

1 **Facilities Inventory**

2 Effective: Moved to Policy Library from UPM 2.2(4)
3 Reviewed and Updated: February 2017
4 Contact: [Facilities Planning and Management](#)

5 **Introduction**

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

12 **Policy Statement**

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

17 **Resources**

18 **Links**

- 19 • [Facilities Planning & Management](#)
- 20 • [FP&M Room Scheduling](#)

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