


## MEMORANDUM

**To:** Vice Presidents for Administration  
Executive Deans

**From:** Elvyra F. San Juan   
Assistant Vice Chancellor  
Capital Planning, Design and Construction

**Custodial and SFDB  
Reporting Window  
May 1, 2009 to May 29, 2009**

**Date:** 04/01/2009

**Re:** 2010/2011 Custodial Space and Fall 2009 Space and Facilities Database Reporting Window

This memo requests campus changes to the custodial space report for the development of the 2010/2011 support budget request for new space and property insurance, in addition to updates for the Space and Facilities Database (SFDB) for fall 2009.

1. 2010/2011 Custodial Space and Property Insurance:

Please review and follow the Custodial and Farm Space Policy and Guidelines, which are available on the CSU website: [http://www.calstate.edu/cpdc/Facilities\\_Planning/Space\\_Mgmt/Resource\\_Documents/](http://www.calstate.edu/cpdc/Facilities_Planning/Space_Mgmt/Resource_Documents/).

Enclosed Attachment A is your campus' 2009/2010 Custodial Report. Please review this document and report all **new** state-maintained square footage, and any changes to the campus' facility, farm square footage and improved and unimproved acreage on the custodial worksheet (CPDC 4-1). Your campus' CPDC 4-1 worksheet is available on the CSU website. Please access the following URL to download the file: [http://www.calstate.edu/cpdc/Facilities\\_Planning/Space\\_Mgmt/Forms/CustMaint/index.shtml](http://www.calstate.edu/cpdc/Facilities_Planning/Space_Mgmt/Forms/CustMaint/index.shtml).

Custodial funding requests for new facility space must be accompanied by the Facility Information Sheet (CPDC 4-2) and the Space and Facility Database Worksheet (CPDC 4-3). The detailed use of assignable square feet for occupied new space is also required to be reported by the campus SFDB coordinator during this 2008 SFDB annual update. CPDC 4-2 and CPDC 4-3 forms can be downloaded from the CSU website: [http://www.calstate.edu/cpdc/Facilities\\_Planning/Space\\_Mgmt/Forms](http://www.calstate.edu/cpdc/Facilities_Planning/Space_Mgmt/Forms).

Campuses are required to submit square footage data for **all** state and non-state facilities listed on the campus master plan and legend. Complete information on the campus facility inventory is required for accurate facility data for insurance purposes, as well as benchmarking for energy conservation and physical plant staffing.

Any reported changes submitted to CPDC by May 29, 2009 will be reflected on the 2010/2011 Custodial and Farm Space Report, and forwarded to the CSU Budget Office after review.

2. Fall 2009 Space and Facilities Database update

The Space and Facilities Database (SFDB) provides essential information related to facility planning, space planning and utilization. Campus capacity entitlements of lecture and teaching laboratories are based on the SFDB data. Thus it is important that the SFDB be updated and reconciled on an annual basis as this data serves as the foundation for several capital planning processes and requests for new space support budget

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funding. Reported changes in capacity and assignable square footage are updated annually for inclusion on the ASF/FTE model.

This year the SFDB annual reporting window will be open from **May 1, 2009 to May 29, 2009** in order to support the capital outlay planning processes and to correlate the update with the Academic Planning Database (APDB) fall term reporting schedule.

Please review your campus's fall 2008 SFDB space file which is available in Excel format on the website at: [http://www.calstate.edu/cpdc/Facilities\\_Planning/Space\\_Mgmt/Reports/Campus\\_SFDB/Fall2008\\_sfdb.shtml](http://www.calstate.edu/cpdc/Facilities_Planning/Space_Mgmt/Reports/Campus_SFDB/Fall2008_sfdb.shtml).

All rooms that are scheduled for fall term classes must be included in the SFDB update to correlate with the APDB fall term section audit report and avoid non-matching SFDB facility/space ID errors. All SFDB update data must be entered during the May 2009 reporting window period. Please refer to the SFDB User Manual for step by step instructions on the update process. The SFDB User Manual is also available on the website at: [http://www.calstate.edu/cpdc/Facilities\\_Planning/Space\\_Mgmt/Resource\\_Documents/SFDB\\_User\\_Manual/](http://www.calstate.edu/cpdc/Facilities_Planning/Space_Mgmt/Resource_Documents/SFDB_User_Manual/).

Please return your electronic custodial and property insurance submission to Theresa Tsik, Associate Facility Planner at [tsik@calstate.edu](mailto:tsik@calstate.edu). Direct your custodial space and SFDB update questions to Theresa Tsik at (562) 951-4159. If you have any property insurance questions on the CPDC 4-2 Facility Information Sheet, please contact Ms. Rebecca Skidmore, Risk Management Analyst at (562) 951-4574.

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Attachment A: 2009/2010 Custodial Report

cc:	Directors, Physical Plant	Rebecca Skidmore
	Chief Budget Officers	Larry Piper
	Risk Managers	Facility and Space Planners
	Building Coordinators	Shawn Holland
	SFDB Coordinators	
	Benjamin F. Quillian	
	Rodney Rideau	
	Charlene Minnick	