Facilities Inventory FY16

Kickoff
Agenda

• Recap of FI Cycle Close
• Reminders / Updates
• Training
• Technology Roadmap Update
• Office Space Audit Project
Recap Of FY15

GREAT JOB!

• Almost 61,000 rooms
• Nearly 16 million ft$^2$
• Research 6,638 rooms and 2.5 million ft$^2$
• System reopened early
Recap Of FY15

Common Issues

Room Type / Function Code issues

- Field Buildings (560) and Central Storage (730) assigned to Housing Services (6.8)
## Room Type / Function Code issues

Field Buildings (560) and Central Storage (730) assigned to Housing Services (6.8)

### Special Use Room Space (Type)

<table>
<thead>
<tr>
<th>AREA</th>
<th>USE/DEFINITION</th>
<th>INCLUDES</th>
<th>LIMITATIONS/COMMENTS</th>
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</thead>
<tbody>
<tr>
<td>560 Field Building</td>
<td>A barn or similar structure for animal shelter or the handling, storage, and/or protection of farm products, supplies, vehicles and tools; or for field purposes and experiments.</td>
<td>Barns, animal shelters, sheds, feed units, hay storage, and seed houses. Greenhouses related to farm operations are included in this category. Structures are typically of light frame construction with unfinished interiors, usually but not exclusively related to agricultural field operations, and are frequently located outside the central campus area. Includes storage space for farm vehicles and implements. Service areas that support field buildings are classified here. Also included are such facilities as meteorological field test stations.</td>
<td>Animal quarters directly supporting research or instructional laboratories should be coded animal quarters (570). Location of building is not sufficient justification for classification as a field-service facility. Finished rooms such as endocrine research laboratories, dairy research laboratories, etc. should be classified as non-class laboratory (250). Does not include buildings that house nonagricultural or non-farm related vehicles.</td>
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<table>
<thead>
<tr>
<th>Function Code</th>
<th>Definition</th>
<th>Facilities Application</th>
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<tbody>
<tr>
<td>6.8 Housing Service (Faculty and Staff)</td>
<td><strong>Note:</strong> For external reporting this category may be combined with subprogram 6.6, however for Cornell's use, this subprogram will be listed separately.</td>
<td>Areas that are designed to manage and to provide residential accommodations to faculty and staff are included in this category.</td>
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Common Issues: End/Start Dating Space

End-dating rooms

Renovations:
• The newly activated room has a start date set by the drafter. **Do not change this date.**

Transferring Space:
• Make sure a full year is covered
  • If you end date your presence in a room you must transfer the space to another org.
Recap Of FY15

- Establish early deadlines

<table>
<thead>
<tr>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
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<tbody>
<tr>
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<td>Attend New/Refresher Org Admin Training</td>
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<td>Work with users on Annual Inventory Certification</td>
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<td>Train System Users</td>
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<td></td>
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<td>Ensure system users are aware of inventory deadlines</td>
<td>Ensure system users are aware of inventory deadlines</td>
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<td>Contact inventory office for additional training</td>
<td>Contact inventory office for additional training</td>
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<td>System Users should walk spaces and compare to floor plans and PSI report</td>
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<td>Submit Annual Inventory by deadline!</td>
<td>Submit Annual Inventory by deadline!</td>
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<td>Audit begins</td>
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<td>Review annual inventory submissions from system users</td>
<td>Review annual inventory submissions from system users</td>
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<td>Meet with college/division finance staff for budget sign off</td>
<td>Meet with college/division finance staff for budget sign off</td>
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<td>Complete self audit</td>
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Reminders

• Floor Plan Review
• New Facility Code Request paper work
• Questions on Room Type can be addressed by Mary-Lynn Cummings (University Space Planner)
• Questions on Function Codes can be addressed by Debbie Littlejohn or Nancy Abbott in the Accounting Department
Updates

• Improved floor plan and Facilities Inventory access
• Renovation date locks
Training

Question 1:
What is the minimum station quantity for Room Type Code 260?

A. 0 (A minimum station quantity isn’t required for this Room Type)
B. 1 (This Room Type requires a minimum station quantity of 1)
C. 2 (This Room Type requires a minimum station quantity of 2)
Changes to Room Type 260 Department Special Service

Use of Station Quantity:
Station quantity should capture the total number of people a room accommodates based on the loose and fixed seating, lab benches, fixed and loose workstations, and mixed seating. There are instances where a 260 space should have zero.

Examples:
• A conditioned vestibule (an air-locked space entering a lab). This is a space that lab members walk through to enter the lab.
• Equipment rooms
• Darkrooms
Question 2:

Of the following, what is the most significant challenge in completing the annual inventory process?

A. Correctly determining the right combination of function codes and room types.
B. Department users not completing the inventory on time
C. Using the Facilities Inventory System
D. Training your users
E. I don’t encounter any challenges
Question 3:
I’ve sent announcements out using Yammer. Is Yammer an effective way for me to communicate with you?

A. Yes
B. No
C. What’s Yammer?
Technology Roadmap

Space Management Technology Roadmap
Office Space Audit Project