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# **Statewide Facilities Information Base Task Force**

Data Elements and Definitions for  
Development of a Statewide Facilities  
Information Base

December 7, 1999 Revision

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# FACILITIES INFORMATION BASE TASK FORCE - DATA ELEMENTS AND DEFINITIONS

December 7, 1999

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## LAND INVENTORY

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### Land Inventory Data Elements and Definitions

#### System, Institutional and Site Identifier

- ~ *Definition:* A code assigned by the institution to identify the system, institution and unique physical description of the site. (A title, numeric code and site identifier code to indicate the campus or site as a physical subunit of the institution.)
  
- ~ *Description and Suggested Codes:* In addition to the following site identifier codes, University of Nebraska and Nebraska State College sites should also include the agency-site identifier number assigned by the Department of Administrative Services - Building Division.
  - University of Nebraska (1000)(UNIV),
    - University of Nebraska - Central Administration Office (1010)(UNCA),
    - Nebraska College of Technical Agriculture at Curtis (1200)(NCTA),
      - Nebraska College of Technical Agriculture at Curtis - Main Campus (1210)(NCTA-CPS),
      - Nebraska College of Technical Agriculture at Curtis - Off-campus Properties/Facilities (1220)(NCTA-MIS),
        - Nebraska College of Technical Agriculture at Curtis - Farm (1221)(NCTA-FRM),
    - University of Nebraska at Kearney (1300)(UNK),
      - University of Nebraska at Kearney - Main Campus (1310)(UNK-CMPS),
      - University of Nebraska at Kearney - Off-campus Properties/Facilities (1320)(UNK-MISC),
        - University of Nebraska at Kearney - Alumni Association (1321)(UNK-AA),

*(Facilities Information Base Data Elements and Definitions Continued)*

- University of Nebraska at Kearney -College Park in Grand Island (1322)(UNK-CP),
- University of Nebraska at Kearney - Cope Nebraska Center for Safety Education (1323)(UNK-NCSE),
- University of Nebraska at Kearney - Farm (1324)(UNK-FRM),
- University of Nebraska at Kearney - Museum of Nebraska Art (1325)(UNK-MONA),
- University of Nebraska at Kearney - University Heights Apartments (1326)(UNK-UHA),
- University of Nebraska at Kearney - Westlake Acreage (1327)(UNK-WLA),
  
- University of Nebraska-Lincoln (1400)(UNL),
  - University of Nebraska-Lincoln - City Campus (1410)(UNL-CITY),
  - University of Nebraska-Lincoln - East Campus (1420)(UNL-EAST),
  - University of Nebraska-Lincoln - Institute of Agriculture and Natural Resources' Other Nebraska Properties/Facilities (1430)(UNL-IANR),
    - University of Nebraska-Lincoln - Agricultural Research and Extension Centers (1431)(UNL-R&EC),
      - University of Nebraska-Lincoln - Agricultural Research and Development Center at Mead (1431A)(UNL-MEAD),
      - University of Nebraska-Lincoln - Northeast Research and Extension Center (1431B)(UNL-NERE),
        - University of Nebraska-Lincoln - Northeast Research and Extension Center - Haskell Agricultural Laboratory at Concord (1431B1)(UNL-HAL1),
        - University of Nebraska-Lincoln - Northeast Research and Extension Center - Haskell

*(Facilities Information Base Data Elements and Definitions Continued)*

- Agricultural Laboratory Leased Property at Concord (1431B2)(UNL-HAL2),
- University of Nebraska-Lincoln - Panhandle Research and Extension Center at Scottsbluff (1431C)(UNL-PHRE),
- University of Nebraska-Lincoln - South Central Research and Extension Center at Clay Center (1431D)(UNL-SCRE),
- University of Nebraska-Lincoln - West Central Research and Extension Center (1431E)(UNL-WCRE),
  - University of Nebraska-Lincoln - West Central Research and Extension Center at North Platte (1431E1)(UNL-WCRC),
  - University of Nebraska-Lincoln - West Central Research and Extension Center at North Platte - Leased Property (1431E2)(UNL-WCRL),
- University of Nebraska-Lincoln - Agricultural Laboratories (1432)(UNL-AGLB),
  - University of Nebraska-Lincoln - Gudmundsen Sandhills Agricultural Laboratory at Whitman (1432A)(UNL-GSAL),
    - University of Nebraska-Lincoln - Gudmundsen Sandhills Agricultural Laboratory at Whitman - Site #1 (1432A1)(UNL-GSL1),
    - University of Nebraska-Lincoln - Gudmundsen Sandhills Agricultural Laboratory at Whitman - Site #2 (1432A2)(UNL-GSL2),
  - University of Nebraska-Lincoln - High Plains Agricultural Laboratory at Sidney (1432B)(UNL-HPAL),
    - University of Nebraska-Lincoln - High Plains Agricultural Laboratory at Sidney - Site #1 (1432B1)(UNL-HPL1),

*(Facilities Information Base Data Elements and Definitions Continued)*

- University of Nebraska-Lincoln - High Plains Agricultural Laboratory at Sidney - Site #2 (1432B2)(UNL-HPL2),
- University of Nebraska-Lincoln - Northwest Agricultural Laboratory at Alliance (1432C)(UNL-NWAL),
- University of Nebraska-Lincoln - Scottsbluff Agricultural Laboratory at Mitchell (1432D)(UNL-SBAL),
- University of Nebraska-Lincoln - Agricultural Farms (1433)(UNL-AGFM),
  - University of Nebraska-Lincoln - Agronomy Farm at Lincoln (1433A)(UNL-AF),
  - University of Nebraska-Lincoln - Dalby Halleck Farm at Virginia (1433B)(UNL-DHF),
    - University of Nebraska-Lincoln - Dalby Halleck Farm at Virginia - Site #1 (1433B1)(UNL-DHF1),
    - University of Nebraska-Lincoln - Dalby Halleck Farm at Virginia - Site #2 (1433B2)(UNL-DHF2),
  - University of Nebraska-Lincoln - Horning Forestry Farm at Plattsmouth (1433C)(UNL-HSF),
  - University of Nebraska-Lincoln - Reeler Farm in Lancaster County (1433D)(UNL-RF),
  - University of Nebraska-Lincoln - Rogers Memorial Farm at Eagle (1433E)(UNL-RMF),
  - University of Nebraska-Lincoln - FHA Foreclosure in Lincoln County (1433F)(UNL-FHA),
  - University of Nebraska-Lincoln - MESA in Buffalo County (1433G)(UNL-MESA),
  - University of Nebraska-Lincoln - Farm Lease in Brown County (1433H)(UNL-FLS1),
  - University of Nebraska-Lincoln - Farm Lease in Dixon County (1433I)(UNL-FLS2),
  - University of Nebraska-Lincoln - Farm Lease in Platte County (1433J)(UNL-FLS3),

*(Facilities Information Base Data Elements and Definitions Continued)*

- University of Nebraska-Lincoln - Agricultural Ranches and Ranges (1434)(UNL-AGRH),
  - University of Nebraska-Lincoln - Barta R & D Ranch at Long Pine (1434A)(UNL-BRDR),
  - University of Nebraska-Lincoln - Frampton Ranch in Lincoln County (1434B)(UNL-FR),
  - University of Nebraska-Lincoln - Panhandle Experiment Range in Sioux County (1434C)(UNL-PER),
- University of Nebraska-Lincoln - Agricultural Miscellaneous Properties/Facilities (1435)(UNL-AGMS),
  - University of Nebraska-Lincoln - Exhibition Building in Grand Island (1435A)(UNL-EB),
  - University of Nebraska-Lincoln - Forestry, Fisheries & Wildlife at Halsey (1435B)(UNL-FFWH),
  - University of Nebraska-Lincoln - Forestry, Fisheries & Wildlife at Republican City (1435C)(UNL-FFWR),
  - University of Nebraska-Lincoln - Foundation Seed at Genoa (1435D)(UNL-FSG),
  - University of Nebraska-Lincoln - Foundation Seed Building at Lincoln (1435E)(UNL-FSL),
- University of Nebraska-Lincoln - Other Nebraska Properties/Facilities (1440)(UNL-OTHR),
  - University of Nebraska-Lincoln - Biological Research Prairies and Stations (1441)(UNL-BIO),
    - University of Nebraska-Lincoln - Arapaho Prairie in Arthur County (1441A)(UNL-AP),
    - University of Nebraska-Lincoln - Cedar Point Biological Station at Ogallala (1441B)(UNL-CPBS),
    - University of Nebraska-Lincoln - Cedar Point Camp at Ogallala (1441C)(UNL-CPC),
    - University of Nebraska-Lincoln - Madigan Prairies in Saunders County (1441D)(UNL-MP),
    - University of Nebraska-Lincoln - Nine Mile Prairie in Lancaster County (1441E)(UNL-NMP),

*(Facilities Information Base Data Elements and Definitions Continued)*

- University of Nebraska-Lincoln - Sandyland Research Site in Lincoln County (1441F)(UNL-SLRS),
- University of Nebraska-Lincoln - Downtown Lincoln Facilities (1442)(UNL-DNTN),
- University of Nebraska-Lincoln - Miscellaneous Off-campus Properties/Facilities (1443)(UNL-MISC),
  - University of Nebraska-Lincoln - College Park in Grand Island (1443A)(UNL-CP),
  - University of Nebraska-Lincoln - Fort Robinson at Crawford (1443B)(UNL-FRC),
- University of Nebraska Medical Center (1500)(UNMC),
  - University of Nebraska Medical Center - Main Campus (1510)(UNMC-CPS),
  - University of Nebraska Medical Center - Off-campus Properties/Facilities (1520)(UNMC-MIS),
    - University of Nebraska Medical Center - Alliance Properties (1521)(UNMC-ALL),
    - University of Nebraska Medical Center - Alumni Association (1522)(UNMC-AH),
    - University of Nebraska Medical Center - Potter House (1523)(UNMC-PH),
    - University of Nebraska Medical Center - Ronald McDonald House (1524)(UNMC-RMH),
    - University of Nebraska Medical Center - Omaha Woman's Club (1525)(UNMC-OWC),
- University of Nebraska at Omaha (1600)(UNO),
  - University of Nebraska at Omaha - Dodge Campus (1610)(UNO-DODG),
  - University of Nebraska at Omaha - Aksarben Campus (1620)(UNO-AKS),
  - University of Nebraska at Omaha - Off-campus Properties/Facilities (1630)(UNO-MISC),
    - University of Nebraska at Omaha - Alumni Association (1631)(UNO-AA),

*(Facilities Information Base Data Elements and Definitions Continued)*

- University of Nebraska at Omaha - Allwine Prairie Preserve (1632)(UNO-ALF),
- University of Nebraska at Omaha - Aviation Institute Flight Operations Center (1633)(UNO-AIFO),
- University of Nebraska at Omaha - Center for Urban Education (1634)(UNO-CUE),
- University of Nebraska at Omaha - Peter Kiewit Conference Center (1635)(UNO-PKC),
- University of Nebraska at Omaha - West Omaha Ballfields (1636)(UNO-WOB),
- Nebraska State Colleges (2000)(ST-COL),
  - Nebraska State Colleges - System Office (2010)(NSCSO),
  - Chadron State College (2200)(CSC),
    - Chadron State College - Main Campus (2210)(CSC-CMPS),
    - Chadron State College - Off-campus Properties/Facilities (2220)(CSC-MISC),
  - Peru State College (2400)(PSC),
    - Peru State College - Main Campus (2410)(PSC-CMPS),
    - Peru State College - Off-campus Properties/Facilities (2420)(PSC-MISC),
      - Peru State College - Nebraska City Center (2421)(PSC-NC),
  - Wayne State College (2500)(WSC),
    - Wayne State College - Main Campus (2510)(WSC-CMPS),
    - Wayne State College - Off-campus Properties/Facilities (2520)(WSC-MISC),
- Nebraska Community Colleges (3000)(COM-COL),
  - Central Community College Area (3100)(CCC),
    - Central Community College - Area Office (3110)(CCC-AO),
    - Central Community College - Grand Island Campus (3120)(CCC-GI),

*(Facilities Information Base Data Elements and Definitions Continued)*

- Central Community College - Hastings Campus (3130)(CCC-HSTG),
- Central Community College - Platte Campus (3140)(CCC-PLTT),
- Central Community College - Off-campus Properties/Facilities (3150)(CCC-MISC),
  - Central Community College - College Park in Grand Island (3151)(CCC-CP),
  - Central Community College - Holdrege Center (3152)(CCC-HC),
  - Central Community College - Kearney Center (3153)(CCC-KC)
  - Central Community College - Lexington Center (3154)(CCC-LC),
- Metropolitan Community College Area (3200)(MCC),
  - Metropolitan Community College - Area Office (3210)(MCC-AO),
  - Metropolitan Community College - Elkhorn Valley Campus (3220)(MCC-EV),
  - Metropolitan Community College - Fort Omaha Campus (3230)(MCC-FO),
  - Metropolitan Community College - South Omaha Campus (3240)(MCC-SO),
  - Metropolitan Community College - Off-campus Properties/Facilities (3250)(MCC-MISC),
    - Metropolitan Community College - Fremont Center (3251)(MCC-FC),
    - Metropolitan Community College - Sarpy County Center (3252)(MCC-SC),
- Mid-Plains Community College Area (3300)(MPCC),
  - Mid-Plains Community College - Area Office (3310)(MPCC-AO),

*(Facilities Information Base Data Elements and Definitions Continued)*

- Mid-Plains Community College - McCook Campus (3320)(MPCC-MCC),
- Mid-Plains Community College - McDonald-Belton Campus at North Platte (3330)(MPCC-MCD),
- Mid-Plains Community College - Vocational Campus at North Platte (3340)(MPCC-VOC),
- Mid-Plains Community College - Off-campus Properties/Facilities (3350)(MPCC-MIS),
- Northeast Community College Area (3400)(NECC),
  - Northeast Community College - Main Campus at Norfolk (3410)(NECC-CPS),
  - Northeast Community College - Off-campus Properties/Facilities (3420)(NECC-MIS),
    - Northeast Community College - O'Neill Center (3421)(NECC-ONL),
    - Northeast Community College - West Point Center (3422)(NECC-WP),
    - Northeast Community College - South Sioux City Center (3423)(NECC-SSC),
- Southeast Community College Area (3500)(SCC),
  - Southeast Community College - Area Office (3510)(SCC-AO),
  - Southeast Community College - Beatrice Campus (3520)(SCC-BTRC),
  - Southeast Community College - Lincoln Campus (3530)(SCC-LINC),
  - Southeast Community College - Milford Campus (3540)(SCC-MLFD),
  - Southeast Community College - Off-campus Properties/Facilities (3550)(SCC-MISC),
    - Southeast Community College - Energy Square in Lincoln (3551)(SCC-ES),

*(Facilities Information Base Data Elements and Definitions Continued)*

- Western Nebraska Community College Area (3600)(WNCC),
  - Western Nebraska Community College - Scottsbluff Campus (3610)(WNCC-SCB),
  - Western Nebraska Community College - Off-campus Properties/Facilities (3620)(WNCC-MIS), and
    - Western Nebraska Community College - Alliance Center (3621)(WNCC-ALL),
    - Western Nebraska Community College - Center for Business and Industry Training at Scottsbluff (3622)(WNCC-CBT),
    - Western Nebraska Community College - Sidney Center (3623)(WNCC-SID),
    - Western Nebraska Community College - Aviation Facility at Sidney (3624)(WNCC-AFS),
- Independent Colleges and Universities (4000)(IC&U), and
- Nebraska Private Career Schools (5000)(NPCS).

~ *Limitations:* The following types of properties should be excluded from the Land Inventory:

- Leased buildings, or portions of buildings, in which land is not included in the terms of the lease, and
- Investment properties that are used only for revenue generation and not for institutional purposes.

Ownership Status

~ *Definition:* The agency with which the ownership of the land resides including data on the conditions of ownership, terms of lease, etc. (The legally recognized holder of title to the property, such as a governing board, foundation, or other political subdivisions, corporations or individuals noted as owners of record on the deed that has a binding agreement with the system or institution regarding the use of the land.)

*(Facilities Information Base Data Elements and Definitions Continued)*

~ *Description and Suggested Categories:* The following categories illustrate types of ownership status:

Owner and Condition of Ownership:

- Governing board - facility donated to the governing board or purchased with tax and/or cash funds (GVG-BD),
- Governing board - facility purchased by the governing board with student and/or user fees (REV-BOND),
- Holding company or building corporation - facility to which payments are being made with tax and/or cash funds with title ultimately passing to the governing board (LSE-PRCH),
- Other agency, corporation or individual - facility leased or rented to the governing board at a typical local rate (LEASED), and
- Other agency, corporation or individual - facility made available to the governing board at no cost or a nominal rate (NO-FEE).

Acreage Area

~ *Definition:* The area of land owned, being purchased, leased, or used by the system or institution within each defined site, according to survey, plat, or measured dimensions.

~ *Basis for Measurement:* Land acreage area is computed by physically measuring or scaling measurements from the edge of property line to edge of property line. The area of the identified land should be measured to the nearest tenth of an acre.

## **FACILITIES INVENTORY**

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### **Building Inventory Data Elements and Definitions**

#### System, Institutional and Site Identifier

- ~ *Definition:* A code assigned by the institution to identify the system, institution and unique physical description of the site. (A title, numeric code and site identifier code to indicate the campus or site as a physical subunit of the institution.)
- ~ *Description and Suggested Codes:* (Same as for Land Inventory Data Elements and Definitions.)

#### Building Identifier

- ~ *Definition:* A unique identifier assigned by the institution to the specific building including a unique building name or a code consisting of numbers or letters. (For more details on whether a facility should be included see the Section titled "Concepts And Components Of A Building Inventory," United States Department of Education, National Center for Education Statistics, *Postsecondary Education Facilities Inventory and Classification Manual*, NCES 92-165, November 1992, Chapter 2, pp. 7-8 for definitions of a building and buildings to be included and excluded.)
- ~ *Description and Suggested Codes:* All institutions should include a building name for each facility. University of Nebraska and Nebraska State College facilities should also include the building number assigned by the Department of Administrative Services - Building Division. Institutions may also include an institutionally assigned building number as an option.
- ~ *Limitations:* Building additions should not be provided separate building names and building numbers. New buildings with connecting links to an existing facility should be considered a separate building with a unique building name and building number. A major new construction project that is really a contiguous structure may be considered a separate building with a unique building name and building number as determined on a case by case basis. The determination should take into account

*(Facilities Information Base Data Elements and Definitions Continued)*

the distinctiveness of the style, features and functions of the original structure and the addition, whether they share common utilities and services, time of construction, and other factors.

Ownership Status

- ~ *Definition:* The agency with which the ownership of the building resides including data on the conditions of ownership, terms of lease, etc. (The legally recognized holder of title to the building, such as a governing board, foundation, or other political subdivisions, corporations or individuals noted as owners of record on the deed that has a binding agreement with the system or institution regarding the use of the facility.)
- ~ *Description and Suggested Categories:* The following categories illustrate types of ownership status:

Owner and Conditions of Ownership:

- Governing board - facility donated to the governing board or constructed or purchased with tax and/or cash funds (GVG-BD),
- Governing board - facility constructed or purchased by the governing board with student and/or user fees (REV-BOND),
- Holding company or building corporation - facility to which payments are being made with tax and/or cash funds with title ultimately passing to the governing board (LSE-PRCH),
- Other agency, corporation or individual - facility leased or rented to the governing board at a typical local rate (LEASED), and
- Other agency, corporation or individual - facility made available to the governing board at no cost or a nominal rate (NO-FEE).

Operational Fund Source

- ~ *Definition:* A unique identifier that describes where primary responsibility for funding the operation and maintenance of the building resides. Funds can be used for lease/rent payments or operating and maintenance expenses.
- ~ *Description and Suggested Categories:*

*(Facilities Information Base Data Elements and Definitions Continued)*

- State/local tax and/or cash funds (GVG-BD),
- Student and/or user fees (REV-BOND), and
- Federal, auxiliary, foundation or other funds (OTHER).

Landmark Status

~ *Definition:* Indication that the building is listed on the National Register of Historic Buildings or the Nebraska State Historical Society's listing that limits the character of changes that can be made in the building's use or appearance.

~ *Description and Suggested Classification:*

- Building is listed on the National Register of Historic Buildings list as an historic building (NAT-HIST),
- Building is listed by the Nebraska State Historical Society as an historic building (ST-HIST), and
- Building is **not** listed as an historic building (-).

Year of Construction

~ *Definition:* The year original construction of the building was completed by the institution (or the original building owner).

~ *Description:* The year of construction should be based on the calendar year. Completion will be determined as the date of Substantial Completion of the building. The date of Substantial Completion will mean the date certified by the Architect/Engineer when the facility is sufficiently complete, in accordance with the Contract Documents, so the owner can occupy the facility for its intended use. Year of construction should not be confused with year of acquisition.

Year of Acquisition (if applicable)

~ *Definition:* The year acquisition of the building was made by the institution.

*(Facilities Information Base Data Elements and Definitions Continued)*

- ~ *Description:* The year of acquisition should be based on the calendar year. Acquisition will be determined as the date that a previously constructed building legally comes under the control of the institution.

Year of Latest Major Renovation and/or Addition (if applicable)

- ~ *Definition:* The year of the most recent renovation and/or addition by the institution (or the previous building owner) that cost 25% or more of the estimated replacement cost of the building and significantly extended its useful life.
- ~ *Description:* The year of latest major renovation and/or addition should be based on the calendar year. Completion will be determined as the date of Substantial Completion of the building's major renovation and/or addition. The date of Substantial Completion will mean the date certified by the Architect/Engineer when the facility is sufficiently complete, in accordance with the Contract Documents, so the owner can occupy the facility for its intended use.

Number of Floors

- ~ *Definition:* The number of floors in the structure, including basements, attics, and rooftop structures that have assignable area. (For more details see United States Department of Education, National Center for Education Statistics, *Postsecondary Education Facilities Inventory and Classification Manual*, NCES 92-165, November 1992, Chapter 4, pp. 28-29 for the definition of assignable area.)

Type of Construction

- ~ *Definition:* A code assigned by the institution to indicate the type of construction used in the building.
- ~ *Description and Suggested Classification:* The type of structure is the basic criterion dividing all building into five basic cost groups by type of framing (supporting columns and beams), walls, floors and roof structures, and fireproofing.

*(Facilities Information Base Data Elements and Definitions Continued)*

- Class "A" buildings have fireproofed structural steel frames with reinforced concrete or masonry floors and roofs (A),
- Class "B" buildings have reinforced concrete frames and concrete or masonry floors and roofs (B),
- Class "C" buildings have masonry or concrete exterior walls, and wood or steel roof and floor structures, except for a concrete slab on grade (C),
- Class "D" buildings generally have wood frame, floor, and roof structures. They may have a concrete slab on grade and other substitute materials, but is considered combustible construction. Pre-engineered pole frame buildings, and all buildings that do not fit into any other classification will be included in this class (D), and
- Class "S" buildings have frames, roofs, and walls of incombustible metal. This class includes the pre-engineered metal buildings (S).

In each class there will be variations, combinations and subclasses. In many cases, buildings are built which are hybrids in construction, such as those with complete Class A framing, including columns and girders, but with wood floor joists and sheathing. In these cases, consideration should be given to the following detailed descriptions. (For more details see Marshal & Swift, *Marshal Valuation Service*, November 1998, Section 1, pp. 5-10 for tables and diagrams of the various classes of construction.)

- **Class "A" Buildings:** The primary feature of a Class A building is the fireproofed structural steel frame, which may be welded, bolted, or riveted together. The fireproofing may be masonry, poured concrete, plaster, sprayed fiber, or any other type which will give a high fire-resistant rating.

Floors and roofs in Class A structures are normally reinforced concrete on steel decking or formed slabs resting on the frame or poured so as to become integral with it. They may also be composed of prefabricated panels and may be mechanically stressed.

Exterior walls will be curtain walls of masonry, concrete, steel studs and masonry, tile or stucco, or one of the many types of panels of

*(Facilities Information Base Data Elements and Definitions Continued)*

metal, glass, concrete, and other materials. Interior partitions will frequently be of masonry or gypsum blocks although many moveable and lightweight partitions are used.

Included in this classification are Uniform, Basic, and Standard Building Code construction Types I and II (noncombustible), and Insurance Services Office (ISO) Classes 5 and 6 if the framing is protected steel. ISO Class 5 and 6 buildings with load-bearing walls and no interior framing and most low-rise (3 stories or less) buildings should be classified as Class C for pricing purposes. This class is also referred to as Modified Fire Resistive or Two - Four-hour construction.

- **Class "B" Buildings:** The primary characteristic of a Class B building is the reinforced concrete frame in which the columns and beams can be either formed or precast concrete. They may be mechanically stressed. It is a fire-resistant structure.

Floors and roofs in Class B structures are formed or precast concrete slabs.

The exterior walls will generally be masonry or reinforced concrete curtain walls or any of the many types of wall panels of concrete, metal, glass, or stone, etc. In some Class B buildings, the walls may be partially load-bearing. Interior partitions are often masonry, reinforced concrete or gypsum blocks, but many lightweight and movable partitions are used where structural walls are not needed.

Included in the classification are Uniform, Basic, and Standard Building Code Types I and II (noncombustible) and Insurance Services Office (ISO) Classes 5 and 6 if the framing is concrete. ISO Class 5 and 6 buildings with load-bearing walls and no interior framing and most low-rise (3 stories or less) buildings should be classified as Class C for pricing purposes. This class is also referred to as Fire Resistive or Two - Four-hour construction.

- **Class "C" Buildings:** Class C buildings are characterized by masonry or reinforced concrete (including tilt-up) construction. The walls may be

*(Facilities Information Base Data Elements and Definitions Continued)*

load-bearing, i.e., supporting roof and upper floor loads, or non-bearing with open concrete, steel, or wood columns, bents or arches supporting the load.

Floors and roofs are supported on wood or steel joists or trusses, or the floor may be a concrete slab on the ground. Upper floors or roofs may be of concrete plank, steel deck, or wood.

Bearing walls are frequently strengthened by concrete bond beams and pilasters.

Included in this classification are Uniform and Basic Building Code Type III (noncombustible wall), Standard Building Code Type V, and Insurance Services Office (ISO) Classes 2 and 4, and those Class 5 and 6 buildings which have load-bearing walls without interior framing and of low-rise (3 stories or less) design. This class is also referred to as Masonry or Unprotected Noncombustible, Joisted or Unprotected Masonry, or Ordinary or Unprotected-One Hour and to include certain Two-hour or Mill construction (heavy timber).

- **Class "D" Buildings:** Class D buildings are characterized by combustible construction. The exterior walls may be made up of closely spaced wood or steel studs as in the case of a typical frame house, with an exterior covering of wood siding, shingles, stucco, brick or stone veneer, or other materials. Otherwise, they may consist of an open skeleton wood frame on which some form of curtain wall is applied including the pre-engineered pole- or post-frame buildings.

Floors and roofs are supported on wood or steel joists or trusses, or the floor may be a concrete slab on the ground. Upper floors or roofs may consist of wood or metal deck, prefabricated panels, or sheathing.

Construction Type V (wood-frame) of the Uniform Building Code, Type IV of the Basic Building Code, and Type VI of the Standard Building Code are included in this classification, as are Insurance

*(Facilities Information Base Data Elements and Definitions Continued)*

Services Office (ISO) Class 1 buildings. This class is also referred to as Unprotected-protected One-hour Construction.

Class D is further used to include all buildings that do not fit into any other classification.

- **Class "S" Buildings:** Class S buildings are characterized by incombustible construction and prefabricated structural members. The exterior walls may be steel studs or an open steel skeleton frame with exterior single or sandwich wall coverings consisting of prefabricated panels or sheet siding.

Floors and roofs are supported on steel joists or beams, or the floor may be a concrete slab on grade. Upper floors or roofs may consist of metal deck, prefabricated panels or sheathing.

Included in this classification are Uniform and Standard Building Code construction Type IV (non-combustible), Basic Building Code Type V, and Insurance Services Office (ISO) Class 3 buildings. This class is also referred to as Noncombustible and can be One-hour Type II construction.

### Gross Area

~ *Definition:* The sum of all areas on all floors of a building included within the outside faces of its exterior walls, including floor penetrations areas, however insignificant, for circulation and shaft areas that connect one floor to another.

~ *Basis for Measurement:* Gross area is computed by physically measuring or scaling measurements from the outside faces of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall faces. Exclude areas having less than a six-foot, six-inch clear ceiling height unless the criteria of a separate structure are met. (For more details see the Section titled "Concepts And Components Of A Building Inventory," United States Department of Education, National Center for Education Statistics, *Postsecondary Education Facilities Inventory and Classification Manual*, NCES 92-165, November 1992,

*(Facilities Information Base Data Elements and Definitions Continued)*

Chapter 2, pp. 7-8 for definitions of a building and buildings to be included and excluded.)

Measured in terms of gross square feet (GSF),

*Gross Area = Net Usable Area + Structural Space.* (For more details see *Postsecondary Education Facilities Inventory and Classification Manual*, NCES 92-165, November 1992, Chapter 4, pp. 28 and 32 for definitions of net usable area and structural area.)

- ~ *Description:* In addition to all the internal floored spaces obviously covered above, gross areas should include the following: excavated basement areas; mezzanines, penthouses, and attics; garages; enclosed porches, inner or outer balconies whether walled or not, if they are utilized for operational functions; and corridors whether walled or not, provided they are within the outside face lines of the building, to the extent of the roof drip line. The footprints of stairways, elevator shafts, and ducts (examples of building infrastructure) are to be counted as gross area on each floor through which they pass.
- ~ *Limitations:* Exclude open areas such as parking lots, playing fields, courts, and light wells, or portions of upper floors eliminated by rooms or lobbies that rise above single-floor ceiling height. (e.g., atrium space above the main floor, etc.)
- ~ *Exception:* Include the top, unroofed floor of parking structures where parking is available. (For more details see *Postsecondary Education Facilities Inventory and Classification Manual*, NCES 92-165, November 1992, Chapter 4, pp. 36 for parking structure classifications.)

Original Building Cost

- ~ *Definition:* The total original cost of the building to the institution (or the original building owner).
- ~ *Description:* The original building cost is the total original cost of the building including labor, materials, supervision, contractors' overhead and profit, insurance, and all professional fees. The cost of fixed

*(Facilities Information Base Data Elements and Definitions Continued)*

equipment originally installed in the building should be included. The original building cost should be to the nearest hundred dollars.

- ~ *Limitations:* Original building cost excludes moveable equipment, boilers, chillers, electric power generation equipment, land values, artwork, utilities beyond the five-foot line, site work, and the cost of moving. **Only include original building cost information for buildings constructed in the past 10 years.**

Estimated Replacement Cost

- ~ *Definition:* Estimated building replacement cost at time of inventory.

- ~ *Basis for Calculation:* Determined in terms of the cost to replace the building at current construction costs in accordance with standard construction methods. The method of calculating the estimated replacement cost is as follows:

**Buildings 10 Years Old or Newer:** Multiply the increase in the Marshal Valuation Service or R.S. Means' Historical Construction Cost Index from the original date of completion by the facility's actual or estimated original building cost (exclude those limitations listed below). The estimated replacement cost should be made to the nearest hundred dollars.

**Buildings Over 10 Years Old:** Multiply the current Marshal Valuation Service or R.S. Means' construction cost per square foot for the applicable type of building by the building's gross area. Consideration should be given to the quality of construction when determining estimated replacement costs. The estimated replacement cost should be made to the nearest hundred dollars.

- ~ *Description:* The estimated replacement cost is the total cost required to replace the building with a substitute of like utility and quality. The estimated replacement cost includes labor, materials, supervision, contractors' overhead and profit, insurance, and all professional fees. The estimated replacement cost of fixed equipment in the building should be included.

*(Facilities Information Base Data Elements and Definitions Continued)*

- ~ *Limitations:* Estimated replacement cost of the building excludes moveable equipment, boilers, chillers, electric power generation equipment, land values, artwork, utilities beyond the five-foot line, site work, and the cost of moving.

**Room Use Inventory Data Elements and Definitions**

System, Institutional and Site Identifier

- ~ *Definition:* A code assigned by the institution to identify the system, institution and unique physical description of the site. (A title, numeric code and site identifier code to indicate the campus or site as a physical subunit of the institution.)
- ~ *Description and Suggested Codes:* (Same as for Land Inventory Data Elements and Definitions.)

Building Identifier

- ~ *Definition:* A unique identifier assigned by the institution to the specific building including a unique building name and a code consisting of numbers or letters.
- ~ *Description and Suggested Codes:* (Same as for Building Inventory Data Elements and Definitions.)
- ~ *Limitations:* (Same as for Building Inventory Data Elements and Definitions.)

Room (or Space) Identifier

- ~ *Definition:* A code assigned by the institution to identify the specific room. This code should incorporate the floor number if possible.
- ~ *Proration of Space:* It is recommended that a room use normally be coded on the basis of a single primary classification. Where a room serves several purposes, however, the institution may choose to prorate two room uses by creating "phantom walls" indicated by dashed lines or other artificial boundaries on plans to separate assignments. For

*(Facilities Information Base Data Elements and Definitions Continued)*

example, Room 210, which is used as a storage room by both Biology and Chemistry could be identified as Room 210A and Room 210B, and the prorata organizational unit and share of space can be identified with each.

- ~ *Limitations:* It is recommended that rooms used by three or more organizational units should not be subdivided with "phantom walls." These rooms should be assigned to those responsible for the organizational units. For example, a storage unit shared by Biology, Chemistry, Geology and Physics could be assigned to the Dean or Division Chair of Arts and Sciences.

Organizational Unit

- ~ *Definition:* An institutionally determined name or code to identify the organizational unit to which the room is assigned at the time of inventory (e.g., school, department, division, etc.).
- ~ *Description and Suggested Codes:* The basic component of the organizational structure of a college or university. Usually referred to as a department, but including both academic units (e.g., English Department, Physics Department, School of Law, etc.) and administrative units (e.g., Office of the President, Registrar, Physical Plant, etc.). Institutions may also include an institutionally determined code (i.e., cost center identification number, etc.) in addition to the name of the organizational unit.
- ~ *Proration of Space:* It is recommended that a room use normally be coded on the basis of a single organizational unit. Where a room serves several users, however, the institution may choose to prorate the room use between two organizational units. The proration can be done on the basis of the percentage of time expended in a room by each organizational unit (e.g., hours per week, weeks per year, quarters or semesters per year, etc.).
- ~ *Limitations:* It is recommended that rooms used by three or more organizational units should not be prorated. These rooms should be

*(Facilities Information Base Data Elements and Definitions Continued)*

assigned to those responsible for the organizational units. For example, a general purpose classroom used by many departments could be assigned to the Registrar Office.

Net Usable Area

~ *Definition:* Areas on floors of a building either assigned to, or available for assignment to, an occupant or specific use, or necessary for the general operation of a building.

~ *Basis for Measurement:* Net usable area is computed by physically measuring or scaling measurements from the inside faces of surfaces that form the boundaries of the designated areas. Net usable area includes both assignable area and the nonassignable area. (For more detail see United States Department of Education, National Center for Education Statistics, *Postsecondary Education Facilities Inventory and Classification Manual*, NCES 92-165, November 1992, Chapter 4, pp. 28-30 for definitions of assignable and nonassignable area.)

Measured in terms of net usable square feet (NUSF),

$$\text{Net Usable Area} = \text{Assignable Area} + \text{Nonassignable Area.}$$

~ *Description:* Included should be space subdivisions of the ten major room use categories and the three nonassignable space categories (building service area, circulation area, and mechanical area). (For more details see *Postsecondary Education Facilities Inventory and Classification Manual*, NCES 92-165, November 1992, Chapter 4, pp. 28-33 for definitions of the ten major room use categories, building service area, circulation area, and mechanical area.)

~ *Limitations:* Deductions should not be made for necessary building columns and projections. Areas defined as structural should not be included. (For more details see *Postsecondary Education Facilities Inventory and Classification Manual*, NCES 92-165, November 1992, Chapter 4, pp. 28, 32-33 for definition of structural area.)

(Facilities Information Base Data Elements and Definitions Continued)

Room Use Category

- ~ *Definition:* Code indicating the classification of a room based on primary use or activity, which occurs in the room at the time of the inventory. May be either a room use name or a numerical code or both. The standard classifications of room use and their definitions include ten major use categories. Each of these broad categories encompasses several subcategories of more specialized uses. (For more details see United States Department of Education, National Center for Education Statistics, *Postsecondary Education Facilities Inventory and Classification Manual*, NCES 92-165, November 1992, Chapter 2, pp. 10-13.)
- ~ *Primary Use:* Primary use will be evaluated in terms of time, the human activity element which focuses on use, rather than space. In the event that time of use is not available, the amount of space allocated to each activity or function should be the determining factor. Where multiple room use codes are accommodated in a system, prorations may be used.
- ~ *Description and Suggested Codes:* Coding of rooms will be at the level of subcategories which may then be aggregated to the ten major use categories. A list of the ten major room use categories and each of their subcategories is included in the United States Department of Education, National Center for Education Statistics, *Postsecondary Education Facilities Inventory and Classification Manual*, NCES 92-165, November 1992, Chapter 5, pp. 41-42. Each of these room use categories is defined in detail in Chapter 5, pp. 43-84.
- ~ *Exceptions to Room Use Code Definitions:* Exceptions to the NCES definitions for room use category 110 Classroom and 210 Class Laboratory are as follows with revisions shown in bold and underline:

**110 Classroom**

- ~ *Definition:* A room **whose primary use is for scheduled instruction** and that is also not tied to a specific subject or discipline by equipment in the room or the configuration of the room.

(Facilities Information Base Data Elements and Definitions Continued)

- ~ *Description:* Includes rooms used for scheduled instruction that require no restrictive equipment or room configuration. These rooms may be called lecture rooms, lecture-demonstration rooms, seminar rooms, and/or general purpose classrooms. A classroom may be equipped with movable or fixed tablet armchairs (fixed to the floor, joined in groups or flexible in arrangement), tables and chairs, or similar types of seating. These rooms may contain multimedia, telecommunications equipment, **or computers**. A classroom may be furnished with special equipment appropriate to a specific area of study, *if* the equipment does not render the classroom unsuitable for use by classes in other areas of study.
- ~ **Clarifications: A class laboratory is distinguished from a classroom based on equipment in the room or room configuration and by its restrictive use to a single or closely related group of disciplines.**
- If a room has other uses, it would be classified as a classroom only if the room is used more for scheduled classes than any other use.**
- A distance learning classroom is distinguished from a classroom based on the equipment in the room which allows it to be used to originate or receive distance education.**
- Computer rooms whose primary use is to instruct students using computers are classified as classrooms if that instruction is conducted primarily in regularly scheduled classes and the software and type of computer in the room does not limit the use to a particular discipline/field of study. Rooms which are used primarily as computer user rooms would not be classified as classrooms.**
- ~ *Limitations:* This category does not include conference rooms (350), meeting rooms (680), auditoria (610), or class laboratories. Conference rooms and meeting rooms are distinguished from seminar rooms according to primary use; rooms with chairs and tables that are used primarily for meetings (as opposed to classes) are conference rooms or meeting rooms (see room codes 350 and 680 for distinction). Auditoria are distinguished from lecture halls based on primary use. A large room with seating oriented toward some focal point, and which is used for dramatic or musical productions, is an

(Facilities Information Base Data Elements and Definitions Continued)

assembly (610) facility (e.g., an auditorium normally used for purposes other than scheduled classes). A class laboratory is distinguished from a classroom based on equipment in the room *and* by its restrictive use. If a room is restricted to a single or closely related group of disciplines by special equipment or room configuration, it is a laboratory (see 200 series).

## 210 Class Laboratory

- ~ *Definition:* A room **whose primary use is for regularly scheduled classes** that require special purpose equipment or a specific room configuration for student participation, experimentation, observation, or practice in a particular discipline.
- ~ *Description:* A class laboratory is designed for or furnished with equipment to serve the needs of a particular discipline for group instruction in formally or regularly scheduled classes. Special equipment normally limits or precludes the room's use by other disciplines. Included in this category are rooms generally called teaching laboratories, instructional shops, typing or computer laboratories, drafting rooms, band rooms, choral rooms, (group) music practice rooms, language laboratories, (group) studios, instructional health laboratories, and similar specially designed or equipped rooms, if they are used primarily for group instruction in formally or regularly scheduled classes.
- ~ **Clarifications:** **If a room has other uses, it would be classified as a class lab only if the room is used more for scheduled class labs than any other use.**  
**Computer rooms whose primary use is to instruct students using computers are classified as class laboratories if that instruction is conducted primarily in regularly scheduled classes and the software and type of computer in the room limits the use to a particular discipline/field of study or a closely related group of disciplines. Rooms which are used primarily as open computer user rooms would not be classified as class labs.**  
**A distance learning class lab is distinguished from a general class lab based on the equipment in the room which allows it to be used to originate or receive distance education.**

*(Facilities Information Base Data Elements and Definitions Continued)*

- ~ *Limitations:* Does not include Classrooms. Does not include open, informally scheduled or unscheduled laboratories (220). This category does not include rooms generally defined as Research/Non-class Laboratories (250). It does not include gymnasias, pools, drill halls, laboratory schools, demonstration houses, and similar facilities that are included under Special Use Facilities (500 series). Computer rooms in libraries or used primarily for study should be classified as Study Rooms (410).
- ~ *Additional Room Use Codes:* Additional room use subcategories are included for 112 Distance Learning Classroom and 212 Distance Learning Class Laboratory with definitions as follows:

**112 Distance Learning Classroom**

- ~ *Definition:* A room whose primary use is for classes, which is equipped to originate or receive distance education classes, and is not tied to a specific subject or discipline by other equipment in the room or the configuration of the room. If a room has other uses, it would be classified as a distance learning classroom only if the room is used more for scheduled distance learning classes than any other use.
- ~ *Description:* Same as 110 Classroom above.
- ~ *Clarifications:* Same as 110 Classroom above.
- ~ *Limitations:* Same as 110 Classroom above.

**212 Distance Learning Class Laboratory**

- ~ *Definition:* A room equipped to originate or receive distance education classes whose primary use is for regularly scheduled classes that require special purpose equipment or a specific room configuration for student participation, experimentation, observation, or practice in a particular discipline/field of study or a closely related group of disciplines. If a room has other uses, it would be classified as a distance learning class laboratory only if the room is used more for scheduled distance learning class laboratories than any other use.

(Facilities Information Base Data Elements and Definitions Continued)

- ~ *Description:* Same as 210 Class Laboratory above.
- ~ *Clarifications:* Same as 210 Class Laboratory above.
- ~ *Limitations:* Same as 210 Class Laboratory above.

**VVV Combined Circulation and Structural Area**

- ~ *Definition:* A temporary category used to provide the sum of both the circulation and structural area of a building. Circulation area is the sum of all areas on all floors of a building required for physical access to some subdivision of space, whether physically bounded by partitions or not. Structural area is the sum of all areas on all floors of a building that cannot be occupied or put to use because of structural building features.
- ~ *Basis for Measurement:* Precise computation by direct measurement is not possible under these definitions. It is determined by calculating the difference between the measured gross area and the measured net assignable, building service and mechanical areas. (For more details see United States Department of Education, National Center for Education Statistics, *Postsecondary Education Facilities Inventory and Classification Manual*, NCES 92-165, November 1992, Chapter 4, pp. 27-33.)

Measured in terms of area,

Combined Circulation and Structural Area = Gross Area - Net Assignable Area - Building Service Area - Mechanical Area

- ~ *Description:* Circulation area should include, but not be limited to, public corridors, fire towers, elevator lobbies, tunnels, bridges, and each floor's footprint of elevator shafts, escalators and stairways. Receiving areas, such as loading docks, should be treated as circulation space. Any part of a loading dock that is not covered is to be excluded from both circulation area and the gross building area. A loading dock which is also used for central storage should be regarded as assignable area and coded as central storage (730). Also included are corridors, whether walled or not, provided they are

*(Facilities Information Base Data Elements and Definitions Continued)*

within the outside facelines of the buildings to the extent of the roof drop line. Structural area building feature examples include exterior walls, fire walls, permanent partitions, unusable areas in attics or basements, or comparable portions of a building with ceiling height restrictions, as well as unexcavated basement areas.

- ~ *Limitations:* When practically feasible, circulation and structural areas should be measured separately. When determining corridor areas, only spaces required for public access should be included. Restricted access private circulation aisles used only for circulation within an organizational unit's suite of rooms, auditoria, or other working areas should not be included.

Number of Stations

- ~ *Definition:* Identifies the capacity of the room for selected room use categories where information about capacity (number of workstations or seats, for example) is useful in assigning or scheduling the space. The room use codes for which this information is useful include: Classroom, Distance Learning Classroom, Class Laboratory, and Distance Learning Class Laboratory. (See Chapter 5, *Postsecondary Education Facilities Inventory and Classification Manual*, NCES 92-165, November 1992, pp. 43-47.)
- ~ *Description and Suggested Codes:* For classrooms, distance learning classrooms, class laboratories and distance learning class laboratories the following will be used to determine the number of stations in a room:
- In counting the number of stations in a room, remember that the intent is to count the number of occupants who can appropriately be accommodated in the room.
  - The number of stations in a laboratory is often determined by the fixed equipment in the room, such as sinks and counter space, or fume hoods. NOTE: where a station is designed to accommodate two or three students rather than just one, count the number of students who will be served.

*(Facilities Information Base Data Elements and Definitions Continued)*

- If the room only has one door, the maximum number of student stations equals 49.
- Number of Stations in Rooms with Fixed Seating (auditorium-style) or Fixed Tables with Fixed Chairs:
  - Student stations equals the number of existing fixed seats.
- Number of Stations in Rooms with Fixed Tables and Movable Chairs:
  - Student stations equal the number of seats the fixed tables were designed to accommodate.
- Number of Stations in Rooms with Computer Work/Student Stations:
  - Student stations normally equals one seat per computer work/student station.
- For classrooms with movable seating, the number of stations is determined by the design intent, not by the number of chairs that happen to be in the room at the moment the inventory is taken. For instance, a room may be designed to hold fifteen student stations but has only twelve chairs at the moment; the number of stations would be fifteen. Conversely, if current safety codes limit occupancy to fifteen and there are twenty chairs, the station count should be fifteen.
- Number of Stations in Rooms with Movable Tables and Chairs
  - The actual number of student stations in these rooms depends on how they are arranged and can vary for each class. Because of this, for utilization calculations, each room is assigned a "Design Capacity."
  - Design capacity for each room is based on how the room is most often arranged, aisle widths required by fire code, etc. If an actual layout of the room is available, that layout determines design capacity. In all other cases, design capacity is based on the average square feet/student station in typical classrooms

*(Facilities Information Base Data Elements and Definitions Continued)*

equipped with movable tables and chairs divided into the area of the room

- Average of 22 square feet/student station design capacity for classrooms equipped with movable tables and chairs. This station area represents the mean average of existing conditions for Nebraska public postsecondary educational institutions and is not intended to represent a space standard for rooms with movable tables and chairs.
- Number of Stations in Rooms with Movable Tablet Armchairs
  - The actual number of student stations in these rooms depends on how they are arranged and can vary for each class. Because of this, for utilization calculations, each room is assigned a "Design Capacity."
  - Design capacity for each room is based on how the room is most often arranged, aisle widths required by fire code, etc. If an actual layout of the room is available, that layout determines design capacity. In all other cases, design capacity is based on the average square feet/student station in typical classrooms equipped with movable tables and chairs divided into the area of the room
  - Average of 18 square feet/student station design capacity for classrooms equipped with movable tablet armchairs chairs. This station area represents the mean average of existing conditions for Nebraska public postsecondary educational institutions and is not intended to represent a space standard for rooms with movable tablet armchairs.

Room Hours

~ *Definition:* The total number of hours a room is scheduled for use during the designated time and date range.

~ *Time and Date Range Description:* For purposes of classroom, distance

*(Facilities Information Base Data Elements and Definitions Continued)*

learning classroom, class laboratory and distance learning class laboratory utilization, utilization information will be collected for the fall term or term with the highest enrollment. Room hour information will be collected during a full week (Sunday through Saturday), and for the full day (24-hour period) each of the seven days during the representative week. The representative week selected should be in the first half of the term.

- ~ *Basis for Measurement:* Room hours will be measured to the nearest half-hour, with measurements always being rounded up to the next half-hour (e.g., a 50-minute class or class laboratory will be count as one-hour, a 75-minute class or class laboratory will count as 1.5 hours, etc.).
- ~ *Parameters:* Only scheduled hours of instruction and use are applicable to the utilization evaluation. This includes non-credit instruction, undergraduate instruction and graduate instruction. Non-scheduled activities and class or class laboratory set-up time are not included as they are accommodated in the standard for full room utilization.

Contact Hours

- ~ *Definition:* The total number of hours that individuals are in a scheduled room during the designated time and date range. For classrooms, distance learning classrooms, class laboratories and distance learning class laboratories, the number of contact hours is measured only when students are in scheduled classroom and class laboratory settings with faculty or teaching assistants.
- ~ *Basis for Measurement:* One contact hour is defined as one student station occupied by one student for one room hour. Total contact hours for each individual classroom, distance learning classroom, class laboratory and distance learning class laboratory will be measured cumulatively for the time and date range (e.g., a classroom with one class scheduled three hours during the week and ten students registered for the class would have 30 contact hours, etc.). For distance learning classrooms and distance learning class laboratories, only include contact

*(Facilities Information Base Data Elements and Definitions Continued)*

hours for students physically located in the distance learning classroom or distance learning class laboratory.

- ~ *Parameters:* Contact hours should be measured for non-credit instruction, undergraduate instruction and graduate instruction.

Off-Site Distance Learning Contact Hours

- ~ *Definition:* For distance learning classrooms and distance learning class laboratories, the total number of hours that individuals are at scheduled receive sites during the designated time and date range. The number of Off-Site distance learning contact hours is measured only when students are in scheduled distance learning classroom and distance learning class laboratory settings with faculty or teaching assistants.

- ~ *Basis for Measurement:* Off-Site distance learning contact hours are only measured by the distance learning classroom or distance learning class laboratory that is originating the distance learning class or distance learning class laboratory. One Off-Site distance learning contact hour is defined as one student station occupied by one student for one room hour at an Off-Site receiving distance learning classroom or distance learning class laboratory. Total Off-Site distance learning contact hours for each individual distance learning classroom and distance learning class laboratory will be measured cumulatively for the time and date range (e.g., a distance learning classroom with one distance learning class scheduled three hours during the week and ten students registered for the class at three Off-Site locations would have 30 Off-Site distance learning contact hours, etc.).

- ~ *Parameters:* Off-Site distance learning contact hours should be measured for non-credit instruction, undergraduate instruction and graduate instruction.

(Facilities Information Base Data Elements and Definitions Continued)

**Facilities Audit Data Elements and Definitions**

System, Institutional and Site Identifier

- ~ *Definition:* A code assigned by the institution to identify the system, institution and unique physical description of the site. (A title, numeric code and site identifier code to indicate the campus or site as a physical subunit of the institution.)
- ~ *Description and Suggested Codes:* (Same as for Land Inventory Data Elements and Definitions.)

Building Identifier

- ~ *Definition:* A unique identifier assigned by the institution to the specific building including a unique building name or a code consisting of numbers or letters.
- ~ *Description and Suggested Codes:* (Same as for Building Inventory Data Elements and Definitions.)
- ~ *Limitations:* Facility audits will be completed on all buildings unless they meet at least two of the following three conditions:
  - The building is less than 10,000 gross square feet in area,
  - The building has an estimated replacement cost of less than \$1.0 million,
  - The building is primarily used for purposes other than human habitation (e.g., field buildings, animal quarters, greenhouses, storage facilities, vehicle storage facilities, etc.).

Inspection Date

- ~ *Definition:* The date that the inspection team conducted the inspection of the building in which a facility audit is being performed.

*(Facilities Information Base Data Elements and Definitions Continued)*

Building Components

~ *Definition:* The following five major building components will be included in a facility audit: Primary Structure, Secondary Structure, Service Systems, Safety Standards and Functional Standards. Each of these major building components encompasses several more specialized building components as follows that will also be included in the facility audit:

- Primary Structure
  - Foundation System
  - Column and Exterior Wall System
  - Floor System
  - Roof System
- Secondary Structure
  - Ceiling System
  - Interior Walls and Partitions
  - Window System
  - Door System
- Service Systems
  - Cooling System
  - Heating System
  - Plumbing System
  - Electrical System
  - Conveying System
- Safety Standards
  - Safety Standards
- Functional Standards
  - Assignable Space
  - Adaptability
  - Suitability

Building Component Checklists

~ *Definition:* Building audits will evaluate each of the building components using individual checklists specific to each building component. System type information may indicate one or more material or system that is

*(Facilities Information Base Data Elements and Definitions Continued)*

predominant in a building.

~ Primary Structure - Foundation System Checklist

A. System Type

1. Exterior columns
  - a. Individual mat footings and piers
  - b. Pre-drilled piling
  - c. Driven piling
  - d. Continuous footings
  - e. Caissons
  - f. Slab on grade
2. Foundation materials
  - a. Structural steel
  - b. Concrete
  - c. Wood
  - d. Other (specify)
3. Interior footings
  - a. Individual mat footings and piers
  - b. Piling, pile caps and piers
4. Foundation walls
  - a. Continuous footings
  - b. Grade beams

B. System Evaluation (each system is rated with a numerical evaluation of 1.0, 0.8, 0.5, 0.2 or 0.0 as defined below)

1. Cracked walls
2. Foundation settlement
3. Foundation deterioration
4. Design load

C. General Comments

D. Numerical Evaluation Methodology

1. **1.0** - Satisfactory
2. **0.8** - Requires minor restoration/repair, cost not more than 25% of total replacement

*(Facilities Information Base Data Elements and Definitions Continued)*

3. **0.5** - Requires moderate restoration/repair, cost between 25% and 50% of total replacement
  4. **0.2** - Requires major restoration/repair, cost greater than 50% of total replacement
  5. **0.0** - Requires replacement, system is totally unsatisfactory and cannot be restored/repared - replace
- E. Numerical Rating: 13 times the average of the System Evaluation ratings

~ Primary Structure - Column and Exterior Wall System Checklist

- A. System Type
1. Structure
    - a. Structural steel
    - b. Reinforced concrete columns
    - c. Reinforced concrete walls
    - d. Load-bearing masonry
    - e. Structural wood
    - f. Light steel frame
  2. Nonstructural exterior walls
    - a. Concrete, Masonry and Tile
      - (1) brick
      - (2) concrete block
      - (3) structural or glazed tile
      - (4) stucco
      - (5) stone
      - (6) other (specify)
    - b. Curtain or panel
      - (1) metal
      - (2) glass
      - (3) asbestos cement
      - (4) laminated
      - (5) other (specify)
    - c. Wood (shingles, weatherboard siding, plywood)

*(Facilities Information Base Data Elements and Definitions Continued)*

3. Insulation
  - a. Fiberglass bats
  - b. Other (specify)
  - c. Thickness of insulation
- B. System Evaluation (each system is rated with a numerical evaluation of 1.0, 0.8, 0.5, 0.2 or 0.0 as defined below)
  1. Physical condition
  2. Waterproofing
  3. Caulking
  4. Cleaning and pointing
  5. Code compliance
  6. Insulation
  7. Maintainability
  8. Painting
- C. General Comments
- D. Numerical Evaluation Methodology
  1. **1.0** - Satisfactory
  2. **0.8** - Requires minor restoration/repair, cost not more than 25% of total replacement
  3. **0.5** - Requires moderate restoration/repair, cost between 25% and 50% of total replacement
  4. **0.2** - Requires major restoration/repair, cost greater than 50% of total replacement
  5. **0.0** - Requires replacement, system is totally unsatisfactory and cannot be restored/repared - replace
- E. Numerical Rating: 13 times the average of the System Evaluation ratings

~ Primary Structure - Floor System Checklist

- A. System Type
  1. Classification
    - a. One-hour fire rating
    - b. Two-hour fire rating
    - c. Four-hour fire rating

*(Facilities Information Base Data Elements and Definitions Continued)*

- d. Other (specify)
- 2. Structure
  - a. Structural steel
    - (1) structural steel with bar joist
    - (2) structural steel with metal deck
    - (3) structural steel frame
  - b. Reinforced concrete
    - (1) slab and beam
    - (2) pan joist
    - (3) two-way slab
    - (4) waffle slab
    - (5) flat slab
  - c. Precast concrete
    - (1) double tee
    - (2) single tee
    - (3) span deck
  - d. Wood frame
- 3. Floor finish
  - a. Carpet
  - b. Masonry (stone, brick)
  - c. Resilient (asphalt tile, cork tile, linoleum, rubber, vinyl)
  - d. Concrete
  - e. Wood
  - f. Terrazzo
  - g. Quarry tile
  - h. Ceramic tile
  - i. Epoxy
  - j. Other (specify)
- B. System Evaluation (each system is rated with a numerical evaluation of 1.0, 0.8, 0.5, 0.2 or 0.0 as defined below)
  - 1. Structural condition
  - 2. Maintainability
  - 3. Floor finish
  - 4. Vibration

*(Facilities Information Base Data Elements and Definitions Continued)*

5. Fire rating
6. Design load
- C. General Comments
- D. Numerical Evaluation Methodology
  1. **1.0** - Satisfactory
  2. **0.8** - Requires minor restoration/repair, cost not more than 25% of total replacement
  3. **0.5** - Requires moderate restoration/repair, cost between 25% and 50% of total replacement
  4. **0.2** - Requires major restoration/repair, cost greater than 50% of total replacement
  5. **0.0** - Requires replacement, system is totally unsatisfactory and cannot be restored/repared - replace
- E. Numerical Rating: 7 times the average of the System Evaluation ratings

~ Primary Structure - Roof System Checklist

- A. System Type
  1. Flat structure
    - a. Structural steel
      - (1) steel beam and metal deck
      - (2) steel joists and metal deck
      - (3) steel joists and tectum
      - (4) other (specify)
    - b. Reinforced Concrete
      - (1) slab and beam
      - (2) flat slab
      - (3) joist and slab
      - (4) waffle slab
      - (5) two-way slab
      - (6) other (specify)
    - c. Precast concrete
      - (1) double tee
      - (2) single tee

*(Facilities Information Base Data Elements and Definitions Continued)*

- (3) span deck
  - 2. Pitched structure
    - a. Structural steel
      - (1) steel truss and wood deck
      - (2) steel truss and nailable concrete
      - (3) other (specify)
    - b. Wood
      - (1) wood rafters and sheathing
      - (2) wood trusses and sheathing
      - (3) other (specify)
  - 3. Insulation
    - a. Rigid fiberglass
    - b. Vermiculite with asphalt binder
    - c. Urethane
    - d. Polystyrene
    - e. Fiberglass bat
    - f. Lightweight concrete
    - g. Other (specify)
  - 4. Roof material
    - a. Built-up asphalt
    - b. Built-up coal tar pitch
    - c. Single-ply (specify type)
    - d. Metal roofing (specify type)
    - e. Shingles (specify type)
    - f. Tiles (specify type)
  - 5. Parapet material
    - a. Concrete
    - b. Brick
    - c. Concrete block
    - d. Precast concrete
    - e. Other (specify)
- B. System Evaluation (each system is rated with a numerical evaluation of 1.0, 0.8, 0.5, 0.2 or 0.0 as defined below)
  - 1. Physical condition

*(Facilities Information Base Data Elements and Definitions Continued)*

2. Leaks
  3. Drainage
  4. Insulation
  5. Dissimilar materials
  6. Fire rating
  7. Design load
- C. General Comments
- D. Numerical Evaluation Methodology
1. **1.0** - Satisfactory
  2. **0.8** - Requires minor restoration/repair, cost not more than 25% of total replacement
  3. **0.5** - Requires moderate restoration/repair, cost between 25% and 50% of total replacement
  4. **0.2** - Requires major restoration/repair, cost greater than 50% of total replacement
  5. **0.0** - Requires replacement, system is totally unsatisfactory and cannot be restored/repared - replace
- E. Numerical Rating: 7 times the average of the System Evaluation ratings

~ Secondary Structure - Ceiling System Checklist

- A. System Type
1. Integral system
    - a. Exposed structure
    - b. Attached to structure
  2. Suspended system
    - a. Lay-in metal grid
      - (1) acoustic tile
      - (2) other (specify)
    - b. Concealed spline metal grid
      - (1) gypsum board
      - (2) plaster
      - (3) other (specify)

*(Facilities Information Base Data Elements and Definitions Continued)*

3. Material
  - a. Mineral
  - b. Wood fiber
  - c. Fiberglass
  - d. Metal
  - e. Wood
  - f. Other (specify)
- B. System Evaluation (each system is rated with a numerical evaluation of 1.0, 0.8, 0.5, 0.2 or 0.0 as defined below)
  1. Physical condition
  2. Suitability
  3. Accessibility
  4. Appearance
  5. Code compliance
- C. General Comments
- D. Numerical Evaluation Methodology
  1. **1.0** - Satisfactory
  2. **0.8** - Requires minor restoration/repair, cost not more than 25% of total replacement
  3. **0.5** - Requires moderate restoration/repair, cost between 25% and 50% of total replacement
  4. **0.2** - Requires major restoration/repair, cost greater than 50% of total replacement
  5. **0.0** - Requires replacement, system is totally unsatisfactory and cannot be restored/repared - replace
- E. Numerical Rating: 3 times the average of the System Evaluation ratings

~ Secondary Structure - Interior Walls and Partitions Checklist

- A. System Type
  1. Classification
    - a. Movable
    - b. Rigid
    - c. Load bearing

*(Facilities Information Base Data Elements and Definitions Continued)*

2. Framing
  - a. Metal stud
  - b. Wood stud
  - c. Masonry
  - d. Other (specify)
3. Material
  - a. Plaster
  - b. Drywall
  - c. Wood paneling
  - d. Exposed masonry
  - e. Ceramic tile
  - f. Concrete
  - g. Structural glazed tile
  - h. Other (specify)
4. Finish
  - a. Integral
  - b. Painted
  - c. Vinyl wall covering
  - d. Other (specify)
- B. System Evaluation (each system is rated with a numerical evaluation of 1.0, 0.8, 0.5, 0.2 or 0.0 as defined below)
  1. Strength and stability
  2. Appearance
  3. Physical condition
  4. Acoustical quality
  5. Adaptability
  6. Maintainability
  7. Code compliance
- C. General Comments
- D. Numerical Evaluation Methodology
  1. **1.0** - Satisfactory
  2. **0.8** - Requires minor restoration/repair, cost not more than 25% of total replacement
  3. **0.5** - Requires moderate restoration/repair, cost between 25%

*(Facilities Information Base Data Elements and Definitions Continued)*

- and 50% of total replacement
- 4. **0.2** - Requires major restoration/repair, cost greater than 50% of total replacement
- 5. **0.0** - Requires replacement, system is totally unsatisfactory and cannot be restored/repared - replace
- E. Numerical Rating: 3 times the average of the System Evaluation ratings

~ Secondary Structure - Window System Checklist

- A. System Type
  - 1. Material
    - a. Aluminum
    - b. Steel
    - c. Wood
  - 2. Type
    - a. Double hung
    - b. Fixed glass
    - c. Casement
    - d. Sliding
    - e. Awning
    - f. Pivoted
  - 3. Glazing
    - a. Single pane
    - b. Double pane
    - c. Heat absorbing
    - d. Tinted
    - e. Other (specify)
  - 4. Shading devices
    - a. Interior blinds
    - b. Exterior blinds
    - c. Solar screens
    - d. Awnings
    - e. Shades
    - f. Drapes

*(Facilities Information Base Data Elements and Definitions Continued)*

- g. Architectural devices
- h. Other (specify)
- B. System Evaluation (each system is rated with a numerical evaluation of 1.0, 0.8, 0.5, 0.2 or 0.0 as defined below)
  - 1. Functional ability
  - 2. Physical ability
  - 3. Appearance
  - 4. Infiltration
  - 5. Maintainability
- C. General Comments
- D. Numerical Evaluation Methodology
  - 1. **1.0** - Satisfactory
  - 2. **0.8** - Requires minor restoration/repair, cost not more than 25% of total replacement
  - 3. **0.5** - Requires moderate restoration/repair, cost between 25% and 50% of total replacement
  - 4. **0.2** - Requires major restoration/repair, cost greater than 50% of total replacement
  - 5. **0.0** - Requires replacement, system is totally unsatisfactory and cannot be restored/repared - replace
- E. Numerical Rating: 2 times the average of the System Evaluation ratings

~ Secondary Structure - Door System Checklist

- A. System Type
  - 1. Exterior material
    - a. Aluminum
    - b. Steel
    - c. Wood
    - d. All glass
    - e. Hollow metal
  - 2. Exterior type
    - a. Hinged
    - b. Overhead

*(Facilities Information Base Data Elements and Definitions Continued)*

- c. Revolving
    - d. Sliding
  - 3. Interior material
    - a. Aluminum
    - b. Steel
    - c. Wood
    - d. All glass
    - e. Hollow metal
  - 4. Interior type
    - a. Hinged
    - b. Sliding
    - c. Folding
- B. System Evaluation (each system is rated with a numerical evaluation of 1.0, 0.8, 0.5, 0.2 or 0.0 as defined below)
  - 1. Door leaf
  - 2. Frame
  - 3. Hardware
  - 4. Closers
  - 5. Security
  - 6. Panic devices
  - 7. Fire rating
  - 8. Keying
- C. General Comments
- D. Numerical Evaluation Methodology
  - 1. **1.0** - Satisfactory
  - 2. **0.8** - Requires minor restoration/repair, cost not more than 25% of total replacement
  - 3. **0.5** - Requires moderate restoration/repair, cost between 25% and 50% of total replacement
  - 4. **0.2** - Requires major restoration/repair, cost greater than 50% of total replacement
  - 5. **0.0** - Requires replacement, system is totally unsatisfactory and cannot be restored/repared - replace
- E. Numerical Rating: 1 times the average of the System Evaluation

*(Facilities Information Base Data Elements and Definitions Continued)*

ratings

~ Service Systems - Cooling/Ventilating System Checklist

A. System Type

1. Equipment type
  - a. Direct expansion
    - (1) Window units
    - (2) Thru-the-wall units
    - (3) Single-zone
    - (4) All-air multi-zone
    - (5) Single-zone constant volume
    - (6) Double duct
  - b. Air - Water
    - (1) 2-pipe fan coil
    - (2) 4-pipe fan coil
    - (3) unit ventilators
    - (4) induction
    - (5) terminal reheat
    - (6) variable volume
    - (7) variable volume reheat
2. Refrigeration type and quality
  - a. Reciprocating - direct expansion
  - b. Water chiller - reciprocating
  - c. Centrifugal chiller
  - d. Absorption chiller
3. Energy source
  - a. Central plant
  - b. Electricity
  - c. Steam
  - d. Gas/oil
4. Heat rejection device
  - a. Central plant
  - b. Air condenser
  - c. Wood tower

*(Facilities Information Base Data Elements and Definitions Continued)*

- d. Metal tower
- 5. System capacity - total number of tons
- 6. Control type
  - a. Electric
  - b. Pneumatic
- B. System Evaluation (each system is rated with a numerical evaluation of 1.0, 0.8, 0.5, 0.2 or 0.0 as defined below)
  - 1. Cooling capacity
  - 2. Temperature controls
  - 3. Cooling all season
  - 4. Noise level
  - 5. Energy consumption reasonable (per energy audit)
  - 6. Air circulation and ventilation
  - 7. Reliability
  - 8. Economizer cycle installed
  - 9. Filtration
  - 10. Humidity control
- C. General Comments
- D. Numerical Evaluation Methodology
  - 1. **1.0** - Satisfactory
  - 2. **0.8** - Requires minor restoration/repair, cost not more than 25% of total replacement
  - 3. **0.5** - Requires moderate restoration/repair, cost between 25% and 50% of total replacement
  - 4. **0.2** - Requires major restoration/repair, cost greater than 50% of total replacement
  - 5. **0.0** - Requires replacement, system is totally unsatisfactory and cannot be restored/repared - replace
- E. Numerical Rating: 10 times the average of the System Evaluation ratings

*(Facilities Information Base Data Elements and Definitions Continued)*

~ Service Systems - Heating System Checklist

A. System Type

1. Equipment type
  - a. Radiators
  - b. Convector
  - c. Finned tube
  - d. Baseboard
  - e. 2-pipe fan coil
  - f. 4-pipe fan coil
  - g. Unit ventilators
  - h. Radiant
  - i. Multi-zone
  - j. Double duct
  - k. Terminal reheat
  - l. Single-zone constant volume
2. Transfer medium
  - a. Steam
  - b. Hot water
  - c. Air
  - d. Electricity
3. Energy source
  - a. Central plant
  - b. Electricity
  - c. Coal
  - d. Gas
  - e. Oil
4. System capacity - total number of BTU's per hour
5. Control type
  - a. Electric
  - b. Pneumatic

B. System Evaluation (each system is rated with a numerical evaluation of 1.0, 0.8, 0.5, 0.2 or 0.0 as defined below)

1. Heating capacity
2. Temperature controls

*(Facilities Information Base Data Elements and Definitions Continued)*

3. Heating all season
  4. Noise level
  5. Energy consumption reasonable (per energy audit)
  6. Air circulation and ventilation
  7. Filtration
  8. Humidity control
- C. General Comments
- D. Numerical Evaluation Methodology
1. **1.0** - Satisfactory
  2. **0.8** - Requires minor restoration/repair, cost not more than 25% of total replacement
  3. **0.5** - Requires moderate restoration/repair, cost between 25% and 50% of total replacement
  4. **0.2** - Requires major restoration/repair, cost greater than 50% of total replacement
  5. **0.0** - Requires replacement, system is totally unsatisfactory and cannot be restored/repared - replace
- E. Numerical Rating: 10 times the average of the System Evaluation ratings

~ Service Systems - Plumbing System Checklist

- A. System Type
1. Services available
    - a. Cold water
    - b. Hot water
    - c. Sanitary drains
    - d. Storm drains
    - e. Acid waste
    - f. Natural gas
    - g. Vacuum
    - h. Compressed air
    - i. Oxygen
    - j. Nitrogen
    - k. Deionized water

*(Facilities Information Base Data Elements and Definitions Continued)*

- l. Soft water
      - m. Sprinkler
      - n. Standpipe
    - 2. Water heating system
      - a. Energy source (specify)
      - b. Storage capacity (specify number of gallons)
      - c. Recovery capacity (specify number of gallons per hour)
- B. System Evaluation (each system is rated with a numerical evaluation of 1.0, 0.8, 0.5, 0.2 or 0.0 as defined below)
  - 1. Supply quantities
  - 2. Drain, waste and backflow function
  - 3. Sanitation hazards or cross-connections
  - 4. Fixture quantities
  - 5. Fixture types and conditions
  - 6. Fixtures for disabled and impaired
  - 7. Female facilities
  - 8. Roof drainage
  - 9. Site drainage
- C. General Comments
- D. Numerical Evaluation Methodology
  - 1. **1.0** - Satisfactory
  - 2. **0.8** - Requires minor restoration/repair, cost not more than 25% of total replacement
  - 3. **0.5** - Requires moderate restoration/repair, cost between 25% and 50% of total replacement
  - 4. **0.2** - Requires major restoration/repair, cost greater than 50% of total replacement
  - 5. **0.0** - Requires replacement, system is totally unsatisfactory and cannot be restored/repared - replace
- E. Numerical Rating: 5 times the average of the System Evaluation ratings

*(Facilities Information Base Data Elements and Definitions Continued)*

~ Service Systems - Electrical System Checklist

A. System Type

1. Power system
  - a. Service voltage
  - b. Distribution voltage
  - c. Amperage
  - d. Watts per gross square foot
2. Lighting system
  - a. Basic lamp types
    - (1) fluorescent
    - (2) incandescent
    - (3) HID (specify)
  - b. Basic fixture type
    - (1) specify

B. System Evaluation (each system is rated with a numerical evaluation of 1.0, 0.8, 0.5, 0.2 or 0.0 as defined below)

1. Power system
  - a. Safety conditions
  - b. Service capacity
  - c. Switchgear capacity
  - d. Feeder capacity
  - e. Panel capacity
  - f. Convenience outlets
2. Lighting system
  - a. Light levels
  - b. Fixtures
  - c. Emergency lighting
  - d. Exit lighting

C. General Comments

D. Numerical Evaluation Methodology

1. **1.0** - Satisfactory
2. **0.8** - Requires minor restoration/repair, cost not more than 25% of total replacement

*(Facilities Information Base Data Elements and Definitions Continued)*

3. **0.5** - Requires moderate restoration/repair, cost between 25% and 50% of total replacement
  4. **0.2** - Requires major restoration/repair, cost greater than 50% of total replacement
  5. **0.0** - Requires replacement, system is totally unsatisfactory and cannot be restored/repared - replace
- E. Numerical Rating: 8 times the average of the System Evaluation ratings

~ Service Systems - Conveying System Checklist

- A. System Type
1. Conveying system (include the quantity of each type)
    - a. Elevators
      - (1) electric gearless
      - (2) electric gear
      - (3) hydraulic
    - b. Dumbwaiters and escalators
      - (1) lifts
      - (2) escalators
      - (3) pneumatic tubes
  2. Elevator speed
    - a. Electric (specify number of feet per minute)
    - b. Hydraulic (specify number of feet per minute)
- B. System Evaluation (each system is rated with a numerical evaluation of 1.0, 0.8, 0.5, 0.2 or 0.0 as defined below)
1. Speed
  2. Size
  3. Condition
  4. Appearance
  5. Maintainability
  6. Noise
  7. Code compliance
  8. Dumbwaiters and escalators
- C. General Comments

*(Facilities Information Base Data Elements and Definitions Continued)*

D. Numerical Evaluation Methodology

1. **1.0** - Satisfactory
2. **0.8** - Requires minor restoration/repair, cost not more than 25% of total replacement
3. **0.5** - Requires moderate restoration/repair, cost between 25% and 50% of total replacement
4. **0.2** - Requires major restoration/repair, cost greater than 50% of total replacement
5. **0.0** - Requires replacement, system is totally unsatisfactory and cannot be restored/repared - replace

E. Numerical Rating: 1 times the average of the System Evaluation ratings

~ Safety Standards - Overall Safety Standards Checklist

A. System Type

1. Exits
  - a. Stair construction
    - (1) concrete
    - (2) steel
    - (3) wood
  - b. Stair enclosures
    - (1) none
    - (2) one-hour fire rating
    - (3) two-hour fire rating
  - c. Maximum travel distance to an exit (in feet)
  - d. Number of exits
2. Fire ratings
  - a. Construction type (per the Uniform Building Code)
    - (1) Type I
    - (2) Type II
    - (3) Type III
    - (4) Type IV
    - (5) Type V
    - (6) Type VI

*(Facilities Information Base Data Elements and Definitions Continued)*

- b. Building height
  - (1) number of stories
  - (2) number of feet
- c. Building occupancy group (per the National Fire Protection Association's Life Safety Code)
  - (1) Group A - Residential
  - (2) Group B - Business
  - (3) Group C - Educational (K-12)
  - (4) Group D - Institutional
  - (5) Group E - Assembly
  - (6) Group F - Storage
  - (7) Group G - Industrial
  - (8) Group H - Hazardous
- 3. Extinguishing systems
  - a. Portable extinguishers
  - b. Hose cabinets
  - c. Sprinklers
  - d. Standpipe
  - e. Other (specify)
- 4. Detection and alarm systems
  - a. Manual alarm
  - b. Manual alarm with annunciator
  - c. Smoke detectors
  - d. Fire detectors
  - e. Visual alarms
  - f. Audible alarms
- 5. Emergency lighting systems
  - a. Exit signs
  - b. Exit lighting
  - c. Battery powered lighting and signs
  - d. Emergency generator
  - e. Other backup power (specify)

*(Facilities Information Base Data Elements and Definitions Continued)*

- B. System Evaluation (each system is rated with a numerical evaluation of 1.0, 0.8, 0.5, 0.2 or 0.0 as defined below)
  - 1. Means of egress
  - 2. Fire ratings
  - 3. Extinguishing systems
  - 4. Detection and alarm systems
  - 5. Emergency lighting systems
  - 6. Accessibility for the disabled (per accessibility audit)
- C. General Comments
- D. Numerical Evaluation Methodology
  - 1. **1.0** - Satisfactory
  - 2. **0.8** - Requires minor restoration/repair, cost not more than 25% of total replacement
  - 3. **0.5** - Requires moderate restoration/repair, cost between 25% and 50% of total replacement
  - 4. **0.2** - Requires major restoration/repair, cost greater than 50% of total replacement
  - 5. **0.0** - Requires replacement, system is totally unsatisfactory and cannot be restored/repared - replace
- E. Numerical Rating: 5 times the average of the System Evaluation ratings

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Functional Standards - Assignable Space Checklist

- A. Space inventory
  - 1. Assignable space (number of net assignable square feet)
  - 2. Gross space (number of gross square feet)
  - 3. Net to gross space ratio (percentage)
  - 4. Building Type (per Marshall Valuation Service)
- B. System Evaluation (each system is rated with a numerical evaluation of 1.0, 0.8, 0.5, 0.2 or 0.0 as defined below)
  - 1. Acceptable net to gross space ratio
- C. General Comments

*(Facilities Information Base Data Elements and Definitions Continued)*

D. Space Planning Net to Gross Space Ratio Guide for Various Building Types (per Marshall Valuation Service)

1. Administrative	67%
2. Auditorium	70%
3. Biology Laboratory	62%
4. Chemistry Laboratory	59%
5. Classroom	66%
6. Dining Hall	72%
7. Dormitory	65%
8. Engineering Laboratory	63%
9. Gymnasium	70%
10. Hospital	55%
11. Laboratory	58%
12. Library	76%
13. Office	75%
14. Science	60%
15. Service	83%
16. Student Union	59%
17. Warehouse	93%

E. Numerical Evaluation Methodology

1. **1.0** - Optimum for a facility of this type, equal or above the space planning net to gross space ratio guide for this building type
2. **0.8** - Adequate for a facility of this type, within 5% of the space planning net to gross space ratio guide for this building type
3. **0.5** - Fair for a facility of this type, more than 5% to 8% below the space planning net to gross space ratio guide for this building type
4. **0.2** - Poor for a facility of this type, more than 8% to 10% below the space planning net to gross space ratio guide for this building type
5. **0.0** - Inadequate for a facility of this type, 10% or more below the space planning net to gross space ratio guide for this building type

*(Facilities Information Base Data Elements and Definitions Continued)*

- F. Numerical Rating: 4 times the average of the System Evaluation ratings

~ Functional Standards - Adaptability Checklist

- A. System Evaluation (each system is rated with a numerical evaluation of 1.0, 0.8, 0.5, 0.2 or 0.0 as defined below)
  - 1. Flexible design concept
  - 2. Partitions (movable or rigid)
  - 3. Specialized building type
  - 4. Flexible service systems
  - 5. Fixed equipment
- B. General Comments
- C. Numerical Evaluation Methodology
  - 1. **1.0** - Satisfactory
  - 2. **0.8** - Requires minor remodeling, cost not more than 25% of total replacement
  - 3. **0.5** - Requires moderate remodeling, cost between 25% and 50% of total replacement
  - 4. **0.2** - Requires major remodeling, cost greater than 50% of total replacement
  - 5. **0.0** - Totally unsatisfactory, system is totally unsatisfactory and cannot be remodeled -replace
- D. Numerical Rating: 4 times the average of the System Evaluation ratings

~ Functional Standards - Suitability Checklist

- A. System Evaluation (each system is rated with a numerical evaluation of 1.0, 0.8, 0.5, 0.2 or 0.0 as defined below)
  - 1. Educational spaces
  - 2. Working environment
  - 3. Circulation and functional relationships
  - 4. Conflicting uses
  - 5. Other (specify)
- B. General Comments

*(Facilities Information Base Data Elements and Definitions Continued)*

C. Numerical Evaluation Methodology

1. **1.0** - Satisfactory
2. **0.8** - Requires minor remodeling, cost not more than 25% of total replacement
3. **0.5** - Requires moderate remodeling, cost between 25% and 50% of total replacement
4. **0.2** - Requires major remodeling, cost greater than 50% of total replacement
5. **0.0** - Totally unsatisfactory, system is totally unsatisfactory and cannot be remodeled -replace

D. Numerical Rating: 4 times the average of the System Evaluation ratings