Appendix VI-A-1
Inventory Data Input Rules

The PASSHE facilities inventory data input is submitted using the contents of this appendix in conjunction with the *Postsecondary Education Facilities Inventory and Classification Manual (FICM)* published by the U.S. Department of Education, National Center of Educational Statistics. An online version of the manual is available at: http://nces.ed.gov/pubs2006/ficm/index.asp. Full text of the FICM is also included as Appendix VI-A-2.

The following table lists the categories used for data input effective with changes made in 2006 as a result of changes in the FICM and structural modifications to ease participation with popular national higher education facilities inventory surveys.

Additional supplemental information addressing PASSHE exceptions to the information in the FICM follows the table.

PASSHE Facilities Database - Space Classification Key

Category	Name	Classification Standard	Comments
000	Unclassified	FICM	Subcategories of space (050, 060, and 070) are rolled up into the general 00 Category.
110 / 115	Classroom	FICM	
210 / 215	Class Laboratories	FICM	Space used for formal or regularly scheduled instruction.
220 / 225	Open Laboratories	FICM	Space that is informally scheduled, unscheduled, or open.
250 / 255	Research Labs	FICM	
300	Office/Confer Rooms	PASSHE	Includes all subcategories.
400	Study	FICM	Includes all subcategories.
510 / 515	Armory	FICM	
520	Athletic/Phys Ed	FICM	Includes gymnasia, indoor basketball courts, weight rooms, indoor swimming pools, field houses, etc.
523	Athletic Spectator Seating	FICM	Includes **covered permanent** or fixed seating areas; does not include uncovered stadium seating.
525	Athletic/Phys Ed Service	FICM	A space that directly serves an athletic or phys ed. facility (e.g., locker rooms, shower rooms, ticket booths, storage, etc.)
530/535	Media Production	FICM	
540/545	Clinic	FICM	
550/555	Demonstration	FICM	
560	Field Bldg	FICM	

570 / 575	Animal Qtrs		FICM	
580 / 585	Greenhouse		FICM	
590	Other - All Purpose		FICM	
610/615	Assembly		FICM	
620/625	Exhibition		FICM	
630 / 635	Food Facility		FICM	
640 / 645	Day Care		FICM	
650/655 and 660/665	Lounge/Merchandising and Service		FICM	
670 / 675	Recreational		FICM	
680 / 685	Meeting Rooms		FICM	
690 (discontinued)	Locker Rooms		Discontinued Fall 2006	Future reporting to comply with FICM (i.e., athletic locker room report as 525; shop/other locker rooms report as support space for associated category).
710 / 715	Central Computers		FICM	
720 / 725	Shops, Storage Vehicles		FICM	
730 / 735	Central Storage		FICM	
740 / 745	Vehicle Storage		FICM	
760/770/775	Hazardous Materials / Waste Storage		FICM	
790	Utility Production		PASSHE	Reported as category 770 prior to Fall 2006. Category code changed to avoid conflict with FICM codes.
800	Health Care		FICM	Includes all subcategories.
900	Residence Halls		NA	Included as summary report only.
910	Sleep/Study w/o Bath		FICM	
919	Toilet or Bath		FICM	
920	Sleep/Study w/ Bath		FICM	
935	Sleep/Study Service		FICM	
950	Apartment		FICM	
955	Apartment Service		FICM	
970	House		FICM	
975	Apartment/Guest Quarters		FICM	
976	Stand-alone Living Units		FICM	
980	Student Union		PASSHE	
WW	Circulation		FICM	Includes all subcategories.
XX	Building Systems		FICM	Includes all subcategories.
YY	Mechanical		FICM	Includes all subcategories.
ZZ	Structural		FICM	Includes all subcategories.

Notes:

- **Measurement Guidance.** (FICM pages 3 and 20) The new FICM measurements exclude areas less than 6-1/2 feet high; prior to 2006, the FICM excluded areas less than 3 feet high. This change impacts measurements by including crawl spaces and attic spaces that are essentially not usable. Universities are not required to immediately re-measure existing spaces, but will phase in the new standard as applicable spaces are identified, renovated, or constructed new.
- **Central Utility Plants.** (FICM pages 29, 92, 95) Prior to 2006, the System used their own code 770 for Utility Production, since the old FICM did not have a code for this. Now the 2006 FICM uses 770 for Hazardous Waste. The FICM's approach is to include a central plant mechanical system spaces as part of infrastructure, and the office and storage space within a central plant within those categories. PASSHE will maintain the current approach for accounting for utility production facilities as a separate category, but renumber it 790.
- **Breakdown of Non-assigned Space.** (FICM pages 89 - 93) The new FICM recommends breaking out non-assigned space into more detail. Some universities track spaces in more detail, but then report consolidated information for System purposes. PASSHE will continue to report using the general categories only.
- **Building Condition Definitions.** (FICM page 111) To maintain consistency, PASSHE will continue to report using the former building condition definitions.
- **Space Suitability Codes.** (FICM pages 111 and 112) PASSHE does not use these codes, although FICM recommends them.
- **Infrastructure Codes.** (FICM Appendix D) PASSHE has developed their open inventory categories independent from FICM and will continue to report using those categories. See Facilities Manual Appendix VI-A-3.
- **Office Facilities Categories.** (FICM pages 40, 41, 53, and 54) PASSHE's breakout of office spaces is more detailed than what FICM uses. They have only four categories: office, office support, conference, and conference support. The System has categories that consider the user (faculty, staff, student, etc.). The current methodology used by the System is to input the detail, but the inventory rolls up the detail for the total inventory. Additionally, the FICM has the primary category codes ending in -10, with the associated support spaces codes ending in -X5. Our protocol for office spaces is the reverse. PASSHE standard will continue to be utilized.
- **Locker Rooms.** The FICM does not have a code for locker rooms. The System has categorized locker rooms as 690. Effective in 2006, the PASSHE 690 category will no longer be utilized, and locker rooms will be reported as support space to whatever category space they are supporting (recreation, maintenance, etc.).
- **Student Unions.** The FICM does not have a code for student unions. The FICM's approach divides the space up based on the specific use of each area of the student union. PASSHE finds it more useful to combine the various student union space into one category, under code 980.
- **Affiliate Owned Facilities:** On-campus affiliate owned facilities should be included in the facilities inventory for each campus and identified as "leased space". These facilities may include student housing, recreation space, or student unions. Although

owned by a University affiliate organization, the University frequently provides utilities to the facility and may also provide maintenance or other services. Off-campus affiliate housing should not be included in the inventory since these facilities typically operate more like privately owned facilities.

- **Last Renovation Date:** This should be the last year the building completed a renovation (or recent series of renovations within about five years) that exceeded approximately 50% of the building plant replacement value at that time.

300 - Office Facilities

General

Office facilities are individual, multi-person, or workstation space specifically assigned to academic, administrative, and service functions of a college or university.

305 Faculty Office

Definition: A room housing a faculty member working at one or more desks, tables, or workstations. (See description and limitations below.)

315 Administrative Office

Definition: A room housing an administrative official working at one or more desks, tables, or workstations. (See description and limitations below.)

325 Clerical Office

Definition: A room housing a clerical employee working at one or more desks, tables, or workstations. (See description and limitations below.)

326 Doctoral Student

Definition: A room housing a student enrolled as a doctoral candidate working at one or more desks, tables, or workstations. (See description and limitations below.)

335 Graduate Student Assistant Office

Definition: A room housing a graduate student employee working at one or more desks, tables, or workstations. (See description and limitations below.)

336 Student Worker Office

Definition: A room housing a student employee working at one or more desks, tables, or workstations. (See description and limitations below.)

345 Teaching Assistant Office

Definition: A room housing a teaching assistant employee working at one or more desks, tables, or workstations. (See description and limitations below.)

355 Student Activities Office

Definition: A room housing students performing functions other than academic instruction, living, study, or recreational activities who work at one or more desks, tables, or workstations. (See description and limitations below.)

Description and Limitations for Categories 305, 315, 325, 326, 335, 336, 345, and 355

Description: An office is typically assigned to one or more persons as a station or work area. It may be equipped with desks, chairs, tables, bookcases, filing cabinets, computer workstations, microcomputers, or other office equipment. Included are faculty, administrative, clerical, graduate and teaching assistant, and student offices, etc.

Limitations: Any other rooms, such as glass shops, printing shops, study rooms, classrooms, research/nonclass laboratories, etc., that incidentally contain desk space for a technician or staff member, are classified according to the primary use of the room, rather than an office. Office areas do not need to have clearly visible physical boundaries; examples include open reception areas and library staff areas which would not otherwise be classified as Processing Rooms (440). In such cases, logical physical boundaries (phantom walls) may be assigned to calculate square footage. An office is differentiated from Office Service by the latter's use as a casual or intermittent workstation or service room. For example, a room with a microcomputer intermittently used by one or more people separately assigned to an office should be coded as Office Service. A combination office, studio or research/nonclass laboratory should be coded according to its primary use if multiple room use codes with prorations are not used. A receptionist room that includes a waiting area should be coded as Clerical Office (325).

310 Faculty Office Service

Definition: A room that directly serves a faculty office or group of faculty offices as an extension of the activities in those rooms. (See description and limitations below.)

320 Administrative Office Service

Definition: A room that directly serves an administrative office or group of administrative offices as an extension of the activities in those rooms. (See description and limitations below.)

330 Clerical Office Service

Definition: A room that directly serves a clerical office or group of clerical offices as an extension of the activities in those rooms. (See description and limitations below.)

332 Doctoral Student Office Service

Definition: A room that directly serves a doctoral office or group of doctoral offices as an extension of the activities in those rooms. (See description and limitations below.)

340 Graduate Student Office Service

Definition: A room that directly serves a graduate student office or group of graduate student offices as an extension of the activities in those rooms. (See description and limitations below.)

342 Student Worker Office Service

Definition: A room that directly serves a student worker office or group of student worker offices as an extension of the activities in those rooms. (See description and limitations below.)

350 Teaching Assistant Office Service

Definition: A room that directly serves a teaching assistant office or group of teaching assistant offices as an extension of the activities in those rooms. (See description and limitations below.)

360 Student Activities Office Service

Definition: A room that directly serves a student activities office or group of student activities offices as an extension of the activities in those rooms. (See description and limitations below.)

Description and Limitations for Categories 310, 320, 330, 332, 340, 342, 350, and 360

Description: Includes file rooms, break rooms, kitchenettes serving office areas, copy and FAX rooms, vaults, closets, private rest rooms, records rooms, office supply rooms, first aid rooms serving office areas, student counseling rooms and testing (non-health and non-discipline-related) rooms, and open and private (restricted access) circulation areas.

Limitations: Waiting, interview, and testing rooms are included as office service if they serve a specific office or office area and not a classroom or laboratory; a student counseling (non-health) testing room should be coded as Administrative Office Service (320). A receptionist room that includes a waiting area should be coded as Administrative Office Service (320). Lounges which serve specific office areas and which are not generally available to the public should be coded as Administrative Office Service (320). Centralized mail rooms, shipping or receiving areas, and duplicating or printing shops that serve more than one building (or department or school, etc.) or that are campus-wide in scope should be classified as Central Service (750).

365 Conference Room

Definition: A room serving an office complex and used primarily for staff meetings and departmental activities.
Description: A conference room is typically equipped with tables and chairs. Normally it is used by a specific organizational unit or office area, whereas Meeting

Rooms (680) are used for general purposes such as community or campus group meetings not associated with a particular department. If a room is used for both conference and meeting room functions, then the room should be classified according to its principal use. A conference room is distinguished from facilities such as seminar rooms, lecture rooms, and Classrooms (110) because it is used primarily for activities other than scheduled classes. A conference room is intended primarily for formal gatherings whereas a lounge is intended for relaxation and casual interaction. This category includes teleconference rooms.

Limitations: Does not include classrooms, seminar rooms, lecture rooms (see 110), auditoria (see 610), departmental lounges (see 315), open lounges (see 650), and Meeting Rooms (see 680).

370 Conference Room Service

Definition: A room that directly serves one or more conference rooms as an extension of the activities in those rooms.

Description: Includes kitchenettes, storage rooms, telecommunications control booths, projection rooms, sound equipment rooms, etc., if they serve conference rooms.

Limitations: Excluded are service rooms that support meeting rooms (see 685) or offices (see 315).

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790 Utility Production

Definition: A building that contains equipment to generate steam, hot, chilled, or cold water, electricity, potable water, or facilities used in the treatment of sewage.

Description: Includes boiler plants, water treatment plants, chilled water plants, sewage treatment plants, cogeneration plants, electric generation stations, telephone switch buildings.

Limitations: Does not include the distribution systems from the plant to the end user, including substations, transformer banks, telephone cabinets, or closets.

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980 Student Union

Definition: A room or area within an auxiliary building used for student activities that directly serves student activities for other than academic instruction, recreation, residence, dining, or athletics, including service areas.

Description: Includes student meeting rooms, television rooms, student lounges, student government offices, student newspaper offices, radio broadcast rooms, multi-purpose rooms, movie theaters and club rooms, and assembly areas used primarily for entertainment or student activities.

Limitations: Does not include Offices (310), Recreation (670), Public Meeting Rooms (680), Lounges (650), Merchandising (660), and assembly areas used primarily for instruction (610).

Supplement #1

Building Conditions Codes

The condition of the facility must be placed in one of the following categories:

Category Code	Description
#1	**Satisfactory**
	Suitable for continued use with normal maintenance.
#2	**Remodeling - A**
	Requires restoration to present acceptable standards without major room use changes, alterations, or modernization.
#3	**Remodeling - B**
	Requires major updating or modernization of the building.
#4	**Remodeling - C**
	Requires major remodeling of the building.
#5	**Demolition**
	Should be demolished or abandoned because the building is unsafe, structurally unsound, or not cost effective to remodel.
#6	**Termination**
	Planned termination or relinquishment of occupancy for reasons other than unsafeness or structural unsoundness, such as abandonment of temporary units or vacating of leased space.

Supplement #2

Replacement Cost/Estimated Construction/Renovation Costs (2015)

The costs shown below are the base construction costs for calculating replacement, new construction, and renovation costs. They do not include markups for design, construction management, or contingency funds that may be needed during construction. These costs should be used in the absence of detailed cost estimates from a feasibility study or from costs incurred on similar projects bid in the area.

The replacement, construction or renovation costs are determined by adding the assignable net square feet, times the applicable cost for each room category, times the gross-to-net ratio, times area cost factor, times an allowance for design, contingency, and construction management. Costs for unusual requirements need to be factored in as well (for example, special site work requirements, unusual demolition requirements or hazardous material issues).

Partial renovation projects or projects involving mid-life repair should use an appropriate smaller square footage or other unit cost.

See Table next page.

Replacement Cost/Estimated Construction/Renovation Costs (2015)

Pennsylvania State System of Higher Education	Square Foot Cost	
	New Construction	Renovation**
000-Unclassified	$0	$0
110-115 Classrooms	$265	$212
210-215 Class Laboratories	$316	$253
220-225 Open Laboratories	$316	$253
250-255 Research Laboratories	$361	$289
300 Office/Conference Rooms	$260	$208
400 Study/Library	$274	$219
510-515 Armory	$323	$258
520 Athletic/Physical Education	$238	$190
523 Athletic Spectator Seating	$238	$190
525 Athletic/Physical Education Service	$161	$129
530-535 Media Production	$244	$195
540-545 Clinic	$412	$330
550-555 Demonstration	$268	$214
560 Field Buildings	$105	$84
570-575 Animal Quarters	$285	$228
580-585 Greenhouse	$126	$101
590 Other Special Use Facilities	$152	$121
610-615 Assembly	$294	$235
620-625 Exhibition	$245	$196
630-635 Food Facility	$380	$304
640-645 Day Care	$282	$226
650/655-660/665 Lounge/Merchandising & Service	$200	$160
670-675 Recreational	$271	$217
680-685 Meeting Rooms	$260	$208
710-715 Central Computers	$425	$340
720-725 Shops, Storage Vehicles	$184	$147
730/735 and 750/755/780 Central Storage and Central Service	$153	$122
740-745 Vehicle Storage	$84	$67
760/770/775 Hazardous Materials/Waste Storage	$175	$140
790 Utility Production	$1,489	$1,191
800 Health Care	$496	$397
900-955, 975-976 Residence Halls/Apartments	$266	$213
970 Official Residence (House)	$266	$213
980 Student Unions	$373	$298

$$* \quad \text{Gross Square Foot Factor} = \frac{\text{Assignable + Structural + Non-assignable}}{\text{Assignable}}$$

** Costs for renovation of historic facilities may be increased by 10-25%.

Supplement #3

Pennsylvania State System of Higher Education

Area Cost Factors for 2015 Replacement Cost Calculations

University	ZIP Code	Area Cost Factor 2014
Bloomsburg	17815	0.96
California	15419	0.99
Cheyney	19319	1.07
Clarion	16214	0.97
Dixon University Center	17110	0.98
East Stroudsburg	18301	0.98
Edinboro	16444	0.95
Indiana	15705	0.98
Kutztown	19530	0.99
Lock Haven	17745	0.89
Mansfield	16933	0.95
Millersville	17551	0.92
Shippensburg	17257	0.93
Slippery Rock	16057	0.97
West Chester	19383	1.07

Source: *R.S. Means Square Foot Costs 2015*