

SECTION 3 - FACILITIES INVENTORY SYSTEM

Critical Due Dates –

- Facilities Inventory is due April 1

3.01 OVERVIEW

The Maryland Higher Education Commission (MHEC) maintains a facilities inventory (commonly called the space inventory) to assist in the preparation of both the operating and capital budgets. This information is used extensively to justify funds for operations and maintenance, new construction, renovations of existing facilities, and a variety of other items. The accuracy and timeliness of the data are critical to its effectiveness and will assist in preventing redundant reporting.

In an effort to ensure MHEC's facilities inventory system is consistent with national standards and guidelines, the Commission uses the National Center for Educational Statistics (NCES) *Post-Secondary Education Facilities Inventory and Classification Manual* (current edition) as the basis for its inventory. The NCES web address is www.nces.ed.gov/.

While MHEC uses the NCES manual for the majority of the technical definitions in the facilities inventory system, there are certain variations shown in the instructions that follow.

The facilities inventory must be submitted to MHEC by April 1 of each year.

3.02 PURPOSE

The facilities inventory system is used to report net-assignable square feet (NASF) and gross square feet (GSF) on a building-by-building basis. This information is used to produce summary data for each campus and segment. **The facilities reported in the inventory should include any space which the institution uses regardless of whether the institution owns, rents, or occupies the space on or off campus.**

The Commission provides a Facilities Inventory workbook (MS Excel). An example of the Inventory Summary Sheet can be found in Section 14 of this manual. The workbook contains two (2) tabbed worksheets. The first tab labeled "Summary" is automatically updated as you enter data into the second worksheet. The cells in the Summary worksheet contain formulas which extract data from cells in the second worksheet. The second tab labeled "Inventory" is the building by building inventory. Changes and updates are made directly to the Inventory worksheet. The Commission will protect the workbook to prevent formatting changes which might interfere with the smooth transfer of data. Unless otherwise indicated, report all data in NASF and round all figures to the nearest whole number. If you have any questions, please consult the NCES manual or contact the MHEC Finance Policy Analyst.

3.03 REPORTING INSTRUCTIONS

When you open the facilities inventory system workbook tab 2, you will see a series of column headers for each field. The definitions and instructions for each are provided here. Self explanatory headers are not defined.

1. **Year** – Enter the fiscal year in which the data will be applicable. Report all data as of the fall semester from the current fiscal year. For example, the FY 2018 report data will reflect the fall 2017 semester.
2. **Institution** – Enter the community college name.
3. **MHEC #** – This item is not applicable to community colleges.
4. **Building Name** – Enter the name of each building. Update this field when the name of a building changes. Each building must have a unique name to track changes in the facilities inventory. For example, an institution cannot have multiple buildings called “Science.” Instead name them Science 1, Science 2, Science East, Science West, etc.
5. **Code Function** – Review the definitions below and enter the code that best describes the building’s primary function:

Code Number

- 1 Academic - General Purpose
The building is used for one or more instructional and/or research programs or departments.
- 2 Academic - Physical Education
The building is used primarily for physical education activities.
- 3 Academic - Specific Purpose
The building is used by one instructional and/or research program or department.
- 4 Administrative - Office/Support
The building is used primarily for administrative purposes.
- 5 Library
The building is used primarily for "Study" (Room Use Category 400 Study) and related Library programs.
- 6 Auxiliary Enterprise
The building is used primarily for student dining, housing, or other function which relies on student fees/institutional funds and does not currently receive state general funds for operating expenses.

- 7 Other - Non-academic
The building is used primarily for plant and maintenance operation, including storage, public safety, and other non-academic support related space. Use this category if the majority of the building's function cannot be identified above.

NOTE: The housing of presidents, chancellors, and others normally maintained with state general funds should be entered in the “Other” category and not in the “Auxiliary Enterprise” category.

6. **Code Owner** – Review the definitions below and enter the code that best describes the building’s owner:

Code Number

- 1 Owned by the State
Should be entered by all public institutions (except community colleges) unless owned by a foundation or other special arrangement.
- 2 Owned by Community College Board of Trustees
Should be entered by all community colleges unless the building is owned by a foundation or other entity.
- 3 Owned by the Institution
Should be entered by all private institutions unless the facility is leased or is occupied through special arrangement.
- 4 Other
Not owned by the institution, but used by the campus for normal operations, e.g., leased.

7. **Code Status** – Review the definitions below and enter the code that best describes the building’s construction status.

Code Number

- 1 Existing building fully constructed and occupied.
- 2 Building under construction or funded for construction through “as of” date.
- 3 Building under design or funded for design.
- 4 No funding but has an approved program.

8. **Gross Square Feet** – Enter the total floor area of the building included within the outside walls.

9. **Net Assignable Square Feet (NASF)** – Enter the total floor space assigned or available for assignment (exclude circulation, custodial, mechanical, and structural areas).
10. **Efficiency %** – Enter the building NASF divided by the building GSF.
11. **Non-State GSF and Non-State NASF** – Enter the portion of facility in which State support may not be used (i.e., auxiliary).
12. **Handicap NASF** – Enter the total NASF of the building which is handicapped accessible.
13. **Year Constructed** – Enter the calendar year in which the original building was completed, regardless of the date of occupancy.
14. **Year Renovated** – Enter the calendar year in which the most recent major addition and/or renovation was completed.
15. **Replacement Value** – Enter the estimated cost to replace the building. Include fixed equipment at the time of the inventory. Replacement costs should be determined in terms of the cost to replace the building's assignable floor area using current construction costs/building codes.
16. **Auxiliary Value** – Enter the estimated cost to replace auxiliary space. Include fixed equipment at the time of the inventory. Replacement costs should be determined in terms of the cost to replace the auxiliary's assignable floor area using current construction costs/building codes.
17. **Value Revised as of** – Enter the most current building assessment and availability date.
18. **Condition Code** – Enter the building condition code by dividing the “estimated renovation cost” by the “estimated replacement cost.”

Code Number

- 1 Satisfactory (Normal maintenance):
Suitable for continued use with normal maintenance. The “estimated renovation cost” is between 10-15% of the “estimated replacement cost” of the building.
- 2 Remodeling A (Normal maintenance):
Requires restoration to present acceptable standards without major room use changes, alterations, or modernization. The “estimated renovation cost” is between 16% and 25% of the “estimated replacement cost” of the building.

- 3 Remodeling B (Deferred maintenance):
Requires major updating and/or modernization of the building. The “estimated renovation cost” is between 26% and 50% of the estimated replacement cost of the building.
- 4 Remodeling C (Major renovation):
Requires major remodeling of the building. The “estimate renovation cost” is greater than 50% of the “estimated replacement cost” of the building (i.e., 51% or more). If a building is scheduled to be renovated during this period, the condition code should be Remodeling C (4) and the NASF reported as 060 Alternation or Conversion.
- 5 Demolition (Removal from use):
Should be demolished or abandoned because the building is unsafe or structurally unsound. This category takes precedence over categories 1, 2, 3, and 4.
- 6 Termination (Removal from use):
Planned termination or relinquishing of occupancy of the building for reasons other than safety or structural problems, such as abandonment of temporary units or vacating of leased space.

19. **Renovation Cost** – Enter the estimated cost to repair and/or renovate the existing facility to "satisfactory" condition. The estimate should be based on a facilities audit which identifies the deficiencies and concomitant remedial costs of all building systems.

20. **Renovation Auxiliary** – Enter the estimated cost to repair and/or renovate the existing auxiliary facility to “satisfactory” condition. The estimate should be based on a facilities audit which identifies the deficiencies and concomitant remedial costs of all building systems.

21. **Room Use Category** – While MHEC uses the NCES’s *Post-Secondary Education Facilities Inventory and Classification Manual* for the majority of the technical definitions in the facilities inventory system, there are certain variations discussed below:

- a. Service Areas
Combine all service space (NCES Code --5) with primary use categories. For example, 110 Classrooms and 115 Classroom Service would be combined together and reported in 110/5 CLASSROOMS. Follow the example for category 200.
- b. Office Facilities
Report all Office Facilities space as 310-355 OFFICE. No

subcategories should be used.

c. Study Facilities

Combine 420 Stack and 430 Open-Stack Study Room into one category (420). Additionally, combine 440 Processing Room and 455 Study Service into one category (440).

d. Special Use Facilities

Combine 560 Field Building, 570 Animal Quarters, 575 Animal Quarters Service into one category (560-575 FLD BLD). Follow the example for categories 600 and 700.

e. Health Care Facilities

Report all Health Care Facilities space as 800 HEALTH. No subcategories should be used.

f. Residential Facilities

Report all Residential Facilities space as 900 RESIDENT. No subcategories should be used. All 900 space is also classified as Auxiliary and should be code “6” under **Major Building Function**.

g. Unclassified

090-Other Organization Usage

Definition: All areas assigned or leased to organizations that are not part of the institution.