To: Vice Chancellors, Deans, Directors & Department Heads  
From: Daniel T. Layzell  
Vice President for Finance & Administration and CFO  

Re: Departmental Space Inventory- Annual Update  

Information concerning building space and utilization is an integral part of University management. Accurate space inventories and records impact the effectiveness of departmental space studies and affect decisions at the University level regarding space assignments, utilization and funding.

During the current facilities update period, Facility Services staff will be engaged with the Provost’s Office and departmental staff to address issues relating to House Concurrent Resolution #78 of 2011. Facility Services staff will conduct a random field audit, initiate training with departmental staff and provide staff verification of changes in the facilities database in support of the LSU’s response to the Board of Regents request dated May 16, 2013.

During fiscal year 2007 survey teams from Accounting Services began visiting departments to update space assignments. The facilities system has been updated with the survey results. Currently, 50% of the campus will be audited by survey teams each year. This annual update is critical in keeping University’s space inventory and assignments up to date.

Throughout the year the Office of Facility Services, Planning, Design & Construction (PDC) monitors, updates and maintains the facilities database. As we continue to move forward with the University Master Plan and Flagship Agenda, an accurate inventory is of critical importance in planning for facility needs. Please take the time to check the data for your department.
The facilities information is used for the following purposes:

1) Evaluation of State Capital Outlay Requests for major renovations and new facilities by the Board of Supervisors and Board of Regents;
2) By Planning, Design & Construction to analyze current space utilization and to project future space requirements;
3) As a component of the higher education funding formula and directly affects the University’s state appropriation;
4) In the computation of LSU’s Facilities and Administrative Cost Rate.
5) Eighteen other administrative systems interface with the Facilities (FAC) system
   * First Responders, 911 Emergencies
   * Advance Standing
   * Advance Billing
   * Athletics
   * Cable Television
   * Chart of Accounts
   * Directory
   * Equipment Records Inventory
   * Human Resources Management
   * ID Cards
   * Information Resources Management
   * Law School
   * Registration
   * Residential Life
   * Security Access Management
   * Student Records & Registration
   * Telecommunications Equipment Inventory
   * Traffic

The name and mainframe logon ID of an authorized employee from each department in your unit has been submitted to Campus Planning. These employees are asked to follow the instructions on the Web page to access the space inventory for your unit on the mainframe to review and/or to request space inventory changes.

Planning, Design & Construction has provided instructions on the Web at http://sites01.lsu.edu/wp/facilityservices/departments/pdc/space-management/inventory-process

In accordance with the University’s Administrations request to provide edits/corrections for the next annual reporting cycle; departments must review their space inventory and submit changes, if any, by October 15, 2014.

The information contained in the facilities system is extremely important to both the University and to departments. Please give it your careful attention, especially to the coding of sponsored and departmental research space.

If you have any questions, please contact Sarah Hutchinson at Ext. 8-4360 or Ken Courtade at Ext. 8-5614 in Planning, Design & Construction.