

AQIP

SPACE INVENTORY PROJECT

STANDARD PRACTICES

The official comprehensive space inventory database is FZAROOM. All other tables and databases will be reconciled to FZAROOM.

Building Names

Current Practice Various systems within the University hold diverse names for University buildings.

Action Plan Decision for official name of each building, conducive to system requirements, reconcile all systems with this official name.

Must be done with adherence to BOC policy 15.3 and the responsibility should be with one department (e.g., facilities or properties) to designate the appropriate name and to maintain the history of each buildings name. RE

Building Numbers

Current Practice Various systems within the University hold numbering variations for University buildings.

Action Plan Decision for official building names, conducive to system requirements, reconcile all systems with this official building number.

Must follow an approved standardized format. RE

Room Names

Current Practice Various systems within the University hold room name variations for building rooms.

Action Plan Decision for official room names, reconcile all systems with this official room name.

Must be done with adherence to BOC policy 15.3 and to be the responsibility of one department (e.g., facilities or

properties) to designate the appropriate name and to maintain the history of each room's name. RE

Room Numbers

Current Practice	Various systems within the University hold room number variations for building rooms. The various systems (including the Banner modules) have different room number character lengths.
Action Plan	Decision for official room numbering system, reconcile all systems with this official room number. Must follow an approved standardized numbering convention and format, including, the telcom rooms, mechanical rooms, etc. RE