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Introduction

The Physical Facilities Inventory and Survey (PFIS) is a web based system for tracking and analyzing buildings and their condition.

The Inventory system tracks space at the Institution, Campus, Building, Floor and Room levels. The Inventory is primarily concerned with owned facilities and market rate leased facilities. The Postsecondary Education Facilities Inventory and Classification Manual (FICM): 2006 Edition (http://nces.ed.gov/pubs2006/2006160.pdf) is used for the inventory and classification of space.

The Survey system documents the current condition of buildings in a uniform format and with a consistent rating system. There are two ratings: the first is performed by the institution and the second is a review verification. The Survey is based on the CSI UniFormat.

System Access

The PFIS website can be accessed at http://pfis.tbr.edu.

The system uses Windows Authentication and will require a username and password. You will be prompted for your credentials when you try to access the website. For Google Chrome or Mozilla Firefox users, you may enter your username. For Internet Explorer users, you will need to include the TBR-FAC-APP-01 domain (e.g., TBR-FAC-APP-01\Username). The domain name ends with number-zero number-one.

There is no logoff or signoff. Just close the browser when you are done.

The guest account credentials for accessing the system may be requested by sending an email to alan.gosart@tbr.edu.

General Information

Most pages consist of two panes: the menu pane on the left and a data pane on the right. Some pages have three panes: a navigation pane between the menu pane and the data pane. And some pages have four panes, with the middle pane split in two: the navigation pane above the section pane. The menu pane, the navigation pane, and the section pane are resizable and collapsible (useful when viewing with a smaller screen). Here is a sample of the menu pane.
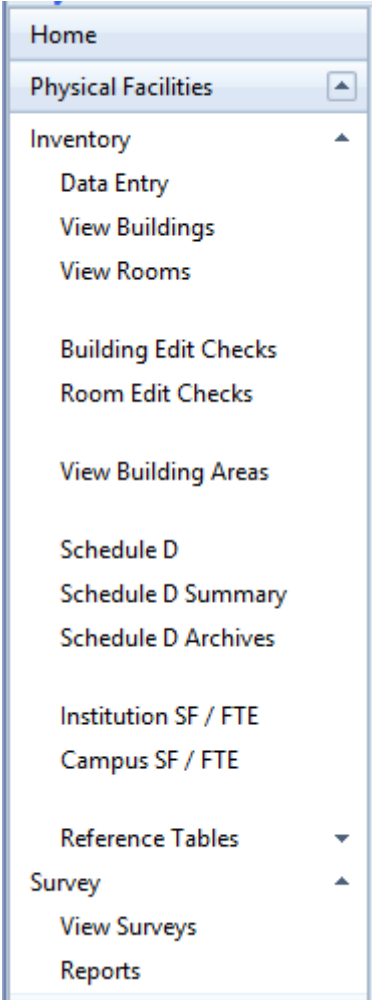

Figure 1- Menu Pane

Physical Facilities Inventory

The Inventory section has several options for entering and viewing data. A brief description for each follows.

Data Entry

The Data Entry screen has three panes: a menu pane, a navigation pane, and a data pane. The navigation pane functions like Windows Explorer with folders. Clicking on the chevron to the left of an item will expand (or contract) the item. Clicking on the item will display a grid of the item's elements (e.g., selecting a campus will open a grid with its buildings). Each grid displays a title showing what it contains, buttons to add elements or export the grid, and the data for each element. Each row of the grid contains a hot-link to edit or delete the element. Here is a sample of the navigation pane.
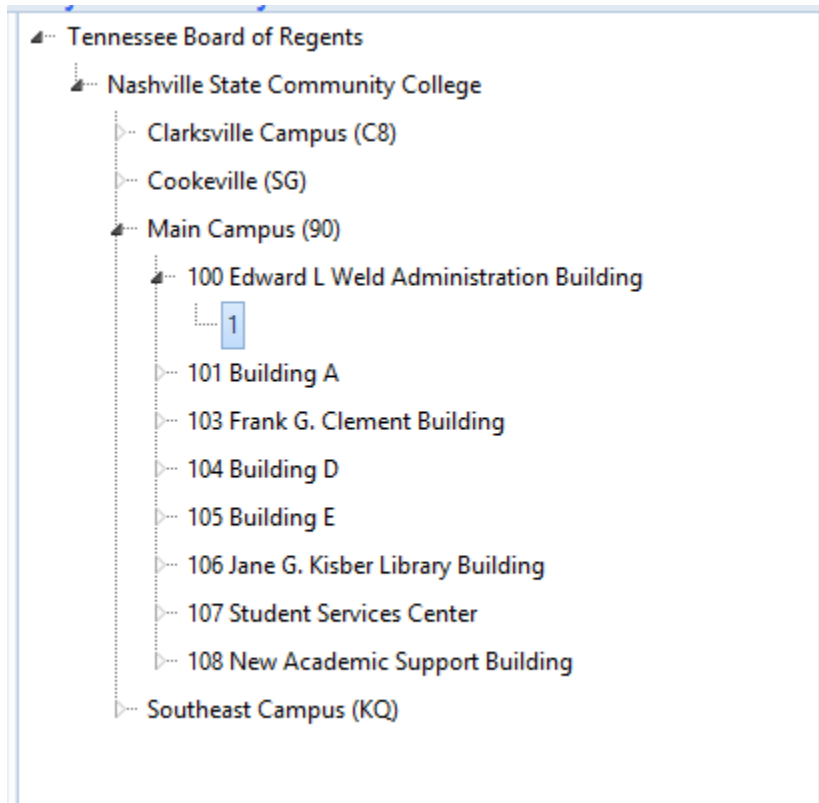
Figure 2- Data Entry Navigation Pane

View Buildings

The View Buildings screen displays a grid with all the buildings for all the institutions the user has access to. Each row of the grid contains a hot-link to edit or delete the building.

View Rooms

The View Rooms screen brings up a Building Selector dropdown list and a button to export all rooms to Excel. Selecting a building will display a grid with all the rooms for that building. Each row of the grid contains a hot-link to edit or delete the room. The Export All My Rooms to Excel button will export all rooms for all institutions the user has access to. Since this may be a very large data set, it cannot be displayed.

Building Edit Checks

The Building Edit Checks screen displays a grid showing any buildings which have one or more items in question. Each row of the grid contains a hot-link to edit the building.

Room Edit Checks
The Room Edit Checks screen displays a grid showing any rooms which have one or more items in question. Each row of the grid contains a hot-link to edit the room.

View Building Areas
The View Building Areas screen displays a grid showing all the area data for each building. The Net Area cell may be pink (Net Area exceeds Gross Area) or tan (Net Area equals Gross Area). The Unclassified Area cell will be tan if the value is non-zero. Any colored cells should be reviewed for possible correction to improve the accuracy of the data.

Schedule D
The Schedule D screen displays the Schedule D information. The current year data (Gross SqFt, Aux/Rev SqFt, and E&G SqFt) is pulled from the Schedule D Archive.

Schedule D Summary
The Schedule D Summary screen displays the summary information for Schedule D, ready for export.

Schedule D Archives
The Schedule D Archives screen brings up an Archive Selector dropdown list. Selecting an archive will display it in the grid.

Institution SF / FTE
The Institution SF / FTE screen brings up a Type Selector for My Institutions, Universities, or Colleges. Selecting one will display a chart showing the results. Interesting fact: clicking on an item in the legend will add or remove it from the chart.

Campus SF / FTE
The Campus SF / FTE screen displays a chart showing the results for the campuses in the user's institutions. Interesting fact: clicking on an item in the legend will add or remove it from the chart.

Enrollment
The Enrollment screen brings up a Type Selector for Institution Enrollment or Institution and Campus Enrollment. Selecting one will display the enrollment data.

Reference Tables
Reference Tables expands to show a list of reference tables which include CIP Codes, Program Classifications, and Room Use Codes. Selecting a table will display its contents which may be exported.

Physical Facilities Survey

The Survey section has two options for entering and viewing data: View Surveys and Reports

View Surveys
The View Surveys screen has four panes: a menu pane, a navigation pane, a section pane, and a data pane. The navigation pane functions like Windows Explorer with folders. Clicking on the chevron to the left of an institution or campus will expand (or contract) the item. Clicking on a building will display the currently active section for the building (the Building Summary is the default active section). The navigation pane also contains Previous Building and Next Building buttons which can be used to go to same section of the previous/next building. The section pane is a selector for the various survey sections. Selecting an item will display the survey details for that item in the data pane. The section pane also contains Previous Section and Next Section buttons which can be used to scroll to the previous/next section of the current building. The data pane displays the selected section's data for the current building. Here are samples of the navigation pane and the section pane.
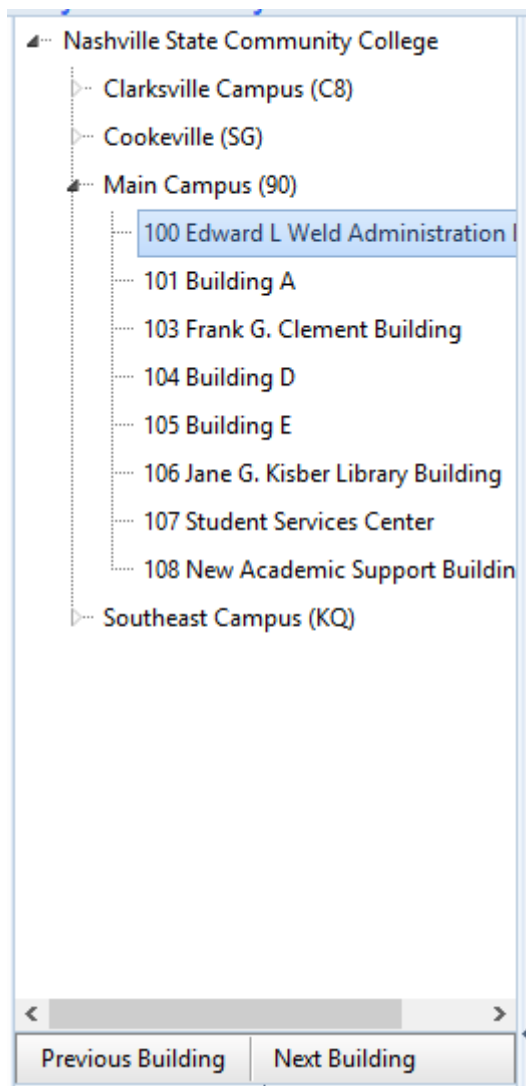

Figure 4 - View Surveys Section Pane

Figure 3 - View Surveys Navigation Pane

The rating sections of the survey contain Rating, Items, Description, and Condition / Recommendation fields. Since the survey is a deficiency survey, the default rating is 100%. Any lower rating should be explained in the Condition / Recommendation field. The following table shows the values and definitions for the ratings.

100%	The "basis rating" if no deficiencies exist
90%	Minor repair work is required, probably campus maintenance
80%	Repair work required, possibly requiring engineering
70%	Upgrade required, replacement of components
60%	System salvageable, major upgrade or significant replacement of components required
50%	Partially functions, but ineffective / inappropriate – needs mid-term (5 – 10 years) replacement
40%	Limited function / reliability and replacement required
30%	Low function, serious code / safety problems and replacement required
20%	Barely functioning, causing other damage, near-term replacement required
10%	Failed system, immediate replacement needed
0%	Does not exist but is required, totally failed causing serious damage

The Items are system specific components and may be rated from Satisfactory to Unsatisfactory (S, 2, 3, 4, U). The Description field should contain a brief specific description of the item(s) or system(s). The Condition / Recommendation field should contain the condition comments and provide recommendations for corrections.

The Roofing section has an additional Roof Information grid where roof details may be entered and the roof warranty may be uploaded.

The Rating Summary screen displays a grid of the survey sections and the ratings and scores.

The Attachments screen displays a grid of the attachments for the building.

The Projects screen displays a grid of the projects for the building.

The Pictures screen displays a grid of the picture information. The pictures may be viewed using the hot-link (the picture will open in a new tab or window) or by selecting the View Gallery button at the top of the grid. The gallery will display each picture in sequence. Clicking in the left half of the picture will scroll backwards; clicking in the right half of the picture will scroll forward; and clicking outside the picture box will close the window. By default, the lowest numbered picture is used for the Building Summary screen. This can be changed by renumbering the pictures or by editing the desired picture and checking the "Use this picture for the building photograph" checkbox.

Reports
The Reports screen displays a list of survey reports and options and a Run Report button. The results are displayed in a grid (unless the report is export only) and most of the grids are exportable.

Data Tables and Data Dictionary

Common Tables

Institution Table

- Institution Uid   numeric
- SBC Id   3 characters
- THEC Id   2 characters
- Acronym   30 characters
- Institution Name   100 characters
- Physical Address   100 characters
- Mailing Address   100 characters
- City Name   30 characters
- County Name   30 characters
- State Id   2 characters
- Zip Code   10 characters
- Institution Type Uid   numeric
- Notes   200 characters
- Notes Institution   200 characters
- Notes TBR   200 characters
- Coordinator Name   50 characters
- Coordinator Phone   20 characters
- Coordinator Email   50 characters
- Coordinator 2 Name   50 characters
- Coordinator 2 Phone   20 characters
- Coordinator 2 Email   50 characters
- Institution Full Time Equivalent   numeric
- Institution Head Count   numeric
- Display Order   numeric
- Import Status   16 characters
- Enrollment   20 characters

Campus Table

- Campus Uid   numeric
- Institution Uid   numeric
- Campus Id   8 characters
- Campus Name   100 characters
- Campus Full Time Equivalent   numeric
- Campus Head Count   numeric
- Import Status   16 characters

Building Table

- Building Uid   numeric
- Campus Uid   numeric
- Building Id   8 characters
- Building Name   100 characters
- Building Short Name   25 characters
- Building Abbr   5 characters
- Physical Address   100 characters
- City Name   30 characters
- County Name   30 characters
- State Id   2 characters
- Zip Code   10 characters
- Gross Area   numeric
- Percent In Service   numeric
- Last Renovation Year   numeric
- Last Renovation Cost   numeric
- Last Renovation Area   numeric
- Building Use Code Id   2 characters
- Function Primary   50 characters
- Function Secondary   50 characters
- Ownership Type Uid   numeric
- Year Built   numeric
- Year Occupied   numeric
- Replacement Cost   numeric
- Contents Value   numeric
- Risk Management Id   16 characters
- Construction Type Uid   2 characters
- Comments   2000 characters
- Campus Comments 1   200 characters
- Campus Comments 2   200 characters
- Campus Comments 3   200 characters
- TBR Comments   200 characters
- Schedule D Comments   1000 characters
- Import Status   16 characters

Inventory Tables

Floor Table

- Floor Uid   numeric
- Building Uid   numeric
- Floor Id   4 characters
- Floor Name   30 characters
- Import Status   16 characters

Room Table

- Room Uid   numeric
- Floor Uid   numeric
- Room Id   8 characters
- Room Name   50 characters
- Area   numeric
- Occupant   50 characters
- Stations   numeric
- Research Percent   numeric
- Revenue Producing Type Id   2 characters
- Room Use Code Id   10 characters
- Room Subuse Code Id   10 characters
- CIP Code Id   7 characters
- Taxonomy Type   7 characters
- Program Type Id   2 characters
- Division Uid   numeric
- Department Uid   numeric
- Agency Code Id   2 characters
- Furnishing Type Id   numeric
- Technology Type Id   numeric
- Notes   500 characters
- Notes Institutional 1   500 characters
- Notes Institutional 2   200 characters
- Notes TBR   200 characters
- Import Status   16 characters

Survey Tables

Survey Table
- Survey Uid   numeric
- Building Uid   numeric
- Summary   4000 characters

Survey Note Table
- Survey Note Uid   numeric
- Survey Uid   numeric
- When   date
- Who   100 characters
- What   500 characters

Survey Section Table
- Survey Section Uid   numeric
- Survey Uid   numeric
- Survey Section Type Uid   numeric
- Campus Score   numeric
- Review Score   numeric
- Description   4000 characters
- Condition   6000 characters

Survey Section Item Table
- Survey Section Item Uid   numeric
- Survey Section Uid   numeric
- Survey Section Item Type Uid   numeric
- Value   20 characters

Attachment Table
- Attachment Uid   numeric
- Survey Uid   numeric
- Description   200 characters
- Pages   numeric
- Author   200 characters
- When   date
- Internal File Name   100 characters

Picture Table

- Picture Uid   numeric
- Survey Uid   numeric
- Sequence   numeric
- Location   200 characters
- Description   500 characters
- Internal File Name   100 characters
- Is Building Photo   boolean

Project Table

- Project Uid   numeric
- Survey Uid   numeric
- SBC Number   30 characters
- Description   200 characters
- Year   numeric
- Designer   100 characters
- Cost   numeric

Roof Table

- Roof Uid   numeric
- Survey Uid   numeric
- Type And Mfg   500 characters
- System Manufacturer   500 characters
- Location   500 characters
- Area   numeric
- Year New Roof   numeric
- Flashing   500 characters
- Year New Flashing   numeric
- Warranty End Date   date
- Warranty Info State   200 characters
- Warranty Info Mfg   200 characters
- Internal File Name   100 characters
- Notes   200 characters

Revision History

- 2015 April   Original
- 2016 January   Added Enrollment and updated Data Dictionary
- 2016 April   Removed Carl Manka references
- 2016 September   Updated the login domain name to reflect the new host system