Oklahoma State University Policy and Procedures

PHYSICAL FACILITIES — SPACE AND FACILITIES INVENTORY	1-0111 GENERAL UNIVERSITY October 2025

POLICY

l.0l   Oklahoma State University's (OSU) Facilities Management office of University Planning is charged with generating, updating, and maintaining floor plans of campus buildings, archiving construction documents, and recording space utilization data. Among other duties, University Planning is responsible for calculating and publishing room areas and assigning building and room numbers.   University Planning provides such services and resultant facilities data to other university departments.

l.02   University Planning is charged with maintaining the university's space inventory via the Annual Physical Facilities Inventory. The inventory verifies how space is used throughout the university and provides information to the administration of Oklahoma State University and to the Oklahoma State Regents for Higher Education.

1.03   University Planning maintains the data in a software system for which Facilities Management's Business Systems is responsible for development and user support.

PROCEDURE

2.0l   All university spaces are classified by room type and usage category. Each year, the office of University Planning distributes to each department a list of the respective department's assigned, classified space listed by building and room number.

2.02   Once the space inventory lists are distributed to the departments, University Planning will arrange a walk-through. Departmental walkthroughs are scheduled on an annual basis.

2.03   University Planning maintains the list of classification codes that allow for classification of inventory by room type and usage category. The official list of classification codes, usage categories, and their definitions may be obtained from University Planning's website, https://fm.okstate.edu/about-us/planning.

2.04   The official list of university buildings and information on the space contained within them is maintained in the university's software system and is available online. Departments should contact University Planning to verify building names and other data associated with buildings before making official references to information contained within OSU's Physical Facilities Inventory.

2.05   University Planning modifies building information within the official Physical Facilities Inventory. Buildings will be added, with official names assigned, in accordance with Board of Regents Policy 2.16.

Revised:
June 1976
December 1983
July 1998
June 2008
August 2019
October 2025