



ADD/UPDATE/INQUIRE ROOMS INVENTORY

The following information is to be filled out by user requesting change. All items marked with "\*" are required, but users are encouraged to complete the blanks in the top half of this form.

\*Building Number: \_\_\_\_\_

\*Room Number: \_\_\_\_\_

\*Building Name: \_\_\_\_\_

\*Room Description: \_\_\_\_\_

\*Current-Room Type: \_\_\_\_\_

\*Proposed-Room Type: \_\_\_\_\_

\*Current-CIP Code: \_\_\_\_\_

\*Proposed-CIP Code: \_\_\_\_\_

Current-Room Usage: \_\_\_\_\_

Proposed-Room Usage: \_\_\_\_\_

Current-Usage/CIP%: \_\_\_\_\_

Proposed-Usage/CIP%: \_\_\_\_\_

Current-Room Capacity: \_\_\_\_\_

Proposed-Room Capacity: \_\_\_\_\_

Secondary-Room Usage: \_\_\_\_\_

Secondary -Room Usage: \_\_\_\_\_

Secondary -Usage/CIP%: \_\_\_\_\_

Secondary -Usage/CIP%: \_\_\_\_\_

Secondary -Room Capacity: \_\_\_\_\_

Secondary -Room Capacity: \_\_\_\_\_

Reason For Change:

\_\_\_\_\_

Authorization by:

Room Assigned to: \_\_\_\_\_

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Dean of College

Provost Office

\*Facilities Office Use Only\*

Walkthrough Notes:

\_\_\_\_\_

"I hereby certify that, to the best of my knowledge, the above survey is a fair representation of our college/department/office space for fiscal year September 1, 2009 – August 31, 2010. I also understand that the Facilities Management Office will report these changes, additions, deletions to the Texas Higher Education Coordinating Board."

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Instructions Regarding Codes

### CIP (classification of instructional programs) codes

- Instructional departments should use the same CIP codes that are presently being used for their approved degree program.
- Web link to CIP Codes- <http://www.txhighereddata.org/Interactive/CIP/>

### Room type codes

- Each room has one best room type code.
- A room type code indicates either a primary activity or a service area. Primary activity areas always end with a "0" (e.g., 310 for office). If a room is significantly dependent on the existence of another room, a service code, which ends with a "5", is appropriate (e.g., 315 office service-storage room).
- Web link to Room types- <http://www.tamuk.edu/facilities/Appendix-C-Room-Type-Codes.doc>

### Room capacities

- If a room is assigned the following room type, then room capacities must be identified: classroom (110), class laboratory (210), special class laboratory (220), conference room (350), reading/study room (410), open-stack study room (430), assembly (610), and meeting room (680).

**NOTE:** Rooms with 50 or more people (students plus instructor) **MUST** have more than one door for entrance/exitor else the room will be non compliant with life safety codes.

### Room use codes

Classification of a room is often determined by the program's finding: state, auxiliary, federal, or private; and, classification is often determined by whom the program serves.

- Often rooms are utilized for more than one type of activity or are shared by two or more departments. In such cases, all activities must be indicated on the room record by pro-rating the use. To determine pro-ration, ask the users which departments use the room and for what purpose. The percentage of use is usually expressed as time estimates. Enter the percentage of use for each type of activity ensuring that the total percentage of use equals 100% (e.g., instruction 62%, recreational 38%). These percentages should reflect use for the entire fiscal year September 1, 2008 - August 31, 31, 2009 (includes fall 2008, spring 2009, summer 2009).
- Percentages may be used in describing split use of CIP and Room Usage as primary, secondary, and remaining use. **Percentages cannot be applied to room type.**

### Useful Links

- Web link to Facilities Inventory Manual- Under Construction
- To view current buildings and rooms inventory attributes go to <http://www.thecb.state.tx.us/interactivetools/facinv/>, and then click on building search. Under the

institution tab find Texas A&M University – Kingsville then scroll to bottom and click on search. This will take you the university's buildings list directory. By clicking on the name of a building it will take you to a room list directory for that building. In the Building Directory and Room Directory there many important categories that you can use to your benefit.