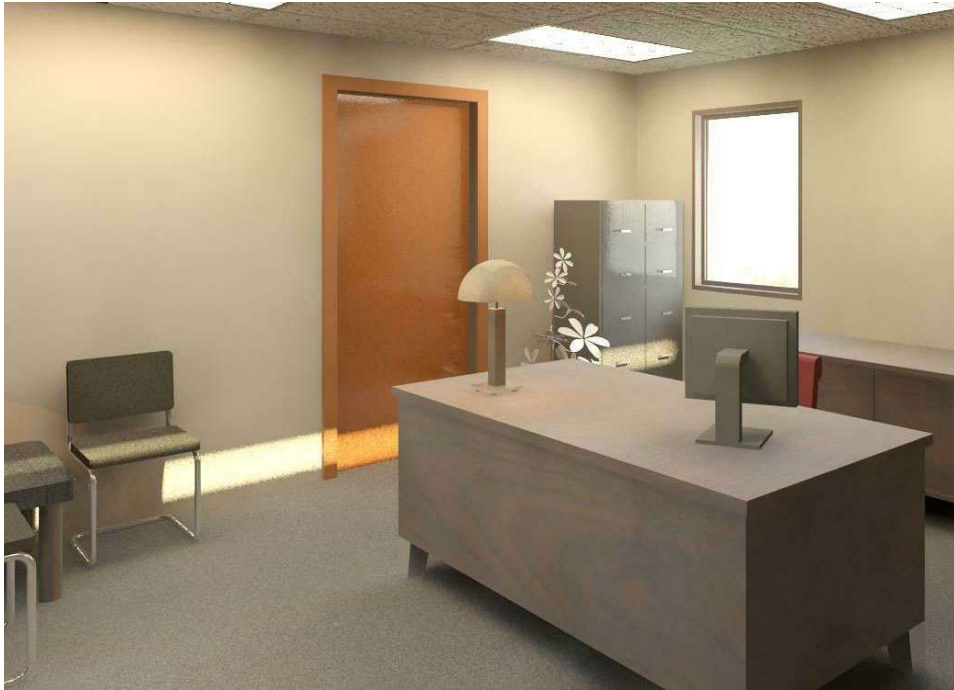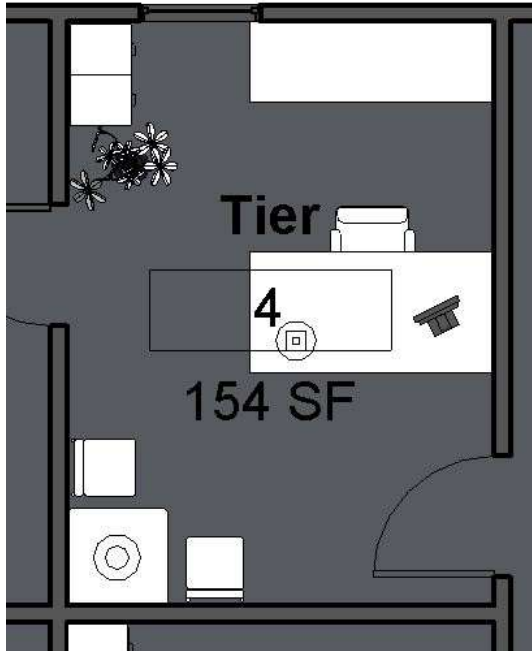
13.5.4 D.5 Tier 5 – 120 Sq Ft
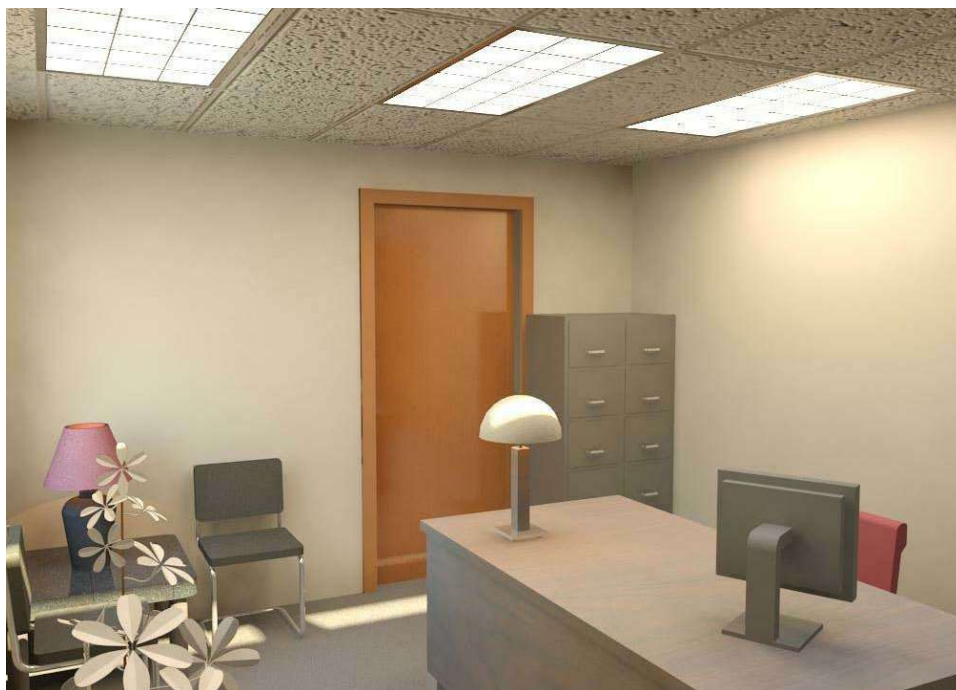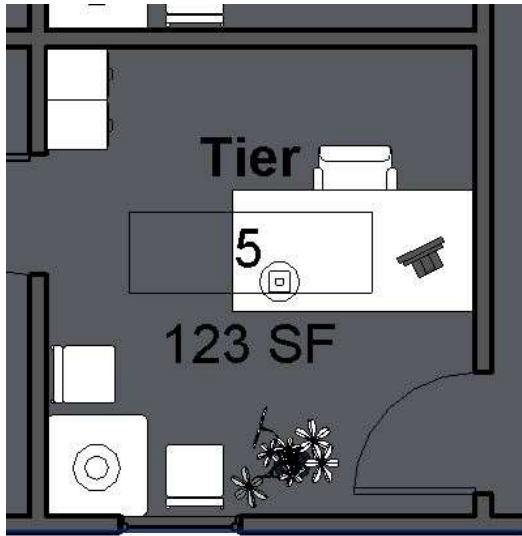
*13.5.5 D.6 Tier 6 – 60 Sq Ft*
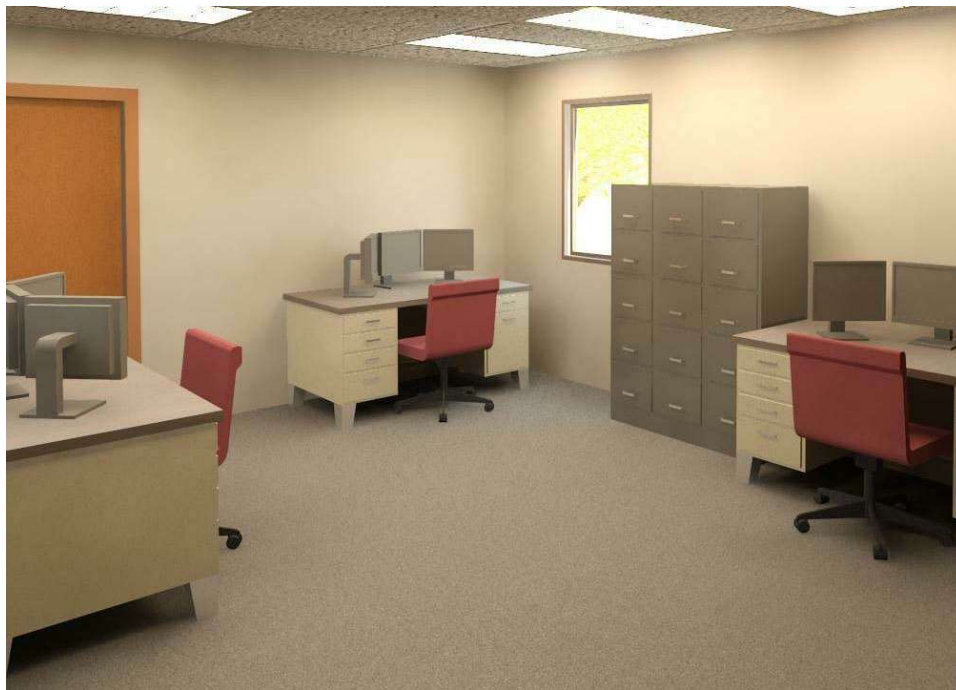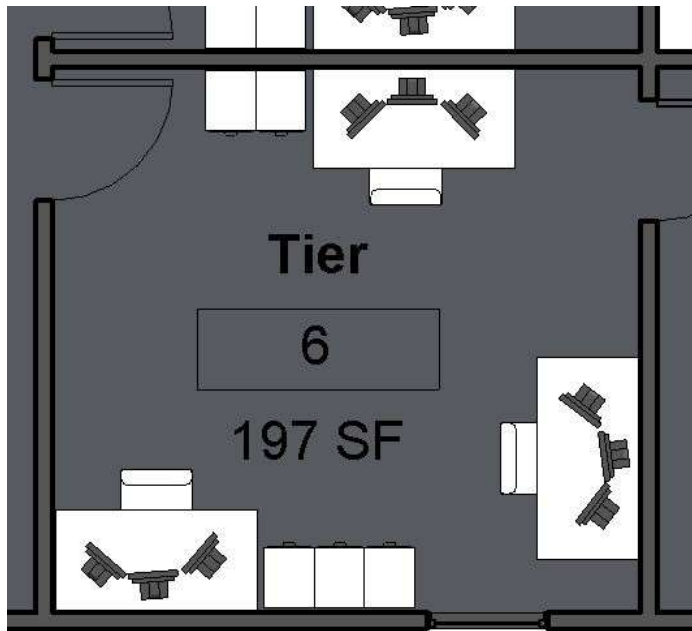
13.5.6 D.7 Tier 7 – 40 Sq Ft

Occupants included in Tier 7 usually do not require office space including Cooks, Grounds Maintenance, Cashiers, etc.

13.6 Room Information Sources

Step 1 – CAD Drawings

Use CAD Drawings to determine the room numbers, number of rooms, room location (within the building), and room area. As-built drawings will be used when available.
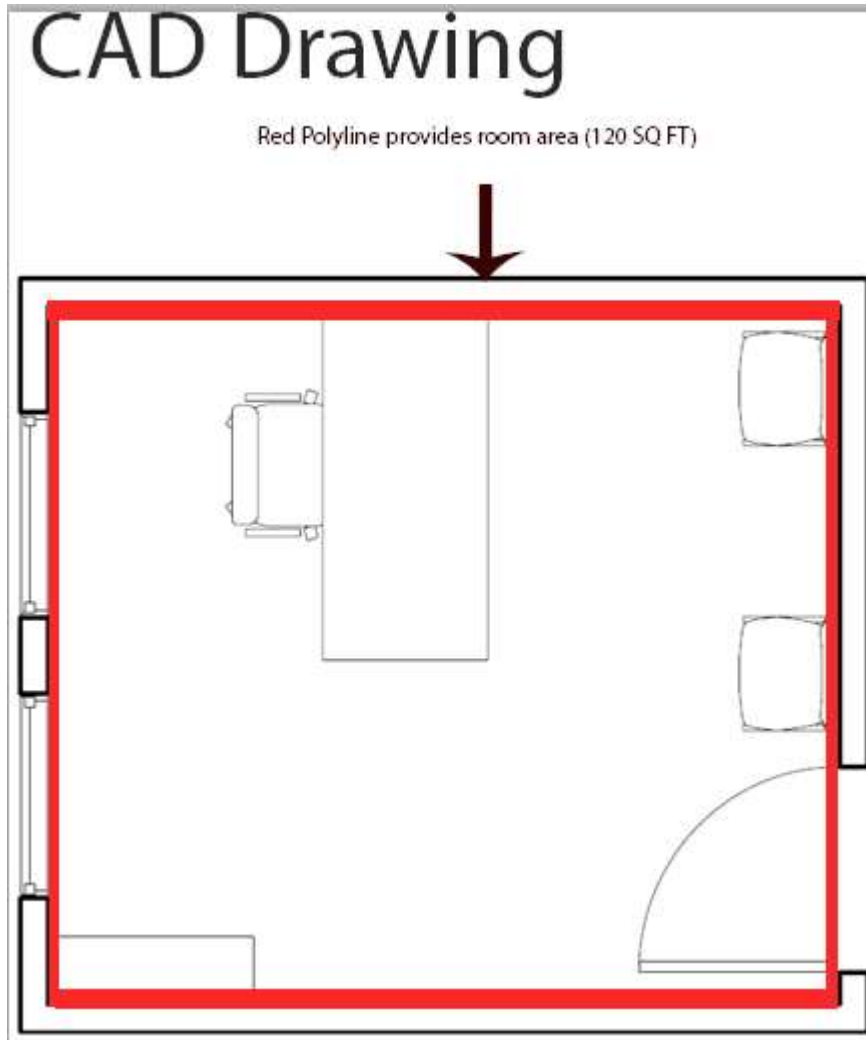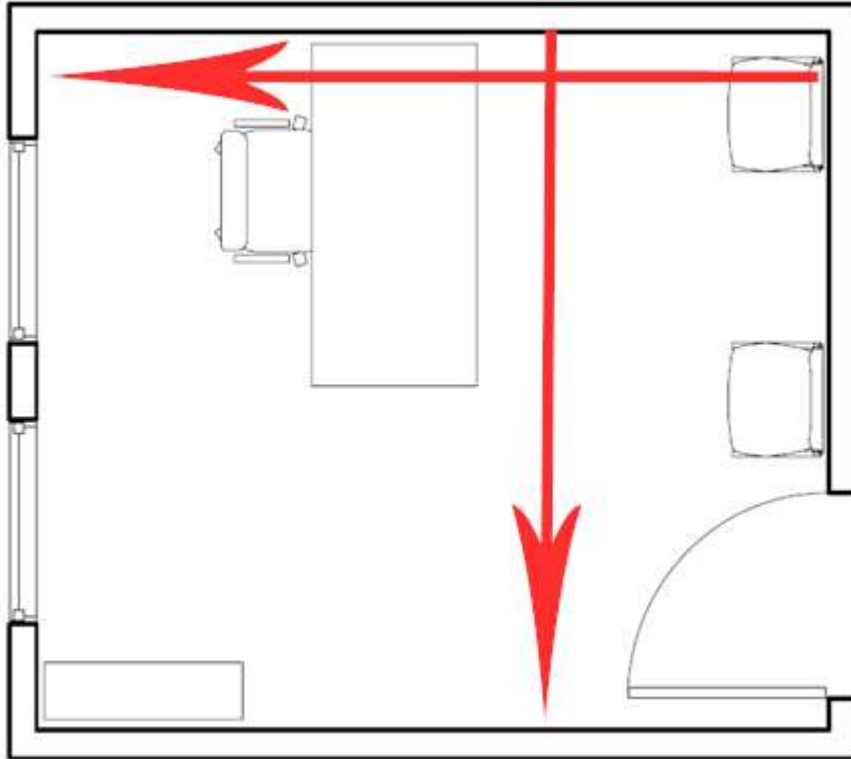

Step 2 – Site Verification

Site Verifications are used to verify the accuracy of the CAD Drawing and to collect additional room information.

Site Verification

Use a disto (Laser Measuring Device) to measure the length and width of a room. If a room's shape is unusual, length and width measurements can be compared to CAD length and width measurements.

Step 2 – Room Information Collection/Verification

Room Information			
Field	**Field Source Primary**	**Secondary Field Sources**	**Potential Change Indicators/Trigger**
Room Number	CAD Drawing	Site Survey	Construction Project
Floor	CAD Drawing	Site Survey	
Space Use Code	Site Survey	Space Use Survey, Feedback, and Predominant Functional Category Code	Change in Scheduled Activity, Change in Use, Relocation Project, Construction Project
Room Area	CAD Drawing	Site Survey	Construction Project

			Change in Scheduled Activity, Change in Use, Relocation Project, Construction Project, New
Capacity	Site Survey	Scheduling System (Ad Astra)	Furniture

Room Details (Can be Multiple Entries Per Room)			
Field	**Field Source Primary**	**Secondary Field Sources**	**Potential Change Indicators/Trigger**
Entity(ies)	Room Occupant	Course Schedule or Usage Information	Construction, Relocation Project, Change in Use, Change in Scheduled Activity
Organization(s)	Room Occupant	Course Schedule or Usage Information	Construction, Relocation Project, Change in Use, Change in Scheduled Activity
CIP(s)	Organization	Course Schedule, and Room Occupant	Construction, Relocation Project, Change in Use, Change in Scheduled Activity
Functional Category Code(s)	Organization	Room Occupant, Usage Information, and Feedback	Construction, Relocation Project, Change in Use, Change in Scheduled Activity
Percentage(s)	% of Time Used	% of Scheduled Activity between alternate uses or between departments	Construction, Relocation Project, Change in Use, Change in Scheduled Activity

**Step 4 – Data Entry**

- Enter room data for all rooms.
    - Room Information
    - Room Details
   - Room Occupants

Step 5 – Virtual Information Portal

- Link Polylines to Room Database
- Run Floor Plan to Database Verification Report
- Verify Floor Plan, Space Use, and Organization Layers

13.7 Gross Square Footage Calculation

Gross Area is defined by the THECB as the sum of the floor areas within the exterior walls of the building for all stories or areas that house floor surfaces including attics, basements, sub-basements, penthouses, mechanical rooms, etc. These are rooms with six-foot-six clear headroom or areas with lower ceilings that are usable for storage or other purposes. Gross areas is should be rounded to the closest square foot.
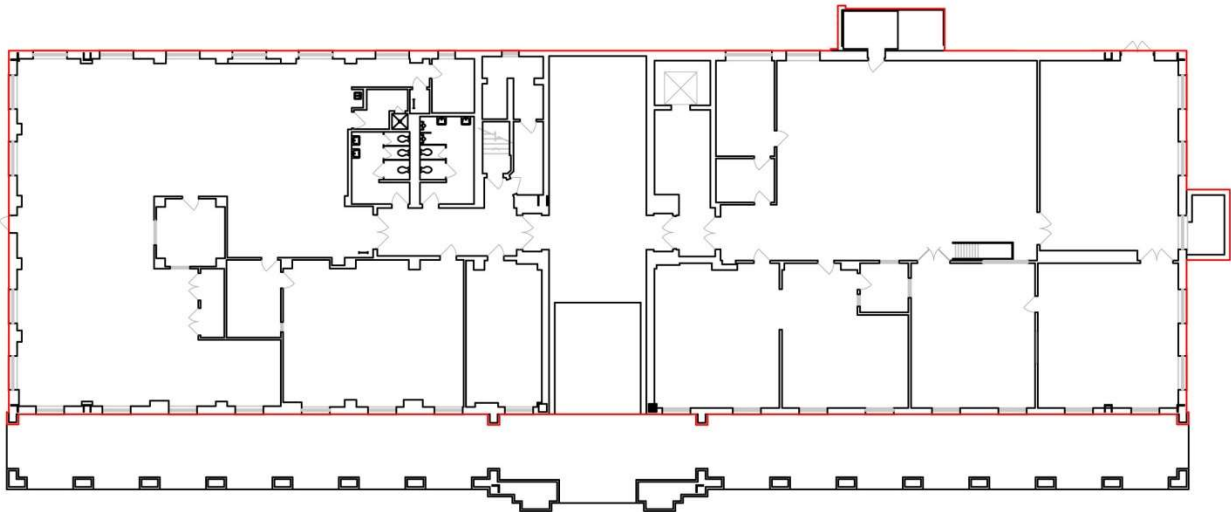
Gross Square Footage is defined by the THECB as the sum of all square feet of floor areas within the outside faces of the building's exterior walls.
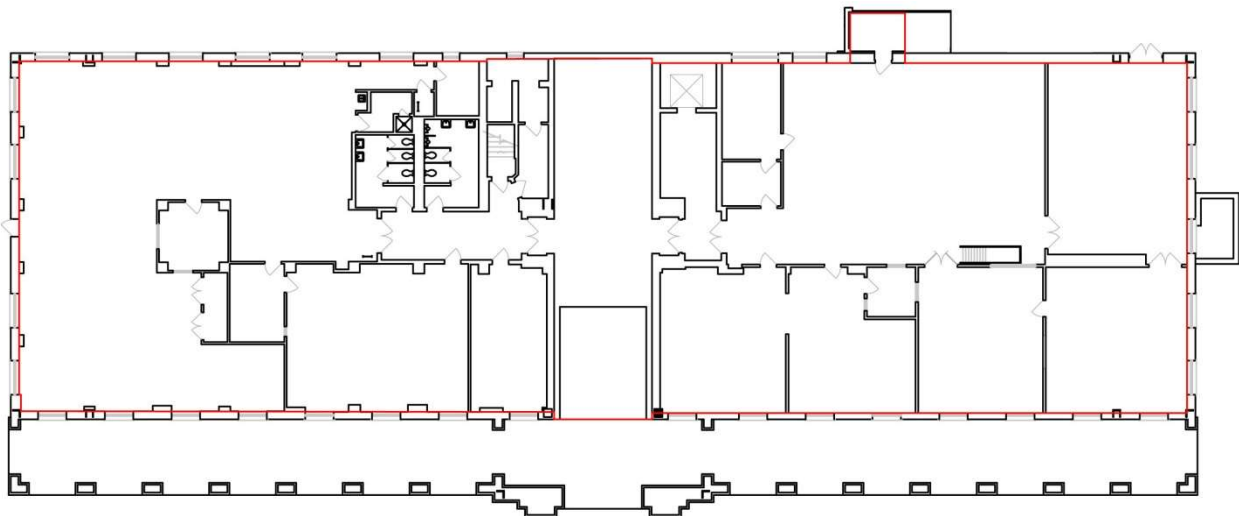
Net Square Footage is defined by the THECB as the sum of floor space within the interior walls of a room. This category can be further broken down into Net Assignable Square Footage and Non-Assignable Areas.

13.8 Emergency Action Plans

Emergency Action Plan PDFs and signage are created with guidance from the University's safety office. Shelter spaces, egress, defibrillators, and exits are called out in the floorplan.
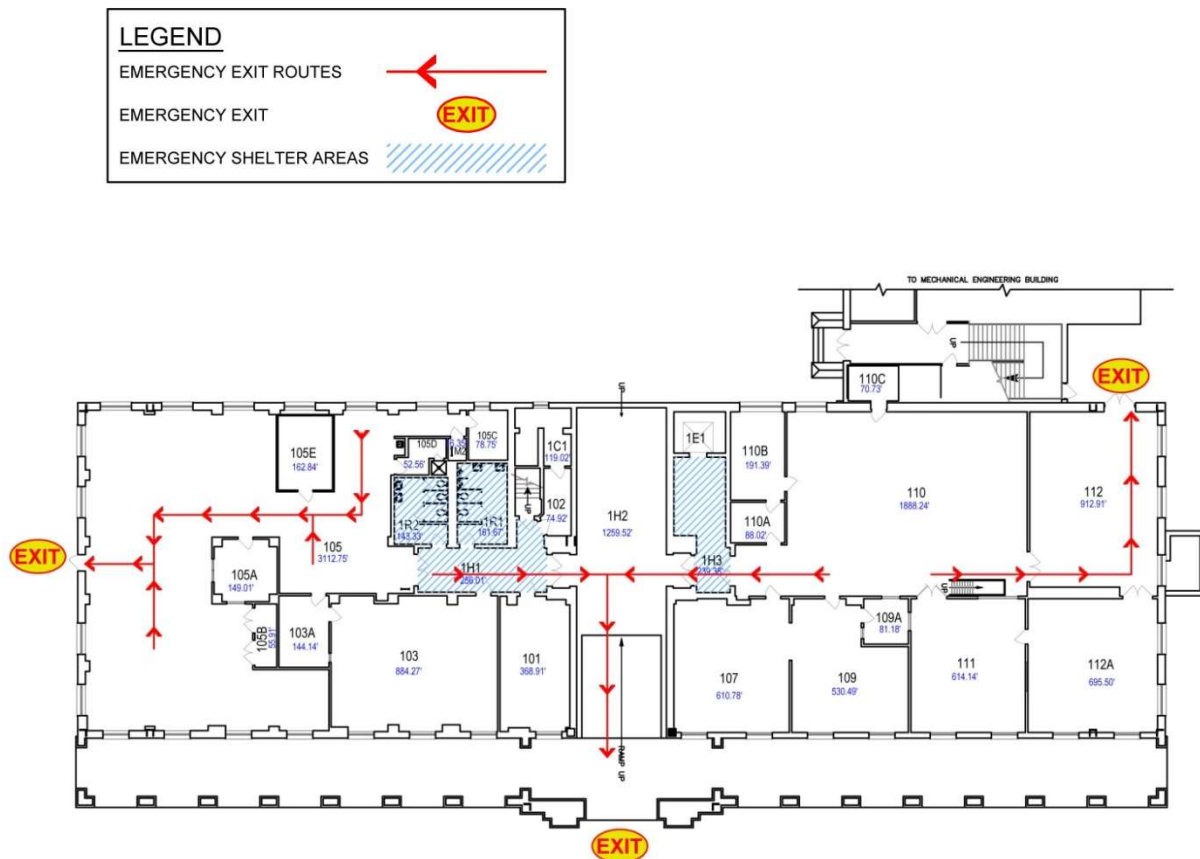
13.9 Raider Room Classrooms

In 2010 a classroom quality/condition review project was completed and based off of the results a General Purpose Classroom project was implemented through the Facilities Allocation Committee by ASFR and Operations Division Planning & Administration. Raider Room Classrooms received an initial upgrade to bring the room up to TTU standards which includes room cosmetic, furniture, access control (Proximity ID Card), and technology. After the initial renovation the rooms were centrally controlled and maintained.

Under the pilot project in 2010 five Classrooms with the lowest condition score were selected and converted to General Purpose Classrooms. Additional rooms have been renovated each year since, including all Classrooms included in the (Old) Business Administration renovation. In 2015, the duties assigned to ASFR were dispersed and the project became a function of the Operations Division Planning & Administration. Funding for ongoing maintenance and upgrades are supported through the Space Allocation Committee.

Initial Pilot Rooms

Location/Room	Before	After
Holden Hall 152		
Human Sciences 273		

Math 12		
Math 108		
Science 112		

14 ODPA Reporting Cycle

Frequency	Type	Report	Description	Deadline
Annual	THECB	CBM011 - Room Inventory	Facilities Inventory Room Report for TTU/TT System	October 15th
Annual	THECB	CBM014 - Building Inventory	Facilities Inventory Building Report for TTU/TT System	October 15th
Annual	State	State Property Accounting	Capital Construction Project reports for buildings and real property.	October 1st
Biennial	Private	NSF - Research Space Report	Research Space by Discipline	December 21st
Annual	THECB	CCI - Campus Condition Index	Deferred Maintenance/Maintenance Report	October 15th

15 Facilities Information Management Cycle
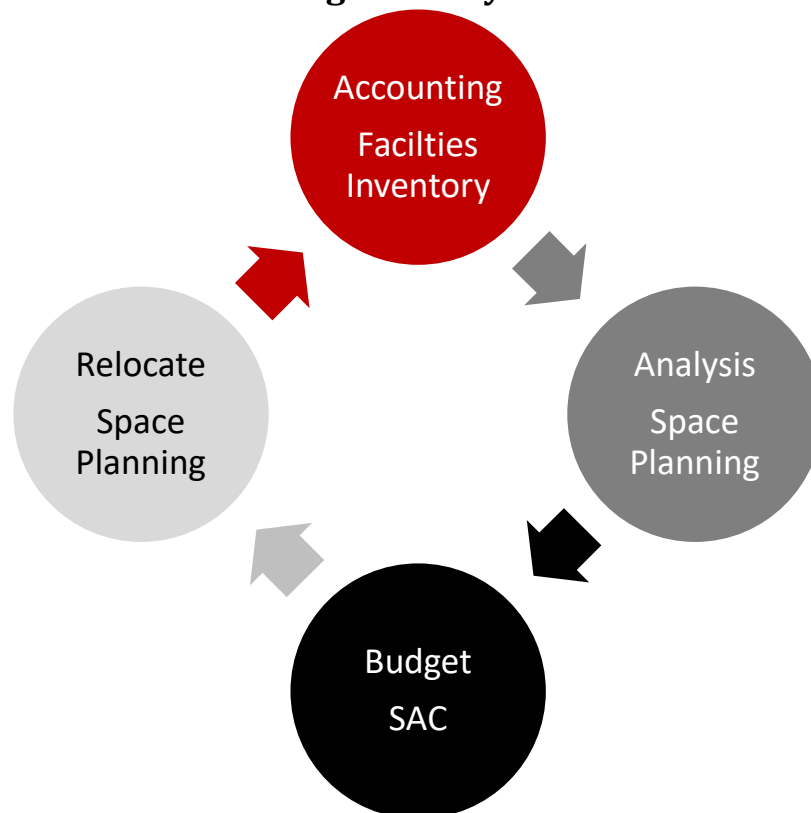
16 Non-Assignable Spaces

The THECB requires that all buildings reach or exceed a 60% efficiency ratio which means that at least 60% of the building will need to be assignable and the remaining 40% will include interior walls and the non-assignable spaces listed below.

Category	Space Use Code	Space Use
Restroom	M10	Men's Public Rest Room
Restroom	U10	Unisex Restroom (Non E&G)
Restroom	W10	Women's Public Rest Room
Restroom	X03	Public Rest Room
Circulation	WWW	Circulation Area
Circulation	W01	Bridge/Tunnel
Circulation	W02	Elevator
Circulation	W03	Escalator
Circulation	W04	Loading Dock
Circulation	W05	Lobby
Circulation	W06	Public Corridor
Circulation	W07	Stairway
Custodial	X01	Custodial Supply Closet
Custodial	X02	Janitor Room
Custodial	X04	Trash Room
Service	XXX	Building Service
Mechanical	YYY	Mechanical Area
Mechanical	Y01	Central Utility Plant
Mechanical	Y02	Fuel Room
Mechanical	Y03	Shaft
Mechanical	Y04	Trash Room

***YYY includes Telecommunication Rooms*

The appropriate size and combination of non-assignable spaces in a building will depend on function, size, and complexity but it is important to consider ASF requirements in the planning process.

Texas Tech University would like to include the following spaces in new construction projects and major renovations.

- Single Occupancy Restrooms (Non-Assignable)
- Mother Friendly Rooms (Assignable/Non-E&G)

17 References

THECB Facilities Inventory Classifications and Procedures Manual
Utah State Space Management Policy & Procedures
NMSU Facilities Space Management Policy
Stanford
Auburn
Texas Tech University Furniture by Tier Samples