

California State University
Capital Planning, Design And Construction
**Policy and Guidelines for the
Support Budget Funding of Custodial and Farm Space**

The Custodial and Farm Space Report is updated annually, and changes to state maintained space directly impacts the campus' operating budget. Custodial and farm space is inventoried on the Space and Facilities Data Base (SFDB), and a reporting window is provided annually to report any changes in the square footage data.

Custodial and Farm Space Campus Worksheet (CPDC 4-1) provides two categories for requesting custodial maintenance funding. New SQF4 is the total estimate of all new state-maintained square footage that is eligible for funding; new SQF5 represents additions to the campus' farm square footage. SQF4 and SQF5 adjustments cover square footage adjustments and minor corrections to state owned facilities (with no dollar impact on the campus' budget), or non-state owned facilities that are not eligible for custodial funding, but are being inventoried on the SFDB. Improved and unimproved acreage (ACR1, ACR2) are also requested and should be indicated on the worksheet. The completion date and the anticipated occupancy date of a new facility are critical in determining the timing of new support dollars for maintenance. During this annual reporting period, the new facility occupancy information is submitted a complete fiscal year in advance. When reported on the Custodial and Farm Space Campus Worksheet (CPDC 4-1), the space information is used in the preparation of the next annual budget cycle. The appendix to this document provides a glossary of custodial maintenance definitions for your clarification.

Custodial funding requests are to be accompanied by the Facility Information Sheet (CPDC 4-2) and the Space and Facility Database Worksheet (CPDC 4-3). Custodial funding requests are submitted to the CSU Budget Office only after the assignable square footage (ASF) for the requested facility has been received and approved by CPDC. New facilities will not be submitted for funding without the corresponding ASF as represented on the facility database worksheet (CPDC 4-3).

State-Supported Facilities

Temporary Structures

All facilities are considered permanent unless they fit into one of the three categories below:

- a. Trailers: Mobile structures which are readily movable to other sites.
- b. Relocatables: Modular-type structures assembled at the site. These structures can be disassembled and moved to other sites.
- c. "Other" Temporary Structures: Existing houses, apartments, barracks, farm buildings and other similar structures, and temporary initial buildings acquired or constructed for use for a limited time.

The siting of any new temporary structure is a minor master plan revision, and the reporting of such is the responsibility of the campus. The campus will need to submit siting plans to CPDC for review, approval, and monitoring, per Trustee policy (Executive Order 630).

The removal or demolition of a permanent or temporary structure from the campus is considered a major or minor master plan revision, and should be reported to CPDC. Upon reporting, the structure's GSF and ASF will be removed from the facility file, the space file, and the ASF/FTE model respectively. The removal of such structures will not impact the campus' existing support budget maintenance allocation.

Custodial funding for temporary structures is contingent upon receipt of the space data and CPDC approval that the assignable square footage (ASF) of that space will be counted into the total campus ASF

(as capacity, instructional activity, faculty/faculty administrative office, general administration, library, media, or plant operation space).

Surge Space

Facilities constructed with state and /or non-state funds and are used for “as needed” space on the campus for state funded programs (uses include lecture, faculty offices, labs, etc.), and housing no “permanent” residents shall be identified to CPDC as “surge” space and will be submitted for custodial maintenance funding. The space contained within “surge” space buildings shall not be counted against the total campus capacity number. When the space is no longer required to support state funded activities displaced during a major capital renovation or construction project affecting the activity’s primary space, the campus custodial maintenance funding will be reduced accordingly.

Temporary Space

Temporary structures are to be phased out through renovation and replacement projects (with the removal or demolition of the replaced facility) per the policy of the CSU Board of Trustees. Each campus shall include the phased removal of temporary structures within their 5-year program.

Transference of Ownership

When requesting custodial funding of recently transferred property as new state-supported space, the campus:

- a. Will provide CPDC with a copy of the transfer of ownership document.
- b. Will update the Space and Facilities Data Base with the current use of space in the facility, and agree that the ASF of that facility be added to the total campus ASF.

Upon receipt of items a and b, CPDC will include the facility in the support budget request at the current dollar rate for custodial maintenance.

Leased Space

- a. Leased Off-Site Space:
 - Serving less than 500 FTE – Facilities that are located off-campus or on remote sites are to be funded from the marginal cost funding and will not be included in the custodial budget request.
 - Serving 500 FTE or more – Off-Campus Center operational costs can be included in the custodial budget request if the center is recognized by CPDC or in the CPDC approval process. If the leased space is in close proximity to the main campus, custodial funding will be supported only if the campus is willing to include the space statistics and capacity information (CPDC 4-2 and CPDC 4-3) as part of the main campus utilization statistics.
- b. Leased On-Site Space:

State funded facilities that lease space to nonstate or auxiliary organizations are not entitled to custodial maintenance funding for the portion of assignable square footage that is being leased out. Only space utilized by state funded programs can seek custodial funding. The state space that is funded will be counted as part of the entire campus state-funded ASF.

Building Efficiency

Building Efficiency is the ratio of assignable square footage to the gross square footage of any state funded instructional or administrative facility. The efficiency of each building shall be reasonably consistent with the efficiency by space type as listed in the CSU Cost Guide for state and nonstate facilities.

Farm Space

The cumulative amount of the gross square footage of campus farm buildings is SQF5. The gross square footage of farm buildings to be included in SQF5 is subject to the following guidelines:

- a. A farm building is a facility that has a roof and/or three sides and is used for the processing of farm products, for the processing of foods or seeds, or to provide shelter for animals.
- b. The assignable square footage of a farm building that includes space defined as classroom, or office space shall be reported as (SQF4). The sum of the square footage of the requested space shall not exceed the gross square footage (GSF) of the building.
- c. A list of typical farm facilities appears below, and identifies those facilities to be included in (or excluded from) SQF5 funding. Farm facilities and farm space will be funded at a percentage of the dollar amount used for a particular budget cycle.

The gross square footage of farm buildings to be included in SQF5 is subject to specific guidelines. The list below illustrates typical farm facilities that should be included in or excluded from the category SQF5.

Type of Facility	Include	Exclude
Abattoir (slaughter house)	x	
Bunker Silo (pit silo)		x
Beef Barn	x	
Beef Cattle Feed Lot (uncovered)		x
Beef Fattening Unit (covered with foundation)	x	
Beef Nurse Barn	x	
Beef Shelters (portable)	x	
Brooder House	x	
Corrals		x
Crops Building	x	
Dairy Bull Barn	x	
Dairy Calf Barn	x	
Dairy Feed and Shelter Barn	x	
Dairy Milk Barn	x	
Dairy Product Processing Plant	x	
Dairy Shelters	x	
Dairy Training	x	
Enology Building	x	
Feed Mill	x	
Feed Mill Storage	x	
Glass House	x	
Hay Sheds	x	
Horticulture Field House	x	
Hog Fattening Unit (uncovered)		x
Hog Fattening Unit (covered with foundation or sides)		x
Horse Barn	x	
Horse Storage Shed	x	
Judging Pavilion	x	
Judging Ring (open area)		x
Lath House	x	
Cloth House		x
Mechanized Agriculture Shop	x	
Motor Shed	x	

Type of Facility	Include	Exclude
Packing House	x	
Poultry Feed Building	x	
Poultry Laying House	x	
Poultry Range House (portable)	x	
Poultry Processing	x	
Poultry Warehouse	x	
Poultry Unit Building	x	
Sheep Fattening Barn	x	
Sheep Working Pens (portable covered)	x	
Sheep Unit	x	
Silo	x	
Swine Growing Shed (portable)	x	
Swine Feeder Barn	x	
Swine Multi-Purpose Shed	x	
Swine Sow Sheds (portable)	x	
Swine Sow and Litter Sheds (permanent)	x	
Swine "A" Houses (portable)	x	
Swine Boar Pen (portable)	x	
Swine Working Pens (portable covered)	x	
Swine Unit (central)	x	
Swine Unit Warehouse	x	
Sprinkler Test Station	x	
Tractor and Machine Shed	x	
Vehicle Garage	x	
Veterinary Hospital	x	
Viticulture Building	x	

Exclusions

The following state-supported facilities are **excluded** from custodial coverage:

- a. Warehouses and all facilities that are being used for storage (except office space)
- b. Corporation Yards (except office space)
- c. Utility Tunnels
- d. Greenhouses
- e. Outdoor Physical Education Facilities, such as tennis courts, open handball courts, etc. (enclosed handball and tennis courts are eligible).

Nonstate Supported Facilities

Athletic Space

Athletic office and training space will be funded providing all space is placed on the SFDB, and the ASF generated by that space is counted in the total campus physical education ASF. The following nonstate athletic structures are **excluded** from custodial coverage:

- a. Stadiums, Amphitheatres, Velodromes, and their related space
- b. Press Boxes
- c. Concession stands
- d. Arenas
- e. Ticket offices
- f. Storage spaces

Exclusions

Nonstate-supported or nonstate-funded facilities, with the **exception** of student health centers, should not be included in custodial square footage requests. The following are identified as the most common nonstate supported facilities:

- a. Residence Halls and related buildings
- b. Parking Structures
- c. Foundations
- d. Student Unions
- e. Cafeterias (50% of the public area will be included for custodial coverage by the General Fund. This exception is made to accommodate students who bring lunches and use cafeteria facilities.)
- f. Faculty Clubs
- g. Research Centers
- h. Child Care Centers (excluding rooms used as instructional laboratories)
- i. Alumni Houses
- j. President Houses (Per the March 29, 1994, University Owned Presidential Residences Maintenance and Budget Allocation Procedure.)

Appendix: Custodial and Farm Space Report Definitions

Assignable area or square footage – The floor area within any building or structure. It is the ceiling to floor usable portion of the inside of a space or room (except separate parking structures) and should also be:

- Covered by a ceiling 7 feet, 0 inches or higher.
- Enclosed on all sides by walls, partitions, doors, or a functional equivalent.
- Measured between the principal surfaces of the enclosing walls, partitions, or doors at or near floor level.
- Expressed in square feet to the nearest whole number
- Inclusive of:
 - Built-in or free-standing furniture and equipment; and
 - Alcoves and similarly recessed areas.
- Exclusive of:
 - Public corridors, lobbies, stairways, elevators, and other general-circulation facilities;
 - Janitor’s closets and other specialized custodial facilities usable only for building maintenance;
 - Heating, ventilating, air conditioning, electrical, and other utility facilities required for building operation;
 - Public toilets

Custodial gross square footage - The outside measurement of a facility or structure on campus (usually expressed in gross square footage), that houses instructional, administrative, and/or support functions; and is eligible for custodial maintenance funding.

Farm square footage - The total outside measurement of any state supported facility or structure that provides instructional or administrative support to a campus’ agricultural or farm program.

Gross square footage – Gross square footage (GSF) is the outside measurement of a facility or structure, and is usually expressed in square feet. The inclusions and exclusions for GSF are as follows:

- Outside gross area is computed by floor level, outside to outside of exterior walls, excluding fins, pilasters, and similar projections beyond face of wall.
- Mezzanines, stacks, and interior balconies are included in the total, but only for the floor area they represent.
- Penthouses of headroom height are included.
- Stair, elevator, utility core, and similar shafts are considered as floor area at each level.
- A room extending through more than one floor is counted only once at the level on which its floor occurs.
- Exterior covered areas attached and related to the building are counted at one-half value.
- Full height unfinished area (i.e., excavated basement areas not developed, or unfinished floors) is counted at one half value
- Exterior terraces and stairways, loading docks, courts, light-ways, areaways, roof decks, and covered walks between buildings are not included.
- Unexcavated areas in basements and undeveloped attic space are not included.
- Exception cases with areas involved will be footnoted.

Non state-supported square footage – facilities or structures that are constructed with nonstate monies, and house nonstate supported functions, i.e. student unions, bookstores, alumni organizations.

Surge Space - Space used expressly for the purpose of housing occupants displaced from their usual assigned facility by a capital improvement project. The replacement space must be associated with a specific state funded project, with the understanding that it be removed from the campus at the completion of the capital improvement project associated with it.

Space – A single room that houses an administrative, instructional, or support function on the campus. It is defined as assignable square footage (ASF) in any facility or structure.

State funded gross square footage - Facilities and structures constructed, leased, or both, with state funds, and that house instructional, administrative, and/or support functions.

State-supported gross square footage – State funded gross square footage and portions of a nonstate-supported building that house state instructional, administrative, and/or support programs qualify for custodial maintenance funding.

SQF4 - The total square footage (ASF or GSF) of a state-supported facility or structure that is eligible for custodial maintenance funding.

SQF5 - The gross square footage of a farm building, sitting on farm acreage, that has a roof and is used for any of the following: the processing of farm products; the processing of foods or seeds; and/or to provide shelter for animals. This includes barns, and structures that house animals and their corresponding agricultural programs. Refer to the Farm Space section (beginning on page 3 for guidelines on inclusions and exclusions to this category).

SQF4 and SQF5 adjustment - Square footage adjustments to state or nonstate owned facilities that represent no monetary impact to the campus' budget.

- a. For State-owned facilities: Attempts to correct discrepancies in the square footage of a facility completed two years prior to the current budget year will be considered an “adjustment” on the SFDB. Maintenance dollars will not be added to or deducted from the campus' budget based on these corrections. Typically, adjustments to the gross square footage of a structure are not made without a corresponding adjustment to the structure's ASF. Such adjustments will be reviewed by the Chief of Planning and approved on a case-by-case basis.
- b. For Nonstate owned facilities: Adjustments to nonstate structures or facilities not eligible for custodial funding are also accepted on the SFDB. These adjustments may include older facilities not previously inventoried on the SFDB, and/or corrections to previously submitted square footage numbers.

Temporary Structures - Temporary structures are defined as those facilities that are intended to be removed from a campus after a specific period of time. However, they do not include facilities constructed as permanent that are now designated as “temporary” and scheduled for demolition because of hazardous conditions or obsolescence.

Transference of Ownership - This applies to the transference of a former foundation or other nonstate-built facility to the State (CSU Campus). Proof of ownership is usually provided by copy of the deed transference.