Facilities Inventory

Effective: Moved to Policy Library from UPM 2.2(4)
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Contact: Facilities Planning and Management

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

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

Resources

Links
- Facilities Planning & Management
- FP&M Room Scheduling