

Appendix E. OMP Overview

This appendix provides a general overview of how facilities data are used in the context of operation and maintenance of plant (OMP). Before reading this appendix, readers are advised to have a basic understanding of the data elements defined in Appendix C, *Building Area Overview*.

Facilities are valuable resources of the University; however, they must be regularly maintained and kept in sound condition in order to meet the evolving scientific, technological, and educational needs of our students, faculty members, and staff. Data from the Corporate Equipment and Facilities System (CEFA) are used to analyze OMP issues such as the repair, safety, productivity, utilities service, cleanliness, and appearance of our facilities. CEFA provides useful information such as the amount of square feet that requires day-to-day building maintenance, heating or cooling, janitorial service, or periodic deferred maintenance. Additionally, CEFA is able to sort facilities data by program (function) and by facilities department in order to indicate nominal OMP funding eligibility.

This appendix is divided into three major sections: (1) OMP-specific data elements and definitions; (2) calculation of maintained and janitorized areas by OMP funding eligibility categories; and, (3) OMP funding eligibility exceptions.

OMP Data Elements and Definitions

In addition to the building area data elements that are defined in Appendix C, *Building Area Overview*, the following data elements are required specifically for OMP purposes:

Special Area	Required in the corporate building file. <i>Special Area</i> is the sum of Room Codes A10-Swimming Pool, A20-Stadia, and A30-Special Developed Roof/Deck Area.
Developed Roof/Deck Area	Not a corporate requirement; however, the <i>Special Developed Roof/Deck Area</i> (Room Use Code A30), which is a subset of General Developed Roof/Deck Area, is a requirement in the corporate facilities building file.
Maintained Area	Not a corporate requirement. Maintained Area is calculated using campus-supplied Basic Gross, Covered Unenclosed Gross, Unrelated Gross, and Special Area data.
Janitorized Area	Required in the corporate building file. <i>Janitorized Area</i> is the sum of Assignable, Nonassignable (custodial services, public toilet, circulation, and mechanical areas), Room Use Codes A10 and A20, and General Developed Roof/Deck Areas (of which Room Use Code A30 is a subset).

Special Area

Definition: The sum of selected exterior uncovered surface areas used for program purposes that are physically or functionally equivalent to similar areas inside a building or structure and that have been identified as requiring special maintenance support. Includes areas which are considered neither Basic Gross nor Covered Unenclosed Gross Areas and which normally would not be reported in the facilities inventory, but, because of the need for such data for OMP analyses, are reported in the facilities inventory. Special Area is the sum of OMP Room Use Codes A10-Swimming Pools, A20-Stadia, and A30-Special Developed Roof/Deck Area.

Note: The term "OMP Room Use Code," is actually a misnomer since the OMP-related areas are not rooms, but rather, open (uncovered, unenclosed) areas. For reporting purposes, the A00 room code series was developed to record these special areas. The OMP room code series (A00) should not be used in any room analyses.

Description: Includes uncovered, unenclosed swimming pools and adjacent paved areas (Room Code A10); uncovered, unenclosed stadia seating areas (A20), and special developed rooftop or deck areas accommodating special facilities such as telescopes and radio transmitters (A30). (See Appendix B, *Room Use Codes and Definitions*, for definitions of Room Use Codes A10, A20, and A30.)

Special Area = the sum of measured areas coded as Room Codes A10, A20, and A30.

Basis for Measurement: Special Area is computed by measuring from the *outside* edges of pavement, fence lines, and wall lines. Although Special Area is reported in the facilities room file as *pseudo-assignable* area, Special Area should not be construed as a subset of Assignable, Nonassignable, Basic Gross, or Covered Unenclosed Gross Area. Special Area is used solely for OMP purposes (for the calculation of Maintained and Janitorized areas) and should not be included in any analysis of Assignable or Outside Gross area. For stadia seating area, whether on- or above-grade, the measurement of the structure's ground area coverage is utilized (computed by measuring the area of the vertical projection).

Exclusions: Landscaped areas, sodded playfields, paved playfields and courts, paved recreational areas, paved parking areas.

CALCULATION OF SPECIAL AREA		
Required by CEFA?	Line No.	ROOM USE CATEGORIES
Yes	1.	Room Use Code A10--Swimming Pool
Yes	2.	Room Use Code A20--Stadium
Yes	3.	Room Use Code A30--Special Developed Roof/Deck Area
		TOTAL SPECIAL AREA (Sum of lines 1+2+3)

General Developed Roof/Deck Area

Definition: The sum of all uncovered roof, deck and balcony areas of a building designed for public and/or occupant use, but, under normal circumstances, are not reported as Assignable, Basic Gross, or Covered Unenclosed Gross area.

Description: Includes developed rooftops or deck areas such as decks, roof walking areas, balconies, terraces, and courts, which would not otherwise be considered Assignable, Basic Gross, or Covered Unenclosed Gross Areas. Also included are top decks of parking structures *if not used* for parking. (Top decks of parking structures that are used for parking are counted as part of Basic Gross Area.) The measurement of these areas is used *solely* for OMP purposes. The Special Developed Roof/Deck Area (Room Use Code A30) is a subset of this General Developed Roof/Deck Area category. See the definition of Room Code A30-Special Developed Roof/Deck Area in Appendix B.)

Basis for Measurement: Computed by measuring from the *outside* faces of walls, parapets, fences, the environmentally controlled envelope, and the roof line of covered areas.

Exclusions: Areas under cover, roof duckboard walk and mechanical equipment platforms. Deductions shall not be made for architectural and structural projections.

CALCULATION OF GENERAL DEVELOPED ROOF/DECK AREA		
Required by CEFA?	Line No.	GENERAL DEVELOPED ROOF/DECK CATEGORIES
Yes	1.	Room Use Code A30–Special Developed Roof/Deck Area
No	2.	Other General Developed Roof/Deck Areas (excluding Room Use Code A30, above)
		TOTAL GENERAL DEVELOPED ROOF/DECK AREA (Sum of lines 1+2)

Maintained Area

Definition: The sum of all building area and related area space which requires operation and maintenance of plant support, regardless of the source of funding for such support.

Description: Maintained Area includes all building and related areas in its instruction, research, or public service activities or the support thereof (libraries, administration, institutional services, etc.) or in the accommodation of its students, faculty, or staff, that require OMP support and without regard to the source of funding. Maintained Gross Area is computed as the sum of a building's Outside Gross Area (that is, *OGSF50*, which is Basic Gross Area plus one-half of the reported value of Covered Unenclosed Gross Area) less Unrelated Gross Area plus one-half of the reported value of Special Area.

Measured in terms of Maintained Gross Square Feet (MGSF),

$$\text{Maintained Area} = \text{OGSF50} - \text{Unrelated Gross} + 50\% \text{ Special Area}$$

Basis for measurement: Maintained Area is computed by physical measuring or scaling measurements from architectural drawings from the *outside* faces of surfaces that form the boundaries of the designated areas.

Exclusions: Excludes Unrelated Gross Areas (Private Vehicle Parking Area plus its structural area).

CALCULATION OF MAINTAINED AREA		
Required by CEFA?	Line No.	BUILDING AREA DATA ELEMENTS
Yes	1.	Basic Gross Area
Yes	2.	plus One-half of Covered Unenclosed Gross Area
Yes	3.	less Unrelated Gross Area (parking area)
Yes	4.	plus One-half of Special Area (Room Codes A10, A20, A30)
		TOTAL MAINTAINED AREA (Sum of lines 1+2-3+4)

Janitorized Area

Definition: The sum of all floor or surface areas within a building and its related areas or Special Areas, except for private vehicle parking areas, that require or receive regular, scheduled janitorial or custodial care or services through institutional, contract, or equivalent workforce, regardless of the source of funding support for such services.

Description: Janitorized Area includes all areas that actually require and are provided regularly scheduled janitorial services. Determination of funding eligibility is based on identity of the facilities department to which the space is assigned and the program classification of the facilities department.

Measured in terms of Janitorized Square Feet (JSF),

Janitorized Area = Assignable Area (sum of the ten major Room Use Categories)
 plus Nonassignable Areas (sum of four nonassignable areas)
 plus Room Use Codes A10, A20, and A30
 plus Other General Developed Roof/Deck Areas (excluding Room A30).

Basis for Measurement: Janitorized area is computed by summing the Assignable Area; Nonassignable Areas of custodial services, public toilet, circulation, and mechanical areas; Room Code A10-Swimming Pools; Room Code A20-Stadia; and General Developed Roof/Deck Areas (of which Room Code A30-Special Developed Roof/Deck Area is a part).

Exclusions: Those portions of a building or its related areas that do not require and are not provided regularly scheduled janitorial services. Also excluded are Private Vehicle Parking Areas.

CALCULATION OF JANITORIZED AREA		
Required by CEFA?	Line No.	PHYSICAL CATEGORY
Yes	1.	Assignable Area: Sum of the ten major Room Use Categories (000-999)
No	2.	Nonassignable Area: Custodial Services
No	3.	Nonassignable Area: Public Toilets
No	4.	Nonassignable Area: Circulation (public)
No	5.	Nonassignable Area: Mechanical
Yes	6.	Special Area: Room Use Code A10-Swimming Pool
Yes	7.	Special Area: Room Use Code A20-Stadium
Yes	8.	Special Area: Room Use Code A30-Special Developed Roof/Deck Area
No	9.	Other General Developed Roof/Deck Areas (not included in Room Use Code A30)
		TOTAL JANITORIZED AREA (Sum of lines 1+2+3+4+5+6+7+8+9)

OMP Funding Eligibility Categories

One major use of facilities inventory data is the identification, calculation, and analysis of space requiring maintenance and janitorial service. Almost all space in the facilities inventory can be identified by the facilities department which occupies the space. Each facilities department is assigned a program classification code which most closely reflects the activity or emphasis of the academic program or discipline or, for non-academic units, the type of functional activity conducted by the administrative unit.

Using facilities department and program classification codes, the calculations of maintained and janitorized areas are further used to calculate, for each building, footage associated with funding source categories. Each program classification code is associated with one of three *OMP Funding Eligibility Codes*: State ("S"), Student Fees ("F"), and Other ("X"). (The program classification codes and their related OMP funding eligibility codes are listed in Appendix A, under the section entitled, *List of Valid Program Codes*.)

The OMP Funding Eligibility Code indicates the *expected* or *probable* source of operation and maintenance funds for which a facilities department is eligible. It does **not**, however, definitively signify the budgeted or actual source of operating budget support. Reasons for discrepancies between the nominal and actual funding sources are discussed later in this Appendix (see the section, *OMP Eligibility Exceptions*, on page E.10).

Calculation of Maintained and Janitorized Areas

Tables MSF-1 and JSF-1 (on pages E.8 and E.9, respectively) are applications of the Maintained and Janitorized Area formulae defined on pages E.5 and E.6. These tables demonstrate how CEFA uses campus-supplied data to calculate maintained and janitorized square footages for each building (including certain related ancillary facilities). These tables are presented for reference purposes only -- data in Table MSF-1 are automatically calculated for each building from data reported in the corporate facilities files. The data elements which are necessary for calculating Janitorized Area (Table JSF-1) reside in local campus systems; campuses, however, input the total Janitorized Area for every building as part of the corporate facilities data requirements.

Tables MSF-2 and JSF-2 calculate the ratios (proportions) of assignable and special areas in a building according to the OMP funding eligibility categories and then apply the resulting ratios to the total maintained and janitorized areas derived in Tables MSF-1 and JSF-1.

BUILDING NAME:

CAAN #:

SAMPLE TABLE MSF-1: CALCULATION OF MAINTAINED AREA

Required by CEFA?	Line No.	PHYSICAL CATEGORY	ACTUAL AREA	WEIGHT FACTOR	OGSF50 Calif Method
Yes	1.	Basic Gross Area	100,000	1.0	100,000
Yes	2.	Covered Unenclosed Gross Area	5,000	0.5	2,500
	3.	TOTAL OUTSIDE GROSS AREA (California Method)			102,500
Yes	4.	UNRELATED GROSS AREA (Private Parking Vehicle Area plus its prorated share of structural area; See Sample Table 3B, Page C.24 in Appendix C.)	(21,944)	1.0	(21,944)
No	5.	TOTAL RELATED GROSS AREA (OGSF50 in Line 3 minus Line 4)			80,556
Yes	6.	SPECIAL AREA (Room Codes A10, A20, A30)	14,400	0.5	7,200
	7.	TOTAL BUILDING AREA ELIGIBLE FOR MAINTENANCE (Sum of lines 5+6)			87,756

SAMPLE TABLE MSF-2: DISTRIBUTION OF MAINTAINED AREA BY FUNDING ELIGIBILITY

Required by CEFA?	Line No.	PHYSICAL CATEGORY	OMP AREA BY FUNDING ELIGIBILITY			TOTAL BLDG OMP SQ. FT.
			STATE	STUDENT FEES	OTHER	
Yes	1.	Assignable Area: Eligible for State OMP Support	35,000	0	0	35,000
	2.	Assignable Area: Eligible for Student Fee OMP Support	0	5,000	0	5,000
	3.	Assignable Area: Eligible for Other OMP Support	0	0	25,000	25,000
	4.	TOTAL ASSIGNABLE AREA (Sum of Lines 1+2+3)	35,000	5,000	25,000	65,000
Yes	5.	Room Use Code A10-Swimming Pool	0	0	1,400	1,400
Yes	6.	Room Use Code A20-Stadium	0	10,000	0	10,000
Yes	7.	Room Use Code A30-Special Developed Roof/Deck Area	3,000	0	0	3,000
Yes	8.	TOTAL SPECIAL AREA (Sum of Lines 5+6+7+8)	3,000	10,000	1,400	14,400
No	9.	TOTAL ASSIGNABLE/SPECIAL AREA (Sum of lines 4+8)	38,000	15,000	26,400	79,400
No	10.	RATIO of Space by OMP Funding Eligibility (Total ASF/Special Area for each funding source shown in line 9 divided by total building OMP-SF; that is, 79,400 OMP-SF)	0.48	0.19	0.33	1.00
No	11.	TOTAL BUILDING AREA ELIGIBLE FOR MAINTENANCE (from Line 7, Table MSF-1)				87,756
	12.	MAINTAINED AREA BY OMP FUNDING ELIGIBILITY (Ratios in Line 10 multiplied by Total Maintained Area in Line 11)	41,999	16,579	29,178	87,756

SAMPLE TABLE JSF-1: CALCULATION OF JANITORIZED AREA

Required by CEFA?	Line No.	PHYSICAL CATEGORY	BUILDING AREAS	ANCILLARY AREAS	JANITORIZED SQ. FT.
Yes	1.	Assignable Area (sum of 10 major Room Use Categories)	65,000		65,000
No	2.	Nonassignable Area: Custodial Services	1,575		1,575
No	3.	Nonassignable Area: Public Toilets	3,675		3,675
No	4.	Nonassignable Area: Circulation (public)	21,000		21,000
No	5.	Nonassignable Area: Mechanical	5,250		5,250
	6.	TOTAL NET USABLE AREA (Sum of lines 1+2+3+4+5)	96,500		96,500
Yes	7.	Room Use Code A10-Swimming Pool		1,400	1,400
Yes	8.	Room Use Code A20-Stadium		10,000	10,000
Yes	9.	Room Use Code A30-Special Developed Roof/Deck Area		3,000	3,000
No	10.	Other Developed Roofs/Decks (excluding Room A30)		1,200	1,200
	11.	TOTAL SPECIAL/ANCILLARY AREA (Sum of lines 7+8+9+10)		15,600	15,600
		TOTAL JANITORIZED AREA (Sum of lines 6+11)	96,500	15,600	112,100

SAMPLE TABLE JSF-2: DISTRIBUTION OF JANITORIZED AREA BY OMP FUNDING ELIGIBILITY

Required by CEFA?	Line No.	PHYSICAL CATEGORY	OMP AREA BY FUNDING CATEGORY			TOTAL BLDG OMP SQ. FT.
			STATE	STUDENT FEES	OTHER	
Yes	1.	TOTAL ASSIGNABLE AREA	35,000	5,000	25,000	65,000
No	2.	RATIO of ASSIGNABLE AREA by OMP Funding Eligibility (Total ASF for each funding source in line 1 divided by total building OMP square footage; that is, 65,000 sq. ft.)	0.54	0.08	0.38	1.00
No	3.	Nonassignable Area: Custodial Services (0.54 x 1,575 SF; 0.08 x 1,575 SF; 0.38 x 1,575 SF)	848	121	606	1,575
No	4.	Nonassignable Area: Public Toilets	1,979	283	1,413	3,675
No	5.	Nonassignable Area: Circulation (public)	11,308	1,615	8,077	21,000
No	6.	Nonassignable Area: Mechanical	2,827	404	2,019	5,250
	7.	PRORATED NONASSIGNABLE AREA (Sum of lines 3+4+5+6)	16,962	2,423	12,115	31,500
Yes	8.	Room Use Code A10-Swimming Pool	0	0	1,400	1,400
Yes	9.	Room Use Code A20-Stadium	0	10,000	0	10,000
Yes	10.	Room Use Code A30-Special Developed Roof/Deck Area	3,000	0	0	3,000
No	11.	Other Developed Roofs/Decks (excluding Room A30)	0	0	1,200	1,200
	12.	TOTAL SPECIAL/ANCILLARY AREA (Sum of lines 8+9+10+11)	3,000	10,000	2,600	15,600
	13.	JANITORIZED AREA BY OMP FUNDING ELIGIBILITY (Sum of lines 1+7+12)	54,962	17,423	39,715	112,100

OMP Eligibility Exceptions

In general, the OMP funding eligibility of space in a building is determined by the eligibility status of the departments and activities occupying the building. In certain situations, however, programs and activities that normally would be eligible for State OMP funding are considered ineligible. These situations should be reviewed to see whether they can be resolved by more appropriate departmental or program classification assignment. To take care of situations of legitimate discrepancy, facilities departments having exceptional funding eligibility codes are duly noted and a table of exceptional funding eligibility codes is maintained and regularly updated by the Office of the President. This table allows individual designations to override the predetermined OMP Eligibility Funding codes based on program classification codes. Exceptional situations are handled on a case-by-case basis with final determination of proper eligibility status made by the Office of the President (Budget Office) after consultation with campus staff.

Below are descriptive examples of exceptional cases in which an override of the usual OMP eligibility code must be applied.

Example 1: An entire building is ineligible for state funding.

An organized research unit (ORU) whose program classification is under the 2.0 series, a state-eligible classification, is the sole occupant of a building. Federal funds are budgeted for both the program and its activities and for the related OMP costs. Where federal funds are budgeted for OMP support for otherwise State-eligible activities, state funding will not be provided. In this case, the entire building is designated ineligible.

This practice can become complicated: (1) when a state-eligible (for OMP) program shares an "ineligible" building with a federally-funded (for OMP) program, or (2) when an ORU's activities are housed in different buildings, one of which has been declared ineligible and the other not. As of this writing, this dilemma is resolved as follows: (1) the state-funded program, otherwise eligible for State OMP funding, housed in the ineligible building does not receive state funding, and (2) the ORU's activities, otherwise ineligible for State OMP funding, housed in the eligible building receive state funding but the activities housed in the "ineligible" building do not.

The *Garamendi*-financed construction projects constitute a unique group of buildings within this exception category. Through agreement with the State, indirect cost recovery from the research projects occupying these buildings must generate enough to pay off both debt service and OMP costs, and no State funds are to be used to cover OMP costs.

Having stated the basic rule, there may be instances in which there are certain modifications:

1. If it can clearly be shown that *otherwise eligible* projects cannot generate sufficient funds to cover their OMP costs after three (3) years on-line, the University may petition the State for OMP funding. Petitions by the University are not anticipated.
2. Projects may become eligible for State OMP funding 27 years after their original occupation of a *Garamendi* building; their impact on the University's State OMP budget will not be seen until well in the next century. *out dated*
3. If a building has mixed funding (part *Garamendi* and part non-*Garamendi*), and if an activity occupying space constructed by the non-*Garamendi* funds would normally be considered eligible for State OMP money, then it may be possible to petition the State for OMP funding for this non-*Garamendi* space.

Example 2: Impact of overhead rate on leased, off-campus space for contract and grant activities.

Another typical situation is one in which space is leased in a building off-campus to accommodate various contract and grant (C&G) supported activities of I&R departments or organized research units. The University's general arrangement with the State requires that the contracts and grants support activity in such space carry the on-campus indirect cost (overhead) recovery rate in order for State funds to be provided for OMP. If the on-campus rate has not been approved for the activities in this space, then it is ineligible for State OMP funding. Since the departments involved are program space, then it is ineligible for State OMP funding. Since the departments involved are program classified as eligible for State OMP funding, either the building must be designated ineligible or the activities in it be given separate and unique department names which themselves could then be designated as ineligible.

not done

Example 3: Buildings that are new or have not been coded.

A building contains activities nominally eligible for State OMP funding that are entered into the campus' facilities inventory file, although the building itself has not been recognized and approved for State OMP funding. The eligibility of a program or activity cannot be determined until the eligibility of the building housing it has been determined. Since it is important to maintain accurate records in the facilities inventory of the total amount of space that has been approved for State-funded OMP for budget review and analysis purposes, it will be necessary to identify any buildings currently on file or being added to the file that have not been so recognized and approved for inclusion in the annual state OMP workload budget. All programs, departments and/or specific rooms occupying space in a building that has been designated in its entirety as being ineligible for state OMP funding should be coded "F" (student fees) or "X" (other funds) as appropriate. Any building without a code will be handled separately in accordance with the eligibility designation of its occupying activities.

not done