

# Pennsylvania State System of Higher Education Facilities Manual

## Volume X Facilities Reports

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Throughout this manual, various facilities reports are referenced as required for administration and facilities management of the System's physical facilities. These reporting requirements are consolidated and addressed in detail in this volume. The reporting requirements are also addressed in the System's annual data collection plan. The information contained in this volume addresses each of the reports required in the annual data collection plan in the order addressed in that plan. The volumes of this manual referenced for each report describe in detail the requirements and rationale for submission of the report specified. The reports referenced herein constitute the annual reporting requirements of facilities-related data for the System.

A brief description and reporting requirement of each report follows. The reporting forms are shown in the appendix to this volume. Data should be transmitted electronically whenever possible.

### ***Annual Inventory of Square Foot Data, by Category - February 1***

Annually, for use in the System's funding formula, the universities must report the inventory or physical space by the standard categories identified in the *Postsecondary Facilities Inventory and Classification Manual* of the National Center for Education Statistics (see Volume VI-A). The report is submitted in accordance with the instructions contained in the State System's annual data collection plan. The data results are used to calculate the physical plant contributions to the funding formula. The results are also used for comparison with the space allocation data calculated in preparation for submission of the space allocated data, by category, below to determine space needs and excesses. Space needs are then programmed as capital appropriations budget requests in the capital budget item below.

### ***Annual Inventory of Infrastructure and Land Improvements - February 1***

To meet accounting standards, the universities annually must report the inventory of infrastructure and land improvements as specified in Volume VI. The report is submitted in accordance with the instructions contained in the State System's annual data collection plan. The results are used to establish annual depreciation costs and may be used in the allocation formula to distribute funding. The results also will be used to establish the System's capital appropriations needs. Infrastructure and land improvement projects are funded from student fees and may be included in the System's annual Capital Budget Authorization Request.

### ***FTE data for Space Guideline Calculations - February 1***

Volume VI establishes requirements for maintain space inventory and provides space guidelines for university program requirements. The computed space requirements are used as the basis for evaluating and justifying capital projects and in the system allocation formula calculations. In addition to the space inventory information, student and employee FTE information and other program data is needed for the computations. University FTE data submitted to System Research fulfilling other reporting requirements will be used as much as possible. However, data not available

to System Research but needed for the Space Guidelines must be submitted by the universities in accordance with the instructions contained in the State System's annual data collection plan.

**Capital Budget Reports - April 1**

Volume IV of the *Facilities Manual* describes the capital budgeting process and lists the forms required to complete the Capital Spending Plan and annual Budget submission.

The capital budget submission requests Commonwealth appropriations be authorized for facilities deficiencies identified by comparison of the facilities inventory described in Volume VI-A and the space guidelines specified in Volume VI-B; for renovation of existing facilities at the end of their useful life according to the life cycle requirements specified in Volume VI-D; for original furnishings and equipment, as specified in the annual budget call; for health, safety, and regulatory requirements; and for utility system and infrastructure requirements for operation of the System. The reporting submission includes the Capital Budget Project Justification and cost estimating information sheet described below. The reporting forms are shown in Figures IV-2 and IV-3.

**Report of Key '93 Deferred Maintenance Appropriations Expenditures - December 15**

Act 50 of 1993 provides an annual appropriation for deferred maintenance projects. The statute requires an annual report be made to the Governor and the Legislature with the expenditures made the previous year to provide accountability for the funds. The report is made by the Office of the Chancellor based upon the data submitted by each university. An example of the report form is shown in Appendix X-1, the actual form will be sent to the Facilities Directors on a spreadsheet no later than November 1 annually.

**Utility Utilization Report - Monthly**

Monthly, the physical plant departments report utility usage to the Penn State Facilities Engineering Institute, which consolidates the information into an annual report for the System. Reporting can be done directly in the PSFEI Website. The forms and format of the annual report are determined by negotiation with the Penn State Facilities Engineering Institute.

**Facility Occupancy Report – As needed.**

When facilities projects are completed, the facility must be added to the System inventory for insurance and recorded for occupancy purposes. The form for submission of the report is shown in Appendix X-6.

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