

<b>SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL</b>	<b>Subject</b>  Campus Transaction Record Layout	<b>Revision</b> May, 2008	<b>Chapter</b> Appendix A
		<b>Effective</b> July 21, 2004	<b>Page</b> A.1

**Number:** 1

**Data Element Name:** Transaction Type (KEY)

**Column Name:** tran\_type

**Type:** alpha

**Length:** 1

**Beginning Position:** 001

**Ending Position:** 001

**Format:** See Code Interpretation

**General Description:** A single alpha character designation that identifies whether the type of transaction is an update (U) of an existing record, an insert (I) of a new record, or a deletion (D) of an existing record.

**Code Interpretation:**

D = Delete

I = Insert (new record)

U = Update

**Comments:**

See Appendix B, Delete, Insert, Update.

<b>SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL</b>	<b>Subject</b>  Campus Transaction Record Layout	<b>Revision</b> May, 2008	<b>Chapter</b> Appendix A
		<b>Effective</b> July 21, 2004	<b>Page</b> A.2

**Number:** 2

**Data Element Name:** **Campus ID** (KEY)

**Column Name:** campus\_id

**Type:** alpha

**Length:** 1

**Beginning Position:** 002

**Ending Position:** 002

**Format:** See Code Interpretation

**General Description:** An assigned single alpha character used to identify each entity within the California State University system.

**Code Interpretation:**

Bakersfield	H	Northridge	R
Channel Islands	O	Pomona	C
Chico	E	Sacramento	N
Dominquez Hills	M	San Bernardino	P
East Bay	B	San Diego	Q
Fresno	F	San Francisco	S
Fullerton	L	San Jose	T
Humboldt	G	San Luis Obispo	D
Long Beach	J	San Marcos	Y
Los Angeles	K	Sonoma	U
Maritime Academy	I	Stanislaus	V
Monterey Bay	X		

<b>SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL</b>	<b>Subject</b>  Campus Transaction Record Layout	<b>Revision</b> May, 2008	<b>Chapter</b> Appendix A
		<b>Effective</b> July 21, 2004	<b>Page</b> A.3

**Number:** 3

**Data Element Name:** **Campus Code** (KEY)

**Column Name:** campus\_code

**Type:** num

**Length:** 2

**Beginning Position:** 003

**Ending Position:** 004

**Format:** See Code Interpretation

**General Description** An assigned two digit number used to identify each entity within the California State University system.

**Code Interpretation:**

Bakersfield	35	Long Beach	40	San Diego	65
Channel Islands	73	Los Angeles	45	San Francisco	75
Chico	20	Maritime Academy	07	San Jose	80
Dominquez Hills	55	Monterey Bay	06	San Luis Obispo	15
Fresno	25	Northridge	70	San Marcos	68
Fullerton	50	Pomona	10	Sonoma	85
Hayward	05	Sacramento	60	Stanislaus	90
Humboldt	30	San Bernardino	63		

<b>SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL</b>	<b>Subject</b>  Campus Transaction Record Layout	<b>Revision</b> May, 2008	<b>Chapter</b> Appendix A
		<b>Effective</b> July 21, 2004	<b>Page</b> A.4

**Number:** 4

**Data Element Name:** **Center Code** (KEY)

**Column Name:** center\_code

**Type:** num

**Length:** 2

**Beginning Position:** 005

**Ending Position:** 006

**Format:** Blanks or "null" values are NOT valid

**General Description:** An assigned two-digit number used to identify separate centers, including the main campus, within each campus. Center is used in conjunction with campus.

**Code Interpretation:**  
00 = Main campus

<b>SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL</b>	<b>Subject</b>  Campus Transaction Record Layout	<b>Revision</b> May, 2008	<b>Chapter</b> Appendix A
		<b>Effective</b> July 21, 2004	<b>Page</b> A.5

**Number:** 5

**Data Element Name:** Facility Number (KEY)

**Column Name:** fac\_num

**Type:** num

**Length:** 3

**Beginning Position:** 007

**Ending Position:** 009

**Format:** Leading zeros are necessary for facility numbers 1 - 99  
(For example: Facility number 1 = 001)

**General Description:** The numerical designation assigned by a campus to a facility. A facility is an independent structural aggregation of related spaces, i.e., a building. The facility number assigned by the campus should be consistent with the campus master plan.

**Note:** 1. The "list" function is available (see Chapter 2, pg 2.13 for details of "list" function).

<b>SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL</b>	<b>Subject</b>  Campus Transaction Record Layout	<b>Revision</b> May, 2008	<b>Chapter</b> Appendix A
		<b>Effective</b> July 21, 2004	<b>Page</b> A.6

**Number:** 6

**Data Element Name:** **Facility Suffix** (KEY)

**Column Name:** fac\_suffix

**Type:** alpha

**Length:** 1

**Beginning Position:** 010

**Ending Position:** 010

**Format:** Dash ( - ) MUST be used for "null" values  
(For example: If there is no facility suffix, dash must be used, not zeroes. Facility Number with no suffix: 001- )

**General Description:** A designation used in conjunction with the facility number to uniquely identify a structure of related spaces which are part of a facility, but which are to be considered separately.

<b>SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL</b>	<b>Subject</b>  Campus Transaction Record Layout	<b>Revision</b> May, 2008	<b>Chapter</b> Appendix A
		<b>Effective</b> July 21, 2004	<b>Page</b> A.7

**Number:** 7

**Data Element Name:** **Space Number** (KEY)

**Column Name:** space\_no

**Type:** A/N

**Length:** 4

**Beginning Position:** 011

**Ending Position:** 014

**Format:** Leading zeroes are necessary for space numbers 1 - 999  
(For example: Space number 100 = 0100)

**General Description:** A four digit numeric or alpha-numeric designation that uniquely identifies a space or room in a facility. A space is the smallest integral unit of assignable surface area bounded physically by walls or other material dividers, or functionally by use or functional assignment.

**Note:** 1. The "list" function is available (see Chapter 2, pg 2.13 for details of "list" function).

<b>SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL</b>	<b>Subject</b>  Campus Transaction Record Layout	<b>Revision</b> May, 2008	<b>Chapter</b> Appendix A
		<b>Effective</b> July 21, 2004	<b>Page</b> A.8

**Number:** 8

**Data Element Name:** **Space Suffix** (KEY)

**Column Name:** space\_suf

**Type:** alpha/numeric

**Length:** 2

**Beginning Position:** 015

**Ending Position:** 016

**Format:** Dash ( - ) MUST be used for "null" values  
(For example: If there is no space suffix, dashes MUST be used, not zeroes. Space number with no space suffix: 0001--)

**General Description:** The space suffix allows the campus, at its discretion, to accommodate room remodeling and identify functional areas without modifying the present numbering system.

<b>SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL</b>	<b>Subject</b>  Campus Transaction Record Layout	<b>Revision</b> May, 2008	<b>Chapter</b> Appendix A
		<b>Effective</b> July 21, 2004	<b>Page</b> A.9

**Number:** 9

**Data Element Name:** Assignable Square Feet

**Column Name:** asf

**Type:** num

**Length:** Minimum of 1

**Beginning Position:** 017

**Ending Position:** 022

**Format:** Numeric OR zero MUST be used for blanks.

**General Description:**

The total floor or surface area of a room or special area space assigned to or available for assignment to an occupant or user, including every type of space functionally usable by an occupant or user.

**Comments:**

Basis for Measurement: Assignable area is computed by measuring the inside face of walls and partitions.

Included: Offices, classrooms, laboratories, seminar and conference rooms, libraries, file rooms, storage rooms, special purpose rooms, etc.

Excluded: Deductions shall not be made for free-standing columns or architectural and structural projections.

<b>SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL</b>	<b>Subject</b>  Campus Transaction Record Layout	<b>Revision</b> May, 2008	<b>Chapter</b> Appendix A
		<b>Effective</b> July 21, 2004	<b>Page</b> A.10

**Number:** 10

**Data Element Name:** **Function Code**

**Column Name:** func\_code

**Type:** num

**Length:** 3

**Beginning Position:** 023

**Ending Position:** 025

**Format:** See Code Interpretation

**General Description:** A numeric code that identifies the functional category to which a space is assigned. These functions are derived from NACUBO's *Management Reporting and Accounting for Colleges*.

**Code Interpretation:**

000 = unclassified

Also, see Function Codes in Appendix G.

**Note:** 1. The "list" function is available (see Chapter 2, pg 2.13 for details of "list" function).

<b>SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL</b>	<b>Subject</b>  Campus Transaction Record Layout	<b>Revision</b> May, 2008	<b>Chapter</b> Appendix A
		<b>Effective</b> July 21, 2004	<b>Page</b> A.11

**Number:** 11

**Data Element Name:** **Discipline Code**

**Column Name:** hegis

**Type:** num

**Length:** 5

**Beginning Position:** 026

**Ending Position:** 030

**Format:** See Code Intepretation

**General Description:** A five digit code representing the functional activity or organizational unit to which a room or space is assigned and which is actually occupying or using the space or is scheduled to do so.

**Code Interpretation:**

See Discipline Codes in Appendices D, E and/or F.

**Note:** 1. The "list" function is available (see Chapter 2, pg 2.13 for details of "list" function).

<b>SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL</b>	<b>Subject</b>  Campus Transaction Record Layout	<b>Revision</b> May, 2008	<b>Chapter</b> Appendix A
		<b>Effective</b> July 21, 2004	<b>Page</b> A.12

**Number:** 12

**Data Element Name:** Department Code

**Column Name:** rpt\_unit

**Type:** num

**Length:** 3

**Beginning Position:** 031

**Ending Position:** 033

**Format:** See Code Interpretation

**General Description:** A standard code used throughout the CSU which uniquely identifies an Academic department.

**Code Interpretation:**

000 = unclassified

Also, see Department Codes in Appendix C.

**Note:** 1. The "list" function is available (see Chapter 2, pg 2.13 for details of "list" function).

<b>SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL</b>	<b>Subject</b>  Campus Transaction Record Layout	<b>Revision</b> May, 2008	<b>Chapter</b> Appendix A
		<b>Effective</b> July 21, 2004	<b>Page</b> A.13

**Number:** 13

**Data Element Name:** School Code

**Column Name:** school\_code

**Type:** num

**Length:** 2

**Beginning Position:** 034

**Ending Position:** 035

**Format:** See Code Interpretation

**General Description:** A two-digit code used to identify the Academic Division or School of Study having jurisdiction over a space for a specific allocation.

**Code Interpretation:**

00 = unclassified

Also, see School Codes in Appendix H.

**Note:** 1. The "list" function is available (see Chapter 2, pg 2.13 for details of "list" function).

<b>SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL</b>	<b>Subject</b>  Campus Transaction Record Layout	<b>Revision</b> May, 2008	<b>Chapter</b> Appendix A
		<b>Effective</b> July 21, 2004	<b>Page</b> A.14

**Number:** 14

**Data Element Name:** Space Type

**Column Name:** sp\_code

**Type:** num

**Length:** 4

**Beginning Position:** 036

**Ending Position:** 039

**Format:** See Code Interpretation

**General Description:** A code indicating the classification of a room or space based on the primary use or activity which occurs in the room or space.

**Code Interpretation:**

See Space Type Codes in Appendix I.

**Note:** 1. The "list" function is available (see Chapter 2, pg 2.13 for details of "list" function).

<b>SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL</b>	<b>Subject</b>  Campus Transaction Record Layout	<b>Revision</b> May, 2008	<b>Chapter</b> Appendix A
		<b>Effective</b> July 21, 2004	<b>Page</b> A.15

**Number:** 15

**Data Element Name:** **Instructional Level**

**Column Name:** inst\_level

**Type:** num

**Length:** 1

**Beginning Position:** 040

**Ending Position:** 040

**Format:** See Code Interpretation

**General Description:** A code representing the instructional level of a laboratory and related auxiliary spaces. Most commonly used in association with teaching laboratories, research laboratories, and related service areas.

**Code Interpretations:**

<u>Code</u>	<u>Level</u>
0	Not Applicable
1	Lower Division
2	Upper Division
3	Graduate

<b>SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL</b>	<b>Subject</b>  Campus Transaction Record Layout	<b>Revision</b> May, 2008	<b>Chapter</b> Appendix A
		<b>Effective</b> July 21, 2004	<b>Page</b> A.16

**Number:** 16

**Data Element Name:** Station Type

**Column Name:** st\_code

**Type:** num

**Length:** 2

**Beginning Position:** 041

**Ending Position:** 042

**Format:** See Code Interpretation

**General Description:** A code describing the type of stations contained within a particular space.

**Code Interpretation:**

<u>Code</u>	<u>Station Type</u>
00	Not Applicable
01	Tables and Chairs
02	Tablet Armchairs
03	Built-in Workstations
04	Desks and Chairs
05	Auditorium Seating
06	Other Fixed or Tiered Seating
07	Bed
08	Furniture
09	Other or Unknown
10	Computer Workstation
11	Library Carrel
12	Combination

**Note:** 1. The "list" function is available (see Chapter 2, pg 2.13 for details of "list" function).

<b>SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL</b>	<b>Subject</b>  Campus Transaction Record Layout	<b>Revision</b> May, 2008	<b>Chapter</b> Appendix A
		<b>Effective</b> July 21, 2004	<b>Page</b> A.17

**Number:** 17

**Data Element Name:** Station Count

**Column Name:** num\_sta

**Type:** num

**Length:** Minimum of 1

**Beginning Position:** 043

**Ending Position:** 047

**Format:** Numeric OR zero MUST be used for blanks.

**General Description:** The number of work stations (students, faculty, etc.) in the room or space according to the space standards. In cases where extra stations have been placed in the room (in excess of the designed capacity of the room), report only those stations which represent the maximum capacity in accordance with the most recent space standards.

<b>SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL</b>	<b>Subject</b>  Campus Transaction Record Layout	<b>Revision</b> May, 2008	<b>Chapter</b> Appendix A
		<b>Effective</b> July 21, 2004	<b>Page</b> A.18

**Number:** 18

**Data Element Name:** Room Status

**Column Name:** rm\_status

**Type:** alpha

**Length:** 1

**Beginning Position:** 048

**Ending Position:** 048

**Format:** See Code Intepretation

**General Description:** A code indicating the status of the room in terms of the campus master plan. This corresponds to the status of the facility in which the room is located.

**Code Interpretation:**

<u>Code</u>	<u>Description</u>	
P	Permanent :	A space in a facility designated as permanent on the campus master plan.
I	Interim:	A space in a permanent facility which is being used temporarily for activities which are not those for which the space was designed or for which it will be permanently used. This designation should only be used to indicate temporary use during construction, remodeling, or repair of a permanent facility.
T	Temporary:	A space in a facility designated as temporary on the campus master plan. This includes leased facilities.