

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 are:

- The carrying value of the University's interest in real property
- Quantitative reports relative to buildings and land holdings
- Building data reports
- Room utilization information
 - Departmental assignment
 - PCS usage (functional area)
 - Room use
 - Occupants

II. Policy

The University will maintain accurate space data. Departments will update the utilization of all space annually through the eBARS space module.

III. Responsibilities

- A. Accounting and Financial Reporting Services
 1. Verify the accuracy of the facilities inventory records
 2. Make verification listings available to departments through eBARS
 3. Make corrections to the Room Master Inventory as noted on corrected listings
- B. Research Financial Services
Coordinate the collection of additional information from selected research-intensive departments during base years for the Facilities and Administrative Cost calculation
- C. Department
 1. Update departmental space inventory fields annually
 2. Notify Accounting and Financial Reporting Services if the room barcode number does not match the one on the Space Inventory Report
 3. During base years for the Facilities and Administrative Cost calculation, provide additional information requested by Sponsored Projects Accounting

IV. Procedures

[Facilities Inventory Instructions](#) are located on the [Capital Assets Accounting Web site](#). Additional information regarding space is also on the Facilities Inventory tab of that page.