

(specifically, departments in program code series 1.1 and 1.2). It is the reference table against which the campus facilities room files are run for errors and edits. **All general campuses** must complete and submit to Tim Ralston by **Tuesday, December 1, 1998**, the enclosed *Annual Update of I&R Departments*. (UC San Francisco, Division of Agriculture and Natural Reserves, and Systemwide are exempt.) Upon receipt of I&R department changes from all eight general campuses, the *EFASIZE Table* is then updated and "locked in" the system by Information Management. **No further changes to I&R department data will be accepted for the current edit cycle after the *EFASIZE Table* has been updated.**

Enclosed are instructions and a worksheet for updating the list of Fall 1997 I&R departments to reflect changes in the Fall 1998 facilities inventory. The I&R departments are sorted by program code, facilities department name, and class lab/research station size category codes.

Please take note of the following:

- a. Campuses must use the enclosed *Update of Instructional Departments for Fall 1998* worksheet. No substitutes will be accepted.
- b. The worksheet focuses solely on I&R departments (i.e., program code series 1.1 and 1.2) for which class lab and research station size category codes must be assigned. Please do **not** submit entries for non-I&R departments, or for departments which contain no space.
- c. Please return the form to Tim Ralston by FAX (510-238-8773) or by snailmail by December 1.

Notification of Two New Edit Reports

We plan to implement two new edit reports beginning with the Fall 1998 edit cycle.

The first report will display the structural address, owner, city name, and county name for every building. For on-campus buildings, the structural address should be shown as either "core campus" or preferably, the street number and street name. For off-campus buildings, particularly leased facilities, the actual street number and street name are required.

The second report will focus on 650-Assembly and 655-Assembly Service rooms. Assembly rooms (Room Code 650) will be flagged if there are fewer than 50 seats in the room or if the ASF per station is less than 8 asf or greater than 50 asf. Assembly service rooms (655) will appear in the edit report if a station count of one or more is reported. Assembly service rooms should report no stations.

Campus Contacts

The enclosed yellow sheet contains a revised list of campus contacts for the facilities inventory, space tables, utilization reports, and operation and maintenance of plant as of November 12, 1998. This list supercedes all other lists.

Chapter 5. Edit and Standard Output Reports

Most of the data which enters the CEFA system comes from campus input. Campuses extract data from their local facilities systems and forward it to the Office of the President on computer files in a format prescribed by the CEFA input specifications (see Chapters 3 and 4). Other data in the CEFA system comes from tables developed and maintained at UCOP. These tables allow the system to categorize and sort the data in other ways. The OMP Funding Eligibility Codes and Program Code Names are examples of classification tables.

Facilities Files

Each year, on the tenth working day of December, campuses submit replacement facilities files. In order to insure that the data which enter the CEFA is correct, they are filtered through an edit process. The edit process examines the data and judges it according to established criteria for validity. The edit program generates a series of reports which list all invalid data and flag data which fall out of expected ranges. These reports are reviewed by the appropriate Office of the President functional user and forwarded to the campus functional user. *All campus files must clear the edit process and be approved for use before the corporate database can be built and any data can be used.*

Standard output reports are produced upon completion of the edit process and the building of the corporate database. These standard output reports are provided to the functional users in the Office of the President.

Conversion File

The Facilities-Equipment Conversion File is used to link facilities and equipment data for various reporting requirements at the Office of the President (e.g., instructional equipment replacement and capital improvements reporting). The Conversion file, with data as of the end of each fiscal year, is used in conjunction with the Fall facilities data from the previous calendar year (the *same* fiscal year). The mapping of equipment custody codes to the appropriate program codes is critical to the accurate reporting and analysis of these data. The current reporting schedule to meet State and Regental deadlines does not usually allow for the resubmission of this file. Therefore, edit reports should be reviewed and corrections made prior to the next reporting cycle.

However, the edits are only able to catch gross errors in the file (e.g., invalid or missing data). The accuracy of the mapping can only be detected through careful scrutiny by knowledgeable campus personnel. Therefore, the standard output reports listing the file as submitted by the campuses and as used in the corporate databases (data is rolled up at UCOP so that each custody code has only one program code) should be reviewed each cycle.

Facilities File Edit Reports

Before the corporate facilities inventory database can be built, the CEFA team (consisting of OP functional users in the Budget Office and Information Resources and Communications) reviews a series of edit reports that are generated from updated campus data files. The CEFA team examines the data contained in the edit reports for accuracy, consistency, and validity. Upon completion of the review, the CEFA team advises and notifies the campus of (a) the outcome of the edit review and (b) whether or not corrections to and re-submittal of the building and room files are required.

- EFA1000A Primary Edit of Alpha Fields in Facilities Building File**
Edits all non-numeric fields on the campus building file for valid values and lists erroneous records that are given error codes. (Error interpretation codes are provided at the bottom of each page of the edit report.)
- EFA1000B Primary Edit of Numeric Fields in Facilities Building File**
Edits all numeric fields and lists erroneous records that are given error codes. (Error interpretation codes are provided at the bottom of each page of the edit report.)
- EFA1000C Primary Edit - Building Control Totals**
Summarizes major square footage fields for all records not rejected in the primary edit of Campus building data.
- EFA1000D Primary Edit - Control Totals on Rejected Buildings**
Summarizes major square footage fields for all rejected records in the primary edit of campus building data.
- EFA1010A Primary Edit of Facilities Room File**
Edits every field on the campus room file for valid values and lists erroneous records that are given error codes. (Error interpretation codes provided at the bottom of each page of the edit report.)
- EFA1010B Primary Edit - Room Control Totals**
Summarizes numeric fields for all records not rejected in the primary edit of campus room data.
- EFA1010C Primary Edit - Control Totals on Rejected Rooms**
Summarizes numeric fields for all rejected records in the primary edit of the campus room data.
- EFA1011 List of Invalid Room Use Codes**
Matches campus room file against table of valid room use codes which is maintained by the Office of the President; prints a list of invalid records by building key, room number, and room use code.
- EFA1012 List of Invalid Program Codes**
Matches campus room file against the table of valid program codes which is maintained by the Office of the President; prints a list of invalid records by building key, room number, program code, and facilities department name.
- EFA1013 List of Rooms without Buildings**
Matches campus room file against building file and lists all rooms that do not have a corresponding building on the building file by building key (as it appears in the room file), room number, room use code, room ASF, facilities department name, and program code.

- EFA1014 Department Information by Program**
Summarizes ASF, class lab and research station size codes, and NSF discipline codes by program code, program name, and facilities department name. This is not an error report.
- EFA1015 Buildings Without Room Level Data**
Lists buildings without room level data by building number and name, providing all nonassignable space, basic gross, and outside gross.
- EFA1016 Total Usable Square Footage Greater Than OGSF or Less Than 10% of OGSF**
Displays buildings for which the total useable square footage is greater than OGSF (based on Basic Gross plus 100% Covered Unenclosed Area), or less than 10% of OGSF. Lists building number and name, number of levels, basic gross, covered unenclosed gross, outside gross, building assignable square feet, building nonassignable square feet, and the ratio of total useable square feet to OGSF.
- EFA1017 Buildings with Duplicate Rooms**
Lists buildings which report duplicate rooms by building number and name, room number, facilities department name, room use code and name, and assignable square feet.
- EFA1018 Rooms That Should Have Stations But Report None**
Provides list of rooms that should reflect a station count but report none by building number and name, program code, facilities department name, room number, room use code and name, and assignable square feet.
- EFA1019 Edit of ASF per Station for Classrooms and Seminar Rooms**
Lists rooms coded as 110-Classrooms and 130-Seminar rooms which fall out of expected threshold ranges by room use code and name, building number and name, facilities department name, room number, assignable square feet, stations, and ASF per station. For 110-Classrooms, the expected range is 8-25 ASF per station; for 130-Seminar Rooms, the expected range is 15-35 ASF per station.
- EFA1020 Room Use Codes Mapped to Incorrect CPEC Category**
Compares campus CPEC category code designation with OP table of valid CPEC category codes and lists invalid campus input by building number and name, program code, facilities department name, room use code and name, room number, and assignable square feet.
- EFA1021 Rooms That Should Not Be Assigned a CPEC Category**
Lists rooms assigned to non-instructional programs (i.e., program codes other than 1.1 and 1.2) that inadvertently were assigned a CPEC Category code by building number and name, program code, facilities department name, room use code and name, room number, campus CPEC category code and assignable square feet.
- EFA1022 Inconsistent Room Codes Based on Program Code**
Displays room use codes and names that may not be used or would normally not appear in certain program codes. Inconsistencies are sorted by program code, facilities department name, building number and name, room number, room use code and name, and assignable square feet.
- EFA1025 OP Sign-off Use of Room code 740-Miscellaneous**
The use of the 740-Miscellaneous room code requires prior UCOP approval. This edit report lists rooms coded 740-Miscellaneous by building, room number, program code, facilities department name, and assignable square feet.

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- EFA1026 Inconsistent Building Age and Condition Code for UC-Owned Buildings**
Lists UC-owned buildings that are over 30 years old for which the Building Condition Code is '1-Satisfactory' and which do not reflect renovations in the Year of Latest Improvement field. This is not an error list, but rather, a list which campuses should review annually to see if a downgrading of the Condition Code is warranted.
- EFA1027 Invalid Class Lab and Research Size Codes**
Matches the campus-assigned class lab and research station size codes to the UCOP-approved table of valid values and prints any inconsistencies by program code, facilities department name, class lab station size code, research station size code, and assignable square feet.
- EFA1028 Buildings with Unknown City or County Codes and Missing Structural Address**
Lists buildings with invalid or blank values for city and/or county codes and structural address by ownership, date occupied, and building. All buildings, regardless of ownership, must report this information.
- EFA1029 Listing of Rooms with ASF Less Than or Equal to 1**
Lists ASF and stations by building number and name, program code, facilities department, room number, room use code and name.
- EFA1030 Building ASF Information at CAAN vs. Building Number Level**
Lists buildings that report a 5-digit building number. This report is used to evaluate proration of the book value from the Plant Asset file. Lists buildings by 4-digit Capital Asset Account Number (CAAN), 5-digit building number, total usable square feet, building ASF and all nonassignable spaces. *Effective February 7, 1996, the use of 5-digit building numbers is not allowed.*
- EFA1031 EFASIZE Validation**
Lists rooms which have been assigned class lab and research station size code values in Programs or facilities departments that have not been approved for inclusion in the OP EFASIZE Table.
- EFA1032 Assembly Rooms**
Lists rooms coded as 650-Assembly by building number and name, room number, program code, facilities department name, assignable square feet, stations, and ASF per station.
- EFA1033 Structural Address**
Buildings located within the periphery or boundary of the core or main campus should have an address of "Core Campus." For off-campus buildings, the actual street number and street name should be recorded.

2000 altered for GASB requirements, 5-digit allowed

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Facilities Standard Output Reports

When all campuses have cleared the edit cycle, the corporate facilities database is built and the following standard output reports are generated and provided to functional users in the Office of the President.

EFA3000 Building and Room Statistics from Campus Supplied Files

Sums all numeric fields on building and room files by building count, basic gross area, covered unenclosed gross area, outside gross area, assignable square feet, station count, and room count. (OP functional user: Budget Office)

EFA3200 Library ASF by Building

Sums ASF and counts rooms by building name and number, facilities department and room use code for buildings which house library programs only. (OP functional user: Library Affairs)

EFA3400 Building Biographical Listing

Lists buildings and their characteristics (age, ownership, condition, assignable square feet, basic gross area, covered unenclosed area, and outside gross area) by building name. (OP functional users: Budget Office, Facilities Management)

EFA3410 Building Listing by Building Number

Lists all buildings by campus by building number. Shows building category, master plan, uniform building code, condition, ownership, levels, outside gross area, assignable square feet, stations, number of rooms, and efficiency ratios. (OP functional user: Budget Office)

EFA3425 List of Buildings by Building Number

Lists campus functional affiliation, building name, ownership, plant asset description, basic gross area, building assignable area, total fixed equipment and federal capitalized values, by campus and by building number. Uses Fall facilities file data in conjunction with fiscal year-end plant asset data. (OP functional users: Corporate Accounting, Financial Costing Policy and Analysis, Budget Office, Risk Management)

EFA3426 Summary Building Values By Campus

Campus level summary of basic gross area and building assignable area with plant asset, fixed equipment, and federal values. (OP functional users: Corporate Accounting, Financial Costing Policy and Analysis, Budget Office, Risk Management)

EFA3500 Individual Rooms by Building

Lists every room, by building number and name, building category code, room number, room use code and name, room standard code, facilities department name, program standard code, program code and name, assignable square feet, and station count. (OP functional user: Budget Office)

EFA3600 Summary of Total Campus Space by Program (Table A-0)

Displays standard and nonstandard assignable square footages by CPEC category for standard I&R programs and by specific program groupings for all nonstandard programs. (OP functional user: Capital Planning)

EFA3601 Program Space by Department and Room Use

Lists number of rooms, total assignable square feet, and number of stations for each room use code by program code and department. (OP functional user: Capital Planning)

EFA3602 Departmental Space by Building and Room Use

Lists number of rooms, total assignable square feet, and number of stations for each room use code by department and building. (OP functional user: Capital Planning)

EFA3603 Campus I&R Space by CPEC Size Category

Shows standard and nonstandard assignable square footages for I&R programs by CPEC category, with data for each station size category of teaching laboratory and research/scholarly activity. (OP functional user: Capital Planning)

EFA3604 I&R Space by Program Code and CPEC Category

Displays total assignable square feet for each CPEC category by program code (for program code series 1.1 and 1.2 only). (OP functional user: Capital Planning)

EFA3605 Departmental I&R Space by Program and CPEC Category

Displays total assignable square feet for each CPEC category by program code and department (for program code series 1.1 and 1.2). (OP functional user: Capital Planning)

EFA3606 Classrooms, Classroom Service, and Seminar Rooms

Displays every classroom (110), classroom service area (125), and seminar room (130) with all associated data (room use name and code, program code, facilities department name, assignable square feet, stations and average ASF per station) by building number, building name, and room number. (OP functional user: Capital Planning)

EFA3607 Departmental Classrooms, Seminar Rooms and Teaching Labs

Lists assignable square feet and number of stations for every classroom, seminar room, and teaching laboratory by department, room use code and name, building number and name, and room number. (OP functional user: Capital Planning)

EFA3608

Classrooms, Seminar Rooms and Teaching Labs by Room Use

Lists assignable square feet, number of stations, by room use code and name, building number and name, program code, department, and room number for every classroom, seminar room, and teaching laboratory by room use. (OP Functional user: Capital Planning)

EFA3620

Total ASF by Functional Categories for Regents' Budget

Shows total assignable square feet by campus in the categories of central campus, hospitals and clinics, veterinary medicine, agricultural field stations and systemwide. (OP Functional user: Capital Planning)

EFA3621

Distribution of ASF for Minor Capital Improvement Program

Shows total campus assignable square feet and the proportion that is eligible and ineligible for inclusion in the State Minor Capital Improvement Program. (OP Functional user: Capital Planning)

EFA3700A

Distribution of ASF by OMP Funding Eligibility

Distributes assignable square feet by OMP eligibility, by building name, by building number, by outside gross area. (OP functional user: Budget Office)

EFA3700B

Distribution of ASF by OMP Funding Eligibility

Distributes assignable square feet by OMP eligibility, by building name, by building number, by outside gross area. (OP functional user: Budget Office)

Facilities-Equipment Conversion File Edit Reports

EFA1200 Listing of Conversion File

List campus files as sent: UCLoc 1 and 2, custody code fund, custody code title, and program code. (OP Functional user: Budget Office)

EFA1201 Edit of Invalid Fields

Lists all data elements for a record when the campus code, UC2 code or the program code is invalid. (OP Functional user: Budget Office)

EFA1202 Edit of Custody Departments without Titles or with Duplicate Data

Edit error report which displays incomplete or duplicate records in the file. (OP Functional user: Budget Office)

EFA1203 UC2 Edit

Edit error report listing records with same custody code but different UCLocation 2 values. (OP Functional user: Budget Office)

EFA1204 Edit Report of Inconsistent Custody Code and Program Code

Edit error report listing all data elements on a record when a custody department has been assigned more than one program code. (OP Functional user: Budget Office)

EFA1205 Edit Report of Inconsistent Recharge Fund and Program Code

Edit error report for recharge-funded custody departments assigned inappropriate program codes. (OP Functional user: Budget Office)

EFA6000 List of Equipment without a Program Code

Matches the equipment file to the conversion file and sums all equipment (by federal vs. state funding) by custody code when not found in the conversion file (equipment therefore not assigned to a program). (OP Functional user: Capital Planning)

EFA6100 Facilities in Programs without Equipment

Provides assignable square feet by program code and facilities department for programs without equipment. (OP Functional user: Budget Office)

Facilities-Equipment Conversion File Standard Reports

EFA2000 Equipment Custody Department/Program Code Conversion File

Displays the custody department title and program code by campus, custody code, and sub/fund.
(OP Functional user: Budget Office)

EFA2001 Program Code/Equipment Custody Department Conversion File

Displays the custody department title by campus, program code, custody code, and fund/sub. (OP
Functional user: Budget Office)

EFA6500 Equipment Unit Costs

Reports equipment cost per square foot for every program by federal and state funding source for
each campus. (OP Functional user: Capital Planning)

Superseded

Facilities File Edit Reports

Prior to the building of the corporate facilities database, a set of edit reports (described below) are produced using campus data files. Copies of edit reports are provided to the primary functional user in the Office of the President (Budget and University Relations) who reviews them for accuracy, consistency, and validity. Campuses are provided a set of the edit reports, are advised of the outcome of the edit review and are notified if corrections to and resubmittal of the building and room files are required.

- EFA1000A Primary Edit of Alpha Fields in Facilities Building File**
Edits all non-numeric fields on the campus building file for valid values and lists erroneous records which are given error codes. (Error interpretation codes are provided at the bottom of each page of the edit report.)
- EFA1000B Primary Edit of Numeric Fields in Facilities Building File**
Edits all numeric fields and lists erroneous records which are given error codes. (Error interpretation codes are provided at the bottom of each page of the edit report.)
- EFA1000C Primary Edit - Building Control Totals**
Summarizes major square footage fields for all records not rejected in the primary edit of campus building data.
- EFA1000D Primary Edit - Control Totals on Rejected Buildings**
Summarizes major square footage fields for all rejected buildings in the primary edit of campus building data.
- EFA1010A Primary Edit of Facilities Room File**
Edits every field on the campus room file for valid values and lists erroneous records which are given error codes. (Error interpretation codes are provided at the bottom of each page of the edit report.)
- EFA1010B Primary Edit - Room Control Totals**
Summarizes numeric fields for all rooms not rejected in the primary edit of campus room data.
- EFA1010C Primary Edit - Control Totals on Rejected Rooms**
Summarizes numeric fields for all rejected rooms in the primary edit of campus room data.

EFA1011 List of Invalid Room Use Codes

Matches campus room file against table of valid room uses and names which are maintained by the Office of the President; prints a list of invalid records by building key, room number, room use code and name, and room standard code.

EFA1012 List of Invalid Program Codes

Matches campus room file against the table of valid program codes which is maintained by the Office of the President; prints a list of erroneous records by building key, room number, program code and name, facilities department name, and program standard code.

EFA1013 List of Rooms without Buildings

Matches campus room file against building file and lists all rooms that do not have a corresponding building on the building file by building key (as it appears in the room file), room number, room use code, room ASF, facilities department name, and program code.

EFA1014 Department Information by Program

Summary of ASF, class lab and research station size codes by program code, program name, and facilities department name. This is not an error report.

EFA1015 Buildings Without Room Level Data

Provides list of buildings without room level data by building number and name, basic gross, covered unenclosed gross, outside gross, maintained area, and unrelated gross.

EFA1016 Building ASF Greater Than or Equal to OGSF

Displays buildings for which the ASF is greater than or equal to OGSF (based on Basic Gross plus 100% Covered Unenclosed Area) by building number and name, number of levels, basic gross, covered unenclosed gross, outside gross, and building assignable square feet.

EFA1017 Building with Duplicate Rooms

Lists buildings which report duplicate rooms by building, room number, room use code and name, assignable square feet, room standard code, and program standard code.

- EFA1018 Rooms That Should Have Stations But Report None**
Provides list of rooms that should reflect a station count but report none by building, program code, facilities department name, room use code and name, room number, and assignable square feet.
- EFA1019 Edit of ASF per Station for Classrooms and Seminar Rooms**
Lists classrooms (110) and seminar rooms (130) which fall out of expected threshold ranges by building, room number, program code, facilities department name, room use code and name, assignable square feet, stations, and ASF per station. For Room Code 110-Classroom, the expected range is 8-20 ASF per station; for 130-Seminar Room, the expected range is 15-35 ASF per station.
- EFA1020 Room Use Codes Mapped to Incorrect CPEC Category**
Compares campus CPEC category code designation with OP table of valid CPEC category codes and lists invalid campus input by building, program code, facilities department name, room use code and name, room number, and assignable square feet.
- EFA1021 Rooms Which Should Not Be Assigned a CPEC Category**
Lists rooms assigned to non-instructional programs (program codes other than 1.1 and 1.2) which inadvertently were assigned a CPEC Category code by building, program code, facilities department name, room use code and name, room number, and campus CPEC category code.
- EFA1022 Inconsistent Room Codes Based on Program Code**
Displays room use codes and names which may not be used or would normally not appear in certain program codes. Inconsistencies are sorted by program code, facilities department name, building, room number, room use code and name, and assignable square feet.
- EFA1023 Edit of Invalid Room Standard Code**
Matches campus room standard codes to UCOP table of valid room standard codes based on room use codes and prints a list of erroneous records by building, room number, room use code and name, program code, and facilities department name.
- EFA1024 Inconsistent Program and Program Standard Codes**
Matches campus program standard codes with UCOP table of valid codes and prints list of erroneous records by building, room number, program code, facilities department name, and room use code and name. All program codes beginning with 1.1 or 1.2 are coded as standard programs; all other program codes are nonstandard programs.

- EFA1025 OP Sign-off on Use of Room Code 740-Miscellaneous**
- The use of the 740-Miscellaneous room code must have prior UCOP approval. This edit lists rooms which have been assigned a room use code of 740, by building, room number, program code, facilities department name, and assignable square feet.
- EFA1026 Inconsistent Building Age and Condition Code for UC-Owned Buildings**
- Lists UC-owned buildings that are over 30 years old for which the Building Condition Code is '1-Satisfactory' and which do not reflect renovations in the Year of Last Improvement field. This is not an error list, but rather, a list that campuses should review annually to see if a downgrading of the Condition Code is warranted.
- EFA1027 Invalid Class Lab and Research Size Codes**
- Matches the campus-assigned class lab and research station size codes to the UCOP-approved table of valid values and prints any inconsistencies by program code, facilities department name, class lab station size code, research station size code, and assignable square feet.
- EFA1028 Listing of UC-owned Buildings with Unknown City or County**
- Lists invalid values for city and/or county codes and blank address by ownership, date occupied, and building. Only UC-owned buildings must report city and county codes and structural addresses.
- EFA1029 Listing of Rooms with ASF Less Than or Equal to 1**
- Lists ASF and stations by building, program code, facilities department, room number, room use code, and room use name.
- EFA1030 Building ASF Information at CAAN versus Building Number Level**
- Lists total building ASF, unrelated gross (parking), swimming pool, stadia, and utility-type building square footages by CAAN (4-digit) versus building number (5-digit) for building numbers which contain a suffix in the facilities files. This report is used to determine the proration factor to be used when asset value data is merged with space data.
- EFA1060 Basic Data for Buildings with OMP-Related Areas**
- Lists buildings containing OMP-related areas and presents selected data elements. This is not an error list, but rather a list that campuses should review annually to see whether these areas are correctly presented.

EFA1061 Janitorized Square Footage Exception List (Excl. Residential Buildings)

Lists buildings for which the ratios of janitorized square feet to outside gross square feet (calculated on the basis of 100% covered unenclosed gross area) is outside of normal boundaries, specifically less than 75% or greater than 95%. Excludes residential buildings. This is not an error list, but rather one which is reviewed by UCOP as a reasonableness test of Janitorized Square Feet data submitted by the campuses. (Buildings containing any Special Areas will always appear on this report since Special Area is not included in OGSF but is in Janitorized Square Feet.)

EFA1062 Edit Report of Buildings with Inconsistent Special Areas

Matches special area in the building file with the sum of OMP-SF coded as Room Use Codes A10, A20, and A30 in the room file, then lists buildings in which these two numbers are not equal.

Facilities Standard Output Reports

When all campuses have cleared the edit cycle, the corporate facilities database is built and the following standard output reports are generated and provided to functional users in the Office of the President.

- EFA3000 Building and Room Statistics from Campus Supplied Files**
- Sums all numeric fields on building and room files by building count, basic gross, covered unenclosed gross, outside gross, janitorized area, OMP-pseudo square feet, assignable square feet, station count, and room count. (Functional user: Resource Administration)
- EFA3200 Library ASF by Building**
- Sums ASF and counts rooms by building name and number, facilities department and room use code for buildings which house library programs only. (Functional user: Library Affairs)
- EFA3400 Building Biographical Listing**
- Lists buildings and their characteristics (age, ownership, condition, assignable square feet, basic gross, covered unenclosed, unfinished gross, janitorized square feet, and outside gross) by building name. (Functional users: Resource Administration, Facilities Management)
- EFA3410 Building Listing by Building Number**
- Lists all buildings by campus by building number. Shows building category, master plan, uniform building code, condition, ownership, levels, outside gross, assignable square feet, stations, number of rooms, and efficiency ratios. (Functional user: Budget and University Relations)
- EFA3425 List of Buildings by Building Number**
- Lists campus functional affiliation, building name, ownership, plant asset description, basic gross, building ASF, total fixed equipment and federal capitalized values, by campus by building number. Uses Fall facilities file data in conjunction with fiscal year-end plant asset data. (Functional users: Corporate Accounting, Research Administration, Resource Administration, Risk Management)
- EFA3426 Summary Building Values By Campus**
- Campus level summary of basic gross and building ASF with plant asset, fixed equipment, and federal values. (Functional users: Corporate Accounting, Research Administration, Resource Administration, Risk Management)

- EFA3500 Individual Rooms by Building**
Lists every room, by building number and name, building category code, room number, room use code and name, room standard code, facilities department name, program standard code, program code and name, assignable square feet, and station count. (Functional user: Resource Administration)
- EFA3600 Summary of Total Campus Space by Program (Table A-0)**
Displays standard and nonstandard assignable square footages by CPEC category for standard I&R programs and by specific program groupings for all nonstandard programs. (Functional user: Capital Planning)
- EFA3601 Program Space by Department and Room Use**
Lists number of rooms, total assignable square feet, and number of stations for each room use code by program code and department. (Functional user: Capital Planning)
- EFA3602 Departmental Space by Building and Room Use**
Lists number of rooms, total assignable square feet, and number of stations for each room use code by department and building. (Functional user: Capital Planning)
- EFA3603 Campus I&R Space by CPEC Size Category**
Shows standard and nonstandard assignable square footages for I&R programs by CPEC category, with data for each station size category of teaching laboratory and research/scholarly activity. (Functional user: Capital Planning)
- EFA3604 I&R Space by Program Code and CPEC Category**
Displays total assignable square feet for each CPEC category by program code (for program code series 1.1 and 1.2 only). (Functional user: Capital Planning)
- EFA3605 Departmental I&R Space by Program and CPEC Category**
Displays total assignable square feet for each CPEC category by program code and department (for program code series 1.1 and 1.2). (Functional user: Capital Planning)

- EFA3606 Classrooms, Classroom Service, and Seminar Rooms**
Displays every classroom (110), classroom service area (125), and seminar room (130) with all associated data (room use name and code, program code, facilities department name, assignable square feet, stations and average ASF per station) by building number, building name, and room number. (Functional user: Capital Planning)
- EFA3607 Departmental Classrooms, Seminar Rooms and Teaching Labs**
Lists assignable square feet and number of stations for every classroom, seminar room, and teaching laboratory by department, room use code and name, building number and name, and room number. (Functional user: Capital Planning)
- EFA3608 Classrooms, Seminar Rooms and Teaching Labs by Room Use**
Lists assignable square feet, number of stations, by room use code and name, building number and name, program code, department, and room number for every classroom, seminar room, and teaching laboratory by room use. (Functional user: Capital Planning)
- EFA3620 Total ASF by Functional Categories for Regents' Budget**
Shows total assignable square feet by campus in the categories of central campus, hospitals and clinics, veterinary medicine, agricultural field stations and systemwide. (Functional user: Capital Planning)
- EFA3621 Distribution of ASF for Minor Capital Improvement Program**
Shows total campus assignable square feet and the proportion that is eligible and ineligible for inclusion in the State Minor Capital Improvement Program. (Functional user: Capital Planning)
- EFA3700 ASF and Pseudo-ASF by OMP Funding Eligibility**
Displays assignable square feet and pseudo-assignable square feet by OMP eligibility, program code, and facilities department. (Functional user: Budget Office)
- EFA3701 Calculation of Maintained Square Footage**
Calculates maintained gross square feet and displays all elements which are part of the calculation. (Functional user: Budget Office)

- EFA3702 Summary of Proration by Program Code and Department**
Displays proration of related, janitorized, and maintained square feet for each building by program code and facilities department name. (Functional user: Budget Office)
- EFA3703 Summary of Proration by OMP Eligibility**
Displays proration of related, janitorized, and maintained square feet for each building by OMP eligibility code, program code, and facilities department. (Functional user: Budget Office)
- EFA3704 Janitorized Square Footage Ratios - All Buildings**
Presents the ratio of janitorized square feet as a percentage of outside gross square feet for all buildings (including residential). (Functional user: Budget Office)
- EFA3705 Buildings with Unrelated Gross, Special or Nonassignable Utility Service Areas**
Lists buildings with unrelated gross, special areas (Room Codes A10, A20, A30), or nonassignable utility services areas (Room Code A90). (Functional user: Budget Office)
- EFA3706 Buildings with A00 Rooms or Combined A00 and Standard Rooms**
Lists all buildings containing Room Codes A10, A20, A30, and A90 by program code and facilities department. (All actual, non-pseudo ASF are summed by department.) (Functional user: Budget Office)
- EFA3707 Parking Structures and/or Buildings with Integral Multi-Level Parking**
Lists all buildings which contain parking. (Functional user: Budget Office)
- EFA3708 Data on Individual Rooms in Buildings with A00 Room Codes**
Lists all buildings containing special areas (Room Codes A10, A20, A30) or nonassignable utility services areas (Room Code A90) by room number. (Functional user: Budget Office)

Facilities-Equipment Conversion File Edit Reports

EFA1200 Listing of Conversion File

List campus files as sent: UCLoc 1 and 2, custody code fund, custody code title, and program code. (Functional user: Budget Office)

EFA1201 Edit of Invalid Fields

Lists all data elements for a record when the campus code, UC2 code or the program code is invalid. (Functional user: Budget Office)

EFA1202 Edit of Custody Departments without Titles or with Duplicate Data

Edit error report which displays incomplete or duplicate records in the file. (Functional user: Budget Office)

EFA1203 UC2 Edit

Edit error report listing records with same custody code but different UCLocation 2 values. (Functional user: Budget Office)

EFA1204 Edit Report of Inconsistent Custody Code and Program Code

Edit error report listing all data elements on a record when a custody department has been assigned more than one program code. (Functional user: Budget Office)

EFA1205 Edit Report of Inconsistent Recharge Fund and Program Code

Edit error report for recharge-funded custody departments assigned inappropriate program codes. (Functional user: Budget Office)

EFA6000 List of Equipment without a Program Code

Matches the equipment file to the conversion file and sums all equipment (by federal vs. state funding) by custody code when not found in the conversion file (equipment therefore not assigned to a program). (Functional user: Capital Planning)

EFA6100 Facilities in Programs without Equipment

Provides assignable square feet by program code and facilities department for programs without equipment. (Functional user: Resource Administration)

Facilities-Equipment Conversion File Standard Reports

- EFA2000 Equipment Custody Department/Program Code Conversion File**
Displays the custody department title and program code by campus, custody code, and sub/fund. (Functional user: Budget Office)
- EFA2001 Program Code/Equipment Custody Department Conversion File**
Displays the custody department title by campus, program code, custody code, and fund/sub. (Functional user: Budget Office)
- EFA6500 Equipment Unit Costs**
Reports equipment cost per square foot for every program by federal and state funding source for each campus. (Functional user: Capital Planning)