

1 **Facilities Inventory**

2 Effective: Moved to Policy Library from UPM 2.2(4)

3 Contact: [Facilities Planning and Management](#)

4 **Introduction**

5 An accurate facilities inventory is needed to manage the allocation of the university's space. The information is used for
6 institutional and departmental planning, capital improvement programs, indirect cost negotiation, and scheduling of support
7 services. Facilities Planning and Management (FP&M) Space Management maintains and continually updates a facilities
8 inventory database of all university buildings except private residences and buildings owned by other agencies.

9 **Policy Statement**

10 Occupants of university facilities are required to report changes in department assignment, type of use and function of space
11 assigned for their use. Changes must be reported as they occur and are verified biennially when FP&M Space Management
12 conducts a comprehensive review and update of the facilities inventory.

13 **Resources**

14 **Links**

- 15 • [Facilities Planning and Management](#)