

## Space Inventory Reporting CO-UF-PR3

Responsible Officer: Vice President for Administration and Campus Operations

Sponsoring Department: Facilities Management

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Errors or changes to: [aim@uta.edu](mailto:aim@uta.edu)

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### PROCEDURE OBJECTIVE

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This procedure provides information regarding the responsibilities of designated employees for collecting and reporting space inventory information reported annually to the Texas Higher Education Coordinating Board (THECB).

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### SCOPE

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This procedure applies to each University of Texas at Arlington academic and administrative department.

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### RESPONSIBILITIES

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#### **CASIM Administrator**

- Provide technical and THECB coding assistance Monday through Friday from 8:00 AM to 5:00 PM

## **Each Academic and Administrative Department**

- Review the THECB inventory codes in order to convey an accurate account of their space inventory to Facilities Management
- Select at least one individual with a UTA NETID to be their department's Space Inventory Respondent

## **Facilities Management**

- Coordinate data collection

## **Space Inventory Respondents (SIRs)**

- Review and use the THECB codes in order to keep Facilities Management updated to departmental space changes
- Install and operate the CASIM program on their desktop computer by following the instructions found on the Space Inventory Management website
- Reference the THECB Code Manual in order to better understand the definitions detailing the space use codes, space function codes, and CIP codes
- Attend the annual CASIM Survey Training sessions held in April
- Walk/inspect each room for which they are reporting in order to verify the accuracy of their THECB coding selection.
- Complete the annual CASIM Survey within the month of June
- Provide notification of space inventory changes occurring outside the month of June to Facilities Management using the Online Notification Forms found on the Space Inventory Management website

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## **PROCEDURES**

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### **Section I. Designation of Departmental Space Inventory Respondent**

- A. Each academic and administrative department is responsible for maintaining at least one current designated SIR.
- B. Should a current SIR leave for any reason, the department is responsible for replacing the SIR.

## Section II. Annual Data Submission: CASIM Survey

- A. The SIR verifies and updates their department's space inventory annually during the month of June. It includes, for every room/space on campus:
  1. Space use
  2. Space function
  3. Classification of instructional program (CIP)
  4. Usage percent
  5. Student capacity (where applicable)
- B. Verification is accomplished by walking/inspecting each room for which they are reporting, in order to verify the accuracy of their THECB coding selection.
- C. Data collected from the departments who occupy campus space is coordinated by the Office of Facilities Management.

## Section III. Changes and Updates to the Survey

All other space inventory changes, occurring outside the month of June, are conveyed to Facilities Management through the use of Online Notification Forms located on the Space Inventory Management website.

## Section IV. CASIM Access and Installation

- A. A first time user of CASIM can request access to the system by filling out the [CASIM access request](#).
- B. SIR's will install and operate the CASIM program on their desktop computer by following the instructions found on the [space inventory management website](#).

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## FORMS AND TOOLS/ONLINE PROCESSES

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- [CASIM Access Request](#)
- [Online Notification Forms](#)
- [CASIM Survey Space Inventory Management Website](#)

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## DEFINITIONS

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**SIR (space inventory respondent):** Individuals who are assigned by their department the responsibility of understanding THECB coding and keeping Facilities Management updated to departmental space changes through the CASIM Survey and the Online Notification Forms.

**THECB:** The Texas Higher Education Coordinating Board.

**CASIM:** Computer-Aided Space Inventory Management, an online database system purchased by Facilities Management to manage space inventory data.

**CASIM Survey:** The annual data submission in which the SIR verifies and updates their space inventory during the month of June.

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## RATIONALE

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The University of Texas at Arlington is responsible for reporting its space inventory to the THECB on an annual basis. Annual submission of this space inventory data (excluding square footages) is supplied by the department occupying the space and the data collection is coordinated by the Office of Facilities Management.

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## RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

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UT System Administration Policies and Standards	Other Policies and Standards
N/A	N/A

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## APPENDICES

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N/A

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## CONTACTS

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If you have any questions about Procedure 5-17, *Space Inventory Reporting*, contact the following departments:

Subject	Office Name	Telephone Number	Email/URL
All topics in Procedure	CASIM Administrator	(817) 272-0474	<a href="mailto:awhatley@uta.edu">awhatley@uta.edu</a>
Website access	Administrative Information Management	(817) 272-0222	<a href="mailto:aim@uta.edu">aim@uta.edu</a> <a href="http://www.uta.edu/aim">http://www.uta.edu/aim</a>

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## WEBSITE ADDRESS FOR THIS PROCEDURE

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<http://www.uta.edu/policy/procedure/5-17>

