

Facilities Inventory System

Questions regarding Facilities Inventory should be directed to (859) 257-3355.

A. General

The primary purpose of the Facilities Inventory System is to provide the University Administration and the Council on Postsecondary Education with:

1. The carrying value of the University's interest in real property
2. Quantitative reports relative to buildings and land holdings
3. Building data reports
4. Space Utilization information
 - a. Departmental Assignment
 - b. Room Use
5. Functional use and other data used in calculating the facilities and administrative cost rate for sponsored projects.

B. Verification of Space Utilization

In accordance with University policy, all space must be verified for utilization annually and reported to the Plant Assets Inventory Department.

1. Plant Assets Inventory Responsibilities
 - a. Verify the accuracy of the facilities inventory records
 - b. Make verification listings available to departments
 - c. Make corrections to the Room Master Inventory as noted on corrected listings
2. Departmental Responsibilities
 - a. Verify the accuracy of the inventory records as shown on the verification listing

C. Campus and Building Codes. Each building has an official building code. For a list of codes, go to: <http://www.uky.edu/EVPFA/Controller/plant.htm>. First click the Facilities Inventory tab and then click University Buildings by Campus Number.