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Space Management Policy

Policy Statement

Keeping an accurate accounting of University facilities and their usage can be a challenge to any university. In order to run the University efficiently and utilize available space to its fullest extent, changes resulting from building and renovation projects, on-going general maintenance projects as well as the normal fluctuation in user needs must be communicated to affected departments and offices in a timely manner. In addition, Southeastern Louisiana University is required to regularly report to the Louisiana Board of Regents all property and structures owned by the University and how this space is being utilized. For this reason, Southeastern developed and put in place the following Space Management Policy.

Purpose of Policy

The underlying premise of this policy is that all space on campus is University space which is assigned to particular departments as needed at that time.

The goal of Southeastern's Space Management policy is:

- To first and foremost, insure that all aspects of space management are focused on maximizing the efficient and effective usage of all University space.
- To maintain an official University space management system in PeopleSoft. This system will contain necessary information to meet the needs of the University in managing space as well as reporting requirements.
- To maintain an accurate accounting of property and structures owned by the University. This includes identifying:
    - Specific buildings and its structural information,
    - Specific spaces in buildings,
    - Usage of specific areas,
    - Occupants of spaces, and
    - Other room related information.
- To maintain accurate records of active and inactive status of University space due to renovation, modification, or general maintenance work and to communicate that information to affected departments/offices.
- To streamline data for more effective communication with University service departments such as Client Services (technology access), key and maintenance shops, the Office of Safety and Hazardous Materials Management, Physical Plant, Property Control, and Facility Planning.
- To establish guidelines for:
    - Requesting changes in facilities and/or its usage, including any and all physical changes to that space.
    - Reviewing requests and determining the impact of the change on the University.
    - Entering changes in space and its usage in the space management system.

Policy Procedure

Procedural Guidelines for Space Management

Changes in the status of property owned by the University, whether it contains structures or not, must be reported to the Louisiana Board of Regents. In addition, changes in space usage and occupants can impact the University in a variety of ways, thus it is important that changes to the use of space, occupants of space, and services provided to that space be reviewed before the change is made. It is also essential that University departments and offices are notified of changes in University space in a timely manner. The following procedures have been developed to accommodate the University's reporting, management and communication needs when changes in University space are desired.

Changes in Room Occupants

New Faculty or Staff Employees in Existing Positions

New faculty or staff employees filling existing University positions will typically occupy the existing room assigned to the position and use the telephone number already assigned to the position. Human Resources is responsible for notifying the Office of Facility Planning (by email) the employee's name, effective date, position number, University ID number, budget unit number, and home department name. The Office of Facility Planning is responsible for determining the building, room number, and telephone number and updating the Room Detail panel if the space management system. The direct telephone number should remain the same. If a change in the room occupant is desired for the new faculty or staff employee, the change must be reported as outlined in pages 3-4 of this policy under Changes in Room Occupants for Existing Positions, and the department head or director should complete a Change in University Space Request (see Appendix C) located online at:

http://www.southeastern.edu/admin/fac_plan/space_management/space_change/index.html.

The published telephone number will be the main number in the following circumstances:
- Administrative positions with a secretary (for example, a department head).
- Part-time faculty and staff positions that do not have an assigned telephone line.
- Positions in the departments that provide services that must be tracked (for example, the Physical Plant, the Help Desk, the Counseling Center, and the University Police).

The published telephone number for all other positions will be the direct telephone number of the position occupying the room.

New faculty or staff employees who are not assigned exclusive office space (such as part-time, lecturers, Gas, etc.) that is a part of Southeastern's property will not be included in the space management system. Human Resources will enter the telephone number of the home department of the new employee in the bio/demo panels of Southeastern's administrative system in order to provide a contact number for that employee. Human Resources will also enter the Southeastern box number of the employee's home department in address line 2 of the bio/demo panels.

Necessary service requests for keys and other needed services to accommodate the new faculty or staff member must still be completed and forwarded to the Physical Plant by the new employee's department/office.

New Faculty or Staff Employees in New Positions

New positions are positions that have never been occupied by any employee, and require a new room assignment with the telephone lines and technology access needed by the new position. Once the search for filling the new position has been concluded, a New Position Room Assignment Request form (see Appendix D) must be submitted online at: http://www.southeastern.edu/admin/fac_plan/space_management/newposition/index.html by the department head or director. After consulting with Client Services and the supervisor, if necessary, the Office of Facility Planning will determine the room assignment and the necessary telephone lines/technology access based upon the request. Please allow at least one week for additions or changes in telephone/technology access to be completed.

The Office of Facility Planning will enter the room assignment in the space management system and will notify Human Resources, the Office of Safety and Hazardous Materials Management, Client Services, Physical Plant, and the new employee's supervisor, via email, of the room assignment.

Client Services will enter the telephone number and the budget unit number responsible for the telephone line in the space management system, as well as the published telephone number. Client Services will notify the hiring department/office of the telephone number for the new position. Upon entering the information in the system, Client Services will inform the Office of Facility Planning, by email, that this has been accomplished. The Office of Facility Planning will enter any additional technology access in the system.

Necessary service requests must still be completed and forwarded to the appropriate offices by the department/office of the new position once notification of the assigned space has been received.

New faculty or staff employees assigned to new positions that do not include an assigned office space that is part of that is part of Southeastern's property will not be included in the space management system. Human Resources will enter the telephone number of the home department of the new employee in the bio/demo panels of Southeastern's administrative system in order to provide a contact number for that employee. Human Resources will also enter the Southeastern box number of the employee's home department in address line 2 of the bio/demo panels.

Changes in Room Occupants for Existing Positions
In most circumstances, department heads and directors are free to make changes in room assignments of faculty and staff within the space allocated to the department/office by the Office of Facility Planning. All changes in room occupants, however, must be requested and approved by the Office of Facility Planning for the purpose of maintaining an accurate accounting of all University space. In the case of an employee being terminated, Human Resources should notify the Office of Facility Planning so the employee's name and position number can be removed from the room in the system. (The phone number and budget unit responsible for the phone will remain.)

The form to request changes in University space (see Appendix C) is located at:
http://www.southeastern.edu/admin/fac_plan/space_management/space_change/index.html and should be completed and submitted online. When "group" moves are made, (i.e., two or more people switch room capacity), one request form may be completed. BE sure and list all other employees affected by the group move in the "Please describe change being requested" field, including each employee's name, W#, current room number and phone, and the requested room number and phone. A separate request should be completed for each separate independent change in room occupants.

Changes in room assignments should not occur until verification has been received from the Office of Facility Planning. If there are circumstances that would affect the requested change in room occupants, the Office of Facility Planning will contact the requester to further discuss the issue.

The Office of Facility Planning will give confirmation of the change to the department/office making the request, Human Resources, the Office of Safety and Hazardous Materials Management, Client Services and the Physical Plant (via email) of any confirmed changes. The Office of Facility Planning will enter the effective date and change in positon number for the space in the space management system. Client Services will enter any changes in direct telephone lines, published telephone lines or budget units responsible for telephone lines in the system. Upon entering the information in the system, Client Services will inform the Office of Facility Planning, by email, that this has been accomplished. The Office of Facility Planning will enter in the system any changes in technology access for the space.

Please remember that requests for telephone installation fee waivers generally will not be approved for changes due to room switches. Please allow at least a week for additions or changes in telephone/technology access to be completed. Necessary service requests to implement the move must still be completed and forwarded to the Physical Plant and

other appropriate offices as necessary by the department/office making the change in room occupancy. Only service requests for confirmed work will be honored.

Additions or Changes in Telephone Lines/Technology Access
The Change in University Space Request (see Appendix C) must be completed and submitted by the department head or director online at: http://www.southeastern.edu/admin/fac_plan/space_management/space_change/index.html to request additions or changes in telephone lines, data ports or cable television lines. Please allow at least one week for additions or changes in telephone/technology access to be completed. The Office of Facility Planning will consult with Client Services and then communicate confirmation of the request as well as approval or denial of any requested telephone installation fee waivers. Telephone installation fee waivers generally are approved for additions or changes resulting from administration moves from one building to another or for new employees only. Changes of faculty or staff in allocated office space generally are not approved for telephone installation fee waivers unless the change is a result of renovation of the space or reorganization of the office/department.

The Office of Facility Planning will inform Human Resources, the Office of Safety and Hazardous Materials Management, Client Services, and the Physical Plant (via email) of approved changes.

Client Services is responsible for entering any changes or additions of telephone lines and the budget unit numbers responsible for telephone lines in the space management system. Upon entering the information in the system, Client Services will inform the Office of Facility Planning by email that this has been accomplished. The Office of Facility Planning is responsible for entering any changes in technology access.

Necessary service requests for approved additions or changes in telephone lines or technology access must still be completed and forwarded to the appropriate office by the department/office making the request.

Changes in Classroom Furniture
Change in classroom furniture can impact the capacity of the room and must be thoroughly reviewed before the change can be made. The form to request changes in University space (see Appendix C) is located online at: http://www.southeastern.edu/admin/fac_plan/space_management/space_change/index.html and must be completed and submitted by the department head or director. The Office of Facility Planning will review the request and consult with the Office of Enrollment Services to determine what impact the change may have to room capacity and use. The Office of Facility Planning will review all requests in classroom capacity, as well as furniture type and possible arrangements of same, to assure they will comply with all local building and Fire Marshall Codes.

Requests for changes in classroom furniture that impact the room capacity of instructional spaces should be submitted in advance in order to allow ample time for the request to be examined properly. Changes to be implemented in the Summer or Fall semesters should be submitted by February; changes to be implemented in the Spring semester should be submitted by the previous September.

The Office of Facility Planning communicates the decisions regarding the request to the department making the request, Human Resources, the Office of Safety and Hazardous Materials Management, the Office of Enrollment Services, Client Services and the Physical Plant (via email).

Necessary service requests for approved changes in classroom furniture must still be completed and forwarded to the appropriate office by the department/office making the request. Only service requests for approved work will be honored.

Changes in New or Existing Structures

Changes in Building or Room Use
Request for approval to make changes in building or room use must be completed and forwarded by the department head or director to the Office of Facility Planning, who will then coordinate the approval process for the request. Examples of changes in room use would be converting classroom space into a laboratory, or a storage room into office space. The form to request changes in University space (see Appendix C) is located online at: http://www.southeastern.edu/admin/fac_plan/space_management/space_change/index.html.

The Provost and Dean of academic units or the Vice President of non-academic units must approve the request, and the Office of Facility Planning must verify the approval before any work can begin. Requests that may result in a change in room capacity may require further review before the request can be approved. See page 7 in this policy for further information on changes in room capacity.

The Office of Facility Planning will communicate the decision regarding the request to the office making the request, Human Resources, the Office of Safety and Hazardous Materials management, the Office of Enrollment Services, Client Services and the Physical Plant (via email). The Office of Facility Planning will enter any changes in room use, and if necessary, any changes in room capacity or occupancy in the space management system. If the change includes a change in telephone lines, Client Services will enter the changes in the system. Upon entering the information in the system, Client Services will inform the Office of Facility Planning, by email, that this has been accomplished. The Office of Facility Planning will enter in the system any necessary changes in technology access. Please allow at least one week for additions or changes in telephone/technology access to be completed.

Necessary services requests for approved work to be done must still be completed and forwarded to the appropriate office by the department/office making the request. Only service requests for approved work will be honored.

General Maintenance Work
General maintenance work is building upkeep that does not include structural changes to the existing building, for example, painting a single room or replacing light fixtures. General maintenance work is initiated by a service request, routinely scheduled and handled by the Physical Plan, and generally does not effect a change in space occupancy, use or capacity. While the Physical Plant may confer with the Office of Facility Planning if they have a question as to whether a service request qualifies as general maintenance work, it is the responsibility of the Physical Plant to review service requests to determine if they fall within the guidelines of general maintenance work. If not, the Physical Plant will return these service requests to the requesting department with a referral to the Office of Facility Planning.

Modification/Renovations Not Part of Capital Outlay Projects
Modification or renovation not a part of capital outlay projects or deferred maintenance includes projects that change the structure of a building or room. These projects may necessitate outside contractors to do the work, are nominal in cost, and do not require approval of the Louisiana Board of Regents in order to initiate a project. Examples of modification/renovation work may include the addition or removal of walls or doors in a single room or refurbishing several offices in a building.

The Change in University Space Request is used for any requests for modification/renovation work not part of capital outlay projects (see Appendix C) and must be completed and submitted by the department head or director online at: http://www.southeastern.edu/admin/fac_plan/space_management/space_change/index.html. The Office of Facility Planning will coordinate the approval process for the request. The Provost and Dean of academic units or the Vice President of nonacademic units must approve the request and the Office of Facility Planning must verify the approval before any work begins.

The Office of Facility Planning must do a space study for any modification/renovation requests, taking into account issues such as entrances and exits to the room, windows, doors and the number of square feet per person, as designated by State Fire and Building Codes.

The Office of Facility Planning communicates the decision regarding the requested modification/renovation to the department/office making the request. The Office of Facility Planning will also inform Human Resources, the Office of Safety and Hazardous Materials Management, the Office of Enrollment Services, Client Services, the Controller's Office, and the Physical Plan via email of approved changes.

The Office of Facility Planning is responsible for communicating to the appropriate office, the effective dates for inactive status and active status of approved modification/renovation work. The Office of Facility Planning will notify Human Resources, the Office of Safety and Hazardous Materials Management, the Office of Enrollment Services, Client Services, the Controller's Office and the Physical Plan via email the changed status of the space(s).

The Office of Facility Planning will enter any changes in room use, room capacity or occupancy in the system if necessary. Temporary moves longer than thirty (30) business days will be entered into the space management system. If change includes change in telephone lines, Client Services will enter the changes in the system. Upon entering the information in the system, Client Services will inform the Office of Facility Planning, by email, that this has been accomplished. The Office of Facility Planning will enter in the system the necessary changes in technology access.

Necessary service requests for approved work must still be completed and forwarded to the appropriate office by the department/office making the request. Only service requests for approved work will be honored.

Approved Capital Outlay Construction and Renovation Projects
Capital Outlay construction and renovation projects are funded by the State of Louisiana based on a space needs analysis completed by the University and approved by the President. The Office of Facility Planning is responsible for the direction and coordination of these projects as well as communicating the status of these projects to the University.

Because major renovation and Capital Outlay project can affect space management at the University, the Office of Facility Planning is responsible for providing information on deferred maintenance projects and Capital Outlay projects to the following departments/offices:
- Office of the President and appropriate Vice Presidents
- Office of Safety and Hazardous Materials Management
- Human Resources
- Office of Enrollment Services
- Client Services
- Physical Plant
- Any department, unit, or division involved in the project

The Capital Outlay status report includes work not considered as part of Southeastern's general maintenance work, such as major repairs of campus facilities, major renovation and construction work, and includes anticipated dates for scheduled repair and renovation work.

Periodic meeting will be held regarding the management of space undergoing major renovation or repair with the occupants of the space, the Office of Facility Planning, the Offices of the President and appropriate Vice Presidents and any other necessary departments possibility affected by the project, for example, the Physical Plant, Client Services, the Office of Technology, or the Office of Enrollment Services.

If necessary, ad determined on a case-by-case basis, the Office of Facility Planning will enter the inactive status of the space in the space management system. The Office of Facility Planning will notify Human Resources, the Office of Safety and Hazardous Materials Management, the Office of Enrollment Services, Client Services, the Controller's Office, the Physical Plant, and any necessary department upon the space returning to active status. The Office of Facility Planning will oversee the entry of any necessary changes to the space management system resulting from the project. Temporary moves longer than thirty (30) business days will be entered into the space management system.

New Structures

The Office of Facility Planning will communicate the approval of any new construction of capital outlay projects. The Office of Facility Planning will create a new entry for the new structure in the space management system, indicating the effective date for the new structure.

The Office of Facility Planning will information, at the completion of the building, Human Resources, the Office of Safety and Hazardous Materials Management, the Office of Enrollment Services, Client Services, the Controller's Office and the Physical Plant via email of the facility's completion.

Demolition of Existing Structure

The Office of Facility Planning will inform Human Resources, the Office of Safety and Hazardous Materials Management, the Office of Enrollment Services, Client Services, the Controller's Office and the Physical Plant via email of the inactive status of the space. The Office of Facility Planning will enter the inactive status in the space management system.

Changes in Room Capacity

Room capacity of any given space at Southeastern is determined by specific State Fire and Building Code guidelines with which the University must comply. Modifications in space (i.e., change in classroom furniture from tables to desks or adding a door to a room) that may result in change to the capacity of the room must first be examined closely to ensure that any change does not conflict with applicable building and fire codes. Under no circumstances should class enrollments ever exceed the given capacity of classrooms or labs.

All requests for changes in room capacity must be submitted by the department head or director to the Office of Facility Planning for review before the change/modification can be implemented. The Change in University Space Request form (see Appendix C) is located online at:
http://www.southeastern.edu/admin/fac_plan/space_management/space_change/index.html. In order to allow ample time for the request to be examined properly, all requests for changes of room capacity for instructional spaces to be implemented in Summer or Fall semesters must be submitted by the previous February. All requests to be implemented in the Spring semester must be submitted by the previous September. Capacity changes for all other types of University space may be submitted and approved at any given time during the year.

When submitting the Space Request form, the requestor needs to secure the approval of the appropriate administrator for the type and scope of the space request. Once the Office of Facility Planning receives the request, it will complete a formal layout of the room with the requested modification/change, taking into account such issues as entrances and exits to the room, windows, doors, and the number of square feet per person, as designated by the State Fire and Building Codes. The requested changes will also be reviewed for budgetary and cost concerns to insure that funding is available and that the request is an effective use of University assets. Once the layout is completed, and the proposed modification/change does not result in any other conflicting problems (such as diminishing student capacity), the request will then be approved.

The Office of Facility Planning will notify the requesting department/office, Human Resources, the Office of Safety and Hazardous Materials Management, the Office of Enrollment Services, Client Services and the Physical Plant (via email) of approved changes. Only the Office of Facility Planning may make changes in the Capacity field in the space management system.

New Property
Buying/Selling of Property
The Office of Facility Planning will communicate by email the buying or selling of any property (with or without structures) to Human Resources, the Office of Safety and Hazardous Materials Management, the Office of Enrollment Services, Client Services, the Controller's Office and the Physical Plant.
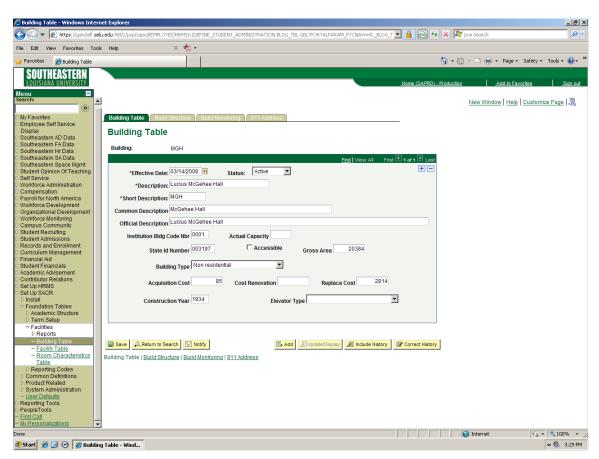
When property is sold, the Office of Facility Planning will enter the inactive status of any space resulting from the sale into the space management system. When property is purchased, the Office of Facility Planning will be responsible for creating an entry for any structures acquired with the property in the space management system, including all room information.

Space Management System
Southeastern's space management system will reside as a part of Southeastern's administrative software system in PeopleSoft. The system consists of two sets of panel groups with various departments/offices responsible for updating the information. The following pages provide the location of each panel in the space management system and identify which department/office is responsible for the maintenance of the individual fields contained in the panel. In addition, Appendix A contains the Data Directory for the space management system, which defines the information to be contained in each field in the panel groups. Appendix B contains a listing of Southeastern's official building names.
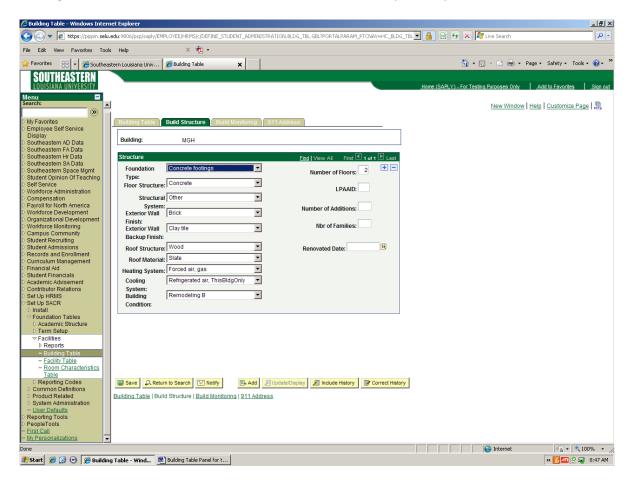
Building Table Panel
The Building Table can be accessed by the following path in PeopleSoft. Set up SACR, Foundation Tables, Facilities, Building Table.

Facility Planning is responsible for populating and maintaining all fields in the Building Table panel once the proper approvals have been obtained.
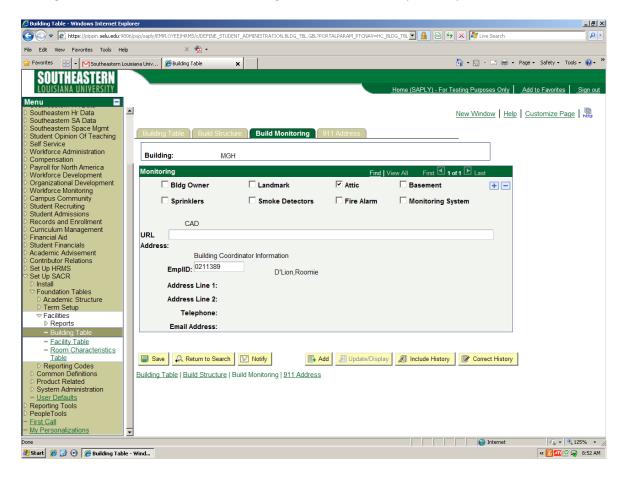
Building Structure Panel

The Building Structure Panel can be accessed by the following path in PeopleSoft: Set Up SACR, Foundation Tables, Facilities, Building Table (Click on the Build Structure tab located at the top of the panel.)

Facility Planning is responsible for populating and maintaining all fields on the Building Structure panel.
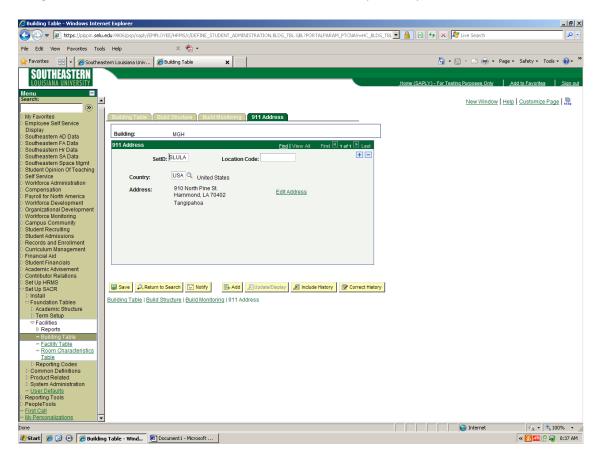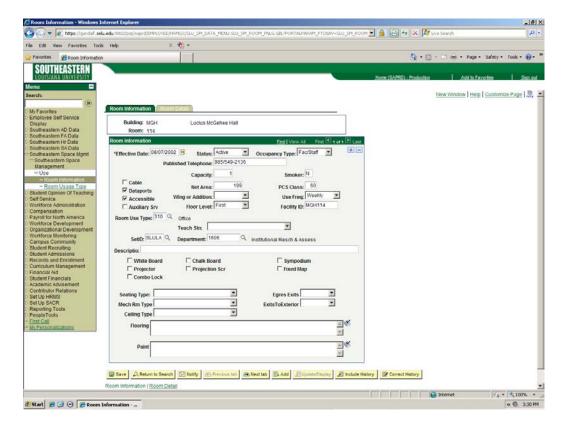
Building Monitoring Panel

The Build Structure panel can be accessed by the following path in PeopleSoft: Set Up SACR, Foundation Tables, Facilities, Building Table. (Click on the Build Monitoring tab located at the top of the panel.)

Facility Planning is responsible for populating and maintaining all fields on the Build Monitoring panel.

911 Address Panel

The Build Structure panel can be accessed by the following path in PeopleSoft: Set Up SACR, Foundation Tables, Facilities, Building Table. (Click on the 911 Address tab located at the top of the panel.)

Facility Planning is responsible for populating and maintaining all fields on the 911 Address panel.

Room Information Panel

The Room Information panel can be accessed by the following path in PeopleSoft: Southeastern Space Management, Room Information.

Facility Planning is responsible for populating and maintaining all fields on the Room Information panel.

Room Detail Panel

The Room Detail panel can be accessed by the following path in PeopleSoft: Southeastern Space Management, Room Information. (Click on the Room Detail tab located at the top of the panel.)

Facility Planning is responsible for populating and maintaining the W#, Name, and Position Number fields on the Room Detail Panel. The Office of Client Services is responsible for populating and maintaining the Telephone, Phone Type, and Account Code fields on the Room Detail panel.

Appendix A
Data Dictionary for the Space Management System

PeopleSoft Panel	PeopleSoft Label	Data Element	Data Type	Data Level	Definitions	Data Range or Restriction	How is this element derived?	Data Validated by	PeopleSoft Field Name
Building Table	Building Type	Building Type	Text	Building	Identifies the type of building. 1. Residential 2. Non Residential	Look up table value.	Existing records or Inspection	Facility Planning	SLU_BLDG_TYPE
Building Table	Capacity	Capacity of Building	Integer	Building	Refers to the actual number of occupants in a building and is applicable only to building types which are residential in nature.	0 to Maximum	Existing records or Inspection	Facility Planning	SLU_ACTUAL_CAP
Building Table	Acquisition Cost	Acquisition Cost	Currency	Building	This represents the actual capital in-vested in the Structure and the fixed equipment; include the accumulation of investment in capitalized renovation, re-habilitation, and additions (when not reported as a separate building). Enter the total construction cost or purchase price to the nearest $1000. The total dollar figure shown shall include the following: cost of initial construction and alterations and additions, built-in equipment and service systems, architectural and engineering fees, utility connections at the face of the structure, site preparation and improvements. Cost shall not include moveable equipment, utility services outside the face of the building, land	0 to Maximum	Existing records or Inspection	Facility Planning	SLU_ACQUIS_COST

					acquisition, parking lots, contingency costs, legal and administrative cost and capitalized interest. This information is not necessary if the building is leased (Building Ownership is Not Owned).				
Building Table	Institution Bldg Code Nbr	Building Code	Text	Building	Institution's code number for the building.	Numeric code up to 4 digits long.	Existing records or Inspection	Facility Planning	SLU_BLDG_CODE
Building Table	Common Description	Building Common Name	Text	Building	Recognized common name for the building		Existing records or Inspection	Facility Planning	DESCRFORMAL
Building Table	Official Description	Building Official Name	Text	Building	Official name of the building.		Existing records or Inspection	Facility Planning	DESCR100
Building Table	Building	Building ID	Text	Building	Unique building identifier code.		Existing records or Inspection	Facility Planning	BLDG_CD
Building Table	Description	Building Description			PeopleSoft required field that in most instances stores the official name of the building. (The field however is not used to store the official names of buildings in all cases due to the restriction in the number of characters it can take.)		Existing records or Inspection	Facility Planning	DESCR
Building Table	Short Description	Building Short Description			PeopleSoft required field that stores the building identifier code.		Existing records or Inspection	Facility Planning	DESCRSHORT
Building Table	Construction Yr	Construction Date	Text	Building	Year building was completed.	Four digit year.	Existing records or Inspection	Facility Planning	SLU_CONST_DT
Building Table	Accessible	Disabled Access	Yes/No	Building	Is the building ADA accessible.	Yes or No	Existing records or Inspection	Facility Planning	DISABLED
Building Table	Elevator Type	Elevator Type	Text	Building	The mechanical means for transporting	Look up table value.	Existing records or	Facility Planning	SLU_ELEVATOR_TY

					personnel or supplies between floor levels: 0. No Elevator 1.Personnel Elevator(s) 2.Freight elevator(s) 3.Both personnel and freight elevators 4.Escalator service 5.Combination of 1 and 4 above 6.Combination of 2 and 4 above 7.Combination of 3 and 4 above		Inspection		
Building Table	Gross Area	Gross Area	Integer	Building	Gross square feet represents the sum of the floor areas of the building included within the outside faces of exterior walls for all stories, or areas that have floor surfaces. The basis for measurement for this area should be computed by measuring from the outside face of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall face. Measure in terms of gross square feet (GSF). In addition to all the internal floored spaces obviously covered above, gross area should include basements (except unexcavated portions), attics, garages, enclosed porches, penthouses, mechanical equipment floors, lobbies, mezzanines, all balconies (inside or outside) utilized for operational functions, and corridors, provided they are within the outside face lines of the building. Roofed	0 to Maximum	Existing records or Inspection	Facility Planning	SLU_GROSS_AREA

					loading or shipping platforms should be included, whether within or outside the exterior face lines of the building. Stairways, elevator shafts, mechanical-service shafts, and ducts are to be counted as gross area on each floor through which the shaft passes.				
Building Table	Replace Cost	Replacement Cost	Currency	Building	Estimated cost to replace the building at the time of the inventory or its insured value in thousands of dollars. This should represent the estimated cost to replace the building's gross floor area at current construction costs in accordance with current building and public safety codes, and standard construction methods. The replacement cost of fixed equipment in the building should be included.	0 to Maximum	Existing records or Inspection	Facility Planning	SLU_REPLACE
Building Table	State Id Number	StateID	Text	Building	ID given by state to a particular building. (SLAB)	Number six characters long with leading zeros.	Existing records or Inspection	Facility Planning	SLU_STATE_ID
Build Structure	Cost Renovation	Cost of Last Major Renovation	Currency	Building	Cost of the last major renovation to the building in thousands of dollars.	0 to Maximum	Existing records or Inspection	Facility Planning	SLU_RENOV_COST
Build Structure	Exterior Wall Finish	Exterior Wall Finish	Text	Building	Describes the predominant exterior wall or outside finish: A.Brick B.Concrete brick or block C.Limestone D.Marble, granite, etc. E.Clay tile F.Pre-case concrete, with or without exposed aggregate G.Other masonry	Look up table value.	Existing records or Inspection	Facility Planning	SLU_EXTER_FINISH

					H.Metal curtain wall J.Glass curtain wall K.Cement-asbestos curtain wall L.Other finish curtain wall (ceramic tile, limestone, etc.) M.Stucco, with or without exposed aggregate N.Wood siding or shingles P.Asbestos siding or shingles Q.Sheet metal, aluminum or galvanized iron R.Other S.No walls				
Build Structure	Foundation Type	Foundation Type	Text	Building	Best describes the predominant type of foundation used under a building. 1.Concrete slab and beam on grade 2.Concrete spread footings 3.Drilled and poured in place concrete pile (spread or straight) 4.Driven piles, timber, concrete or steel 5.Other 6.Undeterminable	Look up table value.	Existing records or Inspection	Facility Planning	SLU_FOUNDATION
Build Structure	Number of Floors	Number of Floors	Integer	Building	The total number of floors found in the building. Attics and basements are not included.	0 to Maximum	Existing records or Inspection	Facility Planning	SLU_NBR_FLOORS
Build Structure	Roof Material	Roof Material	Text	Building	The predominant type of roof covering used on the building. 1.Built-up felt and aggregate covering 2.Clay tile 3.Asphalt shingle 4.Asbestos shingle 5.Wood shingle 6.Metal 7.Plastic coating	Look up table value.	Existing records or Inspection	Facility Planning	SLU_ROOF

					8.Slate 9.Other				
Build Structure	Building Condition	Building Condition	Text	Building	The condition of the building in the judgment of the person doing the survey. The codes and judgmental guidelines are as follows: 1.Satisfactory-Suitable for continued use with normal maintenance. 2.Remodeling (A)-Requires restoration to present acceptable standards without major room use changes, alterations, modernization, or expansion. The approximate cost of Remodeling-A is not greater than 25% of the estimated cost of the facility. 3.Remodeling (B)-Requires major updating and/or modernization of the facility. The approximate cost of Remodeling (B) is greater than 25%, but not greater than 50% of the estimated cost of the facility. 4.Remodeling (C)-Requires major remodeling of the facility. The approximate cost of Remodeling (C) is greater than 50% of the cost of the facility. 5.Demolition-Should be demolished or abandoned because the facility is unsafe or structurally unsound, irrespective of the need for the space or the availability of funds for a replacement. This category takes precedence over categories 1, 2, 3, and 4.If a facility is scheduled for	Look up table value.	Existing records or Inspection	Facility Planning	SLU_BUILD_COND

					demolition, its condition is recorded as "demolition" regardless of its condition. 6.Termination-Planned termination or relinquishment of occupancy of the facility for reasons other than unsafeness or structural unsoundness, such as abandonment of temporary units or vacation of leased space. This category takes precedence over 1, 2, 3, and 4. If a facility is scheduled for termination, its condition is recorded as "termination" regardless of its condition.				
Build Structure	Cooling System	Cooling System	Text	Building	Best describes the cooling system used in the building: 1.Refrigerated air, window units, all or part of building 2.Evaporative cooling, all or part of building 3.Refrigerated air, system serving this building only 4.Refrigerated air, system serving part of this building 5.Refrigerated air, more than one system serving all of this building 6.Refrigerated air, central system central plant 7.Other 8.None	Look up table value.	Existing records or Inspection	Facility Planning	SLU_COOL_SYS
Build Structure	Number of Additions	Number of Additions	Integer	Building	The number of physical plant additions or wings which have been made since the completion of the original structure. Does not include renovation or major repairs to	0 to Maximum	Existing records or Inspection	Facility Planning	SLU_NBR_ADDIT

					the structure.				
Build Structure	Nbr of Families	Number of Families	Integer	Building	Number of families for which the building was designed.	0 to Maximum	Existing records or Inspection	Facility Planning	SLU_NBR_FAMILIES
Build Structure	Roof Structure	Roof Structure	Text	Building	The predominant type of roof structure used on the building: 1.Wood 2.Wood and metal deck 3.Steel and wood deck 4.Steel and metal deck 5.Steel and concrete deck 6.Concrete 7.Combination of 1 and 5 above 8.Combination of 1 and 6 above 9.Other	Look up table value.	Existing records or Inspection	Facility Planning	SLU_ROOF_STRU
Build Structure	LPAAID	LPAAID	Text	Building	Louisiana Property Assets Assistance ID	Two character alpha numeric code	Existing records or Inspection	Facility Planning	SLU_LPAAID
Build Structure	Structural System	Structural System	Text	Building	Best describes the type of construction. A. Wood Frame B. Wood frame and brick veneer C. Load bearing masonry walls D. Steel Frame E. Reinforced concrete frame F. Glass Building (greenhouse) G. Other	Look up table value.	Existing records or Inspection	Facility Planning	SLU_STRUC_SYS
Build Structure	Exterior Wall Backup Finish	Exterior Wall Backup Finish	Text	Building	Describes the predominant masonry backup material on the exterior walls: 1. Clay tile 2. Brick 3. Concrete block 4. Undeterminable 5. Other	Look up table value.	Existing records or Inspection	Facility Planning	SLU_BKUP_FINIS

					6. None				
Build Structure	Floor Structure	Floor Structure	Text	Building	Describes the predominant type of floor structure used in the building. 1. Wood 2. Steel and Concrete 3. Concrete 4. On floor concrete, others wood 5. One floor concrete and others steel and concrete 6. Other	Look up table value.	Existing records or Inspection	Facility Planning	SLU_FLOOR_STRU
Build Structure	Heating System	Heating System	Text	Building	Best describes the type of heating system used for the building: 1. Steam, central system, central plant 2. Steam, system serving this building only 3. Circulating hot water, central system, central plant 4. Circulating hot water, system serving this building only 5. Multiple system in building 6. Forced warm air system, gas fired 7. Space heater (any type heating with one or more space heaters) 8. Heat pump forced air system 9. Electric resistance system 10. None	Look up table value.	Existing records or Inspection	Facility Planning	SLU_HEAT_SYS
Build Structure	Renovated Date	Renovated Date	Text	Building	Date the building was last renovated.	Any valid date.	Existing records or Inspection	Facility Planning	SLU_LAST_RENOVATED
Build Monitoring	Basement	Basement	Yes/No	Building	A floor shall be considered a basement if it is structurally such by design, whether	Yes or No	Existing records or Inspection	Facility Planning	SLU_BASEMENT

					finished or unfinished and regardless of use.				
Build Monitoring	Attic	Attic	Yes/No	Building	A floor shall be considered an attic if it is structurally such by design, whether finished or unfinished and regardless of use.	Yes or No	Existing records or Inspection	Facility Planning	SLU_ATTIC
Build Monitoring	Landmark	Landmark Status	Yes/No	Building	Applies if 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.	Yes or No	Existing records or Inspection	Facility Planning	SLU_LANDMARK
Build Monitoring	Sprinklers	Sprinklers	Yes/No	Building	Does the building have sprinklers	Yes or No	Existing records or Inspection	Facility Planning	SLU_SPRINKLERS
Build Monitoring	Smoke Detectors	Smoke Detectors	Yes/No	Building	Does the building have smoke detectors	Yes or No	Existing records or Inspection	Facility Planning	SLU_SMOKE_DET
Build Monitoring	Fire Alarm	Fire Alarm	Yes/No	Building	Does the building have fire alarm.	Yes or No	Existing records or Inspection	Facility Planning	SLU_FIRE_ALARM
Build Monitoring	Monitoring System	Monitoring	Yes/No	Building	Is the building monitored.	Yes or No	Existing records or Inspection	Facility Planning	SLU_MOITORING
Build Monitoring	Bldg Owner	Building Ownership	Text	Building	Represents properly the ownership of a building. Owned-Titled vested in the institution and being paid for on an amortization schedule (regardless of whether the facility is shared with another institution or organization). Title vested in a holding company or building corporation to which payments are being made by the institution; title will	Yes or No	Existing records or Inspection	Facility Planning	SLU_OWNER

					ultimately pass to the institution. (Includes lease-purchase arrangements) Not owned by the institution, but leased or rented to the institution at a typical local rate. Not owned by the institution, but made available to the institution either at no cost or at a nominal rate. Not owned by the institution, but shared with an educational organization that is not postsecondary educational institution. Not owned by the institution, but shared with another postsecondary educational institution. Other (e.g. not owned by the institution, but shared with a non-educational institution).				
Build Monitoring	No Label	Building Coordinator Name	Text	Building	Name of the person in charge of the building		Existing records or Inspection	Facility Planning	NAME
Build Monitoring	EmpIID	Building coordinator ID	Text	Building	EmpIID of the building coordinator. (This will be used to get any other information on the building coordinator like his campus address etc)	Look up table value.		Facility Planning	EMPLID
Build Monitoring	Telephone	Building Coordinator Phone Number	Text	Building	Phone number of the building coordinator		Existing records or Inspection	Facility Planning	PHONE
Build Monitoring	Address Line 1	Address1	Text	Building	Room number and building where the coordinator is located.		Existing records or Inspection	Facility Planning	ADDRESS1
Build Monitoring	Address Line 2	Address2	Text	Building	SLU Box number.		Existing records or Inspection	Facility Planning	ADDRESS2
Build Monitoring	Email ID	Building Coordinator	Text	Building	Campus Email address of the coordinator		Existing records or	Facility Planning	EMAILID

		Email					Inspection		
Build Monitoring	CAD	CAD Drawing	Text	Building	URL link to CAD drawing		Existing records or Inspection	Facility Planning	URL_ADDRESS
911	SetID	SetID	Text	Building	ID used to indicate the campus.	SLULA is the only valid value.	Existing records or Inspection	Facility Planning	SETID
911	Location Code	Location	Text	Building	Indicates the campus location of the building.	Look up table value.	Existing records or Inspection	Facility Planning	LOCATION
911	Country	Country	Text	Building	Country where the building is located.	Look up table value.	Existing records or Inspection	Facility Planning	COUNTRY
911	Address 1	Address 1	Text	Building	Address line 1 for the building.		Existing records or Inspection	Facility Planning	ADDRESS1
911	Address 2	Address 2	Text	Building	Address line 2 for the building.		Existing records or Inspection	Facility Planning	ADDRESS2
911	Address 3	Address 3	Text	Building	Address line 3 for the building.		Existing records or Inspection	Facility Planning	ADDRESS3
911	City	City	Text	Building	City in which the building is located.		Existing records or Inspection	Facility Planning	CITY
911	County/Parish	County/Parish	Text	Building	County in which the building is located.		Existing records or Inspection	Facility Planning	COUNTY
911	State	State	Text	Building	State in which the building is located.	Look table value.	Existing records or Inspection	Facility Planning	STATE
911	Postal	Postal	Text	Building	Postal code of the location of the building.		Existing records or Inspection	Facility Planning	POSTAL
Room Information	Capacity	Capacity of Room	Integer	Room	Capacity as defined by fire codes/fire marshal or based on other features like floor layout, number of doors, size of chairs etc while	0 to Maximum	Existing records or Inspection	Facility Planning	SLU_ACTUAL_CAP

					performing in accordance with the primary use of the room.				
Room Information	Floor Level	Floor Level	Text	Room	The first floor or floor immediately above the basement is coded 1, the second floor immediately above the first is coded 2, etc, with the last digit or balcony-type floors and other non-numbered stories. A Attic M Mezzanine L Balcony and other loft-type levels S Library stack area B Basement	Look up table values. In addition to the codes listed we have numbers 1 to 10 listed assuming 10 as the maximum number of floors so that the user can choose a value rather than entering it.	Existing records or Inspection	Facility Planning	SLU_FLOOR_LVL
Room Information	Room Use Type	Primary Room UseType	Text	Room	The primary or principal room use. It is recommended that primary be evaluated in terms of time, the human activity element which focuses on use, rather than space. 110Classroom 210 Class Laboratory 350 Conference Room etc (We have a large number of codes available that has not been shown here due to space restrictions)	Look up table values. It is basically a 3 character numeric code.	Existing records or Inspection	Facility Planning	SLU_USE_TYPE
Room Information	Use Freq	Room Use Frequency	Text	Room	Indicates the scheduled use of the room (or in the case of credit hour producing activities in other than actual rooms, the scheduled meetings for the activity): 1. Weekly (every week) 2. Bi-weekly (every two weeks) 3. Tri-weekly (every three	Look up table value.	Existing records or Inspection	Facility Planning	SLU_USE_FREQ

					weeks) 4. Monthly (every month, or every four weeks) 5. Bi-monthly (every two months) 6. Tri-monthly (every three months) 7. Once a semester 8. Other				
Room Information	Seating Type	SeatingType	Text	Room	Type of seating in a room 1. Individual fixed seats with an attached writing surface 2. Fixed tables with movable seats 3. Moveable seats/writing surface 4. Moveable tables and moveable seats 5. Fixed tables and no seats 6. Fixed tables with attached seats 7. Toilet Room Fixtures 8. Other	Look up table value.	Existing records or Inspection	Facility Planning	SLU_SEATING_TY
Room Information	White Board	White Board	Text	Room	Does the room have fixed white boards available?	Yes/No	Existing records or Inspection	Facility Planning	SLU_WHITE_BOARD
Room Information	Chalk Board	Chalk Board	Text	Room	Does the room have fixed chalk boards available?	Yes/No	Existing records or Inspection	Facility Planning	SLU_CHALK_BOARD
Room Information	Sympodium	Sympodium	Text	Room	Is the room equipped with a Synpodium set-up?	Yes/No	Existing records or Inspection	Facility Planning	SLU_SYMPODIUM
Room Information	Projector	Ceiling Mounted Projector	Text	Room	Does the room of a ceiling mounted projector?	Yes/No	Existing records or Inspection	Facility Planning	SLU_PROJECTOR
Room Information	Fixed Maps	Fixed Maps	Text	Room	Does the room have fixed Maps?	Yes/No	Existing records or Inspection	Facility Planning	SLU_MAPS
Room Information	Combo Lock	Number pad Lock	Text	Room	Is the room equipped with a number pad lock?	Yes/No	Existing records or Inspection	Facility Planning	SLU_COMBOLOCK

Room Information	Projection Scr	Fixed Projection Screen	Text	Room	Does the room have a fixed mounted projection screen?	Yes/No	Existing records or Inspection	Facility Planning	SLU_PROJECTION_SCR
Room Information	Egres Exits	Type of Exits	Text	Room	Does the room have single or double doors exits? All Single, All Double, Mixture	Look up Table Value	Existing records or Inspection	Facility Planning	SLU_EXIT_TYPE
Room Information	ExitsToExterior	Number of Exits	Text	Room	Number of egresses from the room? 1,2,3,4,5,6,7,8,9,Many	Look up Table Value	Existing records or Inspection	Facility Planning	SLU_EXIT_NUMBER
Room Information	Flooring	Type of Floor	Text	Room	What type of flooring does the room have?	250 Character text field	Existing records or Inspection	Facility Planning	SLU_FLOOR
Room Information	Paint	Type of Paint	Text	Room	What type of Paint is in the room?	250 Character text field	Existing records or Inspection	Facility Planning	SLU_PAINT
Room Information	Mech Rm Type	Mechanical Room Type	Text	Room	What type of Mechanical room? Bathroom, HVAC, Electrical, Data, Elevator Equipment	Look up Table Value	Existing records or Inspection	Facility Planning	SLU_MECH
Room Information	Ceiling Type	Ceiling Type	Text	Room	What is the ceiling type? Drop 4X2, Drop 2X2, Acoustical, Dry Wall, Plaster, Concrete, Metal, Wood, Other	Look up Table Value	Existing records or Inspection	Facility Planning	SLU_CELING
Room Information	Published Telephone	Room Phone Number	Text	Room	Phone number used for directory purposes.	This number should be the individual telephone number of the position occupying the room unless it is an administrative position with a secretary (such as department head); then the Published Telephone number is the main office number. The main office number will also be the	Existing records or Inspection	Facility Planning	PHONE

						Published Telephone number for rooms that house part-time faculty and staff positions that do not have an assigned telephone line, and rooms that are shared by multiple positions.			
Room Information	Teach Stn	Teaching Station	Text	Room	This item is to be used to describe the type of teaching station equipment located in the room. 1. Laboratory equipped table 2. Teaching lectern, table-mounted 3. Teaching podium, floor-mounted 4. Teaching desk-chair combination 5. Teaching platform 6. Other	Look up table value.	Existing records or Inspection	Facility Planning	SLU_TEACH_STN
Room Information	Net Area	Room Area	Integer	Room	The area of the room, rounded to the nearest square foot.	0 to Maximum	Existing records or Inspection	Facility Planning	SLU_GROSS_AREA
Room Information	Room	Room Number	Text	Room	Number assigned to a room in a building.		Existing records or Inspection	Facility Planning	ROOM
Room Information	Occupancy Type	Type of Occupancy	Text	Room	Category which best describes the residents of the building: (Applicable only to rooms in residential buildings) 1. Male only 2. Female only 3. Married students 4. Faculty-staff residence 5. Other	Look up table value.	Existing records or Inspection	Facility Planning	SLU_OCCUP_TY

Room Information	Wing or Addition	Wing or Addition	Text	Room	Best describes the wing or other added extension to the building in which the room is located: 　　N North wing 　　P Second north wing 　　Q Third north wing 　　S South wing 　　T Second south wing 　　U Third south wing 　　E East wing 　　F Second east wing 　　G Third east wing 　　W West wing 　　X Second west wing 　　Y Third west wing 　　Z Other addition	Look up table values	Existing records or Inspection	Facility Planning	SLU_WING
Room Information	PCS Class	PCS Class Structure Code	Text	Room	The PCS code which most closely relates to the room's primary utilization.	The format of PCS code is ##.# where #-Any numeric character	Existing records or Inspection	Facility Planning	SLU_PCS_CLASS
Room Information	Facility ID	Room Identifier	Text	Room	A field formed by joining building code and room number. This field uniquely identifies a room on campus.		Existing records or Inspection	Facility Planning	FACILITY_ID
Room Information	Cable	Cable	Text	Room	Does the room have a cable television connection?	Yes or No	Existing records or Inspection	Facility Planning	SLU_CABLE
Room Information	Dataports	Dataports	Text	Room	Does the room have data ports.	Yes or No	Existing records or Inspection	Facility Planning	SLU_DATAPORTS
Room Information	Accessible	Disabled Access	Text	Room	Is the room ADA accessible?	Yes or No	Existing records or Inspection	Facility Planning	DISABLED
Room Information	Auxiliary Srv	Auxiliary Services	Text	Room	Is the room used by Auxiliary services?	Yes or No	Existing records or Inspection	Facility Planning	SLU_AUXILIARY
Room Information	Smoker	Smoker	Text	Room	Is the room smoking or not.	Yes or No	Existing records or Inspection	Facility Planning	SMOKER

Room Information	SetID	SetID	Text	Room	ID used to indicate the campus. SLULA is the only campus ID associated with Southeastern.	SLULA is the only valid value.	Existing records or Inspection	Facility Planning	SETID
Room Information	Department	Department	Text	Room	Department that is currently in control of the room.	Look up table value.	Existing records or Inspection	Facility Planning	DEPTID
Room Information	Descr	Room Description	Text	Room	Notes or a brief description about the room.		Existing records or Inspection	Facility Planning	DESCR100
Room Detail	EmplID	Occupant ID	Text	Room	EmplID of the occupant in the room.		Existing records or Inspection	Facility Planning	EMPLID
Room Detail	Name	Occupant Name	Text	Room	Name of the occupant in the room		Existing records or Inspection	Facility Planning	NAME
Room Detail	Telephone	Occupant Telephone	Text	Room	Direct telephone number of the occupant in the room.	This field is left blank for part-time faculty and staff positions that do not have an assigned telephone number.	Existing records or Inspection	Client Services	PHONE
Room Detail	Phone Type	Phone Type	Text	Room	Type of phone used by the occupant in the room,		Existing records or Inspection	Client Services	PHONE_TYPE
Room Detail	Account Code	Account Code	Text	Room	Account code under which the telephone used by the occupant is registered.		Existing records or Inspection	Client Services	ACCT_CD

Appendix B
Southeastern Buildings

Building	FormalDesc	Construction Yr	Area	State Id Nbr	Address 1
ALUM	Alumni Center	1994	12724	SLU01	500 West University Avenue
AFLD	Alumni Field	1995	500	S15795	770 W. Dakota St.
AFBF	ALUMNI FIELD BATTING FACILITY	2011	2865	S22029	770 W Dakota St .
AFST	Alumni Field Storage	2001	933	S13261	700 West Dakota Street
DUG	Alumni Field-Dugout-HP-1st	1995	1150	S15787	770B W Dakota St .
DGCS	Alumni Field-Dugout-HP-3rd	1995	558	S15788	770A West Dakota St. .
AZH	Anzalone Hall	1964	25745	S03211	209 Mane Ave
ARTF	Art Foundry	1980	1000	S03253	811B North Pine St.
ASCH	Ascension Hall	2018	87987	S27436	614 Union Avenue
BRC	Baton Rouge Center	1982	68633	S02118	4849 Essen Ln
BIOL	Biology Building	1964	91539	S03215	808 North Pine St.
CWCH	Campbell Hall	1940	10878	S03227	300 Ned McGehee Drive
CNH	Cardinal Newman Hall	1964	22966	S03266	405 West Dakota St.
TEC	Cate Teacher Education Center	1973	124791	S03245	1300 North General Perishing
CHRY	Chrysanthemum Greenhouse	1984	1922	S03304	2101 North Oak St.
CH	Clark Hall	1939	16732	S03198	811 North Pine St.
CHA	Clark Hall Annex	1974	5347	S03246	811A North Pine St.
LLTC	Clausen Family Building	2005	43325	S27426	9261 Florida Blvd.
CLMB	Columbia Theatre	1928	39614	S12695	220 East Thomas
CSTB	Computer Science & Technology Building	2017	74583	S27321	801 North Oak Street
DVIC	D Vickers Hall	1971	102095	S03242	1220 SGA Drive
DCSA	Dugas Center	1972	27873	S03244	800 Galloway Drive
DYSN	Dyson Hall	1961	16434	S03206	548 Ned McGehee Drive
ESA	East Stadium Annex	1937	11636	S03204	411 Ned McGehee Drive
ETCK	East Stadium Ticket Office	1981	21640	S03263	541 Ned McGehee Drive
ES	East Strawberry Stadium	1937	32738	S03265	411 Ned McGehee Drive
ECDS	Eye Center	2009	1327	L30047	206 Pete's Hwy, Suite B
FAY	Fayard Hall	2001	101742	S13256	1205 North Oak St.
GARR	Garrett Hall	1962	55195	S03207	610 Ned McGehee Drive
VILLA	Greek Village A	2001	10295	S13734	2001 North General Pershing
VILLB	Greek Village B	2001	11794	S13735	2007 North General Pershing
VILLC	Greek Village C	2001	1775	S13736	2011 North General Pershing
VILLD	Greek Village D	2001	20864	S13737	2013-2015 North General Pershing
VILLE	Greek Village E	2001	9000	S13757	2021 North General Pershing
VILLF	Greek Village F	2001	19470	S13758	2025 North General Pershing
GREN	Greenhouse One	2010	2976	S03303	2101 North Oak St.
SHAD	Hammond Hall	2004	42615	L15440	1217 Infirmary Dr.
HZMB	Hazardous Material Building	1996	931	S12422	900 North Magnolia
HMB	Housing Maintenance Building	2001	1678	L13913	2201 North Oak Street
JC	Jefferson Court	1970	2788	L15999	Jefferson Plaza
KHMB	K&HS MECHANICAL BUILDING	2011	1259	S28004	400 Mane Avenue
KHS	Kinesiology & Health Studies Building	1969	55549	S03241	400 Mane Ave
KHSA	Kinesiology and Health Studies Annex	2011	35007	S22165	300 Mane Avenue
KTPB	Kinesiology Track Pressbox	2015	256	S28831	300 Mane Ave
LTOK	Lions Traxx Oaks	2008	556		2055 North General Pershing
LTTN	Lions Traxx Shuttle Stop Tennessee Ave	2008	87		1220 SGA Ave.
LTUC	Lions Traxx University Center East	2008	100		800 West Univeristy Ave.
LIVH	Livingston Hall	2005	48376	L13852	1317 SGA Dr.
LAH	Louisiana Hall	2005	35613	L13853	1315 SGA Dr.
ELEC	Main HV Switch	1945	691	S03234	1015 North Oak St.
MPB	Main Power Building	1945	655	S03210	1015 North Oak St.
MCCL	McClimans Hall	1939	26236	S03203	206 Ned McGehee Drive
MCE	McClimans Hall Electric Building	1939	174	S03272	206A Ned McGehee Drive
MCM	McClimans Hall Mechanical Building	1939	370	S03298	206B Ned McGehee Drive
MGH	McGehee Hall	1934	20618	S03197	910 North Pine St.
MEAD	Meade Hall	1939	19245	S03200	900 North Pine St.
MES1	Mesocosm One	1987	2490		2101 North Oak Street
MIMS	Mims Hall	1948	31272	S03228	204 Azalea Circle
MUSA	Music Annex	1981	34068	S03267	310A Ned McGehee Drive
MUSR	Music Recital Hall	1983	7528	S03280	310B Ned McGehee Drive
SCF	Naquin Center	2009	6032	S15798	500 West Dakota
NCAT	North Campus Athletics	1961	16120	S11820	900E Lion Lane
NCCO	North Campus Communications Building	1977	924	S03247	1420 North General Pershing
NC-G	North Campus Complex Building G	1961	5988	S11822	900G Lion Lane

Building	FormalDesc	Construction Yr	Area	State Id Nbr	Address 1
NCFA	North Campus Financial Aid	1961	20833	S11816	900A Lion Lane
NCHP	North Campus Housing Pump Building	2001	138	S28452	2201 North Oak Street
NCHR	North Campus Human Resources	1968	5302	S11819	900D Lion Lane
NMEC	North Campus Mechanical Building	2000	1362	S22052	900B Lion Lane
NCTR	North Campus Textbook Rental	1961	8246	S11821	900F Lion Lane
NCMB	North Campus-Main Building	1961	64074	S11817	900B Lion Lane
OP11	North Oak Park 1-Dugout-1st Base	1999	279	S15790	2699A North Oak Street
OP13	North Oak Park 1-Dugout-3rd Base	1999	279	S15791	2699A North Oak Street
OP2B	North Oak Park 2 Bleachers	2009	565		2699A North Oak Street
OP21	North Oak Park 2-Dugout-1st Base	1999	279	S15794	2699A North Oak Street
OP23	North Oak Park 2-Dugout-3rd Base	1999	282	S15792	2399A North Oak Street
OP3B	North Oak Park 3 Bleachers	2009	565		2699A North Oak Street
OP31	North Oak Park 3-Dugout-1st Base	1999	279	S15800	2699A North Oak Street
OP33	North Oak Park 3-Dugout-3rd Base	1999	279	S15799	2699A North Oak Street
OP4B	North Oak Park 4 Bleachers	2009	565		2699A North Oak Street
OP41	North Oak Park 4-Dugout-1st Base	1999	279	S15801	2699A North Oak Street
OP43	North Oak Park 4-Dugout-3rd Base	1999	279	S15796	2699A North Oak Street
OPBF	North Oak Park Batting Facility	2009	2088	S16003	2699A North Oak Street
NORC	North Oak Park Concession Building	1999	2304	S11989	2699A North Oak Street
OPP1	North Oak Park Pavilion 1	1993	144		2699 North Oak Street
OPP2	North Oak Park Pavilion 2	1993	144		2699 North Oak Street
OPP3	North Oak Park Pavilion 3	1993	144		2699 North Oak Street
OPP4	North Oak Park Pavilion 4	1993	144		2699 North Oak Street
OPP5	North Oak Park Pavilion 5	1993	144		2699 North Oak Street
OPP6	North Oak Park Pavilion 6	1993	144		2699 North Oak Street
OPRS	North Oak Park Pressbox	2004	144	S15789	2699A North Oak Street
NOPS	North Oak Park Storage	2004	1407	S15576	2699B North Oak Street
OTIC	North Oak Park Ticket Booth	2004	147	S15834	2699 North Oak Street
SAC	Pennington Student Activity Center	2001	83721	S13156	1350 North General Pershing
BIOF	Physical Plant Bio Fuel Building	2010	256	S26073	2400D North Oak St.
PPED	Physical Plant Electric Distribution	1983	137	S22157	2400C North Oak St.
PPFS	Physical Plant Fuel Storage	2010	211	S22160	2400D North Oak St.
PPM1	Physical Plant M1	1979	10110	S03260	2400A North Oak St.
PPM3	Physical Plant M3	1980	10165	S03261	2400B North Oak St.
PPM6	Physical Plant M6	1967	7723	S03238	2400D North Oak St.
PPM2	Physical Plant Office M2	1980	4682	S03259	2400 North Oak St.
PPV2	Physical Plant Vehicle Cover 2	1983	6373	S22162	2400A North Oak St.
PSCH	Plant Science Club Hothouse	1985	1944	S03273	2101 North Oak St.
POTL	Pottle Music Building	1939	25796	S03202	310 Ned McGehee Drive
UNIVRES	President's Residence	2005	7545	L13869	1110 North General Perishing
URMB	President's Residence Maintenance Building	2005	250	L13869	1110 North General Pershing
PRDH	Pride Hall	2005	55684	L13850	1301 SGA Dr.
PEB	Primary Electrical Building		474	S28869	305 Roomie Road
PPM4	Purchasing & Property Control M4	1980	36207	S03258	2400C North Oak St.
PH	Pursley Hall	1967	57380	S03240	210 Azalea Circle
UPD	Range Hall	1971	7446	S03243	307 Roomie Road
SBA	Science Building Annex	1955	20769	S03199	210A Azalea Circle
SIMS	Sims Memorial Library	1985	143374	S03278	1211 SGA Drive
SOCR	Soccer Dugout	2009	1070	S15956	710 Lion Lane
SLBC	Southeast Louisiana Business Center	1995	16976	S13616	1514 Martins Drive
SEOAKS01	Southeastern Oaks 01	2001	13117	S13759	2051 North General Pershing
SEOAKS02	Southeastern Oaks 02	2001	13116	S13760	2063 North General Pershing
SEOAKS03	Southeastern Oaks 03	2001	8818	S13761	2061 North General Pershing
SEOAKS04	Southeastern Oaks 04	2001	13116	S13762	2059 North General Pershing
SEOAKS05	Southeastern Oaks 05	2001	13116	S13763	2057 North General Pershing
SEOAKS06	Southeastern Oaks 06	2001	26358	S13764	2053 North General Pershing
SEOAKSO	Southeastern Oaks Office	2001	2716	S13765	2065 North General Pershing
SHAB	St. Tammany Hall	2005	47080	L15442	1501 SGA Dr.
INMO	Strawberry Stadium Parking Garage	2009	167972	015769	910 North Galloway Drive
SGCW	Student Government Car Wash		1152	S03307	1520 North Oak St.
SU	Student Union	1965	36204	S03216	303 Union Avenue
SUA	Student Union Annex	1983	28752	S03277	303A Union Avenue
SUMB	Student Union Mechanical Building	2003	124	S15765	303B Union Avenue
SUN	Student Union North	2014	88572	S23027	303 Union Avenue

Building	FormalDesc	Construction Yr	Area	State Id Nbr	Address 1
SUW	Student Union West	1965	25912	S21082	303 Union Avenue
SUST	Sustainability Center	1984	10661	S03279	2101 N Oak St
SUSA	SUSTAINABILITY CENTER ANNEX	2015	2000	S28736	2101A N Oak St .
SHAC	Tangipahoa Hall	2004	31651	L15439	1215 Infirmary Dr.
TAYH	Taylor Hall	2005	44593	L13851	1303 SGA Dr.
TECM	TEC Mechanical Building	1973	1326	S03297	1300A North General Pershing
TECS	TEC Storage Building	2003	709		1300A North General Pershing
INN	The Inn	1940	4357	S03235	408 West Dakota
TH	Tinsley Hall	1955	15174	S03201	301 Ned McGehee Drive
THA	Tinsley Hall Annex	1955	3280	S03239	301A Ned McGehee Drive
TCBH	Turtle Cove Boat House	1983	990	S04455	Bayou Manchac
TCDK	Turtle Cove Bulkhead, Docks & Boardwalks		0	S04459	Bayou Manchac
TCCH	Turtle Cove Caretaker House	2012	1918	S28132	Bayou Manchac
TCGC	Turtle Cove Complex at Galva Canal	2006	3360	S14331	81 Alligator Lane
TCGH	Turtle Cove Guest House	1940	6650	S04453	Bayou Manchac
TCP	Turtle Cove Pump House		0	S04457	Bayou Manchac
TCTL	Turtle Cove Tool Shed		0	S04456	Bayou Manchac
TWOH	Twelve Oaks Hall	2018	87966	S27435	612 Union Avenue
UC	University Center	1982	197644	S03276	800 West University Ave.
VVS	Village Vending Structure	2001	143		2011 North General Pershing
SHAA	Washington Hall	2005	47080	L15441	1503 SGA Dr.
WS	West Strawberry Stadium	1937	38482	S03219	910 North Galloway Dr.
WH	White Hall	1960	31674	S03205	310 West Dakota St.

Change in University Space Management Request

All requests for changes/modifications in University space must be submitted by the department head or director to the Office of Facility Planning, who will coordinate the approval process for the request. This includes changes in telephone, data port and cable lines.
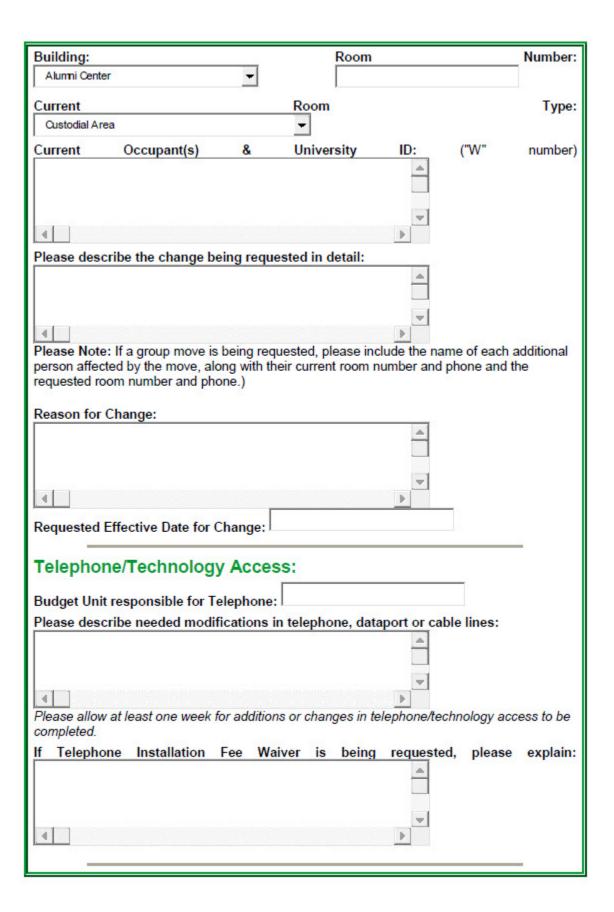
While requests for changes in room occupants usually only need to be confirmed by the Office of Facility Planning, other requests may need to be approved by the Provost and Dean (academic units), the Vice President (non-academic units), or may need further review by the affected offices. When "group" moves are made (i.e., two or more people switch room occupants), one request form may be completed. BE sure and list all other employees affected by the group move in the "Please describe change being requested" field, including each employee's name, W#, current room number and phone. A separate request should be completed for each separate independent change in room occupancy.
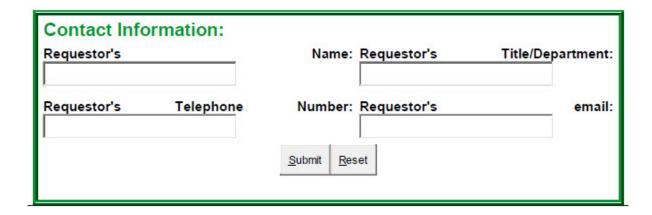
In order to allow ample time for the request to be examined properly, all requests for changes in **instructional spaces** such as classrooms or laboratories to be implemented in Summer or Fall semesters must be submitted by the previous February. All requests to be implemented in the Spring semester must be submitted by the previous September. Capacity changes for all other types of University space may be submitted and approved at any given time during the year.

See Southeastern's Space Management Policy for further information on the approval process for the change being requested. The Office of Facility Planning will notify you once your request has been reviewed or if there are any questions about the request.

Step 1:

Complete the fields below and click the Submit button to submit your request for change. *All fields are required.*

Type of Change requested:
(Select more then one, if applicable)

○ **Change in Room Occupancy**
Only one request should be completed for group moves (see above).

○ **Change in Building or Room Use**

○ **Change in Room Capacity**
Please remember, changes in room capacity for *instructional spaces* must be submitted by February for changes to be implemented the following Summer or Fall semesters, and by September for changes to be implemented the following Spring semester.

○ **Modification/Renovation of Space**

○ **Change in Classroom Furniture**

○ **Addition/Change Telephone Lines/Technology Access** *Only*

Department **Name: Budget** **Unit** **Number:**

Building: **Room**   **Number:**

Alumni Center ▼

Current   **Room**   **Type:**

Custodial Area ▼

Current   **Occupant(s)**   **&**   **University**   **ID:**   ("W"   number)

Please describe the change being requested in detail:

Please Note: If a group move is being requested, please include the name of each additional person affected by the move, along with their current room number and phone and the requested room number and phone.)

Reason for Change:

Requested Effective Date for Change:

Telephone/Technology Access:

Budget Unit responsible for Telephone:

Please describe needed modifications in telephone, dataport or cable lines:

Please allow at least one week for additions or changes in telephone/technology access to be completed.

If   **Telephone**   **Installation**   **Fee**   **Waiver**   **is**   **being**   **requested,**   **please**   **explain:**

Contact Information:

Requestor's **Name:** **Requestor's** **Title/Department:**

Requestor's **Telephone** **Number:** **Requestor's** **email:**

Submit   Reset

Step 2:
Once the request has been submitted, the Office of Facility Planning will coordinate the approval process, and will notify you (the requestor) when the request has been reviewed.

Step 3:
Once approval is obtained, complete the necessary Service Requests to implement the change. Service Requests for any unapproved work will not be honored.
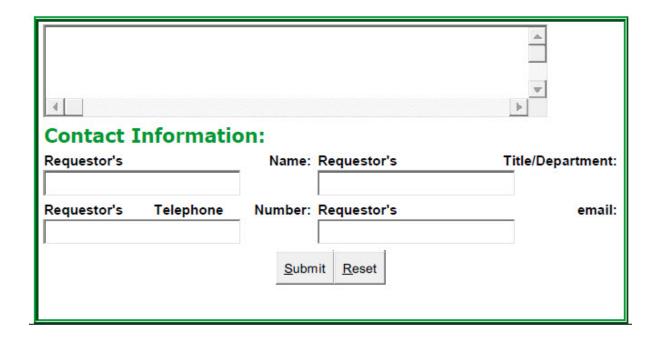
Appendix D
New Position: Room Assignment Request
The Office of Facility Planning is responsible for coordinating room assignment and necessary telephone lines/technology access for **new positions** created by the University. New positions are positions created that have *never* been previously occupied by any employee. The New Position Room Assignment Request may be completed and submitted by the Department Head or Director once the hiring process for the new position has concluded. The Office of Facility Planning will notify you once the assignment has been completed.

Step 1:
Complete all fields below and click the Submit button to submit your request for a new position room assignment. *All fields are required.*

New Position Information:

Department Name: Budget Unit Number:

New Position Title: Requested Effective Date:

New Employee Name: New Employee University ID: ("W" number)

Recommended Room Assignment for New Employee: (Building and Room Number)

Telephone/Technology Access:

Please describe any telephone, dataport or cable line needs for the new position:

Please allow at least one week for additions or changes in telephone/technology access to be completed.

Telephone Budget Unit:

Additional Comments:

Contact Information:

Requestor's   Name: Requestor's   Title/Department:

Requestor's   Telephone   Number: Requestor's   email:

Submit   Reset

Step 2:
Once the request has been submitted, the Office of Facility Planning will notify you (the requestor) regarding the assignment.

Step 3:
Upon notification of room assignment, complete the necessary Service Requests for any needed work to make the room ready. *Service Requests for any unapproved work will not be honored.*

[end of policy]