

Appendix G. Notes

This manual, which supersedes the 1989 edition of the *Facilities Inventory Guide*, was revised to 1) parallel the *Postsecondary Education Facilities Inventory and Classification Manual*, published in November 1992 by the National Center for Education Statistics; 2) reflect new and revised data elements needed to respond to State and federal reporting requirements; and 3) update and clarify data components related to the operation and maintenance of plant.

A number of Office of the President (OP) and campus staff contributed to and/or reviewed sections contained in this manual. We thank the many campus and OP staff personnel who served as members of the committee and subcommittees concerning the CPEC space and utilization standards. Special acknowledgement goes to Janet Clark, Eric Denner, Robin Draper, Marjorie Gill, Lane Hignight, Jerry Johnson, Rickie Kinley, Tom Koster, Susan Lascurettes, Judi O'Boyle, Fran Owens, Bob Pizzi, and Bob Rhine, for their invaluable comments, questions, and suggestions, particularly those which were received during the Fall 1991 facilities update cycle when Phase II of CEFA system modifications were initially implemented. Their input provided the overall framework by which we approached the revision of the manual.

Sincere appreciation goes to Mary Chaitt, Steve Honda, June Little, and Patty Mead, who, in addition to reviewing significant parts of this manual, suggested specific formats and tables for improving the usefulness of the manual; challenged us with unusual and provocative questions and situations; provided extra pairs of eyes in the proofing of this document; and on several occasions, revealed to us the humorous and sometimes irreverent side of the facilities inventory.

Our thanks to Carol Copperud, who worked on the two appendices dealing with room use codes and space standards; Carolyn Mackell, who drafted the section on academic program codes; Carla Raffetto, who contributed to and reviewed many of the sections of the manual, as well as responded to all the complex technical and systems-related questions; and Kathleen Stock, who was responsible for the appendix on operation and maintenance of plant. Especial thanks to Tamie Wright, who conceived and produced many of the graphics, tables, and matrices, and who was given the onerous assignment of reading every page of the revised manual for content, clarity, consistency, and accuracy.

To Polly Breitkreuz, whom we feel could never receive enough acknowledgement, our deepest appreciation and heartfelt gratitude for the generosity of her time, expertise, and dedication to the manual. From the early drafting stages, Polly remained one of the steadfast and primary contributors to this manual. We relied heavily on Polly to review the materials thoroughly and to offer campus perspectives and guidance.

We are confident this manual will be useful and serve its intended purpose.

February 1993

Ralph Young
Joanne Cate

Facilities Inventory Contacts

February 1993

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General	Joanne Cate / Tamie Wright Resource Administration University of California 300 Lakeside Drive, 21st Floor Oakland, CA 94612-3550 Telephone: (510) 987-0963 / (510) 987-0176 FAX: (510) 987-0736 E-Mail: BUDLAO@UCCVMA / BUDTNW@UCCVMA	OMP-related	Kathleen Stock Budget Office University of California 300 Lakeside Drive, 21st Floor Oakland, CA 94612-3550 Telephone: (510) 987-9114 FAX: (510) 987-0736 E-Mail: BURKJS@UCCVMA

Ode of the Official File

You see, the trial
is in the file:
every condition
another rendition
of pain.

Even the test run
could barely get done;
who wasn't late
for the drop-dead date?!
Not !!

With so many changes
the file misbehaves. It
taunts and it leers
prompting evenings of beer
(or shooters!).

An address that eludes,
typos that intrude,
and programs refuse
to match the room use --
or is it vice-versa?

Thousands of records make
dozens of heads ache
And phone calls grow frantic
the workload, gigantic
Let us pray...

Oh, but first: Confess--
some of the addresses
I had to make up,
the ASF adjust
and more...

Locker rooms died.
Surveyors cried.
Priorities fried,
Decisions -- revised.
Each day a surprise...

As I sleep I mutter
"EFA, CPEC, I&R," others;
even in dreams I find
space still undefined
or coded.

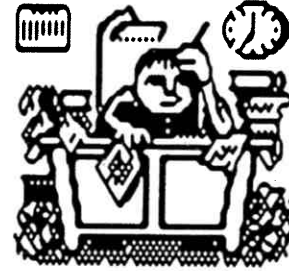
By summertime, maybe
our classified babies
might pass the test
and we can all rest...
A dream!

M. Chaitt
February 18, 1992

...upon going through the CEFA edit process for the first time.

Campus Reactions to the implementation of CEFA, Phase II, 1992

One was poetically inspired...
One in exasperation retired...
One almost expired....



Untitled

An elated farewell
To the job from hell;
My final biddance:
Good riddance!"

Marjorie Gill
February 18, 1992

*Retired after going through the
CEFA edit process for the last time...*

Question

Is it (Phase II) over? I now know
the room use code for Hell -
320-Other Office
Non-I&R, of course,
so it is non-standard space.

June Little
February 18, 1992

*...upon reviewing the new UCOP
room code table and definitions.*

pmead@uclink2.berkeley.edu, jljohnson@ucdavis.edu, gpadams@uci.edu, lpopko@uci.edu, bottomley@ad

To: pmead@uclink2.berkeley.edu, jljohnson@ucdavis.edu, gpadams@uci.edu, lpopko@uci.edu, bottomley@admin.ucla.edu, rmanderson@ucsd.edu, kbelles@ucsd.edu, bpizzi@fm.ucsf.edu, suzi.lascuertes@bap.ucsb.edu, robind@cats.ucsc.edu, diane.behling@adm.ucsc.edu, kmhamner@ucdavis.edu, michael.keleman@ucop.edu, jon.giacomi@ucop.edu, john.white@ucop.edu
From: Paul Hanchock <paul.hanchock@ucop.edu>
Subject: fin de siecle
Cc: joanne.cate@ucr.edu, tommy.golen@ucop.edu, alan.carreon@ucop.edu, carla.raffetto@ucop.edu, carol.copperud@ucop.edu
Bcc:
Attached:

Dear Colleagues,

I've received word that Joanne Cate is retiring from UC Riverside at the end of this month. Her departure will be a loss to UC, but it follows decades of irreplaceable contributions. No one has been more deeply involved in the University's space-management programs, and there are few people around the country to match her.

Every time I reach for my copy of the FIG (and that's often), I feel assured that I'm likely to find a precise and sensible answer to my question. Not many departments have a resource as useful and dependable. We take it for granted, but nothing so valuable is ever created without immense skill and labor.

Some of you were collaborators with Joanne on the FIG and will recall the difficulties that had to be overcome. Many of you are Joanne's trainees and automatically adopt her approach to solving problems. (I'm not likely to forget the 2-day blitz when Joanne set me on the rails and gave me a shove.) Newer staff may know her only by reputation. All of us benefit every day from her efforts to make our work valuable to the University. That benefit will continue long after she retires.

A few of you know that Joanne was a Music major at UCB and has been a life-long student of the piano. Retirement is an opportunity to press toward the goal she's had in mind for many years. Idleness was never in question. Given her diligence and discernment, I know a lot of superb music lies ahead.

ps. The FIG is a never-ending project, and Joanne hasn't yet done all she intends. If you've collected material that would be useful for a revision of the text, please forward it to me for review and inclusion.

Joanne's FIG List

Office of the President	1989 List	1993 List
FIG Contact 1	1 Joanne Cate	1 Joanne Cate
FIG Contact 2	1 Carolyn Mackell	1
FIG Contact 3	1 Tamie Wright	1 Tamie Wright
CIP Contact 1	1 Sandy Smith	1 Sandy Smith
CIP Contact 2	1 Larry Aull	1 Larry Aull
CIP Contact 3	1 Kathleen Imhoff	1 Carol Copperud
CIP Contact 4	1 Wit Willer	1 June Konno
CIP Contact 5	1 Eileen Tobin	1 Sheri Knox
CIP Contact 6		1 Suzanne Smith
CIP Contact 7		1 Stan Hunter
CIP Contact 8	1 Brad Driver	1 Tim Ralston
CIP Contact 9		1 Beth Falor
Budget Contact 1	1 Ralph Young	1 Ralph Young
Budget Contact 2 (OMP)	1 Ian Turner	1 Kathleen Stock
Budget Contact 3	1 Larry Hershman	1 Larry Hershman
Phys Plant/Fac Mgmt 1	1 Jack Burnett	1 Greg Carr
Phys Plant/Fac Mgmt 2	1 John Catton	1 George Anderson
Phys Plant/Fac Mgmt 3		1 Jim Smith
Systems Contact 1	1 Judy Coy	1 Judy Coy
Systems Contact 2	1 Carla Raffetto	1 Carla Raffetto
Systems Contact 3	1 Tom Woods	1 Tom Woods
Other	1 Trudis Heinecke	1 Trudis Heinecke
Other	1 Chris Adams	1 Chris Adams
Other	1 Ken Strangfeld	1 Ken Strangfeld
ANR	1 Jeff Kennedy (ANR)	1 Jeff Kennedy
ANR	1 Toby Winer (ANR)	1 Toby Winer
ANR	1 Ed Nissen (ANR)	1
TOTAL	23	27

TOTAL

132

141

Paul Hanchock

From: Cynthia De Los Santos
Sent: Wednesday, January 20, 2010 9:41 AM
To: Paul Hanchock
Subject: UC Merced DUPLICATE records ...
Importance: High

Hi Paul,

Following are 6 duplicate records (greyed-out) from UC Merced found during assembly of data base for EFA facilities ...

10C0200 243A	SCI ENG BLDG225	92	PHYS SCI	11400144D0200
<i>10C0200 243a</i>	<i>SCI ENG BLDG210</i>	<i>1342</i>	<i>BIO PHYS</i>	<i>SCI11300144D0601</i>
10C0200 243B	SCI ENG BLDG225	116	ENGINEER	11140144D0100
<i>10C0200 243b</i>	<i>SCI ENG BLDG210</i>	<i>448</i>	<i>ENGINEER</i>	<i>11140144D0100</i>
10C0200 335A	SCI ENG BLDG225	94	ENGINEER	11140144D0100
<i>10C0200 335a</i>	<i>SCI ENG BLDG210</i>	<i>1352</i>	<i>ENGINEER</i>	<i>11140144D0100</i>
10C0200 335B	SCI ENG BLDG225	200	ENGINEER	11140144D0100
<i>10C0200 335b</i>	<i>SCI ENG BLDG210</i>	<i>450</i>	<i>BIO PHYS</i>	<i>SCI11300144D0601</i>
10C0200 343A	SCI ENG BLDG225	94	ENGINEER	11140144D0100
<i>10C0200 343a</i>	<i>SCI ENG BLDG210</i>	<i>1486</i>	<i>ENGINEER</i>	<i>11140144D0100</i>
10C0200 343B	SCI ENG BLDG225	116	BIO PHYS	SCI11300144D0601
<i>10C0200 343b</i>	<i>SCI ENG BLDG210</i>	<i>304</i>	<i>BIO PHYS</i>	<i>SCI11300144D0601</i>

Problem is not the lowercase since the edits converts all alpha characters to uppercase ... but the edit jobs check at record level for duplicates while the data base assembly checks on the key field level ... like for example for room#243A and #234a ... this is not flag as duplicate in edit jobs because the BLDG225 is not same as BLDG210 ... while in the data base assembly since all alpha is converted to uppercase then #234A (of BLDG225 record) is a duplicate of #234A (of BLDG210 record) ...

Maybe we need to remind UC Merced that they are not limited to 4 characters but may use up to 8 characters for room number field should they need to submit these records as distinctly separate ...

The greyed-out records flagged as duplicate are not included in the database assembly ... please let me know if we will request a re-submission from UC Merced ...

Regards,

Cynthia De Los Santos
Data Warehouse & Corporate Systems
(510) 987-0663
415 20th St. #317F Oakland CA 94612-2901
Cynthia.DeLosSantos@ucop.edu

Paul Hanchock

From: Paul Hanchock
Sent: Tuesday, January 06, 2009 11:20 AM
To: 'Keith Kanda'
Subject: RE: Policy Help

Good morning Keith,

I had a similar impulse toward clarification a few years back, so I went looking for something that would state all our required functions in a couple of paragraphs. No such luck! What we work on is a sub-set of larger functions that feed into yet larger functions that link UC to various state and federal functions which in turn have broader implications in policy, legislation, and legal practice. I can draw some general inferences, but I doubt there's any one source that can explain all the ramifications and requirements of our work.

The crucial point is that when California responded to the federal Morrill Act of 1862 by establishing a State university, it entrusted the institution to the Regents as a corporate trustee for the citizens of California. This allowed the Regents to acquire title to property and other assets, and in consequence the Regents needed to keep records of the assets they held. I don't think there's any explicit statement about this. Every corporation keeps records of its capital assets; to fail in doing so would be irresponsible stewardship. So the corporate databases serve as the Regents official record of their holdings. There are several sources for information about the University's charter. Here's one that's not too dense and legalistic:

http://sunsite.berkeley.edu/uchistory/general_history/overview/tour1.html

As a (semi-autonomous) agency of the State of California, we fall under a host of regulations that the State has established for the management of property. The State merely assumes (without bothering to say so explicitly) that every agency maintains accurate records of its property and can make that information available to the Legislature and its subordinate offices. Here's one sample (among many!) that holds UC accountable for information from its property inventory: <http://law.justia.com/california/codes/gov/11000-11019.9.html>

Section 1011.17 mentions some points that correspond to data elements in the EFA database.

We're also linked to greater enterprises of higher education and research. Every state and federal agency that provides funding for such work imposes accountability measures to track progress (or the lack of it!), including the availability of physical facilities. Our reporting requirements have to be compatible with information from comparable institutions, so we adopt data elements from various governmental and professional bodies (NCES, CPEC, DOF, NACUBO, NSF, SCUP, etc.). There are lots of these, but you'll recognize some familiar terms if you look here: http://nces.ed.gov/pubs2002/2002165_2.pdf and here:

<http://www.cpec.ca.gov/CompleteReports/1990Reports/90-03.pdf> and here:

<http://nces.ed.gov/pubs2006/2006160.pdf>

So you're absolutely right that the FDX isn't something the Davis campus made up to waste people's time. The requirements that we maintain and provide this information are systemwide and statewide and nationwide.

The part that interests me, however, isn't the statutory requirements but the opportunities inherent in maintaining such detailed information. Chapter 1 of the FIG lists some of the internal functions that UC uses its databases for. There are quite a few others, including *ad hoc* responses to various topical or controversial subjects. There was once a magazine report that private universities have more space per student than public schools. We got a bunch of inquiries about where UC fits on that spectrum, and fortunately I was able to come up with an answer in about five minutes. Another time, a Sacramento bureaucrat asserted that UC was over-built on research space and had improperly diverted money from other uses to cater to faculty researchers. It took only a few hours to establish that he was quoting mistaken data, that State support was not at issue, and that UC's research facilities were very close to State space guidelines. You may also remember a few of the

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snafus I discussed at Alumni House in Berkeley last year. It seems there's no end to misinformation, and it's an enormous boon to have the resources to refute it.

Just as there's no succinct list of inventory standards and requirements, there's no really official name for the system. During the university's first century, the records were probably kept in ledger books and filing cabinets. In 1972, the first computerized system was instituted and named the Facilities Data System. By 1976 this had been contracted to FDX. At first, every campus was required to run the same software on its campus mainframe, but eventually this program became obsolete and campuses grew restive about using clunky software with limited capabilities. So UCOP eventually relented and allowed every campus to choose its own database program, so long as it could export data consistent with the FDX format. At that point, we ceased to have a single program, and campuses began using their own local terminology. Here at UCOP, the information submitted from campus systems was compiled into "corporate databases" for student data, financial data, payroll data, and so forth. The building and room files were included in the Corporate Equipment, Facilities, and Assets database (CEFA or EFA), and that's the name currently in use. I have no idea who devised the name, and I suspect that a reorganization of Information Systems may result in new names. To avoid any confusion of my data with equipment files, capitalized asset values, real estate, and such, I usually refer to it as the Facilities Inventory.

And that's about everything I can dredge up from my recollections just now. If you have further questions, let me know and I'll see what I can come up with.

Adios

From: Keith Kanda [mailto:ktkanda@ucdavis.edu]
Sent: Tuesday, January 06, 2009 8:17 AM
To: Paul Hancock
Subject: Policy Help

Hi Paul,

Hope the New Year finds you well! We are updating our campus policy and want to throw some "meat" into the language. I am updating the Facilities Inventory sections and would like to know a couple of things:

1. Is there an official name for the report we send to OP? I have heard it called the FDX and the Space Inventory Report. But if there is an official name please advise.
2. Do you happen to know the policy which requires us to report the inventory? I want to identify that this is not something that we as a campus made up to do, rather - that it is part of a systemwide requirement.

Let me know if you have any questions. If the policy is somewhere online please let me know so that I may reference it.

Much thanks!!!

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1/6/2009