



UTAH SYSTEM OF HIGHER EDUCATION

SPACE INVENTORY - ROOMS 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.

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 Boards’ 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

Submission Schedule:

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

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

Guiding Principles:

1. **Room Use Types:** Room use reporting should be consistent with the U.S. Department of Education’s Room Use Codes as published in the post-secondary Education Facilities Inventory and Classification Manual.
2. **“Needs Analysis” Space Categories:** (See R-09)
3. **Space Included:** Space included in the inventory shall be all institutionally-owned space plus any substantial or long-term leased space regardless of whether such space is located on the institution’s main campus or not. Substantial or long-term leased space is defined here to mean any leased space for which approval is required by Policy R710, Capital Facilities, Section 4.5.7 (Leased Space). Owned and leased space in research parks, which is governed by Policy R491, University

Research Parks, should also be included. Other space leased by the institution for programmatic use may also be included.

- Predominant Use:** Generally, space should be categorized within Room Use categories (see #1 above) and with “Needs Analysis” space categories (see #2 above) either by the rule of predominant use or by a rational proration of use based on the proportion of time the space is used for certain functions. Whichever method the institution chooses to use it must be used consistently throughout its inventory. Methods for prorating space will be subject to OCHE review.

Format of Submission:

Institutions should provide OCHE with a single, pipe delimited ASCII file in which each individual record represents an individual room or an equivalently unique unit of space for both owned and lease space. Institutions should provide the following data elements for each record:

Data Elements:

*See Elements R-01 through R-16 for specific format information.

*Institution	R-01
*Year Submission	R-02
*Building Number	R-03
*Room Number	R-04
Room Suffix	R-05
*Room Grouping Codes	R-06
*Room Use Categories	R-07
*Room Use Codes	R-08
Room Name	R-09
Number of Stations	R-10
*Room Area Square Footage	R-11
Disability Access	R-12
*Proration	R-13
Prorated Square Footage	R-14
Updated Date Information	R-15

Submission File Usage:

The Space Inventory - Rooms Data Submission File will be used to provide a quantified assessment of capital facilities needs in the Utah System of Higher Education, and inter-institutional comparisons.

Submission File Naming Convention:

The Space Inventory - Rooms Data Submission File should be named as follows:
School short name (hyphen) year of submission file

University of Utah:	uu-R-2021
Utah State University:	usu-R-2021
Weber State University:	wsu-R-2021
Southern Utah University:	suu-R-2021
Snow College:	snow-R-2021
Dixie State University	dixie-R-2021
Utah Valley University:	uvsc-R-2021

Salt Lake Community College:	slcc-R-2021
Bridgerland Technical College:	Bridgerland Tech-R-2021
Davis Technical College:	Davis Tech-R-2021
Dixie Technical College:	Dixie Tech-R-2021
Mountainland Technical College:	Mountainland Tech-R-2021
Ogden-Weber Technical College:	Ogden-Weber Tech-R-2021
Southwest Technical College:	Southwest Tech-R-2021
Tooele Technical College:	Tooele Tech-R-2021
Uintah Basin Technical College:	UintahBasin Tech-R-2021

Additional Explanations:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Space Inventory - Rooms -- Version: June 2, 2021

Element: **R-01**

ELEMENT NAME: Institution

FIELD NAME: R_INST

FIELD FORMAT: Varchar 4 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	February 13, 2013
4027	Utah Valley University	July 1, 2008
5220	Salt Lake Community College	June 15, 1998
44	Ogden-Weber Technical College	July 1, 2001
45	Bridgerland Technical College	July 1, 2001
47	Uintah Basin Technical College	July 1, 2001
48	Davis Technical College	July 1, 2001
61	Mountainland Technical College	July 1, 2001
62	Southwest Technical College	July 1, 2001
64	Tooele Technical College	July 1, 2001
65	Dixie Technical College	July 1, 2001

COMMENTS: As institutions are added to the database, their existing FICE code will be used.
Last modified December 19, 2003

REFERENCE:

VALIDATION TABLE: Reference.dbo.Inst

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Space Inventory - Rooms -- Version: June 2, 2021

Element: **R-02**

ELEMENT NAME: Submission Year

FIELD NAME: R_YEAR

FIELD FORMAT: Varchar, 4 Characters (YYYY format)

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

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

COMMENTS: Last modified December 19, 2003

REFERENCE:

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Space Inventory - Rooms -- Version: June 2, 2021

Element: **R-03**

ELEMENT NAME: Building Number

FIELD NAME: R_BUILD_NUMBER

FIELD FORMAT: Varchar, 7 Characters

DEFINITION: A unique identifier assigned by the institution for the building where the room is located. For 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 November 13, 2020. Changed Field Name from B_NUMBER to R_BUILD_NUMBER.

REFERENCE:

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Space Inventory - Rooms -- Version: June 2, 2021

Element: **R-04**

ELEMENT NAME: Room Number

FIELD NAME: R_NUMBER

FIELD FORMAT: Varchar, 30 Characters

DEFINITION: A unique institutionally given room number which will assist the institution in determining the location and possible use of a room.

Field Value	Field Attributes and Examples	Effective Date
<institutionally specific>	MA101 - Room 101 in the Miller Administration Building	July 1, 2002

COMMENTS: Last modified December 19, 2003. This room number is also used in the in the Courses file submitted by IR (i.e. C_ROOM, C_ROOM2, C_ROOM3).

REFERENCE:

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Space Inventory - Rooms -- Version: June 2, 2021

Element: **R-05**

ELEMENT NAME: Room Suffix

FIELD NAME: R_SUFFIX

FIELD FORMAT: Varchar, 10 Character

DEFINITION: A unique institutionally given suffix to room's coding structure to define subset rooms in a suite or defined area of use.

Field Value	Field Attributes and Examples	Effective Date
<institution specific>		June 2, 2021

COMMENTS: Last modified June 2, 2021.

REFERENCE:

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Space Inventory - Rooms – Version: June 2, 2021

Element: **R-06**

ELEMENT NAME: Room Grouping Codes - Table 1

FIELD NAME: R_GROUP1

FIELD FORMAT: Varchar, 1 Character,

DEFINITION: These space categories have been established to assist directly with the CDP Process of capital facilities needs in the Utah System of Higher Education.

Field Value	Field Attributes and Example	Effective Date
A	Needs Analysis	August 26, 2010
B	Auxiliary	November 10, 2003
C	Hospital	November 10, 2003
D	Public Broadcast	November 10, 2003
E	Museums and Galleries	November 10, 2003
F	Ext. & AG Exper	November 10, 2003
G	Farm	November 10, 2003
H	Greenhouses	November 10, 2003
I	Shared w/Institution	November 10, 2003
J	Hosting Conferences	November 10, 2003
K	Public Theater	November 10, 2003
L	Special Res./Inst.	November 10, 2003
M	Public Daycare	November 10, 2003
N	Student Health Clinic	November 10, 2003
O	Airport Hanger	November 10, 2003
S	School of Medicine	February 9, 2012
V	Federal Space	April 23, 2021
X	Excluded from Space Utilization	December 10, 2020
Y	Non Assignable	December 10, 2020
Z	Leased Out Space	November 10, 2003

COMMENTS: Last modified March 30, 2012

VALIDATION TABLE: Reference.dbo.Rooms_Group1

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Space Inventory - Rooms -- Version: June 2, 2021

Element: **R-07**

ELEMENT NAME: Category of room use

FIELD NAME: R_USE_CATEGORY

FIELD FORMAT: Varchar, 3 Characters

DEFINITION: This field identifies which category of use a room is assigned.

Field Value	Field Attributes and Example	Effective Date
Unclassified (000): Unclassified facilities include those assignable areas that are inactive or unassigned, in the process of being altered, renovated, converted or are in an unfinished state. The following classification codes should be used when identifying space in this category.		November 10, 2003
Classroom Facilities (100): Classroom facilities include general purpose classrooms, lecture halls, recitation rooms, seminar rooms, and other rooms used primarily for scheduled non laboratory instruction. The following extension codes may further define rooms for specific assignments.		November 10, 2003
Laboratory Facilities (200): A facility characterized by special purpose equipment or a specific room configuration which ties instructional or research activities to a particular discipline or a closely related group of disciplines. Activities may be individual or group in nature with or without supervision. The following extension codes may be used to further define rooms with specific assignments.		November 10, 2003
Office Facilities (300): Individual, multi-person, or workstation space specifically assigned to academic, administrative, and service functions of a college or university. The following extension codes may be used to further define specifically designed rooms.		November 10, 2003
Study Facilities (400): Study space is classified into five categories: study room, stack, open-stack study room, processing room, and study service. The following extensions should be used to further define qualified space in this category.		November 10, 2003
Special Use Facilities (500): Includes several room use categories that are sufficiently specialized in their primary activity or function to merit a unique room code. Areas and rooms for military training, athletic activities, media production, clinical activities, demonstrations, agricultural field activities, and animal and plant shelters should be included here. The following extensions should be used to further define this space.		November 10, 2003

Field Value	Field Attributes and Example	Effective Date
	General Use Facilities (600): General service or functional support areas of campus such as assembly, exhibition, dining, relaxation, merchandising, recreation, general meetings, day care, etc., used by both the institutional and community. The following extensions should be used to categorize the type of space.	November 10, 2003
	Support Facilities (700): A centralized space for various auxiliary support systems and services of a campus. The following extension should be used when inventorying this type of space.	November 10, 2003
	Health Care Facilities (800): Room use classifications for patient care rooms that are located in separately organized health care facilities: student infirmaries, teaching hospitals and clinics, and veterinary and medical schools. The following classifications should be used to identify the specific use of the room.	November 10, 2003
	Residential Facilities (900): Housing for an institution's students, faculty, staff and visitors. The following classifications should be used to identify the specific use of the space.	November 10, 2003
	Non Assignable Area (NON): The following categories are included to complete the list of room use categories for institutions that choose to include non assignable space in the Space Inventory - Rooms inventory.	November 10, 2003
	Circulation Area (WWW): When determining corridor areas, only spaces required for public access should be included. Restricted access private circulations aisles used only for circulation within an organizational unit's suite of rooms, auditoria, or other working areas should not be included.	November 10, 2003
	Building Service Area (XXX): Building service areas include no assignable spaces used to support a building's cleaning and public hygiene	March 30, 2012
	Mechanical Area (YYY): Mechanical areas include spaces of a building designed to house mechanical equipment and utility services, and shaft areas.	March 30, 2012
	Structural Area (ZZZ): The remaining area within the gross square footage of a building is structural or "construction" area, which cannot be occupied or put in use. Institutions may wish to include this area using the ZZZ code to have a complete inventory for all the building areas that add to the Gross Area total for a floor and for a building.	March 30, 2012

COMMENTS: SPECIAL ALLOCATION ISSUES: To enable consistent inventory reporting across the USHE, additional rules for allocating certain kinds of space should be followed:

- CIRCULATION SPACE:** Space should only be considered circulation space (WWW) if it provides direct access to floors or subdivisions of space within a building and is directly bounded by walls, permanent partitions, and/or non-moveable equipment.

2. **UNIT OF MEASURE FOR INSTITUTIONAL UNIQUE SPACE:** If a block of space (e.g. building, floor, suite) is assigned to an institutionally unique organizational unit (e.g. Utah Education Network, Edith Bowen Experimental School) and that organizational unit uses such block of space at least 80% of the time, the entire block may be categorized as Institutionally Unique Space. If such space is used less than 80% of the time by the organizational unit, each room that constitutes the block of space should be coded separately according to R-07 Room Grouping Codes.
3. **ATHLETIC/PHYSICAL EDUCATION SPACE:** Athletic/Physical Education space that is used exclusively for Physical Education Instruction should be classified as R-07 code A (Needs Analysis); space used exclusively for Campus Recreation should be classified as R-07 code B (Auxiliary); and space used exclusively for Intercollegiate Athletics also should be classified as code B (Auxiliary).

Athletic/Physical Education space that is shared among the functions of Physical Education Instruction, Campus Recreation, and Intercollegiate Athletics must be prorated based on the proportion of time the space is used for the various functions. Methods for prorating space will be subject to OCHE review.

COMMENTS: Last modified November 18, 2020. Changed Structural Area (ZZ) to (ZZZ) to match documentation.

REFERENCE:

VALIDATION TABLE: Reference.dbo.Rooms_Use_Cat

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Space Inventory - Rooms -- Version: June 2, 2021

Element: **R-08**

ELEMENT NAME: Room Use Code

FIELD NAME: R_USE_CODE

FIELD FORMAT: Varchar, 3 Characters,

DEFINITION: Room use classification codes. Service codes are used for associated support rooms. Many major room categories have minor supporting rooms associated with them. For example, an office may have a supply room or a laboratory may have a stock room. These supporting rooms are coded as service rooms, and their room use will follow the coding of the major rooms to which they provide service.

Field Value	Field Attributes and Example	Effective Date
	Classroom Facilities (100): Classroom facilities include general purpose classrooms, lecture halls, recitation rooms, seminar rooms, and other rooms used primarily for scheduled non laboratory instruction. The following extension codes may further define rooms for specific assignments.	November 10, 2003
	Classroom (110): These rooms generally rooms my contain multimedia or telecommunications equipment. A classroom may be furnished with special equipment (e.g., globes, pianos, maps) appropriate to a specific area of study, <i>if</i> this equipment does not render the room unsuitable for use by classes in other areas of study	November 10, 2003
115	Classroom Service	November 10, 2003
	Laboratory Facilities (200): A facility characterized by special purpose equipment or a specific room configuration which ties instructional or research activities to a particular discipline or a closely related group of disciplines. Activities may be individual or group in nature with or without supervision. The following extension codes may be used to further define rooms with specific assignments.	November 10, 2003
210	Classroom Laboratory	November 10, 2003
215	Class Laboratory Service	November 10, 2003
220	Open Laboratory	November 10, 2003
225	Open Laboratory Service	November 10, 2003
230	Automotive/Trade Laboratory	August 1, 2019

Field Value	Field Attributes and Example	Effective Date
235	Automotive/Trade Laboratory Service	August 1, 2019
Research/Nonclass Laboratory (250): Only includes space with functional use being for laboratory experimentation, research or training in research methods; or professional research and observation; or structured creative activity within a specific program.		November 10, 2003
255	Research/Nonclass Laboratory Service	November 10, 2003
Office Facilities (300): Individual, multi-person, or workstation space specifically assigned to academic, administrative, and service functions of a college or university. The following extension codes may be used to further define specifically designed rooms.		November 10, 2003
310	Office	November 10, 2003
315	Office Service	November 10, 2003
350	Conference Room	November 10, 2003
355	Conference Room Service	November 10, 2003
Study Facilities (400): Study space is classified into five categories: study room, stack, open-stack study room, processing room, and study service. The following extensions should be used to further define qualified space in this category.		November 10, 2003
Study Room (410): Study stations may be grouped, as in a library reading room, or individualized, as in a carrel. Study stations may include microcomputers, typewriters, computer terminals, microform readers, or other multimedia equipment. The category Study Room includes rooms commonly termed “learning labs” or “computer labs” if they are not restricted to specific disciplines by contained equipment or software.		November 10, 2003
420	Stack	November 10, 2003
430	Open-Stack Study Room	November 10, 2003
440	Processing Room	November 10, 2003
455	Study Service	November 10, 2003
Special Use Facilities (500): Includes several room use categories that are sufficiently specialized in their primary activity or function to merit a unique room code. Areas and rooms for military training, athletic activities, media production, clinical activities, demonstrations, agricultural field activities, and animal and plant shelters should be included here. The following extensions should be used to further define this space.		November 10, 2003
510	Armory (Military Support)	March 30, 2012
515	Armory Service	November 10, 2003
520	Athletic or Physical Education	November 10, 2003

Field Value	Field Attributes and Example	Effective Date
523	Athletic Facilities Spectator Seating	November 10, 2003
525	Athletic or Physical Education Service	November 10, 2003
530	Media Production	November 10, 2003
535	Media Production Service	November 10, 2003
540	Clinic	November 10, 2003
545	Clinic Service	November 10, 2003
550	Demonstration	November 10, 2003
555	Demonstration Service	November 10, 2003
560	Field Building	November 10, 2003
570	Animal Facilities	March 30, 2012
575	Animal Facilities Service	March 30, 2012
580	Greenhouse	November 10, 2003
585	Greenhouse Service	November 10, 2003
590	Other (All Purpose)	March 30, 2012
General Use Facilities (600): General service or functional support areas of campus such as assembly, exhibition, dining, relaxation, merchandising, recreation, general meetings, day care, etc., used by both the institutional and community. The following extensions should be used to categorize the type of space.		November 10, 2003
610	Assembly	November 10, 2003
615	Assembly Service	November 10, 2003
620	Exhibition	November 10, 2003
625	Exhibition Service	November 10, 2003
630	Food Facility	November 10, 2003
635	Food Facility Service	November 10, 2003
640	Day Care	November 10, 2003
645	Day Care Service	November 10, 2003
650	Lounge	November 10, 2003
655	Lounge Service	November 10, 2003
660	Merchandising	November 10, 2003
665	Merchandising Service	November 10, 2003
670	Recreation	November 10, 2003

Field Value	Field Attributes and Example	Effective Date
675	Recreation Service	November 10, 2003
680	Meeting Room	November 10, 2003
685	Meeting Room Service	November 10, 2003
Support Facilities (700): A centralized space for various auxiliary support systems and services of a campus. The following extension should be used when inventorying this type of space.		November 10, 2003
710	Central Computer or Telecommunications	November 10, 2003
715	Central Computer or Telecommunications Service	November 10, 2003
720	Shop	November 10, 2003
725	Shop Service	November 10, 2003
730	Central Storage	November 10, 2003
735	Central Storage Service	November 10, 2003
740	Vehicle Storage	November 10, 2003
745	Vehicle Storage Service	November 10, 2003
750	Central Service	November 10, 2003
755	Central Service Support	November 10, 2003
760	Hazardous Materials Storage	March 30, 2012
765	Hazardous Materials Service	November 10, 2003
770	Hazardous Waste Storage	March 30, 2012
775	Hazardous Waste Storage Service	March 30, 2012
780	Unit Storage	March 30, 2012
Health Care Facilities (800): Room use classifications for patient care rooms that are located in separately organized health care facilities: student infirmaries, teaching hospitals and clinics, and veterinary and medical schools. The following classifications should be used to identify the specific use of the room.		November 10, 2003
810	Patient Bedroom	November 10, 2003
815	Patient Bedroom Service	November 10, 2003
820	Patient Bath	November 10, 2003
830	Nurse Station	November 10, 2003
835	Nurse Station Service	November 10, 2003
840	Surgery	November 10, 2003
845	Surgery Service	November 10, 2003

Field Value	Field Attributes and Example	Effective Date
850	Treatment/Examination Clinic	March 30, 2012
855	Treatment/Examination Clinic Service	March 30, 2012
860	Diagnostic Service Laboratory	November 10, 2003
865	Diagnostic Service Laboratory Support	November 10, 2003
870	Central Supplies	March 30, 2012
880	Public Waiting	November 10, 2003
890	Staff On-Call Facility	November 10, 2003
895	Staff On-Call Facility Service	November 10, 2003
Residential Facilities (900): Housing for an institution's students, faculty, staff and visitors. The following classifications should be used to identify the specific use of the space.		November 10, 2003
910	Sleep/Study Without Toilet or Bath	November 10, 2003
919	Toilet or Bath	November 10, 2003
920	Sleep/Study with Toilet or Bath	November 10, 2003
935	Sleep/Study Service	November 10, 2003
950	Apartment	November 10, 2003
955	Apartment Service	November 10, 2003
970	House	November 10, 2003
Unclassified (000): Unclassified facilities include those assignable areas that are inactive or unassigned, in the process of being altered, renovated, converted or are in an unfinished state. The following classification codes should be used when identifying space in this category.		November 10, 2003
050	Inactive Area	November 10, 2003
060	Alteration or Conversion Area	November 10, 2003
070	Unfinished Area	November 10, 2003
Non Assignable Area (NON): The following categories are included to complete the list of room use categories for institutions that choose to include non-assignable space in the Space Inventory - Rooms inventory.		November 10, 2003
Circulation Area (WWW): When determining corridor areas, only spaces required for public access should be included. Restricted access private circulations aisles used only for circulation within an organizational unit's suite of rooms, auditoria, or other working areas should not be included.		November 10, 2003
W01	Bridge/Tunnel	March 30, 2012

Field Value	Field Attributes and Example	Effective Date
W02	Elevator	March 30, 2012
W03	Escalator	March 30, 2012
W04	Loading Dock	March 30, 2012
W05	Lobby	March 30, 2012
W06	Public Corridor	March 30, 2012
W07	Stairway	March 30, 2012
Building Service Area (XXX): Building service areas include non-assignable spaces used to support a building's cleaning and public hygiene		March 30, 2012
X01	Custodial Supply Closet	March 30, 2012
X02	Janitor Room	March 30, 2012
X03	Public Restroom	March 30, 2012
X04	Trash Room	March 30, 2012
X05	Lactation Room	December 10, 2020
Mechanical Area (YYY): Mechanical areas include spaces of a building designed to house mechanical equipment and utility services, and shaft areas.		March 30, 2012
Y01	Central Utility Plant	March 30, 2012
Y02	Fuel Room	March 30, 2012
Y03	Shaft	March 30, 2012
Y04	Utility/Mechanical Space	March 30, 2012
Structural Area: The remaining area within the gross square footage of a building is structural or "construction" area, which cannot be occupied or put in use. Institutions may wish to include this area using the ZZZ code to have a complete inventory for all the building areas that add to the Gross Area total for a floor and for a building.		March 30, 2012
ZZZ	Structural Area	March 30, 2012

COMMENTS: Last modified November 18, 2020. Changed Non Assignable Area to Non Assignable Area (NON):

REFERENCE: NCES Postsecondary Education Facilities Inventory and Classification Manual (NCES 92-165) May 2006.

VALIDATION TABLE: Reference.dbo.Rooms_Use_Code

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Space Inventory - Rooms -- Version: June 2, 2021

Element: **R-09**

ELEMENT NAME: Room Name

FIELD NAME: R_NAME

FIELD FORMAT: Varchar, 255 Characters

DEFINITION: The name commonly given to the room. This is the locally used name for the room rather than the name of the room use category.

Field Value	Field Attributes and Examples	Effective Date
<institutionally specific>	Hydraulic Laboratory	November 10, 2003
	Multi-discipline Teaching Laboratory	November 10, 2003

COMMENTS: Last modified December 19, 2003

REFERENCE:

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Space Inventory - Rooms -- Version: June 2, 2021

Element: **R-10**

ELEMENT NAME: Number of Seats or Stations in the Space

FIELD NAME: R_STATIONS

FIELD FORMAT: Numeric (5, 0) Characters,

DEFINITION: Identified the capacity of the room for selected room use categories where information about capacity (number of workstations, seats, or beds, for example) is useful in assigning or scheduling the space. The room use codes for which this information is useful includes: Classroom, Class Laboratory, Athletic Facility Spectator Seating, and Assembly.

For Codes 110, 210, and 230 Required: must have a value greater than 0, cannot be null or blank.

Field Value	Field Attributes and Examples	Effective Date
57	The room has 57 seats available for students.	November 10, 2003

COMMENTS: Last modified November 13, 2020. Changed Field Format from number (5) to numeric (5,0)

REFERENCE: National Center for Education Statistics (NCES), Post-secondary Space Utilization - Rooms Handbook, January 1998

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Space Inventory - Rooms -- Version: June 2, 2021

Element: **R-11**

ELEMENT NAME: Assignable Area of the Room

FIELD NAME: R_AREA

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

DEFINITION: The assignable floor area of the room, measured in assignable square feet. This is the total floor area of the room available to the assigned occupant or use. If the space is prorated, assignable area should be proportionately allocated.

The sum of the R_AREA for each building (R_BUILD_NUMBER) cannot exceed the value of B_GROSS for the relevant building.

Field Value	Field Attributes and Examples	Effective Date
1300	The Assignable Area of the Room is 1,300 square feet.	November 10, 2003

COMMENTS: Last modified November 13, 2020. Changed Field format from number (10,2) to numeric (10, 0), as area should be in whole numbers

REFERENCE:

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Space Inventory - Rooms -- Version: June 2, 2021

Element: **R-12**

ELEMENT NAME: Disabled Access to Room

FIELD NAME: R_DISAB_ACC

FIELD FORMAT: Varchar, 1 Characters

DEFINITION: Indicates whether the room is barrier-free for its assigned use. Indicates that the room can be approached, entered, and used, without assistance, by a mobility-impaired person. Floor accessibility is, therefore, indicated this the notation at the room level.

***Currently we don't use this, but if you have the information, Send it.*

Field Value	Field Attributes and Examples	Effective Date
Y	Yes – the room is accessible according to ADA standards.	November 10, 2003
N	No – the room is not accessible according to ADA standards.	November 10, 2003

COMMENTS: Last modified November 13, 2020. Changed Field Name from DIASB_ACC to R_DIASB_ACC

REFERENCE:

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Space Inventory - Rooms -- Version: June 2, 2021

Element: **R-13**

ELEMENT NAME: Proration

FIELD NAME: R_PRORATION

FIELD FORMAT: Varchar, 1 Character,

DEFINITION: It is recommended that a room's use, function, and organizational unit normally be coded on the basis of a single, primary classification. Where a room serves several purposes or users, however, the institution may choose to prorate and allocate the square footage between two or more room uses, functions, organizational units, etc. For institutions with major sponsored research activities, proration of multiple use rooms may be necessary to identify accurately how each room is used. Proration can be done either on the basis of relative time expended on each activity or on the basis of the proportion of the area in the room dedicated to each activity. Prorated area must be completed with this field. See '**Predominant Use**' rule in file submission guidelines.

All rooms must have a value for this element.

Field Value	Field Attributes and Example	Effective Date
Y	Yes	November 10, 2003
N	No	November 10, 2003

COMMENTS: Last Modified December 19, 2003

REFERENCE:

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Space Inventory - Rooms -- Version: June 2, 2021

Element: **R-14**

ELEMENT NAME: Room's Prorated Area

FIELD NAME: R_PRORATED_AREA

FIELD FORMAT: Numeric, (6, 0) Characters,

DEFINITION: Indicates the room's prorated square footage. It is recommended that a room's use, function, and organizational unit normally be coded on the basis of a single, primary classification. Where a room serves several purposes or users, however, the institution may choose to prorate and allocate the square footage between two or more room uses, functions, organizational units, etc. For institutions with major sponsored research activities, proration of multiple use rooms may be necessary to identify accurately how each room is used. Proration can be done either on the basis of relative time expended on each activity or on the basis of the proportion of the area in the room dedicated to each activity. See '**Predominant Use**' rule in file submission guidelines.

For rooms with Y in R_PRORATION, this value represents the total square footage that is prorated. For rooms with N in R_PRORATION, this should be 0.

Field Value	Field Attribute and Example	Effective Date
850	The prorated square footage of space if 850 sq ft.	November 10, 2003

COMMENTS: Last modified November 13, 2020. Changed Field Format from number (6) to numeric (6, 0)

REFERENCE:

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Space Inventory - Rooms -- Version: June 2, 2021

Element: **R-15**

ELEMENT NAME: Data Updated Date

FIELD NAME: R_UPDATE_DATE

FIELD FORMAT: Varchar, 8 Characters (YYYYMMDD)

DEFINITION: The date in which any of the data for the particular room was updated.

If an institution's space inventory software does not include a last updated date, the date the file is submitted may be used.

Field Value	Field Attributes and Examples	Effective Date
20030812	Data was updated on August 12, 2003.	November 10, 2003

COMMENTS: Last modified November 13, 2020. Changed Field Format from Date to Varchar

REFERENCE:

VALIDATION TABLE: