

**FACILITIES INVENTORY**  
**Building and Room Data Report**  
**Academic Year 2023-2024**

**Unitized Data System (UDS)**  
**Data Request Manual**

**OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION**  
**655 Research Parkway, Suite 200**  
**September 7, 2023**

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION  
Building and Room Data Report  
Academic Year **2023-2024**

**Due Dates**

Building Inventory 2023-2024.....	<b>January 31, 2024</b>
Room Inventory 2023-2024.....	<b>January 31, 2024</b>

**NOTE:** The data must match building and room codes used in UDS Record E for **2023-2024**.

**General**

Most of the data requested here is described fully in the *Postsecondary Education Facilities Inventory and Classification Manual*, NCES 2006160. A copy may be obtained from the NCES website: <https://nces.ed.gov> or the NCES electronic catalog: <http://nces.ed.gov/pubsearch> or the Department of Education publications: <https://www.ed.gov/edpubs/>.

**Building Inventory**

Fields are provided for reporting data for up to three major additions. If more than three major additions have been constructed onto the original building, the two most current additions should be reported and the remainder grouped together under a single addition with an average year of construction and other appropriately combined data.

**Gross Square Footage**

The gross square footage of a building or addition is 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. Gross area should be computed by measuring from the outside face of exterior walls, disregarding cornices, pilasters, buttresses, etc. that extend beyond the face wall.

**Assignable Square Feet**

The assignable square feet of a building or addition is the sum of the floor area assigned as classrooms, laboratories, offices, study areas, and special-use areas, etc. at the time of this survey.

**Space Utilization Studies**

The Oklahoma State Regents for Higher Education (OSRHE) will use the data provided in the Facilities Inventories records to generate institutional space utilization studies and miscellaneous requests. To do this, it is important that the reported building and room numbers be the same as those being reported on the UDS course records.

**Data Submission**

Please use the sftp data exchange method, as used for UDS record submission. Specific instructions are detailed at the end of this manual.

**For Further Information**

Please contact: Dr. Stephanie Baird at [sbaird@osrhe.edu](mailto:sbaird@osrhe.edu) or 405-225-9358.

## Building Inventory Elements

<u>Column</u>	<u>Data Element</u>	<u>Data</u>	<u>Length</u>
1-3	1	Institution Code	3 Char
4-5	2	<b>Record Code #IB (Building) Value “IB”</b>	2 Char
6	3	Semester	1 Char
7-14	4	Academic Year (ex. 20232024)	8 Char
15-21	5	Building Number	7 Char
22-51	6	Building Name	30 Char
52	7	Ownership Status	1 Char
53-61	8	Capital Cost to Date	9 Char
62-65	9	Construction Year – Original Structure	4 Char
66-72	10	Gross Square Footage – Original Structure	7 Char
73	11	Current Condition – Original Structure	1 Char
74-80	12	Assignable Square Footage – Original Structure	7 Char
81-84	13	Most Recent Renovation Year	4 Char
-----	-----	-----	-----
85-88	14	Construction Year – First Addition	4 Char
89-95	15	Gross Square Footage – First Addition	7 Char
96	16	Current Condition – First Addition	1 Char
97-103	17	Assignable Square Footage – First Addition	7 Char
104-107	18	Most Recent Renovation Year – First Addition	4 Char
-----	-----	-----	-----
108-111	19	Construction Year – Second Addition	4 Char
112-118	20	Gross Square Footage – Second Addition	7 Char
119	21	Current Condition – Second Addition	1 Char
120-126	22	Assignable Square Footage – Second Addition	7 Char
127-130	23	Most Recent renovation Year – Second Addition	4 Char
-----	-----	-----	-----
131-134	24	Construction Year – Third Addition	4 Char
135-141	25	Gross Square Footage – Third Addition	7 Char
142	26	Current Condition – Third Addition	1 Char
143-149	27	Assignable Square Footage – Third Addition	7 Char
150-153	28	Most Recent Renovation Year – Third Addition	4 Char
-----	-----	-----	-----
154	29	Support Funding	1 Char
155-157	30	Learning Center Code	3 Char
-----	-----	-----	-----
158-180	31	(RESERVED)	23 Char

**NOTE:** All elements should be **right-justified**, with leading zeroes when needed. **DO NOT** use spaces or blanks. **EXCEPTION:** Element 6 (Building Name) should be **left-justified with trailing spaces on the right**.

---

**Element 1: Institution Code**

Column (s): 1-3

Description: This element consists of a 3-digit code used to identify the reporting institution on each record submitted.

<u>Reporting Institution</u>	<u>Code</u>
University of Oklahoma.....	110
Oklahoma State University.....	111
University of Central Oklahoma.....	120
East Central University.....	121
Northeastern State University.....	122
Northwestern Oklahoma State University.....	123
Southeastern Oklahoma State University.....	124
Southwestern Oklahoma State University.....	125
Cameron University.....	130
Langston University.....	131
University of Science and Arts of Oklahoma.....	132
Oklahoma Panhandle State University.....	133
Connors State College.....	140
Eastern Oklahoma State University.....	141
Murray State College.....	142
Northeastern Oklahoma A&M College.....	143
Northern Oklahoma College.....	144
Rogers State College.....	145
Tulsa Community College.....	146
OSU-Oklahoma City.....	150
OSU Institute of Technology-Okmulgee.....	151
OU Health Sciences Center.....	160
OSU Center for Health Sciences.....	161
OU Law Center.....	162
OSU School of Veterinary Medicine.....	163
Western Oklahoma State College.....	240
Redlands Community College.....	241
Carl Albert State College.....	242
Seminole State College.....	244
Rose State College.....	245
Oklahoma City Community College.....	246

---

**Element 2: Record Type**

Column (s): 4-5

Description: All building records will have “IB” as the record type.

---

**Element 3: Semester**

Column (s): 6

Description: Designate the semester that this report was completed.

<u>Semester</u>	<u>Code</u>
Summer.....	1
Fall.....	2
Spring.....	3

---

**Element 4: Academic Year**

Column (s): 7-14

Description: Designate the 8-digit school year for which this report is being made (e.g., 20232024)

---

**Element 5: Building Number**

Column (s): 15-21

Description: Enter the building number to be reported. Right-justify and use leading zeroes (e.g., Building number 141D would be coded as 000141D). Must match building number on facilities room file. If used with classrooms and labs, building number must match building code (element 18) in UDS enrollment records (both the E and M record files).

---

**Element 6: Building Name**

Column (s): 22-51

Description: Enter the building name, left-justified with trailing space on the right.

---

**Element 7: Ownership Status**

Column (s): 52

Description: Type of ownership and relation of title-holder to institution.

<u>Status</u>	<u>Code</u>
Owned.....	1
Title vested in the institution and being paid for on an amortization.....	2
Title vested in a holding company or building corporation to which payments are being made by the institution.....	3

**Element 7: Ownership Status (Cont.)**

Column (s): 52

Description: Type of ownership and relation of title-holder to institution.

<u>Status</u>	<u>Code</u>
Not owned by the institution, but leased/rented to the institution at a typical low rate.....	4
Not owned by the institution, but made available to the institution at no cost or at a nominal rate.....	5
Not owned by the institution, but shared with another educational institution.....	6
Not owned by the institution, but shared with another post-secondary educational institution.....	7
Other (e.g., not owned by the institution, but shared with a non-educational institution).....	8
Owner may or may not be university affiliated, but building is used exclusively for institutional services (e.g., housing, bookstore, food service, warehouse) facility located on institutional property.....	9

---

**Element 8: Capital Cost to Date**

Column (s): 53-61

Description: Enter the total project cost of all building, additions, and major renovation costs to date. Use whole dollars, no punctuation, right-justified with leading zeroes.

---

**Element 9: Construction Year – Original Structure**

Column (s): 62-65

Description: Enter the calendar year in which this building was originally constructed. If **Unknown**, enter the best approximation.

---

**Element 10: Gross Square Footage – Original Structure**

Column (s): 66-72

Description: Enter the gross square footage of the original structure. Use whole feet, right-justified with leading zeroes.

Gross square footage of a building or addition is the sum of the floor areas of the building included within the outside faces or exterior walls for all stories or areas that have floor surfaces. It **includes** excavated basement areas, interstitial space (mechanical floors or walkways) mezzanines, penthouses, attics, garages, covered porches, and inner or outer balconies to the extent of a drip line. It **excludes** open areas such as parking lots, playing fields, pools, courts, light wells, unexcavated basement areas, and portions of upper floors eliminated by spaces or lobbies that rise above single-floor ceiling height. Gross area should be computed by measuring from the outside face of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall face.

**Gross Area** = floor area of a structure within the outside faces of the exterior walls (Net Usable Area + Structural Area).

(For further clarification, see the [NCES Postsecondary Education Facilities Inventory and Classification Manual \(FICM\)](#).)

---

**Element 11: Current Condition – Original Structure**

Column (s): 73

Description: Physical status of building at the time of inventory.

<u>Status</u>	<u>Code</u>
Satisfactory – Suitable for continued use with normal maintenance.....	1
Remodel-Type A – Cost of remodel equal to or less than 25% of estimated replacement cost of building.....	2
Remodel-Type B – Cost of remodel greater than 25% but less than 50% of estimated replacement cost of building.....	3
Remodel-Type C – Cost of remodel greater than 50% of estimated replacement cost of building.....	4
Demolition – Should be demolished or abandoned because building is unsafe or structurally unsound.....	5
Termination – Planned termination or relinquishment of occupancy for reasons other than unsafe or unsound.....	6

---

**Element 12: Assignable Square Footage – Original Structure**

Column (s): 74-80

Description: Enter the assignable square footage. Use whole feet, right-justified with leading zeroes.

Assignable square footage of a building or addition is the sum of the floor areas assigned to or available for assignment to an occupant or specific use at the time of this survey. It **includes** the 10 major space use categories for assignable space – classrooms, labs, offices, study facilities, special use, general use, support, health care, residential, and unclassified – that are used to accomplish the institution's mission. It **excludes** space defined as essential to the operations of the building (such as building service, circulation, mechanical, and structural areas.)

**Assignable Area** = area measured within a structure's interior walls.

(For further clarification, see the [NCES Postsecondary Education Facilities Inventory and Classification Manual \(FICM\)](#).)

---

**Element 13: Most Recent Renovation Year – Original Structure**

Column (s): 81-84

Description: Enter the calendar year in which the original building was most recently renovated.

<b><u>Status</u></b>	<b><u>Code</u></b>
Year Renovated.....	CCYY
<b>No Renovation</b> .....	<b>0000</b>
Year Unknown.....	9999

---

**Element 14: Construction Year – First Addition**

Column (s): 85-88

Description: Enter the calendar year in which the building acquired its first addition.

<b><u>Status</u></b>	<b><u>Code</u></b>
Year of First Addition.....	CCYY
<b>No Addition</b> .....	<b>0000</b>
Year Unknown.....	9999



---

**Element 15: Assignable Square Footage – Original Structure**

Column (s): 89-95

Description: Enter the gross square footage of the first addition. Use whole feet, right-justified with leading zeroes. If **Not Applicable**, enter **0000000**.

Gross square footage of a building or addition is the sum of the floor areas of the building included within the outside faces or exterior walls for all stories or areas that have floor surfaces. It **includes** excavated basement areas, interstitial space (mechanical floors or walkways) mezzanines, penthouses, attics, garages, covered porches, and inner or outer balconies to the extent of a drip line. It **excludes** open areas such as parking lots, playing fields, pools, courts, light wells, unexcavated basement areas, and portions of upper floors eliminated by spaces or lobbies that rise above single-floor ceiling height. Gross area should be computed by measuring from the outside face of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall face.

**Gross Area** = floor area of a structure within the outside faces of the exterior walls (Net Usable Area + Structural Area).

(For further clarification, see the [NCES Postsecondary Education Facilities Inventory and Classification Manual \(FICM\)](#).)

---

**Element 16: Current Condition – First Addition**

Column (s): 96

Description: Physical status of addition at the time of inventory.

<u>Status</u>	<u>Code</u>
<b>Not Applicable</b> .....	<b>0</b>
Satisfactory – Suitable for continued use with normal maintenance.....	1
Remodel-Type A – Cost of remodel equal to or less than 25% of estimated replacement cost of building.....	2
Remodel-Type B – Cost of remodel greater than 25% but less than 50% of estimated replacement cost of building.....	3
Remodel-Type C – Cost of remodel greater than 50% of estimated replacement cost of building.....	4
Demolition – Should be demolished or abandoned because building is unsafe or structurally unsound.....	5
Termination – Planned termination or relinquishment of occupancy for reasons other than unsafe or unsound.....	6

---

**Element 17: Assignable Square Footage – First Addition**

Column (s): 97-103

Description: Enter the assignable square footage. Use whole feet, right-justified with leading zeroes. If **Not Applicable**, enter **000000**.

Assignable square footage of a building or addition is the sum of the floor areas assigned to or available for assignment to an occupant or specific use at the time of this survey. It **includes** the 10 major space use categories for assignable space – classrooms, labs, offices, study facilities, special use, general use, support, health care, residential, and unclassified – that are used to accomplish the institution's mission. It **excludes** space defined as essential to the operations of the building (such as building service, circulation, mechanical, and structural areas.)

**Assignable Area** = area measured within a structure's interior walls.

(For further clarification, see the [NCES Postsecondary Education Facilities Inventory and Classification Manual \(FICM\)](#).)

---

**Element 18: Most Recent Renovation Year – First Addition**

Column (s): 104-107

Description: Enter the calendar year in which the building acquired its first addition.

<u>Status</u>	<u>Code</u>
Year Renovated.....	CCYY
<b>No Renovation</b> .....	<b>0000</b>
Year Unknown.....	9999

---

**Element 19: Construction Year – Second Addition**

Column (s): 108-111

Description: Enter the calendar year in which the building acquired its second addition.

<u>Status</u>	<u>Code</u>
Year of Second Addition.....	CCYY
<b>No Addition</b> .....	<b>0000</b>
Year Unknown.....	9999

---

**Element 20: Gross Square Footage – Second Addition**

Column (s): 112-118

Description: Enter the gross square footage of the second addition. Use whole feet, right-justified with leading zeroes. If **Not Applicable**, enter **000000**.

Gross square footage of a building or addition is the sum of the floor areas of the building included within the outside faces or exterior walls for all stories or areas that have floor surfaces. It **includes** excavated basement areas, interstitial space (mechanical floors or walkways) mezzanines, penthouses, attics, garages, covered porches, and inner or outer balconies to the extent of a drip line. It **excludes** open areas such as parking lots, playing fields, pools, courts, light wells, unexcavated basement areas, and portions of upper floors eliminated by spaces or lobbies that rise above single-floor ceiling height. Gross area should be computed by measuring from the outside face of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall face.

**Gross Area** = floor area of a structure within the outside faces of the exterior walls (Net Usable Area + Structural Area).

(For further clarification, see the [NCES Postsecondary Education Facilities Inventory and Classification Manual \(FICM\)](#).)

---

**Element 21: Current Condition – Second Addition**

Column (s): 119

Description: Physical status of addition at the time of inventory.

<u>Status</u>	<u>Code</u>
<b>Not Applicable</b> .....	<b>0</b>
Satisfactory – Suitable for continued use with normal maintenance.....	1
Remodel-Type A – Cost of remodel equal to or less than 25% of estimated replacement cost of building.....	2
Remodel-Type B – Cost of remodel greater than 25% but less than 50% of estimated replacement cost of building.....	3
Remodel-Type C – Cost of remodel greater than 50% of estimated replacement cost of building.....	4
Demolition – Should be demolished or abandoned because building is unsafe or structurally unsound.....	5
Termination – Planned termination or relinquishment of occupancy for reasons other than unsafe or unsound.....	6

---

**Element 22: Assignable Square Footage – Second Addition**

Column (s): 120-126

Description: Enter the assignable square footage. Use whole feet, right-justified with leading zeroes. If **Not Applicable**, enter **000000**.

Assignable square footage of a building or addition is the sum of the floor areas assigned to or available for assignment to an occupant or specific use at the time of this survey. It **includes** the 10 major space use categories for assignable space – classrooms, labs, offices, study facilities, special use, general use, support, health care, residential, and unclassified – that are used to accomplish the institution's mission. It **excludes** space defined as essential to the operations of the building (such as building service, circulation, mechanical, and structural areas.)

**Assignable Area** = area measured within a structure's interior walls.

(For further clarification, see the [NCES Postsecondary Education Facilities Inventory and Classification Manual \(FICM\)](#).)

---

**Element 23: Most Recent Renovation Year – Second Addition**

Column (s): 127-130

Description: Enter the calendar year in which the second addition was most recently renovated.

<u>Status</u>	<u>Code</u>
Year Renovated.....	CCYY
<b>No Renovation</b> .....	<b>0000</b>
Year Unknown.....	9999

---

**Element 24: Construction Year – Third Addition**

Column (s): 131-134

Description: Enter the calendar year in which the building acquired its third addition.

<u>Status</u>	<u>Code</u>
Year of Third Addition.....	CCYY
<b>No Addition</b> .....	<b>0000</b>
Year Unknown.....	9999

---

**Element 25: Gross Square Footage – Third Addition**

Column (s): 135-141

Description: Enter the gross square footage of the second addition. Use whole feet, right-justified with leading zeroes. If **Not Applicable**, enter **000000**.

Gross square footage of a building or addition is the sum of the floor areas of the building included within the outside faces or exterior walls for all stories or areas that have floor surfaces. It **includes** excavated basement areas, interstitial space (mechanical floors or walkways) mezzanines, penthouses, attics, garages, covered porches, and inner or outer balconies to the extent of a drip line. It **excludes** open areas such as parking lots, playing fields, pools, courts, light wells, unexcavated basement areas, and portions of upper floors eliminated by spaces or lobbies that rise above single-floor ceiling height. Gross area should be computed by measuring from the outside face of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall face.

**Gross Area** = floor area of a structure within the outside faces of the exterior walls (Net Usable Area + Structural Area).

(For further clarification, see the [NCES Postsecondary Education Facilities Inventory and Classification Manual \(FICM\)](#).)

---

**Element 26: Current Condition – Third Addition**

Column (s): 142

Description: Physical status of addition at the time of inventory.

<u>Status</u>	<u>Code</u>
<b>Not Applicable</b> .....	<b>0</b>
Satisfactory – Suitable for continued use with normal maintenance.....	1
Remodel-Type A – Cost of remodel equal to or less than 25% of estimated replacement cost of building.....	2
Remodel-Type B – Cost of remodel greater than 25% but less than 50% of estimated replacement cost of building.....	3
Remodel-Type C – Cost of remodel greater than 50% of estimated replacement cost of building.....	4
Demolition – Should be demolished or abandoned because building is unsafe or structurally unsound.....	5
Termination – Planned termination or relinquishment of occupancy for reasons other than unsafe or unsound.....	6

---

**Element 27: Assignable Square Footage – Third Addition**

Column (s): 143-149

Description: Enter the assignable square footage. Use whole feet, right-justified with leading zeroes. If **Not Applicable**, enter **000000**.

Assignable square footage of a building or addition is the sum of the floor areas assigned to or available for assignment to an occupant or specific use at the time of this survey. It **includes** the 10 major space use categories for assignable space – classrooms, labs, offices, study facilities, special use, general use, support, health care, residential, and unclassified – that are used to accomplish the institution's mission. It **excludes** space defined as essential to the operations of the building (such as building service, circulation, mechanical, and structural areas.)

**Assignable Area** = area measured within a structure's interior walls.

(For further clarification, see the [NCES Postsecondary Education Facilities Inventory and Classification Manual \(FICM\)](#).)

---

**Element 28: Most Recent Renovation Year – Third Addition**

Column (s): 150-153

Description: Enter the calendar year in which the third addition was most recently renovated.

<u>Status</u>	<u>Code</u>
Year Renovated.....	CCYY
<b>No Renovation</b> .....	<b>0000</b>
Year Unknown.....	9999

---

**Element 29: Support Funding**

Column (s): 154

Description: Enter the code that best describes the source of revenue used to support this facility.

<u>Status</u>	<u>Code</u>
Education and General (E&G) Revenue.....	0
Auxiliary Enterprise Revenue.....	1
Auxiliary Enterprise and E&G.....	2
<b>No Support Funding</b> .....	<b>9</b>

---

**Element 30: Learning Center Code**

Column (s): 155-157

Description: This element consists of a 3-digit code determined by the Oklahoma State Regents for Higher Education to identify the location where this section is taught.

<u>Category</u>	<u>Code</u>
Not Applicable (main campus).....	000
University Center of Southern Oklahoma (Ardmore).....	001
Southeastern Oklahoma State University, McCurtain County Branch.....	002
Oklahoma State University – Tulsa.....	003
Connors State College – Northeastern State University, Muskogee.....	004
Langston University Center, Oklahoma City.....	005
Northwestern Oklahoma State University, Enid.....	006
Cameron University, Duncan Branch.....	007
Southwestern Oklahoma State University – Sayre.....	008
OSU Tulsa*.....	009
Carl Albert State College, Sallisaw Branch.....	011
Eastern Oklahoma State College, McAlester Branch.....	012
Northern Oklahoma College, Enid.....	013
Northwestern Oklahoma State University, Woodward.....	014
Greater Oklahoma City Downtown Consortium.....	015
Rogers State University, Pryor Facility.....	016
Rogers State University, Bartlesville Facility.....	017
Northeastern Oklahoma A&M College, Grove Facility.....	018
Langston University, Tulsa.....	019
Off-Campus Credit Class.....	020
Northeastern State University, Broken Arrow.....	021
University Center at Ponca City – Northern Oklahoma College, Ponca City.....	022
OU Schusterman Center, Tulsa.....	023
Northern Oklahoma College, Stillwater.....	025
 <b><u>Telecourse Systems</u></b>	
Televised Instruction System (TIS).....	330
Oklahoma Educational television Authority (OETA).....	333
National Technological University Satellite (NTU).....	336
 <b><u>Military Bases</u></b>	
Tinker Air Force Base.....	441
Fort Sill.....	442
Altus Air Force Base.....	443
Vance Air Force Base.....	444
Sheppard Air Force Base.....	445
Oklahoma Military Academy*.....	446
Fort Sam Houston.....	448

**Element 30: Learning Center Code (Cont.)**

Column (s): 155-157

Description: This element consists of a 3-digit code determined by the Oklahoma State Regents for Higher Education to identify the location where this section is taught.

<u>Category</u>	<u>Code</u>
<b><u>Technology Centers</u></b>	
Autry Technology Center – Enid.....	501
Caddo-Kiowa Technology Center – Fort Cobb.....	502
Canadian Valley Technology Center – Chickasha.....	503
Canadian Valley Technology Center – El Reno.....	504
Canadian Valley Technology Center – Yukon-Cowan Czech Hall.....	505
Central Tech – Drumright.....	506
Central Tech – Sapulpa.....	507
Chisholm Trail Technology Center – Omega.....	508
Eastern Oklahoma Technology Center – Choctaw.....	509
Francis Tuttle Technology Center – Portland Campus.....	510
Francis Tuttle Technology Center – Reno Campus.....	511
Francis Tuttle Technology Center – Rockwell Campus.....	512
Gordon Cooper Technology Center – Shawnee.....	513
Great Plains Technology Center – Lawton.....	514
Great Plains Technology Center – Tillman-Kiowa Campus.....	515
Green County Technology Center – Okmulgee.....	516
High Plains Technology Center – Woodward.....	517
Indian Capital Technology Center – Stillwell.....	518
Indian Capital Technology Center – Muskogee.....	519
Indian Capital Technology Center – Sallisaw.....	520
Indian Capital Technology Center – Tahlequah.....	521
Kiamichi Technology Center – Antlers.....	522
Kiamichi Technology Center – Atoka.....	523
Kiamichi Technology Center – Durant.....	524
Kiamichi Technology Center – Hugo.....	525
Kiamichi Technology Center – Idabel.....	526
Kiamichi Technology Center – McAlester.....	527
Kiamichi Technology Center – Poteau.....	528
Kiamichi Technology Center – Spiro.....	529
Kiamichi Technology Center – Stigler.....	530
Kiamichi Technology Center – Talihina.....	531
Kiamichi Technology Center – Stillwater.....	532
Metro Tech – Aviation Career Center – Oklahoma City.....	533
Metro Tech Adult & Continuing Education Center – Oklahoma City*.....	534
Metro Tech – Springlake Campus – Oklahoma City.....	535
Metro Tech – South Bryant Campus – Oklahoma City.....	536
Mid-America Technology Center – Wayne.....	537
Mid-Del Technology Center – Midwest City.....	538
Moore Norman Technology Center – Norman.....	539
Moore Norman Technology Center – South Penn Campus – Oklahoma City.....	540
Northeast Technology Center – Afton.....	541
Northeast Technology Center – Claremore.....	542
Northeast Technology Center – Kansas.....	543



**Element 30: Learning Center Code (Cont.)**

Column (s): 155-157

Description: This element consists of a 3-digit code determined by the Oklahoma State Regents for Higher Education to identify the location where this section is taught.

<u>Category</u>	<u>Code</u>
<b><u>Technology Centers</u></b>	
Northeast Technology Center – Pryor.....	544
Northwest Technology Center – Alva.....	545
Northwest Technology Center – Fairview.....	546
Pioneer Technology Center – Ponca City.....	547
Pontotoc Technology Center – Ada.....	548
Red River Technology Center – Duncan.....	549
Southern Oklahoma Technology Center – Ardmore.....	550
Southwest Technology Center – Altus.....	551
Tinker Career Technology Training Center*.....	552
Tri County Technology Center – Bartlesville.....	553
Tulsa Tech – Lemley Campus – Tulsa.....	554
Tulsa Tech – Peoria Campus – Tulsa.....	555
Tulsa Tech – Riverside Campus – Tulsa.....	556
Tulsa Tech – Broken Arrow Campus – Broken Arrow.....	557
Wes Watkins Technology Center – Wetumka.....	558
Western Technology Center – Burns Flat.....	559
Western Technology Center – Hobart.....	560
Western Technology Center – Sayre.....	561
Western Technology Center – Weatherford.....	562
MetroTech Career Academy.....	563
Tulsa Tech – Sand Springs.....	564
Tulsa Tech – Owasso.....	565
Correctional Facility.....	624

---

## Room Inventory Elements

<u>Column</u>	<u>Data Element</u>	<u>Data</u>	<u>Length</u>
1-3	1	Institution Code	3 Char
4-5	2	<b>Record Code #IR (Room) Value “IR”</b>	2 Char
6	3	Semester	1 Char
7-14	4	Academic Year (ex. 20232024)	8 Char
15-21	5	Building Number	7 Char
22-29	6	Room Number	8 Char
30-36	7	Square Footage (assignable or non-assignable)	7 Char
37-38	8	Proration Sequence	2 Char
39-43	9	Proration Percent	5 Char
44-46	10	Space Use Code	3 Char
47-51	11	Capacity	5 Char
52-54	12	Function Code	3 Char
55-60	13	Room CIP Code	6 Char
61	14	Handicap Accessibility	1 Char
62-64	15	Learning Center Code	3 Char

**NOTE:** All elements should be **right-justified**, with leading zeroes when needed. **DO NOT** use blanks.

---

**Element 1: Institution Code**

Column (s): 1-3

Description: This element consists of a 3-digit code used to identify the reporting institution on each record submitted.

<u>Reporting Institution</u>	<u>Code</u>
University of Oklahoma.....	110
Oklahoma State University.....	111
University of Central Oklahoma.....	120
East Central University.....	121
Northeastern State University.....	122
Northwestern Oklahoma State University.....	123
Southeastern Oklahoma State University.....	124
Southwestern Oklahoma State University.....	125
Cameron University.....	130
Langston University.....	131
University of Science and Arts of Oklahoma.....	132
Oklahoma Panhandle State University.....	133
Connors State College.....	140
Eastern Oklahoma State University.....	141
Murray State College.....	142
Northeastern Oklahoma A&M College.....	143
Northern Oklahoma College.....	144
Rogers State College.....	145
Tulsa Community College.....	146
OSU-Oklahoma City.....	150
OSU Institute of Technology-Okmulgee.....	151
OU Health Sciences Center.....	160
OSU Center for Health Sciences.....	161
OU Law Center.....	162
OSU School of Veterinary Medicine.....	163
Western Oklahoma State College.....	240
Redlands Community College.....	241
Carl Albert State College.....	242
Seminole State College.....	244
Rose State College.....	245
Oklahoma City Community College.....	246

---

**Element 2: Record Type**

Column (s): 4-5

Description: All room records will have “IR” as the record type.

---

**Element 3: Semester**

Column (s): 6

Description: Designate the semester that this report was completed.

<u>Semester</u>	<u>Code</u>
Summer.....	1
Fall.....	2
Spring.....	3

---

**Element 4: Academic Year**

Column (s): 7-14

Description: Designate the 8-digit school year for which this report is being made (e.g., 20232024)

---

**Element 5: Building Number**

Column (s): 15-21

Description: Enter the building number to be reported. Right-justify and use leading zeroes (e.g., Building number 141D would be coded as 000141D). Must match building number on facilities room file. If used with classrooms and labs, building number must match building code (element 18) in UDS enrollment record (both the E and M record files).

Note: The combination of **Building number (element 5)**, Room number (element 6), and Proration Sequence (element 8) uniquely identifies each room.

---

**Element 6: Room Number**

Column (s): 22-29

Description: Enter the building number to be reported. Right-justify and use leading zeroes (e.g., Room number 3141D would be coded as 0003141D). If used for classrooms and class labs, room number must match room number (element 19) in UDS enrollment record (both the E and M record files).

Note: The combination of Building Number (element 5), **Room Number (element 6)**, and Proration Sequence (element 8) uniquely identifies each room.

---

**Element 7: Square Footage (assignable or non-assignable)**

Column (s): 30-36

Description: Enter the area measured within the interior walls of the space, whether assignable or non-assignable square footage. Use whole feet, right-justified with leading zeroes.

**Assignable Area** = amount of space within an area that can be used for people or programs. Applies to: classrooms, laboratories, offices, study areas, special use space, general use areas, support rooms, health care, residential and unclassified space.

**Non-Assignable Area** = amount of space within an area that is essential to the operation of the building. Applies to:

1. **Building service area** (areas used for custodial supplies; janitorial closets; public restrooms; maintenance material storage areas; non-hazardous waste trash rooms),
2. **Circulation areas** (fire towers; elevator lobbies; tunnels; bridges; footprints of elevator shafts, escalators, and stairways; public corridors or walkways; receiving areas such as covered loading docks), and
3. **Mechanical area** (central utility plants; boiler rooms; mechanical and electrical equipment rooms; fuel rooms; meter and telecommunications closets; footprints of air ducts, pipe shafts, mechanical service shafts, service chutes, and stacks).

(For further clarification, see the [NCES Postsecondary Education Facilities Inventory and Classification Manual \(FICM\)](#).)

---

**Element 8: Proration Sequence**

Column (s): 37-38

Description: For single-use spaces, enter “00”.

For multi-purpose spaces, identify and rank the various uses starting at “01” and incrementing through “99”.

Note: The combination of Building Number (element 5), Room Number (element 6), and **Proration Sequence (element 8)** uniquely identifies each room.

---

**Element 9: Proration Percent**

Column (s): 39-43

Description: For single-use spaces, enter “10000”.

For multi-purpose spaces, calculate the percentage of time devoted to the room’s use as indicated by space use, function code, and/or discipline. Accuracy is rounded to the nearest hundredths place of the percentage, which is the nearest ten-thousandths place before converting the value to a percentage. Use standard rounding rules, exclude the decimal point, and use leading zeroes for values less than 1000.

---

**Element 10: Space Use Code**

Column (s): 44-46

Description: Indicates the classification of every room or space based on primary use or activity that occurs in the space at the time of the inventory. See Appendix A for a list of codes.

---

**Element 11: Capacity**

Column (s): 47-51

Description: Enter the room capacity as it was at the time of this report. Right-justified, with leading zeroes. Room capacity is required only for Classrooms (110), Seminar/Special Classrooms (120), Lecture Halls (130), and Class Laboratories (210).

---

**Element 12: Function Code**

Column (s): 52-54

Description: Right-justified, with leading zeroes. Identifies the space for academic and support functions. See Appendix B for a list of codes.

---

**Element 13: Room CIP Code**

Column(s): 55-60

Description: Select the 6-digit CIP code that describes the characteristics and contents of this course. Use the National Center for Education Statistics (NCES) Classification of Instructional Programs 2020 Edition, which can be found online at <https://nces.ed.gov/ipeds/cipcode/>. A room CIP code is required only for Classrooms (110), Seminar/Special Classrooms (120), Lecture Halls (130), and Class Laboratories (210).

---

**Element 14: Handicap Accessibility**

Column (s): 61

Description: Enter the code that describes the room's state of accessibility.

<u>Status</u>	<u>Code</u>
Accessible to Handicapped.....	1
Not Accessible to Handicapped.....	2
<b>Unknown or Not Determined</b> .....	<b>3</b>

---

**Element 15: Learning Center Code**

Column (s): 62-64

Description: This element consists of a 3-digit code determined by the Oklahoma State Regents for Higher Education to identify the location where this section is taught.

<u>Category</u>	<u>Code</u>
Not Applicable (main campus).....	000
University Center of Southern Oklahoma (Ardmore).....	001
Southeastern Oklahoma State University, McCurtain County Branch.....	002
Oklahoma State University – Tulsa.....	003
Connors State College – Northeastern State University, Muskogee.....	004
Langston University Center, Oklahoma City.....	005
Northwestern Oklahoma State University, Enid.....	006
Cameron University, Duncan Branch.....	007
Southwestern Oklahoma State University – Sayre.....	008
OSU Tulsa*.....	009
Carl Albert State College, Sallisaw Branch.....	011
Eastern Oklahoma State College, McAlester Branch.....	012
Northern Oklahoma College, Enid.....	013
Northwestern Oklahoma State University, Woodward.....	014
Greater Oklahoma City Downtown Consortium.....	015
Rogers State University, Pryor Facility.....	016
Rogers State University, Bartlesville Facility.....	017
Northeastern Oklahoma A&M College, Grove Facility.....	018
Langston University, Tulsa.....	019
Off-Campus Credit Class.....	020
Northeastern State University, Broken Arrow.....	021
University Center at Ponca City – Northern Oklahoma College, Ponca City.....	022
OU Schusterman Center, Tulsa.....	023
Northern Oklahoma College, Stillwater.....	025

**Telecourse Systems**

Televised Instruction System (TIS).....	330
Oklahoma Educational television Authority (OETA).....	333
National Technological University Satellite (NTU).....	336

**Military Bases**

Tinker Air Force Base.....	441
Fort Sill.....	442
Altus Air Force Base.....	443
Vance Air Force Base.....	444
Sheppard Air Force Base.....	445
Oklahoma Military Academy*.....	446
Fort Sam Houston.....	448

**Element 15: Learning Center Code (Cont.)**

Column (s): 60-62

Description: This element consists of a 3-digit code determined by the Oklahoma State Regents for Higher Education to identify the location where this section is taught.

<u>Category</u>	<u>Code</u>
<b><u>Technology Centers</u></b>	
Autry Technology Center – Enid.....	501
Caddo-Kiowa Technology Center – Fort Cobb.....	502
Canadian Valley Technology Center – Chickasha.....	503
Canadian Valley Technology Center – El Reno.....	504
Canadian Valley Technology Center – Yukon-Cowan Czech Hall.....	505
Central Tech – Drumright.....	506
Central Tech – Sapulpa.....	507
Chisholm Trail Technology Center – Omega.....	508
Eastern Oklahoma Technology Center – Choctaw.....	509
Francis Tuttle Technology Center – Portland Campus.....	510
Francis Tuttle Technology Center – Reno Campus.....	511
Francis Tuttle Technology Center – Rockwell Campus.....	512
Gordon Cooper Technology Center – Shawnee.....	513
Great Plains Technology Center – Lawton.....	514
Great Plains Technology Center – Tillman-Kiowa Campus.....	515
Green County Technology Center – Okmulgee.....	516
High Plains Technology Center – Woodward.....	517
Indian Capital Technology Center – Stillwell.....	518
Indian Capital Technology Center – Muskogee.....	519
Indian Capital Technology Center – Sallisaw.....	520
Indian Capital Technology Center – Tahlequah.....	521
Kiamichi Technology Center – Antlers.....	522
Kiamichi Technology Center – Atoka.....	523
Kiamichi Technology Center – Durant.....	524
Kiamichi Technology Center – Hugo.....	525
Kiamichi Technology Center – Idabel.....	526
Kiamichi Technology Center – McAlester.....	527
Kiamichi Technology Center – Poteau.....	528
Kiamichi Technology Center – Spiro.....	529
Kiamichi Technology Center – Stigler.....	530
Kiamichi Technology Center – Talihina.....	531
Kiamichi Technology Center – Stillwater.....	532
Metro Tech – Aviation Career Center – Oklahoma City.....	533
Metro Tech Adult & Continuing Education Center – Oklahoma City*.....	534
Metro Tech – Springlake Campus – Oklahoma City.....	535
Metro Tech – South Bryant Campus – Oklahoma City.....	536
Mid-America Technology Center – Wayne.....	537
Mid-Del Technology Center – Midwest City.....	538
Moore Norman Technology Center – Norman.....	539
Moore Norman Technology Center – South Penn Campus – Oklahoma City.....	540
Northeast Technology Center – Afton.....	541
Northeast Technology Center – Claremore.....	542
Northeast Technology Center – Kansas.....	543



**Element 15: Learning Center Code (Cont.)**

Column (s): 60-62

Description: This element consists of a 3-digit code determined by the Oklahoma State Regents for Higher Education to identify the location where this section is taught.

<u>Category</u>	<u>Code</u>
<b><u>Technology Centers</u></b>	
Northeast Technology Center – Pryor.....	544
Northwest Technology Center – Alva.....	545
Northwest Technology Center – Fairview.....	546
Pioneer Technology Center – Ponca City.....	547
Pontotoc Technology Center – Ada.....	548
Red River Technology Center – Duncan.....	549
Southern Oklahoma Technology Center – Ardmore.....	550
Southwest Technology Center – Altus.....	551
Tinker Career Technology Training Center*.....	552
Tri County Technology Center – Bartlesville.....	553
Tulsa Tech – Lemley Campus – Tulsa.....	554
Tulsa Tech – Peoria Campus – Tulsa.....	555
Tulsa Tech – Riverside Campus – Tulsa.....	556
Tulsa Tech – Broken Arrow Campus – Broken Arrow.....	557
Wes Watkins Technology Center – Wetumka.....	558
Western Technology Center – Burns Flat.....	559
Western Technology Center – Hobart.....	560
Western Technology Center – Sayre.....	561
Western Technology Center – Weatherford.....	562
MetroTech Career Academy.....	563
Tulsa Tech – Sand Springs.....	564
Tulsa Tech – Owasso.....	565
Correctional Facility.....	624

## APPENDIX A

### Room-Use Categories and Codes for Physical Facilities Inventory\*

<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>
<b><u>NON-ASSIGNABLE AREA</u></b>		<b><u>GENERAL-USE FACILITIES</u></b>	
010	Custodial Area	610	Assembly
020	Circulation Area	615	Assembly Service
025	Receiving	620	Exhibition
030	Mechanical Area	625	Exhibition Service
031	Restroom	630	Food Facilities
040	Structural Area	635	Food Facilities Service
		650	Lounge
		655	Lounge Service
		660	Merchandising Facilities
		665	Merchandising Facilities Service
		675	Recreation Service
		680	Meeting Room
		685	Meeting Room Service
		690	Locker Room
<b><u>UNCLASSIFIED FACILITIES</u></b>		<b><u>SUPPORTING FACILITIES</u></b>	
050	Inactive Area	710	Data Processing/Computer
051	Inactive Area – Assigned	715	Data Processing/Computer Service
052	Inactive Area to be Demolished	720	DP Computer Service
060	Alteration or Conversion	725	Shop Service
061	Alteration or Conversion – Assigned	730	Storage
070	Unfinished Area	735	Storage Service
071	Unfinished Area – Assigned	740	Vehicle – Storage Facility
080	Use Not Known	745	Vehicle – Storage Facility Service
		750	Central Food Stores
		760	Central Laundry
		770	Central Mall
		780	Central Telecommunications
		790	Central Power Plant
<b><u>CLASSROOM FACILITIES</u></b>		<b><u>HEALTH CARE FACILITIES</u></b>	
110	Classroom	810	Patient Bedroom
115	Classroom Service	820	Patient Bathroom
120	Seminar/Special Classroom	830	Nurse Station
125	Seminar/Special Classroom Service	840	Surgery
130	Lecture Hall	850	Treatment
135	Lecture Hall Service	860	Service Laboratory
		870	Supplies
		880	Public Waiting
		895	Heath Care Service
<b><u>LABORATORY FACILITIES</u></b>			
210	Class Laboratory		
215	Class Laboratory Service		
220	Special-Class Laboratory		
225	Special-Class Laboratory Service		
230	Individual-Study Laboratory		
235	Individual-Study Laboratory Service		
250	Research Laboratory		
255	Research Laboratory Service		
260	Special Use Lab		
<b><u>OFFICE FACILITIES</u></b>			
310	Office – Administrative		
311	Office – Faculty		
312	Office – Clerical		
313	Office – Student		
314	Office – Professional		
315	Office – Service		
350	Conference Room (Office Related)		
355	Conference Room Service (Office Related)		

**Code   Description**

**STUDY FACILITIES**

410	Reading/Study Room
420	Stack
430	Open-Stack Reading Room
440	Processing Room
455	Study Service

**Code   Description**

**RESIDENTIAL FACILITIES**

920	Sleep/Study with Toilet/Bath
935	Sleep/Study Service
950	Apartment
955	Apartment Service
970	House
980	Hotel/Guest Room Closet
981	Hotel/Guest Room Bathroom
984	Hotel/Guest Lobby
985	Hotel/Guest Room Service

**SPECIAL-USE FACILITIES**

510	Armory
515	Armory Service
520	Athletic/Physical Education
523	Athletic Facilities Spectator Seating
525	Athletic/Physical Education Service
530	Audiovisual, Radio, TV
535	Audiovisual, Radio, TV Service
540	Clinic (Non-Health Professions)
545	Clinic Service (Non-Health Professions)
550	Demonstration
555	Demonstration Service
560	Field Building
570	Animal Quarters
575	Animal Quarters Service
580	Greenhouse
585	Greenhouse Service
590	Other (All Purpose)
599	Incinerator

**\*Expanded from original manual**

## APPENDIX B

### Program Classification Structure for Facilities Inventory Data

<u>Code</u>	<u>Description</u>
-------------	--------------------

<u>INSTRUCTION PROGRAM</u>	
----------------------------	--

11	General Academic
12	Occupational and Vocational
13	Special Session
14	Extension

<u>ORGANIZED RESEARCH PROGRAM</u>	
-----------------------------------	--

21	Institutes and Centers
22	Individual of Project

<u>PUBLIC SERVICE PROGRAM</u>	
-------------------------------	--

31	Community Education
32	Community Service
33	Cooperative Extension

<u>ACADEMIC SUPPORT PROGRAM</u>	
---------------------------------	--

41	Libraries
42	Museums and Galleries
43	Audiovisual Services
44	Computing Support
45	Ancillary Support
46	Academic Administration and Personnel Support
47	Course and Curriculum Development

<u>Code</u>	<u>Description</u>
-------------	--------------------

<u>STUDENT SERVICE PROGRAM</u>	
--------------------------------	--

51	Social and Cultural Development
52	Supplementary Education Service
53	Counseling and Career Guidance
54	Financial Aid
55	Student Support

<u>INSTITUTIONAL SUPPORT PROGRAM</u>	
--------------------------------------	--

61	Executive Management
62	Fiscal Operations
63	General Administrative Service
64	Logistical Service
65	Physical Plant Operations
66	Faculty and Staff Service
67	Community Relations

<u>INDEPENDENT OPERATIONS PROGRAM</u>	
---------------------------------------	--

71	Institutional Operations
72	Outside Agencies

<u>UNASSIGNED FACILITIES</u>	
------------------------------	--

81	Capable of Use (not assigned to program)
82	Incapable of Use (not assigned to program)
90	Building Service (non-assignable)

**FACILITIES INVENTORY  
FILE TRANSMISSION INSTRUCTIONS FOR ACADEMIC YEAR 2023-2024  
September 7, 2023**

1. The Facilities Inventory Manual in the pages above describes the building and room records layouts.
2. Any file format changes from the previous submission have already been made for you. Since the CIP Code replaces the HEGIS Code, all values have been set to '000000'.
3. The latest inventory files are dated with a 4-digit academic year (i.e., 2324 is 20232024).
4. We are sending these files to you for your review.
5. Please examine these current inventory files for any necessary additions or changes, other than format changes.
6. There are two files.
  - a. The Building File is entitled **Lxxx\_bldg\_2324.txt**
  - b. The Room File is entitled **Lxxx\_room\_2324.txt**
7. The format for the two filenames is:

<i><b>File Inventory</b></i>	<i><b>'I'-Inventory</b></i>
Institution Code	'xxx'-your 3-digit institution code – e.g., 120
Underscore	' '
Inventory Type	bldg – Building room – Room
Underscore	' '
Academic Date	2324 – 20232024
Extension	' .txt' – File Type

8. These files are located in the outgoing on the **sftp** server.
9. The steps to send us your updates are as follows: Place the files in your incoming folder on sysres.
10. Please review the data and consider update/addition options. Institutions with multiple campuses may have special considerations. To discuss any anticipated difficulties, contact Dr. Stephanie Baird at [sbaird@osrhe.edu](mailto:sbaird@osrhe.edu) or 405-225-9358. We have scheduled more than four months to receive your institution's updates. Please plan to resolve procedural issues early.
11. Modify the building and room files either by generating new ones or by editing changes into the existing files. When the files are ready, please submit them via sftp to your "incoming" subdirectory on our sftp server.

**Please notify Dr. Stephanie Baird at [sbaird@osrhe.edu](mailto:sbaird@osrhe.edu) (by email only) when you have submitted your files.**

12. We are reinstating the facilities inventory as we have been getting a number of inquiries by the state legislature for this information. Please submit your latest data by **January 31, 2024**. Since this timeframe is in nearly five months, we will send out reminders to everyone along the way. Please ignore the reminders once you have successfully submitted your information.