



# UTAH SYSTEM OF HIGHER EDUCATION

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## SPACE INVENTORY - BUILDING SUBMISSION FILE

Version: June 2, 2021  
2021-2022 Submission Year

Space is one of the primary resources of an educational institution. Creating and maintaining an accurate space inventory file is important to provide answers to such questions about how much space is available, what kind of space is it, to whom is it assigned, how adequate is it in terms of amount and condition, how effectively is it being utilized and maintained, etc. The information allows institutions and other vested interests to assess the adequacy of their current space and allows them to plan for future needs.

The inventory should include buildings that are under the jurisdiction or control of the institution's governing board, regardless of their location. Where the institution occupies space in buildings not owned by the institution or that is shared with other tenants, include in the inventory only that portion of the building leased or controlled by the institution and its pro rata share of gross, assignable area and non-assignable area.

### **File Description:**

The Space Inventory File is a data base that is available to be used for a variety of purposes:

1. It is the foundation of the "Needs Analysis" component of the annual USHE Capital Development Prioritization (CDP) Process (see Board Policies R741 & R743).
2. It contains the space data needed for Space Utilization analysis.
3. It contains the space data needed for allocations as described in Policy 742
4. It provides data pertaining to physical obsolescence of buildings and functional viability of the spaces contained therein.
5. It contains the space data that can be used in a variety of space related studies.
6. File should reflect space as of the end of the previous fiscal year – June 30, 2021

### **Building Definition:**

Institutions will normally exclude various minor structures from their inventory based on various criteria. As guidelines, separate, minor structures should be included in the inventory if all of the following criteria are met: 1) they are attached to a foundation; 2) They are roofed; 3) They are serviced by a utility, exclusive of lighting; and 4) they are a source of significant maintenance and repair activities. Example: Information booth which is roofed, attached to a concrete pad, with lights and at least one other utility service, and on a regular maintenance schedule. An example not meeting the above criteria is a bus shelter, which is roofed and attached to a concrete sidewalk, but which has only lights as a utility service.

**Submission Schedule:**

The file must be submitted to Utah Board of Higher Education as follows:

| <u>Data</u>     | <u>1<sup>st</sup> Submission</u> | <u>Verification</u> |
|-----------------|----------------------------------|---------------------|
| Space Inventory | October 29th                     | November 5th        |

**Format of Submission:**

Institutions should provide OCHE with a single, pipe delimited ASCII file in which each individual record represents an individual building for both owned and leased space. Institutions will provide the following data elements for each record:

**Data Elements:**

See Elements B-01 through B-15 for specific format information.

\*Denotes a required element

|  |      |
|--|------|
| *Institution   | B-01 |
| *Site Location (main campus, branch campus, or other site) | B-02 |
| *Ownership (owned, lease/purchase, leased, etc.)           | B-03 |
| *Year Submission   | B-04 |
| *Building Name   | B-05 |
| *Building Number   | B-06 |
| *Building Abbreviation                                     | B-07 |
| Year Constructed   | B-08 |
| Year Remodeled   | B-09 |
| Replacement Cost   | B-10 |
| Building Condition   | B-11 |
| Gross Area   | B-12 |
| Cost Myr   | B-13 |
| State Building Risk Number                                 | B-14 |
| Auxiliary  | B-15 |

**Submission File Usage:**

The Space Inventory-Building Data Submission File will be used to provide a quantified assessment of capital facilities needs in the Utah System of Higher Education, support the calculation of space utilization, inter-institutional comparisons, and distribution of funds allocated thru SB102 (Dedicated Capital Development Funds).

**Submission File Naming Convention:**

The Space Inventory-Building Data Submission File should be named as follows:

School short name (hyphen) year of submission file+

|                                 |                          |
|---------------------------------|--------------------------|
| University of Utah:             | uu-B-2021                |
| Utah State University:          | usu-B-2021               |
| Weber State University:         | wsu-B-2021               |
| Southern Utah University:       | suu-B-2021               |
| Snow College:                   | snow-B-2021              |
| Dixie State University:         | dixie-B-2021             |
| Utah Valley University :        | uvsc-B-2021              |
| Salt Lake Community College:    | slcc-B-2021              |
| Bridgerland Technical College   | BridgerlandTech-B-2021   |
| Davis Technical College:        | Davis Tech-B-2021        |
| Dixie Technical College:        | Dixie Tech-B-2021        |
| Mountainland Technical College: | Mountainland Tech-B-2021 |

Ogden-Weber Technical College:  
Southwest Technical College:  
Tooele Technical College:  
Uintah Basin Technical College:

Ogden-Weber Tech-B-2021  
Southwest Tech-B-2021  
Tooele Tech-B-2021  
UintahBasin Tech-B-2021

**Additional Explanations:**

# UTAH SYSTEM OF HIGHER EDUCATION (USHE)

## Data Element Dictionary

*Space Inventory - Building* -- Version: June 2, 2021

Element: **B-01**

**ELEMENT NAME:** Institution

**FIELD NAME:** B\_INST

**FIELD FORMAT:** Varchar, 6 Characters

**DEFINITION:** The FICE (Federal Interagency Committee on Education) Code or Campus code (UCAT only) used to identify the higher education institution.

| Field Value | Field Attributes and Examples  | Effective Date   |
|-------------|--------------------------------|------------------|
| 3675        | University of Utah             | June 15, 1998    |
| 3677        | Utah State University          | June 15, 1998    |
| 3680        | Weber State University         | June 15, 1998    |
| 3678        | Southern Utah University       | June 15, 1998    |
| 3679        | Snow College                   | June 15, 1998    |
| 3671        | Dixie State University         | October 16, 2020 |
| 4027        | Utah Valley University         | October 16, 2020 |
| 5220        | Salt Lake Community College    | June 15, 1998    |
| 44          | Ogden-Weber Technical          | October 16, 2020 |
| 45          | Bridgerland Technical College  | October 16, 2020 |
| 47          | Uintah Basin Technical College | October 16, 2020 |
| 48          | Davis Technical College        | October 16, 2020 |
| 61          | Mountainland Technical College | October 16, 2020 |
| 62          | Southwest Technical College    | October 16, 2020 |
| 64          | Tooele Technical College       | October 16, 2020 |
| 65          | Dixie Technical College        | October 16, 2020 |

**COMMENTS:** As institutions are added to the data base, their existing FICE code will be used.  
Last modified October 16, 2020

**REFERENCE:**

**VALIDATION TABLE:** Reference.dbo.Inst

# UTAH SYSTEM OF HIGHER EDUCATION (USHE)

## Data Element Dictionary

### *Space Inventory - Buildings* – Version: June 2, 2021

Element: **B-02**

**ELEMENT NAME:** Site Location

**FIELD NAME:** B\_LOCATION

**FIELD FORMAT:** Varchar, 3 Characters

**DEFINITION:** This field has been established to identify the campus location or other site where the space is located.

MC- Primary headquarters for the institution.

RP- Institutionally allocated spaces that can generate, attract and retain science and technology companies and talent in alignment with sponsoring research institutions that include universities, as well as public, private and federal research laboratories.

BC- Permanent location geographically removed from main campus. Must have some complete, or nearly complete academic programs, resident faculty members, and offer services on site to support faculty and students.

IC- Location geographically apart from the main campus. Only a portion of complete programs offered, with minimal or not faculty and support services provided.

OIS- Geographically apart from main campus. Must offer at least one course for credit/ or non-credit instruction.

DEC- Owned or leased facilities that are geographically apart from main, branch, or instructional campuses. All courses facilitated are completed entirely by distance learning, with no in-person faculty.

SPC- Geographically apart from the main campus. Must provide a clearly defined program or service, but typically not instructional courses or programs (e.g. research, cooperative extension, or community service).

SPS- Other sites geographically removed from the main campus that provide services of educational nature that are other than instruction, research, or administration.

| Field Value | Field Attributes and Examples | Effective Date |
|-------------|-------------------------------|----------------|
| MC          | Main Campus                   | June 19, 2013  |
| RP          | Research Park                 | June 19, 2013  |
| BC          | Branch/Satellite Campus       | June 19, 2013  |
| IC          | Instructional Center          | June 19, 2013  |
| OIS         | Other Instructional Sites     | June 19, 2013  |
| DEC         | Distance Education Centers    | June 19, 2013  |
| SPC         | Special Purpose Centers       | June 19, 2013  |
| SPS         | Special Purpose Sites         | June 19, 2013  |

**COMMENTS:** Last modified June 9, 2021. Changed Field Name from LOCATION to B\_LOCATION. Added descriptions for field values.

**REFERENCE:**

**VALIDATION TABLE:** Reference.dbo.Buildings\_Loc

# UTAH SYSTEM OF HIGHER EDUCATION (USHE)

## Data Element Dictionary

### *Space Inventory - Buildings* – Version: June 2, 2021

Element: **B-03**

**ELEMENT NAME:** Building Ownership Status

**FIELD NAME:** B\_OWNERSHIP

**FIELD FORMAT:** Varchar, 1 Character

**DEFINITION:** This field has been established to identify the type of ownership of space included in the inventory including space that is not owned by the institution but leased for its use from other parties.

| Field Value | Field Attributes and Examples   | Effective Date |
|-------------|---|----------------|
| O           | Owned in fee simple   | March 30, 2012 |
| V           | Title vested in the institution and being paid for on an amortization schedule  | March 30, 2012 |
| R           | Title vested in the institution's research foundation   | March 30, 2012 |
| F           | Title vested in another institutional foundation  | March 30, 2012 |
| H           | Title vested in a holding company or building corporation to which payments are being made by the institution; title ultimately will pass to the institution (includes lease-purchase arrangements. | March 30, 2012 |
| L           | Denotes space not owned by the institution but leased from other parties for use by the institution   | March 30, 2012 |

**COMMENTS:** Last modified November 13, 2020. Changed field name from OWNERSHIP to B\_OWNERSHIP

**REFERENCE:**

**VALIDATION TABLE:** Reference.dbo.Buildings\_Own

# UTAH SYSTEM OF HIGHER EDUCATION (USHE)

## Data Element Dictionary

*Space Inventory - Building* -- Version: June 2, 2021

Element: **B-04**

**ELEMENT NAME:** Submission Year

**FIELD NAME:** B\_YEAR

**FIELD FORMAT:** Varchar, 4 Characters (YYYY format)

**DEFINITION:** The fiscal year in which the Space Inventory - Building inventory was conducted.

| Field Value | Field Attributes and Examples  | Effective Date |
|-------------|--|----------------|
| YYYY        | Academic year in which the Space Inventory - Building inventory was conducted. | June 15, 1998  |

**COMMENTS:** Last modified October 16, 2020

**REFERENCE:**

**VALIDATION TABLE:**

# UTAH SYSTEM OF HIGHER EDUCATION (USHE)

## Data Element Dictionary

*Space Inventory - Building* -- Version: June 2, 2021

Element: **B-05**

**ELEMENT NAME:** Building Name

**FIELD NAME:** B\_NAME

**FIELD FORMAT:** Varchar, 255 Characters

**DEFINITION:** A unique identifier assigned by the institution to the specific building (a unique building name or a code consisting of numbers and letters).

| Field Value            | Field Attribute and Example    | Effective Date    |
|------------------------|--------------------------------|-------------------|
| <Institution Specific> | Miller Administration Building | November 10, 2003 |

**COMMENTS:** Last modified October 16, 2020

**REFERENCE:** NCES, Postsecondary Education Facilities Inventory and Classification Manual (92-165), November 1992, Page 7.

**VALIDATION TABLE:**

# UTAH SYSTEM OF HIGHER EDUCATION (USHE)

## Data Element Dictionary

*Space Inventory - Building* -- Version: June 2, 2021

Element: **B-06**

**ELEMENT NAME:** Building Number

**FIELD NAME:** B\_NUMBER

**FIELD FORMAT:** Varchar, 7 Characters

**DEFINITION:** A unique identifier assigned by the institution for the building where the room is located. At some institutions, this number and B\_RSKNBR are the same value. For buildings with rooms assigned as classroom space, this should match C\_BLDG\_NUM, C\_BLDG\_NUM2, or C\_BLDG\_NUM3 in the Courses file for student enrollments.

| Field Value              | Field Attribute and Example                                 | Effective Date |
|--------------------------|---|----------------|
| Institutionally Specific | 100 - Building number of the Miller Administration Building | June 15, 1998  |

**COMMENTS:** Last modified June 2, 2021.

**REFERENCE:**

**VALIDATION TABLE:**

# UTAH SYSTEM OF HIGHER EDUCATION (USHE)

## Data Element Dictionary

*Space Inventory - Building* -- Version: June 2, 2021

Element: **B-07**

**ELEMENT NAME:** Building Abbreviation

**FIELD NAME:** B\_SNAME

**FIELD FORMAT:** Varchar, 6 Characters

**DEFINITION:** A unique institutionally given building abbreviation for the unique building name on your campus. For buildings with rooms assigned as classroom space, this should match C\_BLDG\_SNAME, C\_BLDG\_SNAME2, or C\_BLDG\_SNAME3 in the Courses file for student enrollments.

| Field Value                | Field Attribute and Example                                  | Effective Date |
|----------------------------|--|----------------|
| <Institutionally specific> | MADMN is the abbreviation for Miller Administration Building | June 15, 1998  |

**COMMENTS:** Last modified October 16, 2020. This abbreviation is also used in the in the Courses file submitted by IR (i.e. C\_BLDG, C\_BLDG2, C\_BLDG3).

**REFERENCE:**

**VALIDATION TABLE:**

# UTAH SYSTEM OF HIGHER EDUCATION (USHE)

## Data Element Dictionary

*Space Inventory - Building* -- Version: June 2, 2021

Element: **B-08**

**ELEMENT NAME:** Year Building Constructed

**FIELD NAME:** B\_YEAR\_CONS

**FIELD FORMAT:** Varchar, 4 Characters

**DEFINITION:** The year the construction of the building was completed.

| Field Value | Field Attribute and Example         | Effective Date |
|-------------|-------------------------------------|----------------|
| 1971        | The building was completed in 1971. | June 15, 1998  |

**COMMENTS:** Last modified November 13, 2020. Changed field name from Y\_CONS to B\_YEAR\_CONS

**REFERENCE:**

**VALIDATION TABLE:**

# UTAH SYSTEM OF HIGHER EDUCATION (USHE)

## Data Element Dictionary

*Space Inventory - Building* -- Version: June 2, 2021

Element: **B-09**

**ELEMENT NAME:** Year of Latest Major Remodeling

**FIELD NAME:** B\_YEAR\_REM

**FIELD FORMAT:** Varchar, 4 Characters

**DEFINITION:** The year of the most recent major renovation that brought the entire building to current codes and resulted in building systems (i.e. HVAC, electrical, plumbing, structural, envelope) being in good condition.

| Field Value | Field Attribute and Example                       | Effective Date |
|-------------|---|----------------|
| 2001        | The building was significantly remodeled in 2001. | June 15, 1998  |

**COMMENTS:** Last modified November 13, 2020. Changed Field name from Y\_REM to B\_YEAR\_REM

**REFERENCE:**

**VALIDATION TABLE:**

# UTAH SYSTEM OF HIGHER EDUCATION (USHE)

## Data Element Dictionary

*Space Inventory - Building* -- Version: June 2, 2021

Element: **B-10**

**ELEMENT NAME:** Replacement Cost

**FIELD NAME:** B\_REPLACE\_COST

**FIELD FORMAT:** Numeric (12,2) Characters

**DEFINITION:** The cost to replace the building as reported and supported by Risk Management.

| Field Value | Field Attribute and Example                           | Effective Date  |
|-------------|---|-----------------|
| 34000000    | This original cost of this building was \$340,000.00. | August 20, 2020 |

**COMMENTS:** Last modified November 13, 2020. Change the Field name from REPLAC\_COST to B\_REPLACE\_COST. Also changed the Field format from Number 9 (Two trailing 0's added to reflect implied decimal places) to Number (12,2).

This value should match the replacement cost which is provided to State Risk Management by institutions in April of each year.

**REFERENCE:**

**VALIDATION TABLE:**

# UTAH SYSTEM OF HIGHER EDUCATION (USHE)

## Data Element Dictionary

*Space Inventory - Building* -- Version: June 2, 2021

Element: **B-11**

**ELEMENT NAME:** Building Condition

**FIELD NAME:** B\_CONDITION

**FIELD FORMAT:** Varchar, 1 Character

**DEFINITION:** Indicates the physical status of the building included in the inventory based on the best judgment of those persons familiar with the physical characteristics and condition of the building. The assessment is made on the building as a whole (excluding equipment and furnishings) recognizing that individual spaces within the building could be considered to be in better or worse condition than the overall building. Physical condition coding is based on the need for a building to be repaired, upgraded, or renovated based on the physical condition and suitability of the space. Recognizing that condition assessment data is not evenly available across all non-auxiliary institutional buildings, the Facilities Condition Index (FCI) for individual buildings is employed as an indicator and not a determinant of the condition category. FCI is calculated for each individual building as follows: Cost of repairs currently due or which will become due within five years divided by the Replacement Cost as insured by State Risk Management. This is an adaptation of sections 5.5.4, Building Condition, and 5.5.5, Space Suitability, in the Facilities Inventory and Classification Manual (FICM).

This is required for buildings which are owned, have a replacement cost of \$3.5 million or more, and are non-auxiliary.

| Field Value | Field Attribute and Example   | Effective Date |
|-------------|---|----------------|
| 5           | Good – Suitable for continued use with normal maintenance. Building is well suited to meet institutional needs. Building spaces and infrastructure support the use/activity. FCI is less than 5.0%.   |                |
| 4           | Satisfactory – Limited restoration is needed to maintain acceptable conditions. Building is suitable for continued use and adequately supports program delivery although minor modification may be desired to improve suitability. Building has limited demands for capital improvement funding. FCI is between 5.0% and 14.9%.     |                |
| 3           | Fair – Moderate updating or restoration is needed to support continued use. Physical conditions may have an effect upon building operations and use. Some building systems require upgrade or replacement which can be addressed over a reasonable time period through capital improvement funding. FCI is between 15.0% and 29.9%. |                |

|   |   |  |
|---|---|--|
| 2 | Poor – Substantial renovation is needed to support continued use. Physical conditions adversely affect building operations and program delivery. Multiple building systems require upgrade or replacement which exceed what can be addressed over a reasonable time period through capital improvement funding. FCI is between 30.0% and 49.9%. |  |
| 1 | Unsatisfactory – Replacement or major renovation is required because of serious unsafe, hazardous, or structurally unsound conditions. Building cannot effectively meet institutional needs without major renovation. FCI is over 50.0%.  |  |

**COMMENTS:** Last modified November 13, 2020. Changed Field Name from CONDITION to B\_CONDITION.

**REFERENCE:**

**VALIDATION TABLE:** Reference.dbo.Buildings\_Cond

# UTAH SYSTEM OF HIGHER EDUCATION (USHE)

## Data Element Dictionary

*Space Inventory - Building* -- Version: June 2, 2021

Element: **B-12**

**ELEMENT NAME:** Gross Area

**FIELD NAME:** B\_GROSS

**FIELD FORMAT:** Numeric (10, 0) Characters

**DEFINITION:** The total floor area of the structure within the outside faces of the exterior walls.

B\_GROSS must be greater than the sum of R\_AREA for the relevant B\_NUMBER.

This is required for buildings which are owned.

| Field Value | Field Attribute and Example                     | Effective Date    |
|-------------|---|-------------------|
| 48300       | The total floor area of the building is 48,300. | November 10, 2003 |

**COMMENTS:** Last modified June 2, 2021. Changed Field Name from A\_ASSG\_GROSS to B\_GROSS. Also changed the Field Format from Number (10,2) to Number(10,0) as area should be a whole number. Clarified definition.

**REFERENCE:**

**VALIDATION TABLE:**

# UTAH SYSTEM OF HIGHER EDUCATION (USHE)

## Data Element Dictionary

*Space Inventory - Building* -- Version: June 2, 2021

Element: **B-13**

**ELEMENT NAME:** Cost of Operating the Building

**FIELD NAME:** B\_COST\_MYR

**FIELD FORMAT:** Numeric (8, 2) Characters,

**DEFINITION:** Malin will be conducting discussions with the UAPPA group to determine what needs to be submitted. There has been a report that previous was sent in to Jeff Reddoor with the Building Board and it would be helpful to have it in the Building File, similar to what is in the S\$ form.

| Field Value | Field Attribute and Example                                     | Effective Date  |
|-------------|---|-----------------|
| 3400.00     | This annual cost of maintenance of this building was \$3400.00. | August 20, 2020 |

**COMMENTS:** Last modified November 13, 2020. Changed Field Name from COST\_MYR to B\_COST\_MYR. Changed Field Format from Number 8 Characters, Columns 316 – 631 (Two trailing 0's added to reflect implied decimal places) to Number (8,2)

**REFERENCE:**

**VALIDATION TABLE:**



# UTAH SYSTEM OF HIGHER EDUCATION (USHE)

## Data Element Dictionary

*Space Inventory - Building* -- Version: June 2, 2021

Element: **B-14**

**ELEMENT NAME:** Building Risk Management Number

**FIELD NAME:** B\_RSKNBR

**FIELD FORMAT:** Varchar, 5 Characters

**DEFINITION:** A unique identifier assigned by State Risk Management for the building where the room is located. At some institutions, this number and B\_NUMBER are the same value.

| Field Value              | Field Attribute and Example                                 | Effective Date |
|--------------------------|---|----------------|
| Institutionally Specific | 100 - Building number of the Miller Administration Building | June 15, 1998  |

**COMMENTS:** Last modified June 2, 2021.

**REFERENCE:**

**VALIDATION TABLE:**

# UTAH SYSTEM OF HIGHER EDUCATION (USHE)

## Data Element Dictionary

*Space Inventory - Buildings* -- Version June 7, 2021

Element: **B-15**

**ELEMENT NAME:** Auxiliary Building

**FIELD NAME:** B\_AUX

**FIELD FORMAT:** Varchar, 1 Character

**DEFINITION:** Business space or other support facilities (as distinguished from primary programs of instruction, research, and public service, and from organized activities and intercollegiate athletics) the primary purpose of which is to provide specified services to students, faculty, staff or guests of the institution. All housing, food service, and college store facilities in any institution are to be classified and managed as auxiliary space. Other facilities which serve primarily individuals (as distinguished from internal departments of the institution) and operate on an essentially self-supporting basis, also should be classified and managed as auxiliary space.

Auxiliary status should be determined based on the primary function of the building in accordance with Police R550.

| Field Value | Field Attributes and Examples | Effective Date |
|-------------|-------------------------------|----------------|
| N           | Nonauxiliary building         | July 1, 2021   |
| A           | Auxiliary building            | July 1, 2021   |

**COMMENTS:**

**BANNER SOURCE:** SQL (hardcoded in table create)

**REFERENCE:** Policy R550 on auxiliary enterprises.

**VALIDATION TABLE:**