

## Facilities and Space Inventory System

### I. Purpose

To establish policy and responsibilities for the annual space inventory used to gather data for facilities reporting to the University Administration, federal agencies, and the Council on Postsecondary Education. Among the information collected is:

- The value of the University's interest in real property
- Quantitative reports relative to buildings and land holdings
- Building data reports
- Room utilization information including, but not limited to:
  - Departmental assignment
  - PCS usage (functional area)
  - Room usage
  - Square footage

### II. Policy

The University will maintain accurate space data. Departments will update the utilization of all space through the eBARS space module on a continual basis.

### III. Responsibilities

#### A. Department

1. Update departmental space inventory fields in eBARS in a timely manner throughout the year to aid in maintaining accurate data for various reporting needs.
2. Notify Capital Assets Accounting if the room barcode number does not match the one on the Space Inventory Report to obtain a room tag.
3. Notify Capital Assets Accounting as soon as it is known when the department will be moving into new or renovated space. **The department will have 30 days from the receipt of facilities information to make necessary updates to the required eBARS space data.**
4. During base years for the Facilities and Administrative Cost Rate calculation, provide additional information requested by RFS.

#### B. Accounting and Financial Reporting Services (AFRS) – Capital Assets Accounting

1. Verify the accuracy of the facilities inventory records
2. Make verification listings available to departments through eBARS

#### C. Research Financial Services (RFS)

Coordinate the collection of additional information from selected research-intensive departments during base years for the Facilities and Administrative Cost calculation

#### D. Information Technology Services

Provide Capital Assets Accounting new room information for renovations or construction within 30 days of beneficial occupancy.

### IV. Procedures

[Facilities Inventory Instructions](#) are located on the [Capital Assets Accounting web site](#). Additional information regarding space is also in the Facilities Inventory section.