

## APPENDIX 5

### OPTIONAL BUILDING AND ROOM DATA ELEMENTS

In addition to the building and room data elements which are centrally collected by HEFC as the standard, core information items in a facilities inventory, individual institutions may wish to gather other data for local campus use. The "optional" elements which are listed here are neither prescriptive nor all-inclusive; they are, however, collected by many institutions around the country.

#### Optional Building Data Elements

<b>Site Identifier</b>	A code assigned by the institution to identify the physical description of the site where the building is located (e.g., "Main" or "West Campus").
<b>Year of Beneficial Occupancy</b>	The year the institution occupied the building.
<b>Disabled Access to Building</b>	Indication that there are no exterior site or architectural barriers to access to the building by a mobility impaired person. Access to the building means the ability to physically approach and enter the building without assistance. Floor accessibility is noted by the room accessibility data element.
<b>Type of Construction</b>	A code assigned by the institution to indicate the type of construction used in the building.
<b>Landmark Status</b>	Indication that the building is listed on the National Register of Historic Buildings or on some other official listing that limits the character of changes that can be made in the building's use or appearance.
<b>Fixed Equipment</b>	Information assigned by the institution to indicate the presence of special fixed equipment such as chillers or elevators.
<b>Building Service Area</b>	The sum of all areas of a building used to support its cleaning and public hygiene functions.
<b>Circulation Area</b>	The sum of all areas used for physical access to some

subdivision of space within the building, whether directly bounded by partitions or not.

**Mechanical Area**

The portions of the Gross Area of a building designed to house mechanical equipment, utility services, and shaft areas.

**Total Nonassignable Area**

The building's sum total of the above three categories of building space (Building Service, Circulation, and Mechanical).

**Structural Area**

The sum of all areas on all floors of a building that cannot be occupied or put to use because of structural building features.

**Optional Room Data Elements**

**Organizational Unit**

An institutionally-determined name or code to identify the organizational unit to which the room is assigned at the time of the inventory (e.g., school, department, division, etc.).

**Suitability**

Evaluation of the suitability or functionality of the room for its assigned use and function at the time of the inventory, based on the design, configuration, and fixed equipment in the room. The evaluation of room suitability may change as its use, function, or assigned organizational unit is changed.

**Room Architectural Features**

Identifies the physical characteristics of the room which are built into its architectural design and which affect the assignment or use of the room. These include structural features such as high bay space or a sloped floor; and the type and amount of utility service provided. The coding of architectural features would not change, regardless of room use or function, unless the room was remodeled.

**Room Fixed Equipment**

Identifies special fixed equipment that allows the room to be used for specific purposes, such as a fume hood.

**Room Movable Equipment**

Identifies movable equipment assigned to a room. It is suggested that current practices set forth in OMB Circular A-21, A-110, and the like, be considered as guidelines here.

