

Pennsylvania State System of Higher Education Facilities Manual

Volume VI-A Inventory

The *Facilities Inventory and Classification Manual* and database was developed to provide a tool to the universities of the State System of Higher Education for collecting data pertaining to the physical condition of the facilities and to establish a comprehensive inventory of space.

Modern educational programs are inherently dependent upon the quality of the facilities in which the programs are conducted. In order to support the System's directed goal of providing a quality education for its students, quality facilities must be routinely built and maintained for the System. In order to achieve this end, a capital facilities planning and programming process must be implemented System-wide.

The capital facilities planning and programming process must include, at a minimum, a universally acceptable facilities inventory data base, a standardized method of auditing and assessing the condition of each facility, a facilities master plan for each university that has been prepared according to published guidelines, and criteria for planning and programming capital facilities.

The inventory data is the first step in formalizing the State System of Higher Education capital facilities planning and programming process and provide uniform continual guidelines for the physical inventory of the facilities of the State System of Higher Education.

The State System's facilities inventory database is prepared using the contents of this volume in conjunction with the *Postsecondary Education Facilities Inventory and Classification Manual (FICM)* published by the U.S. Department of Education, National Center of Educational Statistics. An online version of the manual is available at: <http://nces.ed.gov/pubs2006/ficm/index.asp>.

The inventory information is used annually for allocation of annual budgeted appropriations and for programming capital facilities projects. Each State System institution is responsible for the preparation and maintenance of its respective inventory data.

Changes to the official inventory will be reported at least annually or whenever a facility changes utilization status. The universities will make updates to the official inventory each year in accordance with the PASSHE data collection plan. Explanations of significant changes to the database should be forwarded for Office of the Chancellor concurrence before the official database is modified.

Buildings and Structures Inventory

The State System's buildings and structures inventory database is prepared and maintained as stated using the FICM as the basis with the exceptions identified in Volume VI-A-1.

Infrastructure and Land Improvement Inventory

The infrastructure and land improvements inventory database is also part of the PASSHE Facilities Database; however, it was developed prior to the 2006 version of the FICM uses an independent classification approach.

Inventory Data Usage

Facilities inventory data is used annually in the PASSHE University funding formula, Key '93 deferred maintenance distribution, and capital appropriations budgeting. The following procedures were approved April 26, 1995, by the vice presidents for finance and administration for the collecting, reporting, and usage of the data:

1. Facilities inventory data will be updated annually per the System Data Collection Plan and will be based upon the inventory existing as of December 31 of the previous calendar year.
2. Distribution of Key '93 deferred maintenance funds received will be made each quarter of the entire fiscal year by the respective percent of the total E&G space using the most recent data collected. For example, the distribution for FY 2006/7 will be made based upon the data collected by February 1, 2006 (recognizing any error corrections required as a result of the subsequent audit of the data).
3. The annually collected data will be used in the funding formula calculations for the subsequent fiscal year's appropriations allocation. For example, the data collected during FY2005/6 (recognizing any corrections) will be used to calculate the E&G funding for FY2006/07.
4. The annually collected data will be used to evaluate the capital facilities projects programmed in the next capital appropriation budget request. For example, the data collected during FY2005/6 (recognizing any corrections) will be used to calculate space shortfalls or excesses for the FY2006/7 capital spending plan and appropriation budget request.

Acknowledgements:

The PA State System of Higher Education recognizes the value of the contribution of the *National Center for Education Statistics, Postsecondary Education Facilities Inventory and Classification Manual*. This document is the basis for the State System of Higher Education's *Facilities Inventory and Classification*.

The PA System also acknowledges the donation of time and the benefit of the knowledge provided by the committee, which included representation from several System universities. These individuals were instrumental in the development of this manual.