

**Asset Management  
User's Guide**



**Plant Services**

# Asset Management

## User's Guide

### Table of Contents

Section 1. CREATING, MAINTAINING, CHANGING BUILDING AND ROOM NUMBERS AND SPACE UTILIZATION .....	3
1.01 Creating a New Building Number .....	4
1.02 Creating a Building Number for Leased Property .....	4
1.03 Modification of Existing Building and Room Numbers .....	4
1.04 Definitions and Descriptions of Buildings entered and excluded from the Space Utilization Module.....	6
1.05 Room Use Categories .....	6
1.06 Laboratory Facilities.....	6

## **Section 1. CREATING, MAINTAINING, CHANGING BUILDING AND ROOM NUMBERS AND SPACE UTILIZATION**

### **Databases and files affected by adding and changing NSU building and room numbers**

The following is a list of data files maintained and their usage for building and room numbers:

1. Facilities Inventory and Utilization Module for Board of Regents reporting. Assign a building and room number through Property control and asset management depending on location of the building, parish, and whether the building is state owned or a lease.
2. Receives semi-annual Property Exposure report from the Office of Risk Management for assessing insurance cost.
3. State Land and Buildings assigns a SLAB number for Facility Planning Database for adding new buildings or Leased building by NSU through Cooperative Endeavor.
4. LPAA Property Control uses NSU building and room numbers in the LPAA Asset Management Platform database. Only depreciable movable property is entered in the Banner Fixed Asset Module.
5. All Natchitoches 911 addresses are assigned through Natchitoches 911 Communication District with an office at the court house. 911 Building Layout comes from Physical Plant maps and uses NSU Building and room numbers This is posted in the building for fire drills and evacuation routes as part of EHS. If it is located in another parish, it would be assigned by that parishes 911 Communication District.
6. Registrar Office database for class schedules uses NSU building and room numbers. Departments turn in list of classes and classroom number used from previous year's classroom schedule. The early class schedule for the fall semester is prepared from this communication with the Registrar's office.
7. TMA Software Work Order System uses NSU building and room number that are entered into TMA by Asset Manager and information provided by Physical Plant.
8. NSU publications- Phone book database, campus maps, etc. NSU building and room numbers are used for maps and in phone book.
9. Departments of Electronic Learning and Student Technology uses NSU building and room numbers for IP web addressing of equipment of networking equipment from Campus Master Building File.

### 1.01 Creating a New Building Number

1. Property Control-Asset Manager assigns NSU new building numbers on an NSU Excel spreadsheet.
2. The Asset Manager completes a [UND-4.1 \(New Building Form\)](#) and submits to State of Louisiana Office of Risk Management for building and contents insurance coverage.
3. Add the new building number and room number in the TMA Software system. This information is available when a work order is processed for maintenance, ordering frequently used items from the warehouse, or if Information Systems needs to track IP addresses for network printers. The work order will specify the new building number and room number in the TMA database.

*NOTE: The above information is also available through the Facility Planning data base which can be accessed by NSU Physical Plant.*

### 1.02 Creating a Building Number for Leased Property

1. Property Control-Asset Manager assigns NSU leased property a NSU building number on an NSU Excel spreadsheet.
2. The Asset Manager completes a [UND-1 \(Contents Reporting Form\)](#) and submits to State of Louisiana Office of Risk Management for contents only for insurance coverage. Leased property requires a Cooperative Endeavor with the agency we are leasing from. The Cooperative Endeavor document is submitted with the **UND-1 (Contents Reporting Form)**.
3. Office of Risk Management forwards to State of Louisiana and Buildings to assign SLAB numbers for all new buildings owned by the University. The cost of the property will be added to the Office of Risk Management Exposure Report.

### 1.03 Modification of Existing Building and Room Numbers

The Asset Manager is responsible for updating three edit files:

1. Board of Regents Building Inventory Edit
2. Board of Regents Room Inventory Edit
3. Board of Regents Classroom & Laboratory Utilization Edit

The Plant Services-Asset Manager updates the Facilities Inventory and Utilization Module by November 15<sup>th</sup> of the current year and forwards to NSU Institutional Research for review and submittal to Louisiana Board of Regents.

Updates include the following changes to the Database:

- Display the room file or building file that needs to be changed.
- Change information in the building edit and or the room edit.
- Change the room number to inactive if it cannot be modified and re-enter a new room number with new class codes and square footage.

The Asset Manager does not have the authority or security level in the database to delete a building from the building edit or a room from room edit. Security only allows a change to inactive (I) and to change the Last Date Modified to Today's Date.

Since all information in the Building edit and Room edit are based on the fall class schedules, the Asset Manager performs a classroom utilization edit as follows:

- Request a fall class schedule from the Registrar Office.
- Check the fall schedule against the classroom edit to make sure that the classes are being held in rooms that are classified as a classroom (110) or laboratories (210).
- Contact the BPC representative for a list of their classes with the building location and room number on NSU main campus. If NSU fall class schedule of classes are in the same classroom as the BPC classes, adjust the time indicating the university's use of the classroom so that credit is documented for the time that building or room was used.

**NOTE:** *The classroom utilization edit is the comparison of the classroom edit and the fall class schedule. Any fall class schedule changes must be made by the Registrar Office, Donna Jones or Institutional Research.*

If the building is new, then it must be added to the building edit and room edit for Facilities Inventory and Utilization database. The module must be updated every year and sent to Baton Rouge. All refer to NSU building numbers and room numbers.

Renovations completed through an NSU work order or by outside sources that alter square footage or building room numbers must be submitted by the Physical Plant for entry into the Facilities Inventory and Utilization Module. Any altered rooms that require a new room to be added must be assigned by the Physical Plant. The Physical Plant completes a [Room Change Request](#) document and forwards to Asset Manager for updating the Facilities Inventory and Utilization Module.

## **1.04 Definitions and Descriptions of Buildings entered and excluded from the Space Utilization Module**

According to the Facilities Inventory and Utilization Manual published by the Louisiana Board of Regents, and revised in June 2013, the following information describes buildings and non-building structures.

Definition of a “building” is defined as a roofed structure for permanent or temporary shelter of persons, animals, plants, material, or equipment. The building inventory may encompass many different types of structures, including marine and space structure (whether staffed or not); research vessels; and trailers that are not on wheels and used for offices, residences, or storage.

As a guidelines, separate, minor structures should be included in the inventory if all of the following criteria are met:

1. They are attached to a foundation;
2. They are roofed;
3. They are serviced by a utility, exclusive of lighting, and
4. They are a source of significant maintenance and repair activities.

The following types of buildings should be excluded:

1. Investment properties that buildings used only for revenue generation and not for institutional purposes.
2. Hospitals not owned by the institution, except for any space in the hospital leased or controlled by the institution.
3. Public schools not owned by the institution, but used for practice teaching.

## **1.05 Room Use Categories**

- Classrooms – General purpose classrooms, lecture halls, recitation rooms, seminar rooms, and other rooms used primarily for scheduled non laboratory instruction. (Code 110)
- Computer Classroom – A classroom set up formal instruction for teaching computer education. (Code 140)

## **1.06 Laboratory Facilities**

A laboratory is a facility characterized by Special purpose equipment or a specific room configuration which ties instructional or research activities to a particular discipline or a closely related group of disciplines.

- Class Laboratory – A room used primarily for regularly scheduled classes that require special purpose equipment or a specific room configuration for student participation, experimentation, observation, or practice in an academic discipline. (Code 210)

- Open Laboratory – A room used primarily for individual or group instruction that is informally scheduled, unscheduled, or open. (Code 220)
- Computer Lab – Formal or regularly schedule classes for computer instruction. (Code 240)
- Research/Non class Lab – A room primarily for lab experimentation, research or training in research methods. ( code 250)

The Classrooms and Labs are the most important part of the Facilities Inventory and Utilization files. There are other categories such as Offices, Conference Rooms, Auditoriums, Study Rooms, Processing Rooms for Library, Armory, Athletic/Physical Education, Media Production, Clinic, Demonstration, Animal Quarters, Greenhouses, Assembly and Exhibition, Food Services, Day Care, Lounges, Merchandising, Recreation, Meeting Rooms, Central Computer or Telecommunications, Shops, Central Storage, Vehicle Storage, Central Services, and Hazardous Materials. The entire campus including Shreveport, Alexandria, and Leesville are coded the same way by NSU Building number and Room numbers.