Glossary

Assignable Square Feet (ASF) – The total area of a room assigned to, or available for assignment to, an occupant or specific use. ASF is measured from the inside faces of the walls. Assignable Area of a building is the sum of all assigned space. For leased space where ASF is not available, rentable square feet is substituted for reporting purposes.

Basic Gross Square Feet (GSF) – The sum of all areas, finished and unfinished on all floors of a building for all stories or areas that have floor surfaces. Basic Gross is measured from the outside faces of the exterior walls.

Capital Asset Account Number (CAAN) – A unique code that is assigned to each building or real asset of the University. Building CAANs are assigned by Space Inventory Services in consultation with the Plant Accountant.

Covered-Unenclosed – Covered or roofed areas of a building located outside of the enclosed structure. Examples are covered porches, balconies, loading docks and walkways.

Department – The most discrete level in the organizational hierarchy used by the space inventory and the financial systems.

Department Code (Dept Code) – A unique five or six character alpha-numeric code that is assigned to each department in the space Inventory database. In most cases, the department code is created by adding a “D” as a prefix to the unit’s financial code. For departments in the Medical Center, reports will show the unit’s cost center code instead of the department code. Cost center codes are assigned by the Medical Center.

Division – The second level in the space inventory and financial system organizational hierarchies.

Description – A campus generated field which provides additional information about room types as defined by the use codes.

Fundability – Eligibility for building maintenance support from State funds, student fees or other fund sources. Eligibility for funding from one of these three sources is established by the Office of the President and is based on the department occupying the space.

Nonassignable – Areas of a building that are not assigned directly to an occupant but are necessary for the operation of the building. Examples are public corridors, public rest rooms, custodial closets and mechanical rooms.

Organization – The highest level in the space inventory and financial system organizational hierarchies.

Program Code (Pgm Code) – A code indicating the classification of an academic department by subject field and non-academic departments by type of activity. Program codes are established by the Office of the President and provide information used in a variety of facilities inventory reports.

Room Type – The name associated with a particular use code. For example, the room type associated with use code 110 is Classroom.

Stations (Stns) – Generally, the number of primary workstations or user stations in a particular room. For instructional space, it is the designed seating capacity of the room, not including the instructor’s station. The List of Space Inventory Use Codes, found elsewhere in the References section, provides information about rooms for which station counts must be provided.
Subdivision – The third level in the space inventory and financial system organizational hierarchies.

Useable Area – The sum of assignable and nonassignable space in a building.

Use Code – Code indicating the classification of a room based on the primary usage or activity which occurs in the room. Use codes are defined by the Office of the President. Additional information about the use or characteristics of a room may be provided by the campus generated Description field.

Use Code Categories – The ten categories of Use Codes as defined by the Office of the President. A more complete description of each of the ten categories can be found elsewhere in the References section.