Appendix G:
Glossary

The definitions and explanations of building measurement terms, room use categories, functional codes, and other basic components of a facilities inventory data system are contained in the appropriately identified sections of this manual. Users are referred to the Table of Contents for sections and page locations.

In addition, this glossary contains brief definitions of generic terms related to facilities inventory data and explanations of the acronyms and abbreviations of terms or organizations referred to in this manual. Also included are definitions for terms related to institutional identification, enrollments, and faculty that may be useful in relation to the use of facilities data.


AAALAC: American Association for Accreditation of Laboratory Animal Care.


Academic Program: An instructional program leading toward an associate’s, bachelor’s, master’s, doctor’s, or first-professional degree or other formal award or resulting in credits that can be applied to one of these degrees.

Academic Year: The period of time generally extending from September to June; usually equated to two semesters or trimesters, three quarters, or the period covered by a 4-1-4 calendar system.

Administratively Equal Institution: Separately organized, or independently administered site or campus with its own full administration and records system within an institutional system. This institution may report to a system office but does not report to any other institution.

APPA: The Association of Higher Education Facilities Officers. APPA is the commonly used acronym from the original name of this association, the Association of Physical Plant Administrators.

As-built Drawings: Architectural and engineering drawings that record the current locations of primary building features, walls, primary building equipment, mechanical system outlets, and equipment.

Branch Institution (Campus): A campus or site of an educational institution that is not temporary, is located in a community beyond a reasonable commuting distance from its parent institution, and offers full programs of study, not just courses.

BOMA: Building Owners and Managers Association.
BOMI: Building Owners and Managers Institute.

Building: A roofed structure for permanent or temporary shelter of persons, animals, plants, materials, or equipment. A building is a) attached to a foundation; b) roofed; c) serviced by a utility, exclusive of lighting; and d) a source of significant repair and maintenance activities. See section 2.3, What to Include in a Building Inventory, for inclusions and exclusions.

Building Condition: The physical status of the building at the time of the inventory or facility audit, based on the best judgment of those persons familiar with the physical characteristics and condition of the campus. See section 5.5, Building and Space Optional Data Element.

Building Data: Descriptive characteristics of a building, such as gross area, assignable area, condition, ownership, estimated replacement cost, and year of construction. See section 5.2, Required Data Elements, section 5.3, Optional Data Elements, and section 3.2, Definitions of Building Areas.

Building Ownership Status: The type of ownership and the relation of title holder to the institution. See definitions in section 5.3, Optional Data Elements.

Building Service Area: The sum of all areas on all floors of a building used for custodial supplies, sink rooms, janitorial closets, and public rest rooms. See section 3.2, Definitions of Building Areas.

CAD: Computer-aided design software systems primarily used to develop design and construction drawings for new construction or renovations. With additional efforts, such systems can be used to generate and store space inventory information.

CAFM: Computer-aided facilities management systems. CAFM systems offer one or more solutions, often differing in nature, of these facilities management activities: call center work, design and construction drawings including specifications, equipment and furniture inventories, hoteling, lease management, real property portfolio tracking, preventive maintenance, project management, safety, security, space management, utilization studies, wire and cabling, and more.

Central Office or System Office: The administrative body or component responsible for supervision of a multi-institutional system.

Circulation Area: The sum of all areas on all floors of a building required for physical access to some subdivision of space, whether physically bounded by partitions or not. See section 3.2, Definitions of Building Areas.

Classification of Instruction Programs (CIP): A taxonomic scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, collection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys and databases. See appendix C, Coding for Academic Disciplines (CIP System). The full text is available at (http://nces.ed.gov/pubs2002/2002165_2.pdf).

CMMS: Computerized maintenance management system. A computerized database and tracking system for managing requests for facilities management, planning, and maintenance tasks. Also called a work order system.

Contact Hour: A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour.
Credit Hour: A unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate, or other formal award.

Core Factor: In commercial space measurement systems, the percentage of the rentable area of each floor that is not part of a tenant’s own space.

Cost of Latest Major Renovation: The dollar value of the latest renovation that cost in excess of 25 percent of the estimated replacement cost of the structure and that significantly extended its useful life.

Correspondence: A method of instruction with students receiving structured units of information and accompanying material completely through the mail.

Data Element: An individual item of data related to a particular space.

Data Field: A location of specific data elements that make up a data record. Example: A space record requires a minimum of these four data fields—a unique space number, area, space use, and organizational assignment.

Data Record: A collection of all fields pertaining to a single data element.

Estimated Replacement Cost: The estimated cost to replace the building at the time of inventory.

Facilities: Any physical structure or space required by the institution for the performance of its programs and related activities.

Facilities Inventory: A database containing statistical information on buildings, including both building and room/space data as defined in this glossary.

FICE: Federal Interagency Committee on Education. A 6-digit identification code originally created by the Federal Interagency Committee on Education (FICE). The code was used to identify all schools doing business with the Office of Education during the early sixties. This code is no longer used in IPEDS; it has been replaced by the IPEDS unit ID.

Fixed Equipment: Permanently attached appurtenances such as elevators, fire protection systems, lighting, plumbing, heating, ventilation, and built-in air conditioning systems (excluding window or console air conditioning units that require no duct work or cooling towers).

Functional Categories and Codes: A set of categories or codes to allocate space across functional categories (e.g., instruction, research, public service, academic support). This is used primarily to link space allocations to financial data or to institutional missions (e.g., the proportion of space used for public service) or to analyze and compare space allocations across institutions according to commonly used functional categories. See section 5.5.8 of Building and Space Optional Data Element Discussion; for a detailed description of functional categories, see appendix B.

GASB: The Governmental Accounting Standards Board (GASB) establishes accounting standards for local and state entities including governmental colleges and universities.

Gross Area: Gross Area is the sum of all areas on all floors of a building included within the outside faces of its exterior walls, including all vertical penetration areas, for circulation and shaft areas that connect one floor to another. See section 3.2, Definitions of Building Areas.
GSA: The U.S. General Services Administration.


HEGIS: The Higher Education General Information Survey (HEGIS) system was conducted by the NCES between 1966 and 1985. This system comprised several surveys of institutions that were accredited at the college level by an agency recognized by the Secretary, U.S. Department of Education. These surveys collected institution-level data on such topics as institutional characteristics, enrollment, degrees conferred, salaries, employees, financial statistics, libraries, and others. HEGIS surveys were sent to approximately 3,400 accredited institutions of higher education. HEGIS surveys were incorporated into IPEDS after 1985 (see IPEDS).

HVAC: Heating, ventilation, and air conditioning systems.


Infrastructure: Physical assets with a long useful life that are normally stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include roads, bridges, tunnels, drainage systems, water and sewer systems, dams, and lighting systems.

Institutional System: Two or more postsecondary institutions under the control or supervision of a single administrative body.

IPEDS: The Integrated Postsecondary Education Data System, comprising a series of annual and regular periodic institutional surveys of all postsecondary institutions in the United States and its territories that have a Program Participation Agreement with the Office of Postsecondary Education in the U.S. Department of Education. It is administered by the National Center for Education Statistics (NCES). Each postsecondary institution may be identified by its unique IPEDS unit ID. This ID replaces the FICE number that was formerly used.

Interface: A specialized software protocol that enables the transfer of data or programs between two different software programs.

Mechanical Area: The sum of all areas on all floors of a building designed to house mechanical equipment, utility services, and shaft areas. See section 3.2, Definitions of Building Areas.

Multi-Institution System: An institution that has either 1) two or more sites or campuses responsible to one administration which may or may not be located on one of the sites or campuses, or 2) a primary site or main campus with one or more branches attached to it.

NACUBO: The National Association of College and University Business Officers.

Net Assignable Area: Net Assignable Area is the sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant or specific use. See section 3.2, Definitions of Building Areas.

Net Usable Area: Net Usable Area is the sum of all areas on all floors of a building either assigned to, or available for assignment to, an occupant or specific use, or necessary for the general operation of a building. See section 3.2, Definitions of Building Areas.
**Nonassignable Area:** The sum of all areas on all floors of a building not available for assignment to an occupant or for specific use, but necessary for the general operation of a building. See section 3.2, Definitions of Building Areas.

**Off-Campus Centers:** Sites outside the confines of the parent institution where courses are offered that are part of an organized program at the parent institution. The sites are not considered to be temporary but may be rented or made available to the institution at no cost by another institution or an organization, agency, or firm.

**Off-Campus Facility:** A facility located some distance away from the educational institution which operates it.

**Optional Data:** Additional data (besides required data) in a facilities inventory system that increases the overall value of the database to the institution and enhances reporting and organizing data, both internally (intra-institutional) and externally (interinstitutional). See section 5.2, Required Data Elements.

**Organizational Unit:** The basic component of the organizational structure of a postsecondary institution. Usually referred to as a department, but including both academic units (e.g., English Department, Physics Department, School of Law, etc.) and administrative units (e.g., Office of the President, Registrar, Physical Plant, etc.).

**Original Building Cost:** The total original project cost of a facility, in actual dollars, to an institution.

**Parent Institution:** The administrative unit or institution in a multi-institutional system through which all the system’s institutions, branches, and programs are linked. This institution generally reports data for another institution known as the child institution.

**Parking Structures:** See discussion of options in Parking Structures in section 3.2, Definitions of Building Areas.

**Plenum:** A duct created to direct the flow of air either into or out of a building. Plenums are generally made of sheet metal but may be constructed of any material and be of any shape. They may also be insulated and have devices in them to regulate their flow of air.

**Postsecondary Education:** The provision of a formal instructional program whose curriculum is designed primarily for students who are beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocational and adult basic education programs.

**Postsecondary Education Institution:** An institution that has the provision of postsecondary education as its sole purpose or one of its primary missions.

**Preventive maintenance:** An approach to maintaining facilities, infrastructure, and equipment, involving planned inspection, diagnostics, testing and servicing at regular intervals, to prolong the useful life of operating equipment, such as heating, ventilation, and air conditioning systems, as well as tasks to preserve the building itself, such as repointing brickwork, caulking windows, and swimming pool whitecoating.

**Privatization:** The process of developing facilities, such as student housing, through public/private funding partnerships with private organizations legally separate from an institution’s organization.
REBNY: The Real Estate Board of New York.

Replacement Cost: The dollar value for replacing an existing facility if it were rebuilt today.

Required Data: The minimum data elements necessary to provide unique identification to a given room or space: a unique space or room identifier; the organizational unit to which it is assigned; its assignable or nonassignable square-foot area; and its room or space use category. This is the minimum data needed to establish a facilities inventory system. (See also Optional Data.)

Room: A covered contiguous area enclosed on all sides by walls, or imaginary boundary lines (referred to as “phantom walls”) where a wall does not exist; it may consist of one or more spaces (see Space). Covered play areas, covered patios, and covered walkways are exceptions to the enclosure criterion.

Room or Space Condition: The need for a room to be repaired, upgraded, or renovated based solely on its physical condition; see also Room Suitability.

Room Data: Descriptive characteristics of assignable interior spaces of a building, including standard room use categories, institutional organizational units, academic discipline and functional codes, assignable floor areas and, in some instances, numbers of stations. See section 5.2, Required Data Elements, and section 5.3, Optional Data Elements.

Room or Space Suitability: An evaluation of the functionality of the room for its assigned use and function at the time of the inventory, based on the design, configuration, and fixed equipment in the room.

SCUP: The Society for College and University Planning.

SHEEO: State Higher Education Executive Officers.

Single Institution: A postsecondary institution that operates independently from other institutions. The institution may offer instruction at more than one geographic site, but all administration and governance and recordkeeping are at one site.

Space: A covered contiguous area enclosed on all sides by walls or imaginary boundary lines (referred to as “phantom walls”) where a wall does not exist, that accommodates a single use; the smallest discrete spatial unit or data element used, tracked and analyzed in an institution’s space inventory. A space may be part of a room, and a room may contain several spaces.

Space Measurement System: A codified system of classifying various categories for physical space, defining their boundaries, and measurement techniques.

Structural Area: The sum of all areas on all floors of a building that cannot be occupied or put to use because of structural building features; the Gross Area minus Net Usable Area. See section 3.2, Definitions of Building Areas.

Unique Space Identifier: A means, such as an alpha-numeric code, to identify each individual space in a facilities inventory database.

Unit ID: Unique identification number assigned to postsecondary institutions surveyed through the Integrated Postsecondary Education Data System (see IPEDS).

Work Order System: See CMMS.