# FACILITIES INVENTORY REPORT
# ACADEMIC YEAR 2023-24

**INSTRUCTIONS:**

1. Review the Facilities Inventory Manual as this document describes the building and record room 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 **I***xxx*_**bldg_2324.txt**
    b. The Room File is entitled **I***xxx*_**room_2324.txt**

7. The format for the two filenames is:

| *File Inventory* | *'I'-Inventory* |
|---|---|
| Institution Code | 'xxx'-your 3-digit institution code – e.g., 120 |
| Underscore | ' ' |
| Inventory Type | bldg – Building<br>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 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 the sftp to your "incoming" subdirectory on our sftp server.

**Please notify Dr. Stephanie Baird at 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 one you have successfully submitted your information.

If you have any question, please do not hesitate to contact me. Thank you for your efforts in this endeavor.

Sincerely,
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