



TBR

Physical Facilities Inventory Instructions and User Guide

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Introduction

The TBR PFI data is stored in an ARCHIBUS database and is managed using the ARCHIBUS Web Central application.

The PFI system gives multiple users from each institution access to the PFI data and the ability to manage, report, and analyze the PFI for their institution. Users are able access the system from anywhere with internet access and view, add, and edit information for their institution.

The system is very flexible and is meant to be as much a tool for the institutions to track and analyze their PFI as it is TBR's central repository. With this in mind, feedback is welcome as well as reporting needs.

The Tennessee Board of Regents, Physical Facilities Inventory (PFI) uses the 2006 Postsecondary Education Facilities Inventory and Classification Manual (FICM) from the [National Center for Education Statistics \(NCES\)](#) which is located in the [U.S. Department of Education - Institute of Education Sciences \(IES\)](#). This is the reference guide for the classification and inventory of space at all TBR campuses.

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

Each campus will need to download this manual as various definitions, references and tables will be used from this manual. Specific references will be given, however all of the information in the FICM manual will not be repeated in these instructions. This version of the FICM manual has several updates and refinements.

The inventory includes all "Permanent and Semi-Permanent" teaching locations. This includes all owned sites and market rate leased sites. It does not need to include nominal lease or no cost lease facilities such as high schools, community centers and similar facilities.

This PFI and the resulting data analysis follow the FICM manual very closely as well as the new THEC Space Guidelines. Categories created by the analysis based on the former "matrix" are not included, i.e. Special Academic, Special Administrative, Special Student Serviced, etc.

Data and Instructions

There are 4 main tables in which data is tracked for the PFI. They are:

- Institutions – this is the table that holds the institution information
- Buildings – This is the table that holds the building level information
- Floors – This table holds floor information. This information did not exist in the previous PFI system and does not contain much data but is necessary for linking drawings and arranging the data in a true hierarchical manner.
- Rooms – This table holds the room specific information.

These tables have a one-to-many relationship in a hierarchical fashion just as in the physical world. For every institution there can be many buildings. For every building there can be many floors. And, for every floor there can be many rooms.

The fields tracked for each table are:

- **Institutions**

- **Institution ID – This is the two digit THEC code**
- **Institution Name**
- **Physical Address**
- **Mailing Address**
- **City**
- **State**
- **Zip**
- **PFI Facilities Coordinator**
- **Coordinator Phone**
- **Coordinator Email**
- **PFI Coordinator II**
- **Coordinator II Phone**
- **Coordinator II Email**
- **Comments**
- **TBR #1 (comments)**
- **Campus #1 (comments)**

- **Buildings**

- **Institution Code** – This is the two digit THEC code
- **Building ID**
 - A unique code up to a 7 characters assigned by the campus to identify each building owned or leased and managed by the campus. The format of the Building ID will normally be XX-XXX where the first two characters are the Institution Code and the last 3 are the unique Building Code. Up to 5 characters may be used by the campus, including subscripts "A", etc. To be included here as a building, the structure should meet all four criteria in the FICM manual.
 - Most Campuses now use a 3 digit numbering for their buildings, i.e. 100, 101 etc.
 - The numbering system may be one that can be used on the campus graphic and by the registrar's office.
 - If your campus lacks clarity in your building numbering system you should use this opportunity to renumber your buildings.
- **Off-Campus Code** - Two digit code assigned by THEC for off-campus sites.
- **Building Name** - The official name of the building. If no official name, use a descriptive name or the short building name.
- **Short Building Name** - The name commonly used on campus. 20 Character limit.
- **Building Abbreviation** - A two, three or four character abbreviation – Typically the one used by registrar for class schedules. 5 Character limit.

- **Primary Building Function** - Identify the primary function, i.e. Administration, Humanities, Library, etc.,
- **Secondary Building Function** - Identify the secondary function, i.e. Computer Center, Offices, Academic Achievement Center, etc. If the building is a single purpose building, leave the second function blank.
- **Building Address** - Typically, the 911 address for this building as assigned by 911.
- **City**
- **County**
- **State**
- **Zip**
- **Building Use**
- **Ownership**
 - 1 Owned Facilities
 - 2 Fair Market Lease
 - 3 Nominal Lease (High Schools, Community Centers and city/county facilities that we are in for \$1 per year, etc.) We probably won't track these, at least in the short term.
- **Construction Type**
- **Stations (Capacity)**
 - Total stations in the building or capacity of the building. This would be calculated for all buildings. See information on stations in Room section.
- **Date Built** - The completion date of the building. Four digit year.
- **Date Occupied** - The date the building was occupied by the campus. Four digit year.
- **Gross SF (Manual)** - The gross SF as defined by the FICM manual. Direct entry of the number for those without CAD driven data.
- **Gross SF** - The gross SF as defined by the FICM manual.
- **Net SF** - The Net SF as defined by the FICM manual. Calculated Field from room data. Assignable + non-assignable
- **Assignable SF** - The Assignable SF as defined by the FICM manual. Calculated Field from room data.
- **Estimated Replacement cost**
- **Risk Management ID**
- **Year of Last Major Renovation** - The completion date of the last major renovation. Four digit year.
- **Cost of Last Major Renovation** - In order to be considered Major the cost of the renovation needs to be at least ½ of the replacement cost of the building at the time of the replacement.
- **Percent In-Service for Next Year** - Estimate of the total in-service time of the building, normally 100%. If a new building is scheduled to come on-line at midyear, then the percent in-service would be 50%.
- **Comments** - Open field for any notes that provide additional information about the building.

- **TBR #1** – Comments
- **Campus #1** – Comments
- **Campus #2** – Comments
- **Campus #3** – Comments
- **Floors**
 - **Building Id**
 - **Floor**
 - **Floor Name**
 - **Gross SF**
 - **Net SF**
 - **Net Assignable SF**
 - **Stations**
- **Rooms**
 - **Building ID**
 - **Floor ID**
 - **Room Number** - Unique room ID normally 3 characters, assigned by the campus to identify each room within each building. A total of up to 5 characters may be used including subscripts, i.e. 101A and 101AB, etc. The campus room numbering should be numeric and be the actual number that is used for that room in the building as well as be consistent with the room numbers used by the registrar, etc. If your building numbering does not follow a consistent numbering system, you may want to consider revising your room numbering system.
 - **Room Name** - A commonly used name or description of the particular room. The Room Use Code will identify the room as an office, classroom, classlab, etc. This name can be used to further identify the room as the Presidents Conference room, Physics Lab, Eager Allen Poe Reading Room, etc.
 - **Stations**
 - The actual stations or capacity of the room as set-up. This station count or capacity is not based on the square feet in the room, rather the actual assignable chairs / stations. This should be a count that the registrar can use in assigning classes, etc. Do not count temporary seating for special purposes or stray chairs that may be in the room.
 - Classroom: The number of chairs/desks normally in the room intended for student occupancy.
 - Classlabs: For most labs it will be the number of student stations in the lab. The number that the registrar would use to assign laboratory classes.
 - Offices: Identify the number of people normally assigned to the office (do not count visitor chairs, etc.) and for conference rooms identify the number of usable chairs typically in the room.
 - Library: Count the seating for library patrons, i.e. the chairs / couches in the reading area, the number of carrels or computer stations for patron use, the number of seats in the group study rooms, etc.

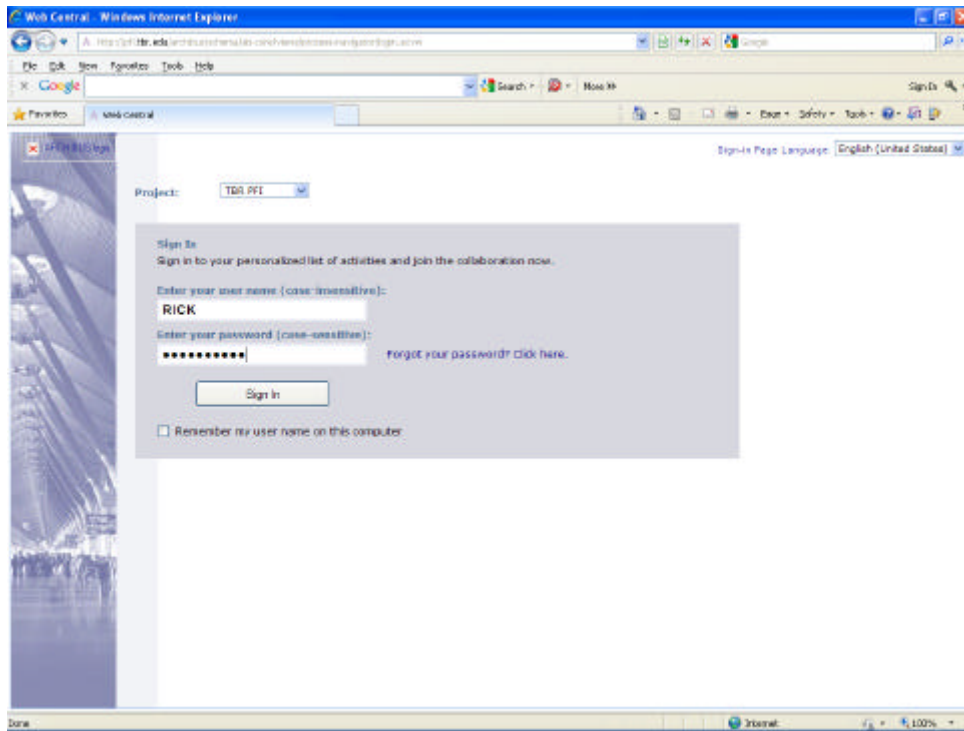
- Sports Venues & Theaters: Identify the number of fixed seats or assignable seat spaces for bench seats.
- Food Services: The normal number of chairs for use by the diners.
- Housing: The capacity should only include beds within the unit. For a dorm room it would be the number of beds in the room and for an apartment it would be the number of beds in the unit. Each "apartment" may be included as a room or each individual room may be identified. If all rooms are included then the stations or capacity of the living room, kitchen, bathroom, etc. should be 0.
- **Furnishing Type** - A 3 digit code to indicate the general furnishings type in the room. Refer to the Furnishing Type table.
- **Technology Type** - A 3 digit code to indicate the general technology type in the room. Refer to the Technology Type table.
- **CIP Code** - CIP Codes from the table.
- **Room Use Code** - Room use codes from the table.
- **Room Sub-Use Code**
- **Program Classification Code** - Program Classification code from the table.
- **Department**
- **Division**
- **Agency Code**
- SF – Square Feet. The "net" square feet in the room (inside wall measurement).
- **Research Percent** - The percentage of the room use for research. Generally the percentage may be determined by use time. If a lab is used 60% of the time for class use and 40% of the time for research enter 40%. Default to 0
- **Revenue Producing Area**
 - 0 = Not a revenue producing area.
 - 1 = Not necessarily revenue producing to the institution, but not wholly managed by the institution. (i.e. Post Office & ROTC, etc.). Spaces considered as "Private Use" by the Bond Authority.
 - 2 = Revenue producing, wholly managed by the institution. (i.e. dorm, student housing, seating in a sports venue or theater, snack bars & laundries where the institution owns all the equipment.)
 - 3 = Revenue producing, operated by an outside company. (i.e. cafeteria operated by Aramark, or a bookstore operated by Follett etc.)
- **Comments** - Open field for any notes that provide additional information about the room.
- **TRB #1** – Comments
- **Campus #1** - Comments
- **Campus #2** -Comments

Logging In

From an internet browser such as Internet Explorer, go to the following web address:

www.pfi.tbr

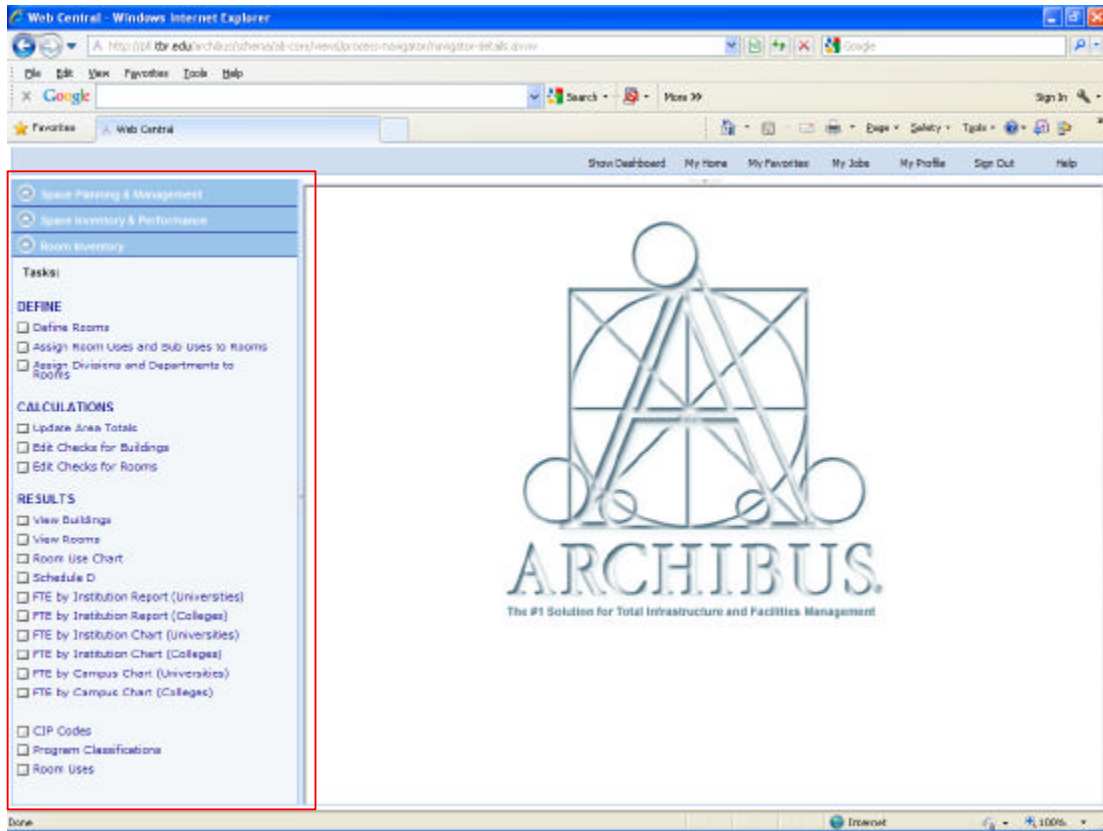
The following log in screen will appear:



Enter your username and password and click on the Sign In button or press the Enter key on your keyboard.

Navigation

Once logged in, your screen should look similar to the following:



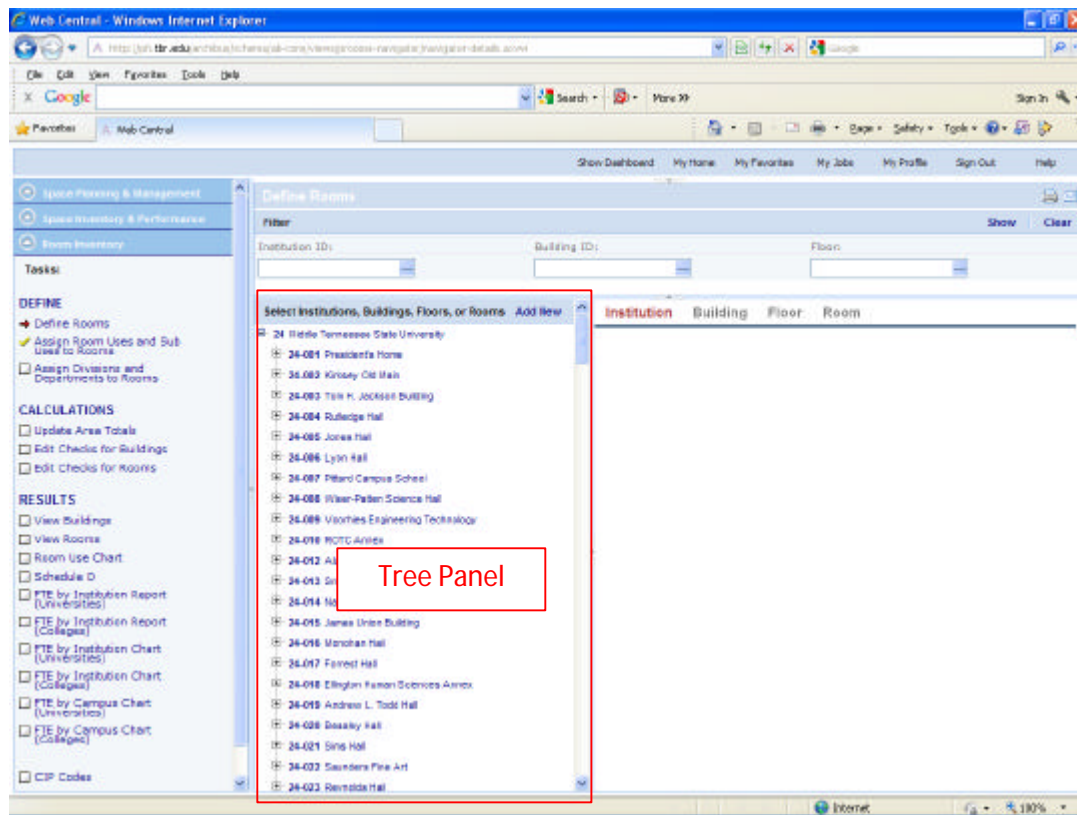
In this image, a red rectangle has been placed around the Navigator. The Navigator is a type of menu system which allows users to choose from predefined edit forms, charts, and reports.

The current edit forms, charts, and reports (also known as “views”) are shown and are described in detail below. Reports and charts may be periodically added. If so, this document will be updated to describe these new views.

Define Rooms

The Define Rooms task gives the user the ability to view, add, and edit the PFI information for the Institution, Buildings, Floors, and Rooms all in one view.

In the image below, the Define Rooms task has been chosen in the Navigator. The resulting View presents a Tree Panel in which one may drill down from the Institution level, to the Building Level (shown), to the Floor level and, finally, the Room level. Drilling down to these levels is done by clicking on the plus (+) sign to the left of the desired entity.



View/Edit Institution Data

To view or edit institution level information, click on the Institution name in the Tree Panel. The institution data will be presented in the Detail Panel as shown in the image below where the data may be viewed and edited.

The screenshot shows the 'Web Central' application in a Windows Internet Explorer browser. The main window is titled 'Define Rooms'. On the left is a 'Tasks' sidebar with sections for 'DEFINE', 'CALCULATIONS', and 'RESULTS'. The main area is divided into a 'Filter' section at the top and a 'Select Institutions, Buildings, Floors, or Rooms' list below. The 'Detail Panel' is a form on the right side of the window, containing the following fields:

- Institution ID:** 24
- Institution Name:** Middle Tennessee State U
- Mailing Address:** 1301 East Main Street
- Physical Address:** 1301 East Main Street
- City:** Murfreesboro
- State:** TN
- ZIP:** 37133
- Comments:**
- TBR #1:**
- Campus #1:**
- RP1 Coordinator:** Anne Haples-Vaught
- Coordinator Phone:** 615-899-5039
- Coordinator Email:** ahvaught@mtsu.edu
- RP1 Coordinator II:**
- Coordinator II Phone:**
- Coordinator II Email:**

Fields with an ellipses button ... validate on another table. In other words, the value in the field must exist in the validating table. In this case, we have two fields with ellipses buttons in this view, City and State. If the ellipses button is clicked for the City field, a valid list of cities is presented.

The 'Select Value - City' dialog box displays a table with the following columns: State Code, City Code, and City Name. The State Code is set to TN. The City Name column lists various cities in Tennessee, including Ashland City, Athens, Brentwood, Bristol, Chattanooga, Clarksville, Cleveland, Columbia, Cookeville, Davidson, Dayton, DeSoto, Dover, Evansville, Fayetteville, Franklin, Gallatin, Germantown, Hickory, Johnson, Knoxville, Madison, Memphis, Nashville, Oak Ridge, Paducah, Portland, Raleigh, Richmond, Sevierville, Shelbyville, Springfield, Tullahoma, Union City, and Waco.

Choose a city from the list in order to ensure you have chosen a valid city. Do the same with the State field.

All other fields are free text fields and will accept a fixed amount of characters based on the field.

The Comments, TBR#1, and Campus#1 fields are “memo” type fields. These fields hold large comments and will accept carriage returns.

SAVE!

Anytime data is added or modified, always remember to hit the Save button in the top right corner of the form.

View/Edit Building Data

To view or edit building level information, click on the building name in the Tree Panel. The building data will be presented in the Detail Panel as shown in the image below where the data may be viewed and edited.

The screenshot displays the 'Web Central' application interface within a Windows Internet Explorer browser. The application is titled 'Web Central - Windows Internet Explorer' and the address bar shows 'http://tbr.edu/archbus/schemas/tbr-xml/www/pocsto-new/gator/define-rooms.aspx'. The interface includes a top navigation bar with links like 'Show Dashboard', 'My Home', 'My Favorites', 'My Jobs', 'My Profile', and 'Sign Out'. A left sidebar contains a 'Tasks' section with options like 'Define Rooms', 'Assign Room Uses', and 'Assign Divisions'. The main content area is titled 'Define Rooms' and features a 'Select Institutions, Buildings, Rooms' tree panel on the left. The tree panel lists various buildings, with '24-006 Lyon Hall' selected. The right side of the interface is a detailed form for building 24-006. The form includes fields for 'Institution ID' (24), 'Building ID' (24-006), 'Old Building ID' (P0006), 'Official Name' (Lyon Hall), 'Short Name' (Lyon Hall), 'Abbreviation' (LH), 'City' (Murfreesboro), 'County' (Rutherford), 'State' (TN), 'Zip' (37132), 'Date Built' (1927), 'Date Occupied' (1927), 'Gross SF (Manual)' (25,805), 'Gross SF' (25,805.00), 'Net SF' (22,625), 'Assignable Area' (14,549), 'Revenue Area (PF)' (22,625), 'Estimated Replacement Costs' (4,773,925), 'Calculated Replacement Costs' (4,773,925.00), 'Contents Value' (0), 'Risk Mgmt ID' (355-00705), 'Construction Type' (3), and 'Comments'. The form also includes 'Save' and 'Delete' buttons in the top right corner.

In this case, we clicked on the “24-006 Lyon Hall” item in the Tree Panel. In the Detail Panel, we can view and edit this building's information.

Note that some of the data in this form has ellipses buttons ... and, therefore, must contain valid values. These fields are: City, County, State, Construction Type, and Building Use. Always click on the ellipses button and pick from the list to ensure that you have entered a valid value.

There are also two list box fields, "Percent In Service Next Year" and "Ownership". Click on the down arrow to the right of these fields and select a value from the drop down list.

Calculated Replacement Costs and Estimated Replacement Costs

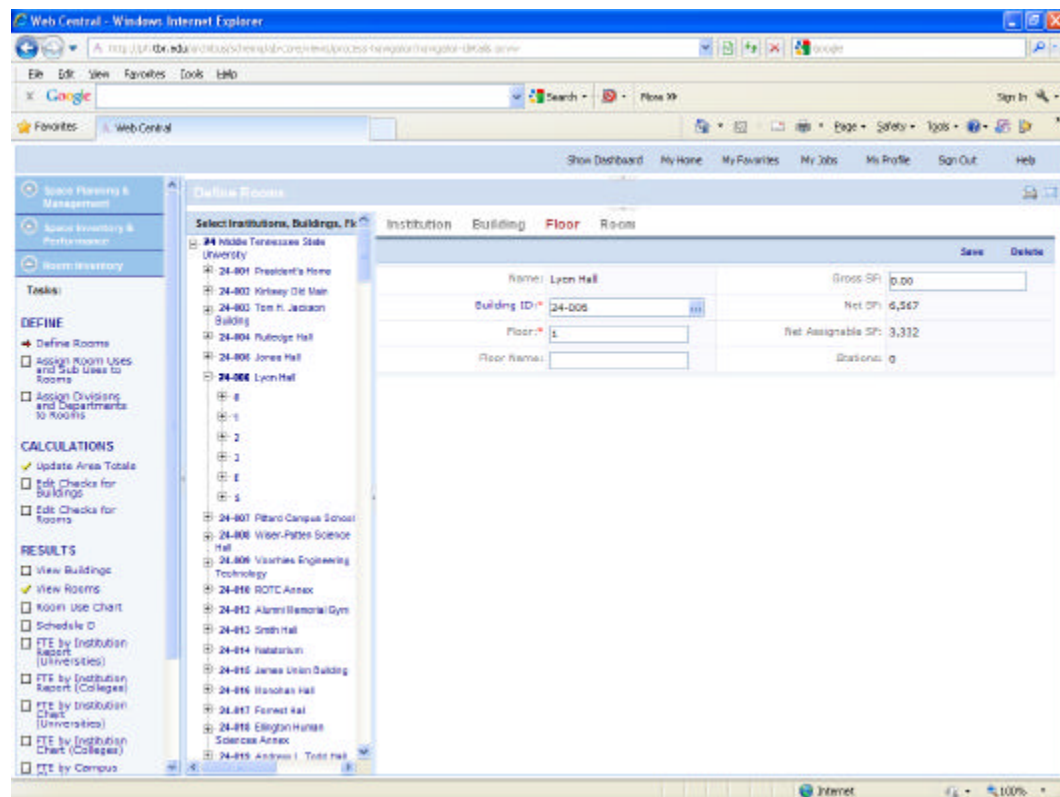
Calculated Replacement Costs is calculated using the standard cost/sqft associated with the Building Use times the Gross sqft. This is meant to be used as a guide for entering the "Estimated Replacement Costs". In most cases you should use the Calculated Replacement Costs when entering the Estimated Replacement Cost. Occasionally the Estimated Replacement Costs will differ from the calculated due to finishes or features that increase the value. In some cases the Estimated Replacement costs may even be lower than the calculated.

SAVE!

Anytime data is added or modified, always remember to hit the Save button in the top right corner of the form.

View/Edit Floor Data

To view or edit floor level information, click on the floor name in the Tree Panel. The floor data will be presented in the Detail Panel as shown in the image below where the data may be viewed and edited.



Other than the Floor itself, users are not required to track any data in the Floors table. A Floor Name may be entered but is not required as well as a Gross SF for the floor.

The Floor code must be unique to the building. For example, a building cannot have two first floors. If this were attempted, an error would occur when trying to save the record.

The Net SF and Net Assignable SF are summed up from the room records for the floor.

SAVE!

Anytime data is added or modified, always remember to hit the Save button in the top right corner of the form.

View/Edit Room Data

To view or edit room level information, click on the room name in the Tree Panel. The room data will be presented in the Detail Panel as shown in the image below where the data may be viewed and edited.

The screenshot shows the 'Web Central' application running in Internet Explorer. The 'Define Rooms' form is displayed, with the 'Room' tab selected. The form contains various fields for room information, including Name, Building ID, Floor, Room, Old Room ID, Room Name, SF (Manual), SF, Stations, Research Percent, Revenue Producing?, Comments, TSP #1, Campus #1, Campus #2, Room Use, Use Description, Room Sub Use, CIP Code, Taxonomy Code, Program Code, Division Code, Department Code, Agency Code, Furnishing Type Code, and Technology Type Code. The 'Room' field is highlighted in blue.

The room code must be unique to the floor. If this were attempted, an error would occur when trying to save the record.

Note that some of the data in this form has ellipses buttons ... and, therefore, must contain valid values. Always click on the ellipses button and pick from the list to ensure that you have entered a valid value.

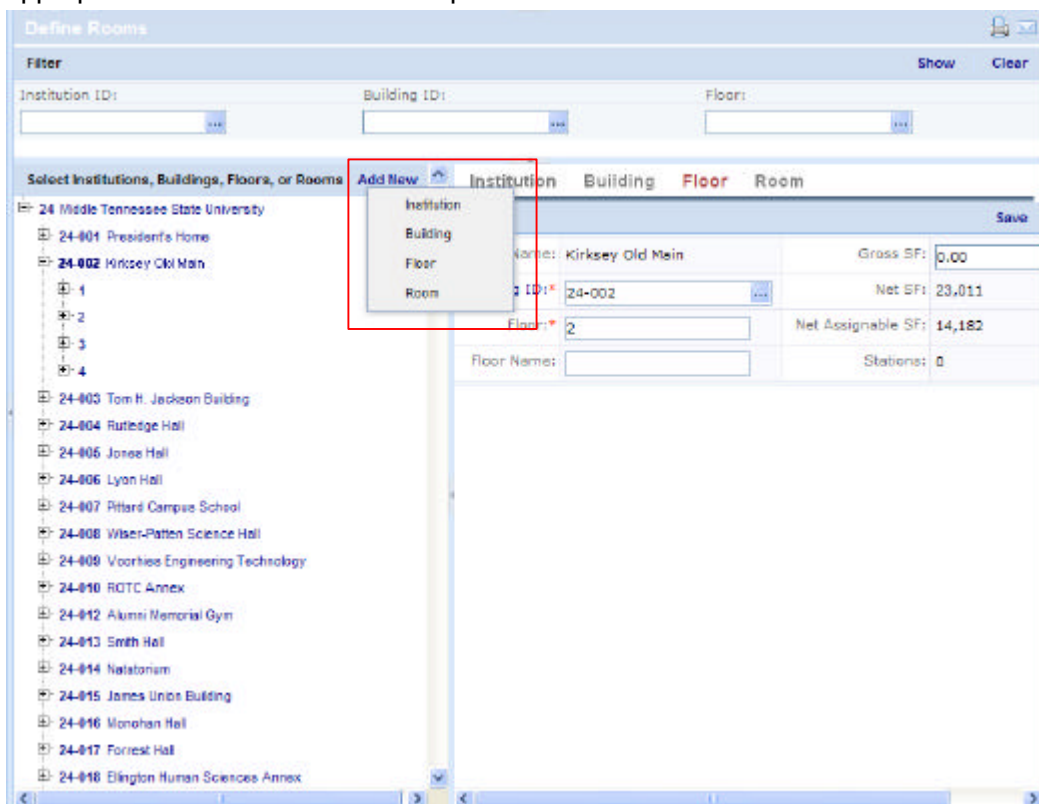
The Taxonomy Code field is for reference only. These codes were converted to the newer CIP codes. However, some of the Taxonomy codes were not correct and, therefore, did not convert so we added this view only field so the end user could see what the taxonomy code was to help them determine what the CIP code should be.

SAVE!

Anytime data is added or modified, always remember to hit the Save button in the top right corner of the form.

Adding New Buildings, Floors, and Rooms

To add a new building, floor or room, click on the "Add New" button as shown below and then make the appropriate choice. You will then be presented with a blank form in the Detail Panel.



Notes:

- Depending on your screen resolution, you may need to drag the right frame border of the Tree Panel over to the left in order to see the "Add New" button.
- You must click on the appropriate level in the Tree Frame before using this command. For example, if you are adding a floor to a building, you must have chosen the building for which

you wish to add a floor in the Tree Frame first. Likewise, if you are adding a room, you must choose the floor for which you wish to add a room in the Tree Frame first.

With this in mind, the building code will be pre-populated when adding a floor. The building code and floor code will be pre-populated when adding a room.

- When adding a new building, the Building ID must start with the Institution Code (THEC Campus ID) followed by a dash followed by the unique building code. For example, MTSU's THEC Campus ID is 24 so, as you will notice in the image above, all of these buildings start with a 24 and are followed by a dash and then the building code.

SAVE!

Anytime data is added or modified, always remember to hit the Save button in the top right corner of the form.

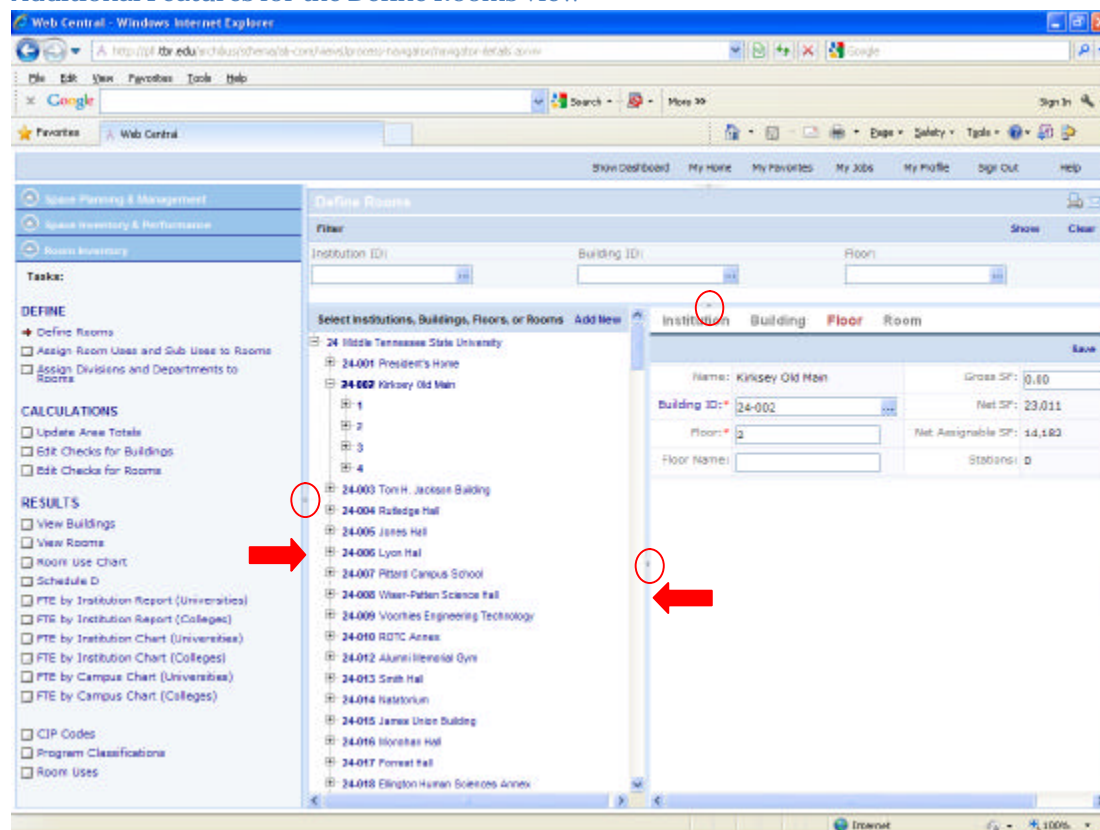
DELETE – you may also delete buildings, floors, and rooms by clicking on the Delete button.

CAUTION!

BEWARE that if you delete a building, you will delete all the floors and rooms associated with that building. Likewise, if you delete a floor, you will delete all the rooms associated with that floor.

If you are renumbering an existing building, simply change the Building ID. The new Building ID will cascade down to all the floors and rooms for that building. Do NOT delete it and add a new one if you are simply trying to rename it.

Additional Features for the Define Rooms view



Frame borders (see red arrows) can be adjusted by dragging them from side to side.

Complete **panels can be hidden** by clicking on the small arrow (see red circles) in the middle of the border. Click on the arrow again to unhide the panel. When working in this view, one might hide the navigation panel (left panel) to make more room for the Tree Panel and the Detail Panel and then unhide it when ready to open a different view.

Assign Room Uses and Sub Uses to Rooms

This view provides a graphical way to assign Room Uses. This is only available to those that have linked CAD drawings to the database. All others will need to update room uses via the "Define Rooms" view as described above or the "View Rooms" view described later in this document. This document will be updated with more detail on this view in an upcoming release.

Assign Divisions and Departments to Rooms

This view provides a graphical way to assign Divisions and Departments. This is only available to those that have linked CAD drawings to the database. All others will need to update room uses via the "Define Rooms" view as described above or the "View Rooms" view described later in this document. This document will be updated with more detail on this view in an upcoming release.

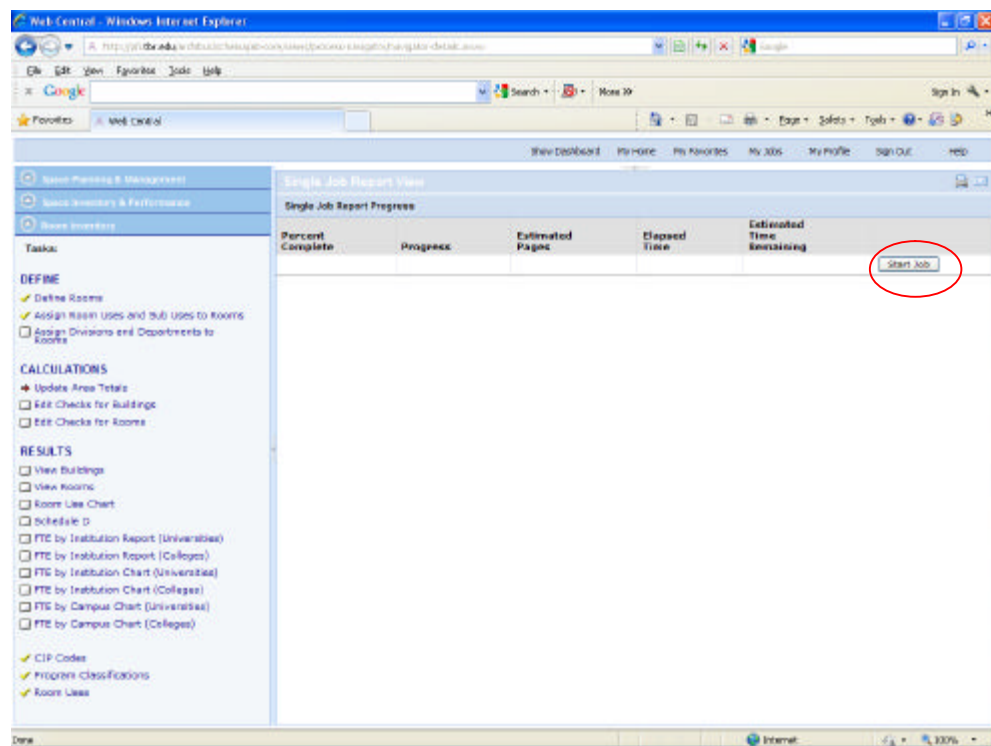
Calculations

Update Area Totals

This is an action that should be run after adding or updating data that effects building information such as square footage (assignable and net) and stations. Following is an explanation of the calculations performed:

1. Room: SF (Square Foot) will be updated by the value entered into SF (Manual).
2. Room to Floor: Sum of SF of rooms where the Room Use starts with "01" for a given floor = Net Assignable SF for the floor.
3. Room to Floor: Sum of SF of all rooms = Net SF for floor.
4. Room to Floor: Sum of Stations of rooms for a given floor = Stations for floor.
5. Floor to Building: Sum of Stations of floors = Stations for the Building.
6. Floor to Building: Sum of Net SF for floors for a given building = Net SF for the building.
7. Floor to Building: Sum of Net Assignable SF for floors for a given building = Net Assignable SF for the building.
8. Room to Building: Sum of rooms SF for a given building where Revenue Producing? = 2 or 3 = Revenue Area (PFI) for the building.
9. Building: Gross SF will be updated by the value entered in the Gross SF (Manual) field.

To perform these calculations, choose the "Update Area Calculations" task in the Navigator and then click on the "Start Job" button in the Detail Panel shown below and wait for the job to complete.



Edit Checks for Buildings

Edit Checks for Buildings shows potential problems with building data. Potential issues are explained below the image.

The screenshot shows the 'Building Edit Checks' table in the Web Central application. The table has the following columns: Building ID, Building Name, Building Use, Owner Code, Date Built, Date Occupied, Stations, Gross SF, Net SF, and Replacement Cost. The table lists buildings with IDs ranging from 24-004 to 24-072. The left sidebar shows navigation options: Space Planning & Management, Space Inventory & Performance, and Room Inventory. The Room Inventory section is expanded, showing tasks like 'DEFINE' (Define Rooms, Assign Room Uses and Sub Uses to Rooms, Assign Divisions and Departments to Rooms), 'CALCULATIONS' (Update Area Totals, Edit Checks for Buildings, Edit Checks for Rooms), and 'RESULTS' (View Buildings, View Rooms, Room Use Chart, Schedule D, FTE by Institution Report (Universities), FTE by Institution Report (Colleges), FTE by Institution Chart (Universities), FTE by Institution Chart (Colleges), FTE by Campus Chart (Universities), FTE by Campus Chart (Colleges), CIP Codes, Program Classifications, Room Uses).

Building ID	Building Name	Building Use	Owner Code	Date Built	Date Occupied	Stations	Gross SF	Net SF	Replacement Cost
24-004						0			
24-006						0			
24-013						0			
24-016						0			
24-020						0			
24-021						0			
24-023						0			
24-024						0			
24-026						0			
24-027						0			
24-028						0			
24-029						0			
24-037						0			
24-038						0			
24-039						0			
24-040						0			
24-047						0			
24-048						0			
24-049						0			
24-051						0			
24-052						0			
24-053						0			
24-055						0			
24-062						0			
24-063						0			
24-064						0			
24-065						0			
24-066						0			
24-067						0			
24-071						0			
24-072						0			

Building Name – if this field shows “name”, this means that the building name is blank for this building and will need to have a building name entered.

Building Use – If a building use is blank, this field will show “*” and will need to have a building use assigned.

Owner – Valid owner values are 1, 2, or 3. If there is an invalid value in this field, that value will be displayed. Otherwise it will be blank.

Date Built and Date Occupied – If these fields are blank or have invalid data, “date” will be displayed in these fields and need to be corrected.

Stations – if stations are 0 then “0” will be displayed.

Gross SF, Net SF, Replacement Cost – if any of these fields are 0 then a “0” will be displayed. These will need to be corrected.

A blank report means that no problems were found!

This view can be exported to aid in cleaning up the data. To export this data, choose the “DOC”, “PDF”, or “XLS” button in the top right corner of the view.

To make corrections, use the “Define Rooms” view described above or the “View Buildings” described later in this document.

Edit Checks for Rooms

Edit Checks for Rooms shows potential problems with room data. Potential issues are explained below the image.

Building ID	Floor	Room	Gross SF	Stations
14-132	1	111	0.00	0
14-132	1	118B	0.00	0
14-132	2	213	0.00	0
14-132	2	244	0.00	0
14-132	2	256	0.00	0
14-132	2	264	0.00	0
14-132	4	421	0.00	0
14-132	5	522	0.00	0
14-132	5	556	0.00	0
14-132	5	558	0.00	0
14-133	1	100A	0.00	0
14-135	1	101	0.00	0
15-100	1	137BB	0.00	0
23-003	0	001	0.00	0
23-003	0	008	0.00	0
23-003	0	010	0.00	0
23-003	0	011	0.00	0
23-003	0	012	0.00	0
23-003	0	019	0.00	0
23-003	1	100	0.00	0
23-003	1	101	0.00	0
23-003	1	102	0.00	0
23-003	1	103	0.00	0
23-003	1	112A	0.00	0
23-003	1	155	0.00	0
23-003	1	156	0.00	0
23-003	1	157	0.00	0
23-003	1	158	0.00	0
23-003	1	180	0.00	0
23-003	2	200	0.00	0
23-003	2	202	0.00	0
23-003	2	203	0.00	0

Gross SF – if this field is 0, then a “0” will be displayed.

Stations – if this field is 0, then a “0” will be displayed.

A blank report means that no problems were found!

This view can be exported to aid in cleaning up the data. To export this data, choose the “DOC”, “PDF”, or “XLS” button in the top right corner of the view.

To make corrections, use the “Define Rooms” view described above or the “View Rooms” described later in this document.

View Buildings

This view presents the building data in a tabular format for viewing or exporting to Excel. The data can also be sorted, filtered, and edited from this view.

Building ID	Short Name	Date Built	Year of Last Reno	Building Use	Gross Sq Ft 6/30/2012	Aux/Rev Sq Ft 6/30/2012	E&G Sq Ft 6/30/2012	FY 2013-2014 Gross Sq Ft	F 2013-2014 Gross Sq Ft
24-001	President's Home	1911		25	7,794.00	0.00	7,794.00	7,794.00	0
24-002	Kirksey Old Main	1911		10	83,705.00	0.00	83,705.00	83,705.00	0
24-003	Tom H. Jackson Bu	1911		10	8,224.00	0.00	8,224.00	8,224.00	0
24-004	Rutledge Hall	1911		50	21,600.00	21,600.00	0.00	21,600.00	2
24-005	Jones Hall	1921		10	39,855.00	0.00	39,855.00	39,855.00	0
24-006	Lyon Hall	1927		50	25,805.00	25,805.00	0.00	25,805.00	2
24-007	Pittard Campus Sc	1927		29	47,487.00	2,171.00	45,116.00	47,487.00	2
24-008	Wiser-Patten Scie	1932		11	41,116.00	0.00	41,116.00	41,116.00	0
24-009	Voorhes Engineer	1942		14	39,289.00	0.00	39,289.00	39,289.00	0
24-010	Rots Annex	1942		38	10,143.00	0.00	10,143.00	10,143.00	0
24-012	Alumni Memorial G	1950		15	70,737.00	0.00	70,737.00	70,737.00	0
24-013	Smith Hall	1951		50	38,511.00	38,511.00	0.00	38,511.00	3
24-014	Natatorium	1953		15	11,409.00	0.00	11,409.00	11,409.00	0
24-015	James Union Build	1952		29	58,354.00	15,825.00	42,529.00	58,354.00	1
24-016	Nonchan Hall	1954		50	20,644.00	20,644.00	0.00	20,644.00	2
24-017	Forrest Hall	1954		10	14,177.00	0.00	14,177.00	14,177.00	0
24-018	Ellington Human S	1958		10	10,276.00	0.00	10,276.00	10,276.00	0
24-019	Andrew L. Todd Ha	1958	2003	13	114,388.00	0.00	114,388.00	114,388.00	0
24-020	Seasley Hall	1959		50	20,139.00	20,139.00	0.00	20,139.00	2
24-021	Sims Hall	1959		50	21,541.00	21,541.00	0.00	21,541.00	2
24-022	Saunders Fine Art	1959		13	32,870.00	80.00	32,790.00	32,870.00	8
24-023	Reynolds Hall	1960		50	35,626.00	35,626.00	0.00	35,626.00	3
24-024	Schardt Hall	1960		50	35,658.00	35,658.00	0.00	35,658.00	3
24-025	Ellington Human S	1962		10	15,509.00	0.00	15,509.00	15,509.00	0
24-026	Mary Hall	1962		50	20,789.00	20,789.00	0.00	20,789.00	2
24-027	Mc Henry Hall	1962		50	20,988.00	20,988.00	0.00	20,988.00	2
24-028	Judd Hall	1963		50	22,104.00	22,104.00	0.00	22,104.00	2

Sorting

Click on a field's heading once to sort on that field in ascending order. Clicking on it a second time will sort it in descending order.

Filtering

To filter, hover with your mouse right below the Building ID until the following filter icons appear and click on the plus (+) sign.

Building ID	Short Name
24-002	Kirksey Old Main
24-003	Tom H. Jackson Bu

This will add blank text boxes below the field headings to use for filtering. Simply enter the value for which you want to filter in the appropriate column's filter text box and hit the enter key. For example, if

you just wanted to see buildings with a Building Use of “10”, enter “10” in the text box and hit enter and the data will be filtered to show just those buildings as shown below.

Year of Last Reno	Cost of Last Reno	SF of Bldg Reno	Stations	Off Campus Code	Building Use	Primary Use	Secondary Use
					10		
	0.00	0	0	24	10	Classroom	Office
	0.00	0	0	24	10	Office	Classroom
	0.00	0	0	24	10	Office	Classroom
	0.00	0	0	24	10	Lab	Office
	0.00	0	0	24	10	Lab	Office
	0.00	0	0	24	10	Office	Classroom
	0.00	0	121	24	10	Lab	Classroom
	0.00	0	0	24	10	Lab	Classroom
	0.00	0	0	24	10	Office	Classroom
	0.00	0	0	24	10	Classroom/Lab	Office
	0.00	0	0	24	10	Demonstration/Child Care	Office
	0.00	0	0	24	10	Office	Classroom/Lab
	0.00	0	0	24	10	Classroom	Office
	0.00	0	0	24	10	Greenhouse	Lab
	0.00	0	0	24	10	Lab	
	0.00	0	0	24	10	Police Office	
	0.00	0	0	24	10	Lab/Classroom	Office

To clear the filter either clear the value from the text box and hit enter OR click on the Clear filter icon.

Building ID	Old Building ID	Office
24-005	P0002	Kirkse
24-017	P0005	Jones
	P0017	Forres

NOTES:

- If the data is filtered when exporting to Excel, only that data will be exported.
- You may filter on multiple columns simultaneously.
- You may hide the Navigator pane by clicking on the little arrow at the center of the border.

24-01
24-01
24-01

Editing Building Data

In some cases, users might find it more convenient to edit building data from this view rather than the “Define Rooms” view. For example, one might be analyzing the data from this view and notice something that needs to be changed. Rather than going to the “Define Rooms” view and drilling down to the appropriate building, you can simply click on the Building ID for that record. Notice this field is a blue hotlink. Clicking on the Building ID will bring up an edit form allowing one to quickly edit the chosen building record as shown below.

Edit Building		Save	Delete
Institution ID:	24	Off Campus Code:	24
Building ID:	24-046	Building Use:	10
Old Building ID:	F0046	Primary Use:	Lab
Official Name:	Photography Building	Secondary Use:	Classroom
Short Name:	Photography Build	Ownership:	Owned Facility
Abbreviation:	FHO	Date Built:	1997
911 Address:	431 friendship Street	Date Occupied:	1998
City:	Murfreesboro	Gross SF (Manual):	11,873
County:	Rutherford	Gross SF:	11,873.00
State:	TN	Net SF:	10,455
Zip:	37132	Assignable Area:	8,187
Percent In Service Next Year:	100	Revenue Area (PFI):	0
Year of Last Renovation:		Estimated Replacement Costs:	2,374,600
Cost of Last Renovation:	0.00	Calculated Replacement Costs:	2,374,600.00
SF of Bldg Renovation:	0	Risk Mgmt ID:	356-00755
Stations:	0	Contents Value:	0
Construction Type:	4		
Comments:			
11	10/11	431 West College Street	431 West College Street
14.2	F0046	Nursing Building Addition	Nursing Building
			10/11
Close			

SAVE!

Anytime data is added or modified, always remember to hit the Save button in the top right corner of the form.

Delete – you may also delete buildings from this form.

CAUTION!

BEWARE that if you delete a building, you will delete all the floors and rooms associated with that building.

View Rooms

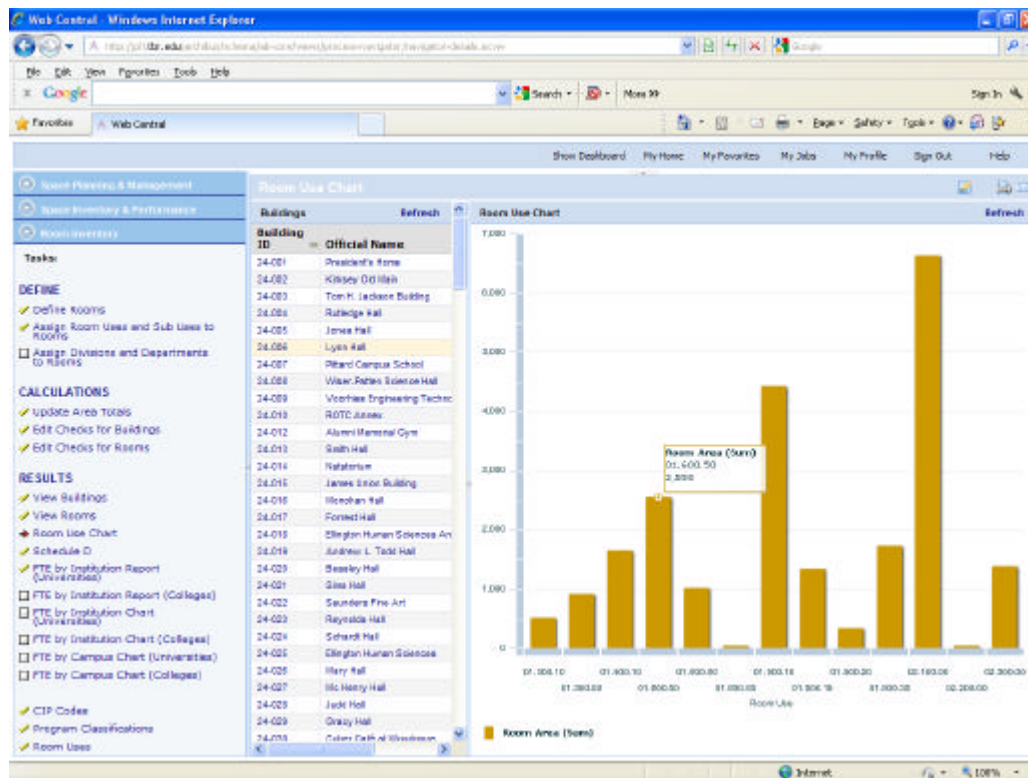
View Rooms shows the room data in a tabular format and functions the same as View Buildings (see View Buildings) with one exception. To edit a room record, click on the blue room code link.

Room Use Chart

The Room Use Chart displays a chart of room uses.

NOTES:

- When the view is first accessed, the chart displays institution wide data.
- Click on a building in the middle pane to view a chart for the chosen building.
- Hovering over a bar in the chart brings up a popup with more detail.



Schedule D

The Schedule D view is compiled from building data and is not editable. However, you may Sort, Filter, and Export this data (See Building View for details).

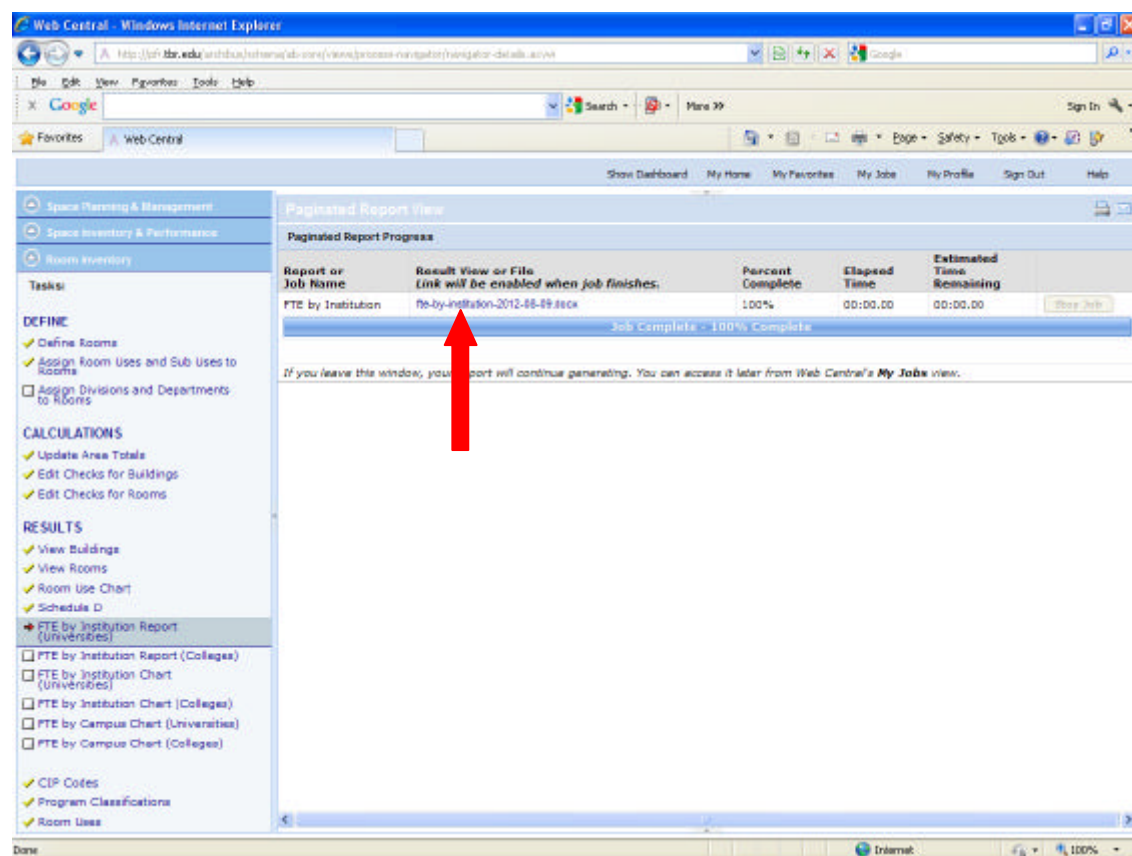
Building ID	Short Name	Date Built	Year of Last Remo	Building Use	Gross Sq Ft 6/30/2012	Aux/Rev Sq Ft 6/30/2012	E&G Sq Ft 6/30/2012	FY 2013-2014 Gross Sq Ft	FY 2013-2014 Aux/Rev Sq Ft
24-001	President's Home	1911		29	7,794.00	0.00	7,794.00	7,794.00	0.00
24-002	Kirksey Old Main	1911		10	83,705.00	0.00	83,705.00	83,705.00	0.00
24-003	Tom H. Jackson Bu	1911		16	8,224.00	0.00	8,224.00	8,224.00	0.00
24-004	Rutledge Hall	1911		50	21,600.00	21,600.00	0.00	21,600.00	21,600.00
24-005	Jones Hall	1921		10	39,855.00	0.00	39,855.00	39,855.00	0.00
24-006	Lyon Hall	1927		50	25,805.00	25,805.00	0.00	25,805.00	25,805.00
24-007	Pittard Campus Sc	1927		29	47,487.00	2,371.00	45,116.00	47,487.00	2,371.00
24-008	Wisen-Patten Sole	1932		11	41,116.00	0.00	41,116.00	41,116.00	0.00
24-009	Voorhies Engineer	1942		14	39,289.00	0.00	39,289.00	39,289.00	0.00
24-010	Roto Annex	1942		29	10,143.00	0.00	10,143.00	10,143.00	0.00
24-012	Alumni Memorial G	1950		15	70,737.00	0.00	70,737.00	70,737.00	0.00
24-013	Smith Hall	1951		50	38,511.00	38,511.00	0.00	38,511.00	38,511.00
24-014	Natatorium	1953		15	11,409.00	0.00	11,409.00	11,409.00	0.00
24-015	James Union Build	1952		29	58,354.00	15,825.00	42,529.00	58,354.00	15,825.00
24-016	Monahan Hall	1954		50	28,844.00	28,844.00	0.00	28,844.00	28,844.00
24-017	Forrest Hall	1954		10	14,177.00	0.00	14,177.00	14,177.00	0.00
24-018	Ellington Human S	1928		10	10,276.00	0.00	10,276.00	10,276.00	0.00
24-019	Andrew L. Todd Ha	1958	2003	13	114,388.00	0.00	114,388.00	114,388.00	0.00
24-020	Beasley Hall	1959		50	20,139.00	20,139.00	0.00	20,139.00	20,139.00
24-021	Sims Hall	1959		50	21,541.00	21,541.00	0.00	21,541.00	21,541.00
24-022	Saunders Fine Art	1959		13	32,870.00	80.00	32,790.00	32,870.00	80.00
24-023	Reynolds Hall	1960		50	35,826.00	35,826.00	0.00	35,826.00	35,826.00
24-024	Schardt Hall	1960		50	35,858.00	35,858.00	0.00	35,858.00	35,858.00
24-025	Ellington Human S	1962		10	15,509.00	0.00	15,509.00	15,509.00	0.00
24-026	Mary Hall	1962		50	20,789.00	20,789.00	0.00	20,789.00	20,789.00
24-027	Mc Henry Hall	1962		50	20,988.00	20,988.00	0.00	20,988.00	20,988.00
24-028	Judd Hall	1963		50	22,104.00	22,104.00	0.00	22,104.00	22,104.00

FTE Reports

The FTE reports are “paginated” reports. These reports are exported directly to MS Word when the task is chosen in the Navigator. To open the report, click on the task in the Navigator and then, once the job is complete, click on the blue link for the Result File as indicated below by the red arrow.

This report benchmarks square footage by FTE for 6 major categories:

- Classroom
- ClassLab
- OpenLab
- Research
- Office
- Library
- PhysEd



Results



FTE by Institution

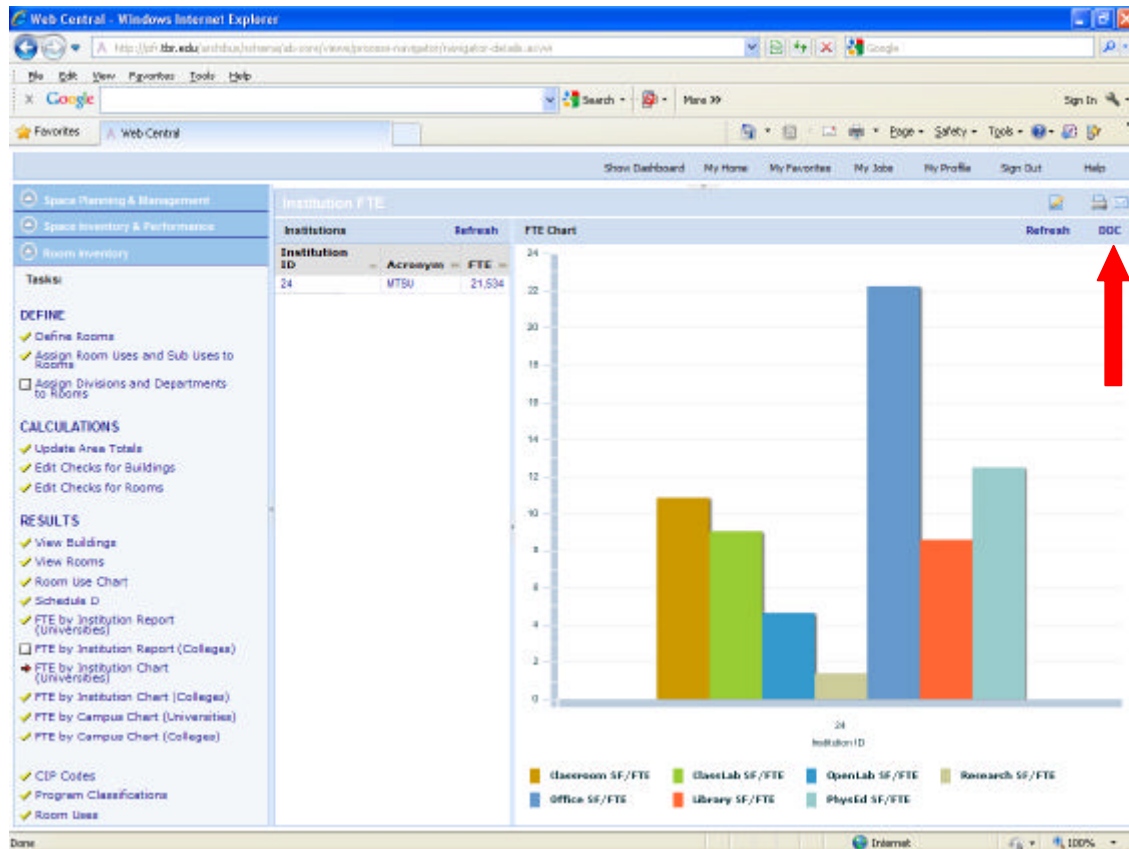
Page 1 of 1
August 9, 2012

Institution ID	Acronym	Classroom SF/FTE	ClassLab SF/FTE	OpenLab SF/FTE	Research SF/FTE	Office SF/FTE	Library SF/FTE	PhysEd SF/FTE
24	MTSU	10.88	9.06	4.66	1.41	22.23	8.61	12.47
Campus Code	Campus Name	Classroom SF/FTE	ClassLab SF/FTE	OpenLab SF/FTE	Research SF/FTE	Office SF/FTE	Library SF/FTE	PhysEd SF/FTE
24	Main Campus	10.88	9.06	4.66	1.41	22.23	8.61	12.47

FTE Charts

Similar to the FTE Reports, this data is presented as a chart. This chart may be exported to MS Word by clicking on the "DOC" button indicated by the red arrow in the image below.

There are two versions of these charts. One that aggregates the data by institution and one by campus.



CIP Codes

This report is not editable and is available for reference.

You may sort, filter, and export this data (see View Buildings).

Filtering Tip: When filtering, the results will show any records that **contain** the value entered in the filter text box. For example, if one were to search for all CIP codes for non-assignable space (those starting with 02) by filtering on 02 in the CIP Code filter text box, they would get any CIP Codes with “02” anywhere in the code. In other words, 01.0102 and 01.0205 would show up in their results. In this case, it would be best to filter on 02. (Include the dot).

Web Central - Windows Internet Explorer

http://ol.tbr.edu/archibus/chen/ash-core/views/process/navigation/navigation-details.aspx

File Edit View Favorites Tools Help

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Web Central

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Space Planning & Management

Space Inventory & Performance

Room Inventory

Tasks:

DEFINE

- Define Rooms
- Assign Room Uses and Sub Uses to Rooms
- Assign Divisions and Departments to Rooms

CALCULATIONS

- Update Area Totals
- Edit Checks for Buildings
- Edit Checks for Rooms

RESULTS

- View Buildings
- View Rooms
- Room Use Chart
- Schedule D
- FTE by Institution Report (Universities)
- FTE by Institution Report (Colleges)
- FTE by Institution Chart (Universities)
- FTE by Institution Chart (Colleges)
- FTE by Campus Chart (Universities)
- FTE by Campus Chart (Colleges)

CIP Codes

- Program Classifications
- Room Uses

CIP Codes

Refresh DOCX XLS DATA

Page 1 of 4 Next >>

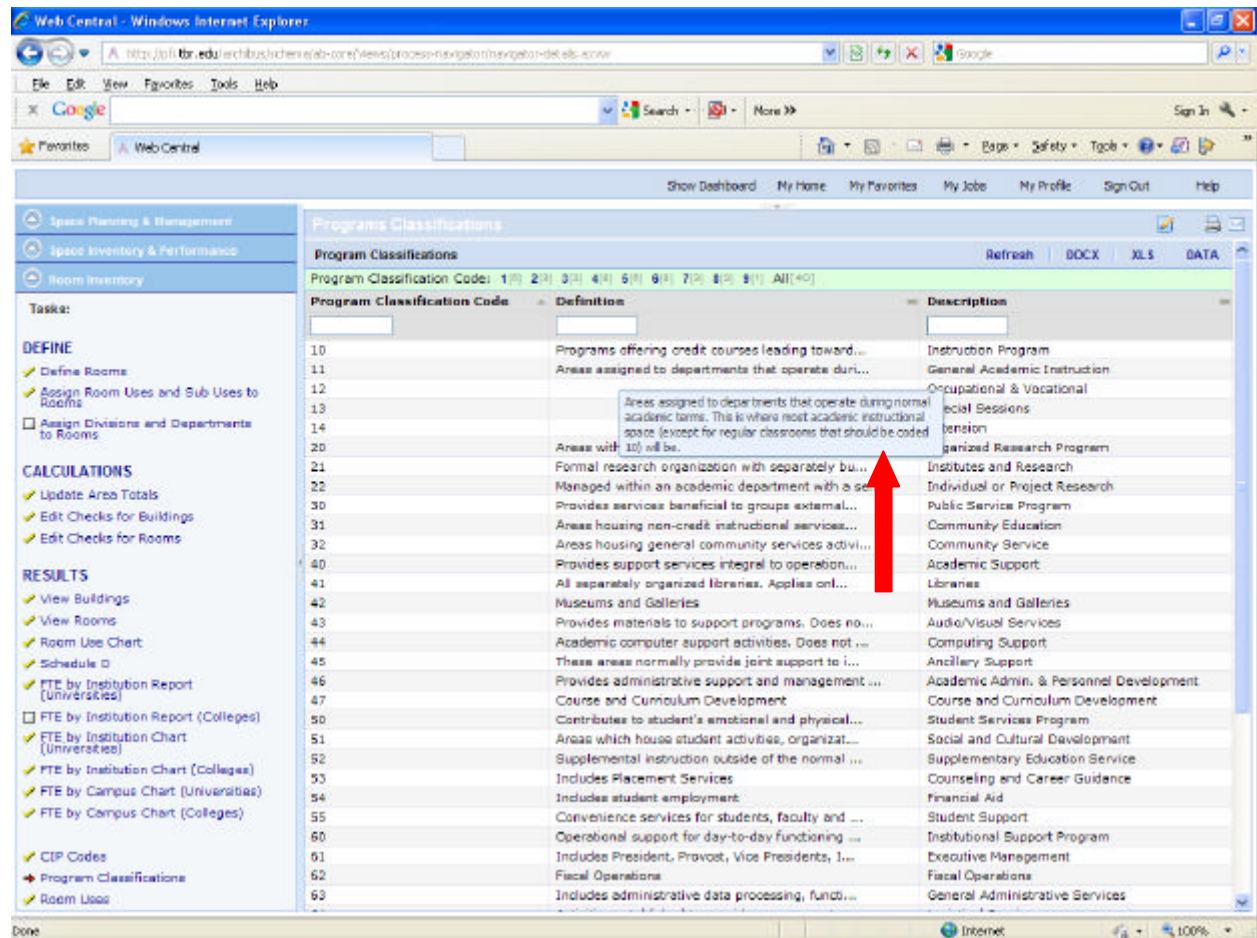
CIP Code	CIP Description	Regis Code	Regis Description
01.0000	Agriculture, General.	5601	Agriculture, Pre-Baccalaureate Liberal Arts
01.0101	Agricultural Business and Management, General.	0110	Agricultural and Farm Management
01.0102	Agribus/Agri Bus Operations	NEW	
01.0103	Agricultural Economics.	0111	Agricultural Economics
01.0104	Farm/Farm / Ranch Mgmt	NEW	
01.0105	Agri/Farm Supplies Retail/Whol	NEW	
01.0106	Agri Business Technology	NEW	
01.0199	Agri Business / Mgmt	NEW	
01.0201	Agri Mechanization	NEW	
01.0204	Agri Power Machinery Operation	NEW	
01.0205	Agri Mechanics/Equip/Mach Tech	NEW	
01.0299	Agri Mechanization	NEW	
01.0301	Agri Production Operations Gen	NEW	
01.0302	Animal/Livestock Husbandry/Prod	NEW	
01.0303	Aquaculture	NEW	
01.0304	Crop Production	NEW	
01.0306	Dairy Husbandry/Production	NEW	
01.0307	Horse Husbandry/Equin Sci/Mgmt	NEW	
01.0308	Agroecology / Sust Agr	NEW	
01.0309	Viticulture and Enology	NEW	
01.0399	Agri Prod Operations	NEW	
01.0401	Agri/Food Products Processing	NEW	
01.0504	Dog/Pet/Animal Grooming	NEW	
01.0505	Animal Training	NEW	
01.0507	Equestrian/Equine Studies	NEW	
01.0508	Taxidermy/Taxidermist	NEW	
01.0599	Agriculture/Domestic Anml Srvc	NEW	
01.0601	Applied Horticult/Hort Oper Gn	NEW	
01.0603	Ornamental Horticulture.	0109	Ornamental Horticulture (Floriculture, Nursery ...

Program Classifications

This report is not editable and is available for reference.

You may sort, filter, and export this data (see View Buildings).

TIP: For fields that aren't wide enough to show the complete value as is the case with the Definitions field in this view, you can hover over the field and a pop up will appear showing the full text.



The screenshot shows the Web Central interface in a Windows Internet Explorer browser. The main content area displays the "Program Classifications" report. The report has a table with three columns: "Program Classification Code", "Definition", and "Description". The "Definition" column is narrow, and a tooltip is shown when hovering over a cell, displaying the full text of the definition. A red arrow points to the tooltip.

Program Classification Code	Definition	Description
10	Programs offering credit courses leading toward...	Instruction Program
11	Areas assigned to departments that operate duri...	General Academic Instruction
12		Occupational & Vocational
13	Areas assigned to departments that operate during normal academic terms. This is where most academic instructional space (except for regular classrooms that should be coded 10) will be.	Special Sessions
14		Extension
20	Areas with	Organized Research Program
21	Formal research organization with separately bui...	Institutes and Research
22	Managed within an academic department with a se...	Individual or Project Research
30	Provides services beneficial to groups external...	Public Service Program
31	Areas housing non-credit instructional services...	Community Education
32	Areas housing general community services activi...	Community Service
40	Provides support services integral to operation...	Academic Support
41	All separately organized libraries. Applies onl...	Libraries
42	Museums and Galleries	Museums and Galleries
43	Provides materials to support programs. Does no...	Audio/Visual Services
44	Academic computer support activities. Does not ...	Computing Support
45	These areas normally provide joint support to i...	Ancillary Support
46	Provides administrative support and management ...	Academic Admin. & Personnel Development
47	Course and Curriculum Development	Course and Curriculum Development
50	Contributes to student's emotional and physical...	Student Services Program
51	Areas which house student activities, organizat...	Social and Cultural Development
52	Supplemental instruction outside of the normal ...	Supplementary Education Service
53	Includes Placement Services	Counseling and Career Guidance
54	Includes student employment	Financial Aid
55	Convenience services for students, faculty and ...	Student Support
60	Operational support for day-to-day functioning ...	Institutional Support Program
61	Includes President, Provost, Vice Presidents, I...	Executive Management
62	Fiscal Operations	Fiscal Operations
63	Includes administrative data processing, fund...	General Administrative Services

Room Uses

This report is not editable and is available for reference.

You may sort, filter, and export this data (see View Buildings).

Web Central - Windows Internet Explorer

http://pl.ttu.edu/architects/ab-core/Views/process/navigation-detail-ss.aspx

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Web Central

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Room Inventory

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- FTE by Campus Chart (Universities)
- FTE by Campus Chart (Colleges)
- CIP Codes
- Program Classifications
- Room Uses

Room Uses

Room Use: 0(219) All(249)

Refresh DOCX XLS DATA

Room Use	Description	Old Room Use
01.000.50	Inactive Area	050
01.000.60	Alteration or Conversion Area	060
01.000.70	Unfinished Area	070
01.100.10	Classroom	110
01.100.15	Classroom Service	115
01.200.10	Class Laboratory	210
01.200.15	Class Laboratory Service	215
01.200.20	Open Laboratory	220
01.200.25	Open Laboratory Service	225
01.200.50	Research/non-class Laboratory	250
01.200.55	Research/non-class Laboratory Service	255
01.300.10	Office	310
01.300.15	Office Service	315
01.300.50	Conference Room	350
01.300.55	Conference Room Service	355
01.400.10	Study Room	410
01.400.20	Stack	420
01.400.30	Open-Stack Study Room	430
01.400.40	Processing Room	440
01.400.55	Study Service	455
01.500.10	Armory	510
01.500.15	Armory Service	515
01.500.20	Athletic or Physical Education	520
01.500.23	Athletic Facilities Spectator Seating	523
01.500.25	Athletic or Physical Education Service	525
01.500.30	Media Production	530
01.500.35	Media Production Service	535
01.500.40	Clinic	540
01.500.45	Clinic Service	545

Additional Information

Correcting Floor Codes

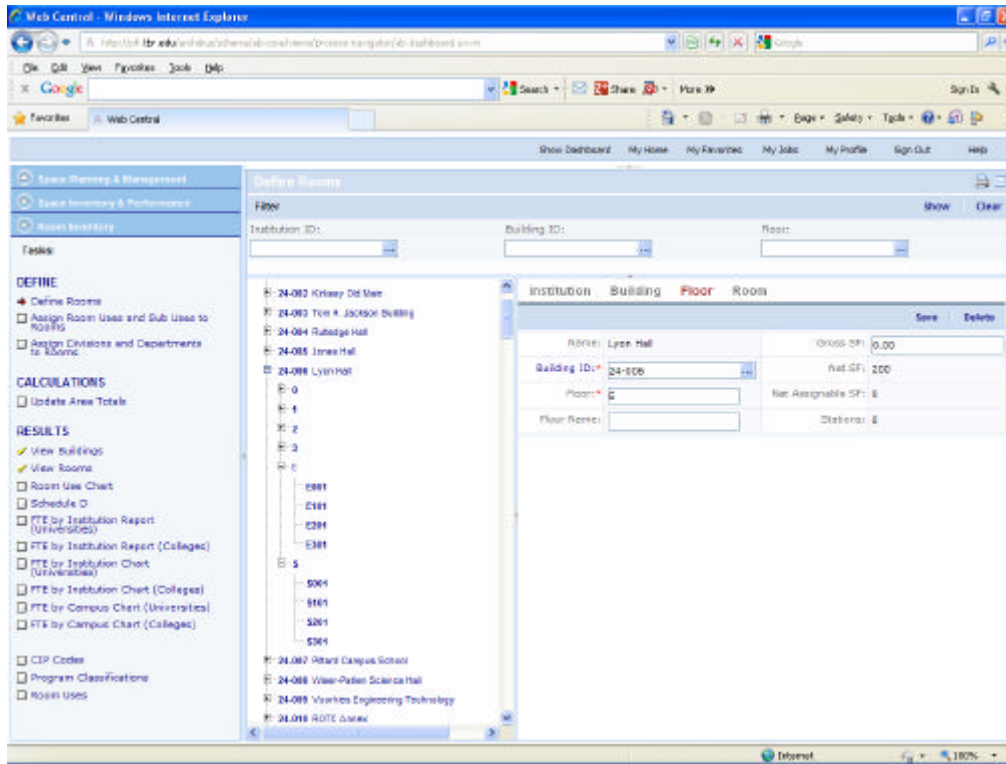
Some room's floor codes are not correct due to fact that the previous system did not track floors and, therefore, there were no floor to import. The new system requires a valid floor code for each room. To accomplish this during the process of importing the data from the old system to the new system, floors were created and assigned to rooms based on the first character of the room number. In other words, a second floor (2) was created and assigned to room "201". This is the most logical way to determine the floor code for import purposes as, typically, rooms on the 3rd floor begin with 3, rooms on the 4th floor begin with 4, and so on.

However, this is not always the case. There are rooms that begin with 0 and, therefore, a floor 0 is created and that room is assigned to it. There are rooms prefixed with alpha characters so room number D305 would be on an invalid floor called "D". This is a very small percentage of rooms but each institution is likely to have this issue for some rooms.

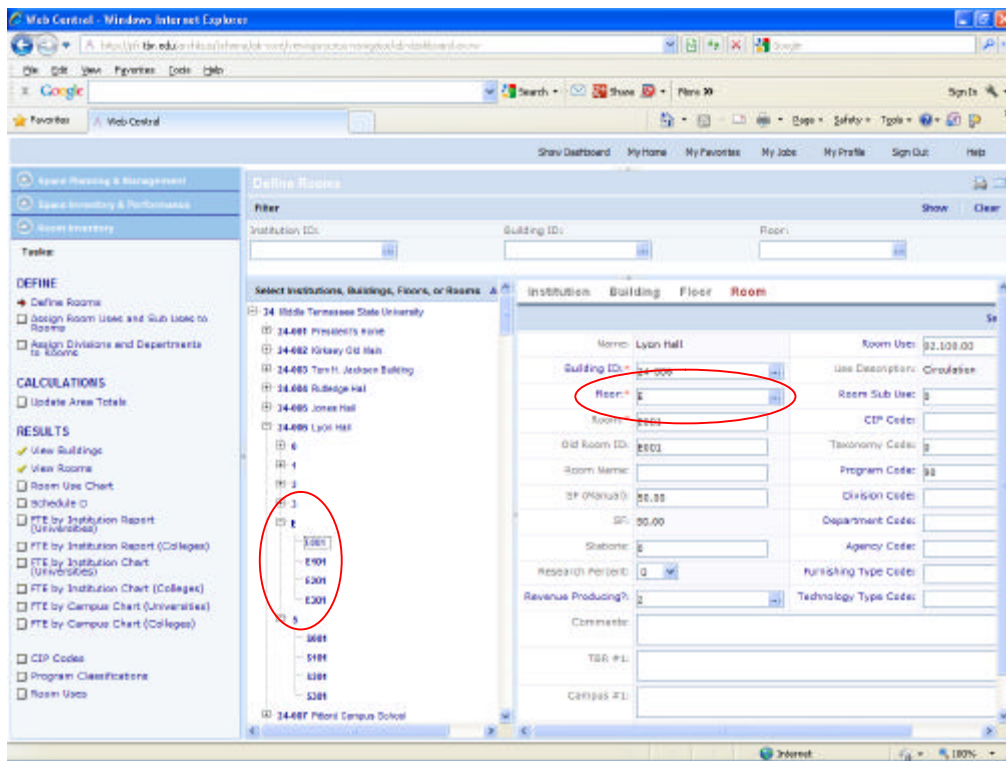
It is important to correct this data. Remember, however, that if you delete a floor record, you will delete all the rooms assigned to that floor. So you must first correct the floor codes of all the room records associated with an invalid floor and then the floor can safely be deleted.

To find and correct these, use the "Define Rooms" task.

1. Click on the plus sign (+) to the left of the institution to drill down to the building level.
2. Then, starting with the first building, click on the plus sign to the left of the building to drill down to the floor level.
3. Look for unlikely or invalid floors in this list. If found, click on the plus sign to the left of the floor code in question to drill down to and review the rooms for that floor. In the image below, you will see that we did not find any invalid floors until we made it to Lyon Hall where we have an "E" floor and an "S" floor.

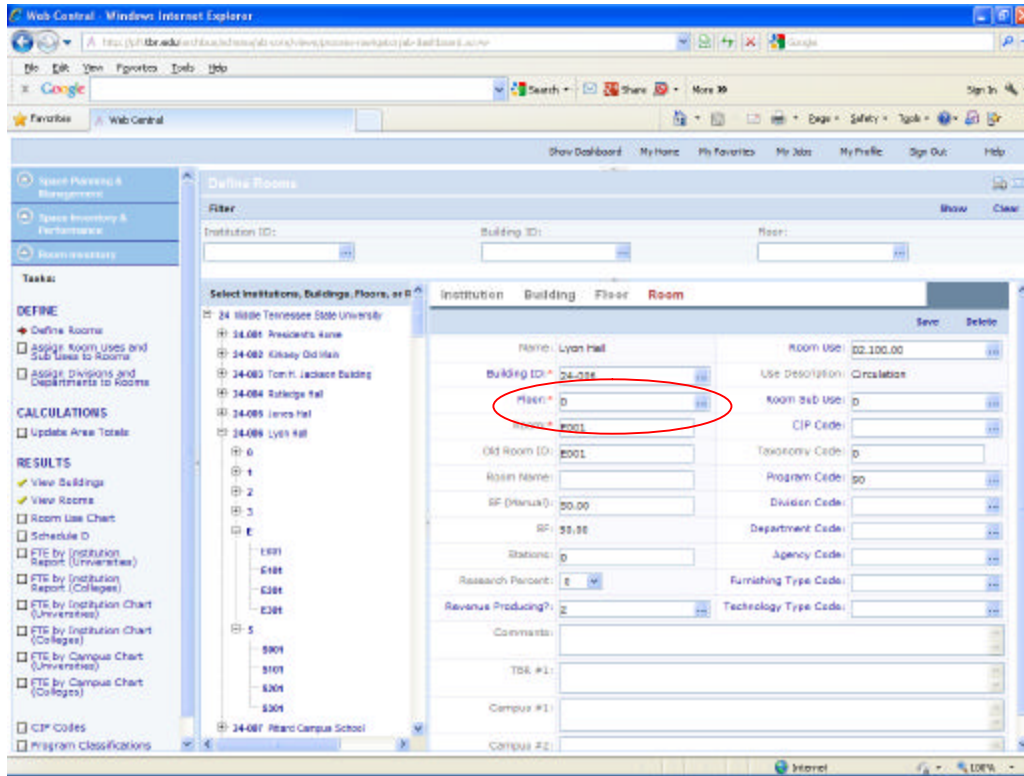


- Click on the first room on that floor which, in this case, is "E001" to show its data in the detail panel.



5. Edit the room's floor code by clicking on the ellipses button to the right of the floor field and pick the correct floor from the list. In this case, we know that "E001" is on floor "0".

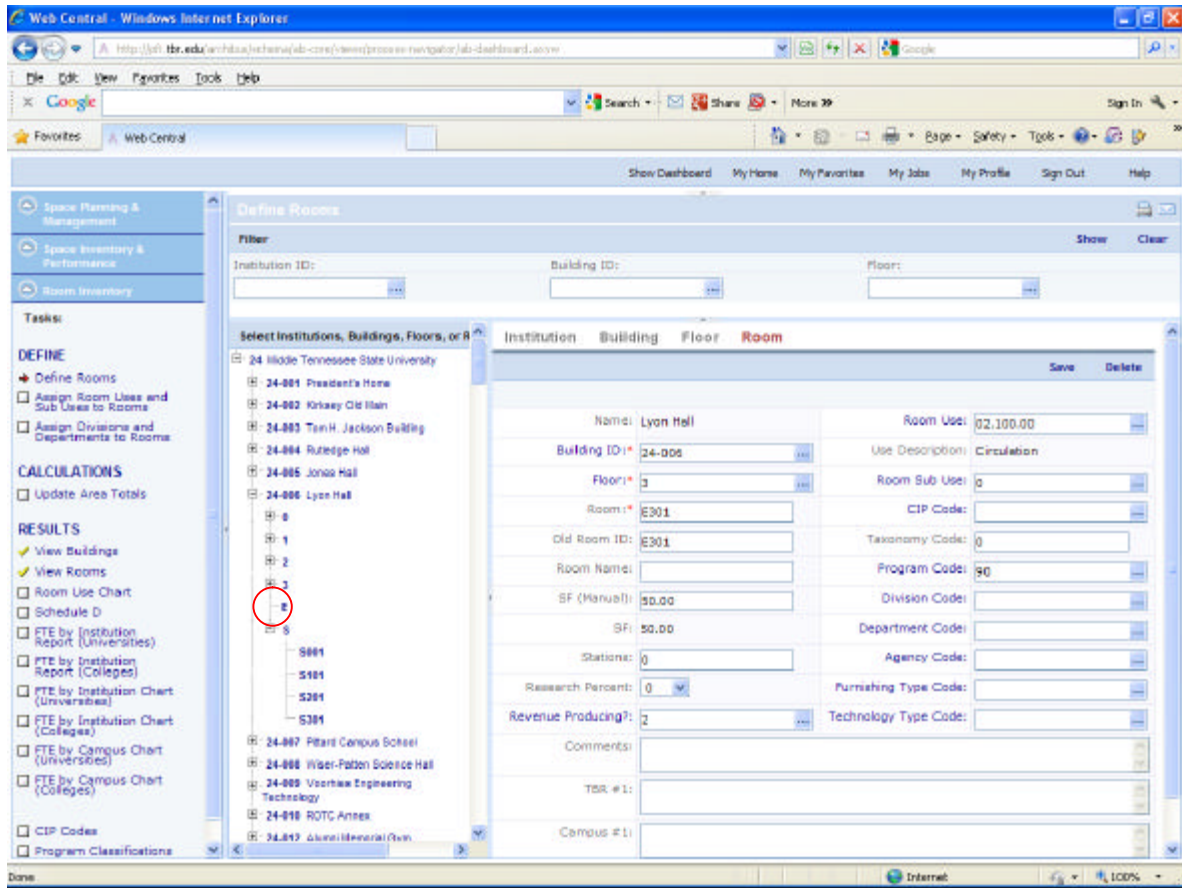
Don't forget to SAVE!



After saving, "E001" disappears from beneath floor "E" in the tree panel because it is now under floor "0".

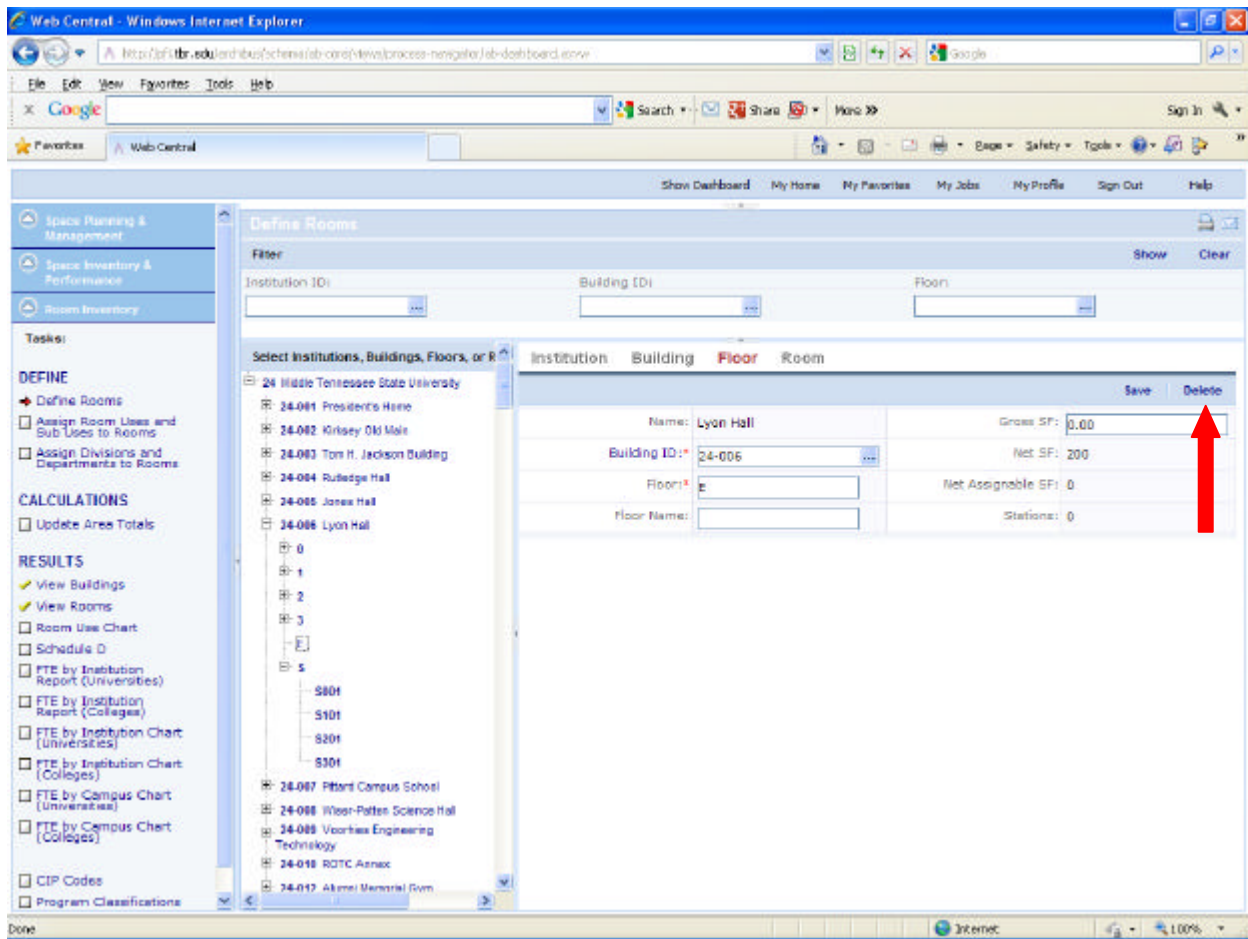
6. Repeat this process for the rest of the rooms under the invalid floor.
7. Once all room records for the invalid floor have been changed, you will see no rooms listed below that floor.

In fact, that floor will no longer show a plus sign to the left of it because there are no rooms to drill down to as shown in the image below.

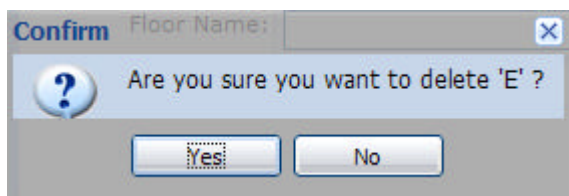


8. Once all of the rooms for a given floor have been corrected, click on the floor code in the tree panel to pull it up in the detail panel and delete it (below).

NOTE: Be sure you have corrected all of the rooms (i.e. there is no plus sign to the left of the floor code in the tree frame as in our example above) before deleting the floor.



You will be asked to confirm the deletion.



Choose yes.

9. Repeat this process for the rest of the buildings.