

<b>SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL</b>	<b>Subject</b>  Introduction and System Overview	<b>Revision</b> April 2007	<b>Chapter</b> Chapter 1
		<b>Effective</b> July 27, 2004	<b>Page</b> 1.1

This manual has been prepared by the Space and Facilities Data Base (SFDB) management team of the Capital Planning Design and Construction (CPDC) department along with the assistance of the Chancellor's Office Information Technology Services (CITS) department of the California State University Chancellor's Office for the users of the SFDB management system.

### **Purposes of the manual**

1. Describe the process and definitions by which space and facilities are inventoried on the California State University campuses.
2. Serve as a clear and concise reference document for users of space and facilities database.

### **Why a space and facilities inventory?**

Each campus maintains its own space and facilities inventory that provides planning and management data. The data provided by each campus during an annual reporting period to the SFDB, which is maintained at CPDC of the Chancellor's Office, provides information about: (1) facilities and (2) rooms within the facilities. It also serves as the campuses' official record of existing spaces. The SFDB is used in the analysis of the capital outlay budget change proposals (COBCP), space needs, space utilization, and other space and facility related issues and reports.

### **Background information about the system**

An earlier version of this system was originally developed at San Diego State University (SDSU) for use by the Facilities Planning department. The SDSU system was programmed initially by Angela J. Stoltz. They are responsible for keeping records of all the existing and planned facilities at SDSU. Historically, these records were maintained on a batch oriented mainframe computer system at the Office of the Chancellor. The information for SDSU was stored on a CYBER computer along with the space inventory of the other nineteen California State University (CSU) campuses. Because this system had certain limitations, the employees of the Facilities Planning department, using personal computers and spreadsheet software, developed a small database of their own during 1988/89.

In September of 1989, the Facilities Planning department asked Business Information Systems of SDSU to provide some assistance in automating their system. Their objectives were:

- a) Develop a database that will combine information from multiple buildings into a single report.
- b) Provide for capability to add additional data elements in the future, as needs change.
- c) Allow the departmental users to write their own SQL language reports with little or no support from computer professionals.

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Business Information Systems designed and programmed a system using a powerful database system — ORACLE.

In 1991, this system was further modified by Chancellor's Office personnel to replace the CYBER system and help support the systemwide needs. At that time, the system was implemented on an IBM RISC-6000 computer. The system consisted of multiple menus, update screens (called "forms"), inquiry screens (similar to forms, but with no fields which may be altered), pre-defined reports, and a SQL-based report writer tool providing the users with the ability to generate their own reports.

To keep pace with the ever-changing world of technology, the CPDC Space Management team and CITS continue to enhance the SFDB. The most recent enhancements were to make the SFDB accessible via the Internet, including standardized reports that are laser printable.

### **Classes of data**

There are two basic types of data: (1) facilities and (2) space.

The facilities file includes the following information: campus code, center code, facility number, facility suffix, facility name, structure number, number of floors, gross square feet, custodial square footage, farm square feet, gross acreage, year/cost renovation, category, condition, construction type, master plan status, budgeted cost, capitalized cost, funding source, multiple funding source, reportable, ownership code, completion date.

The space file describes the current use of the space and includes the following information: campus code, center code, facility number, facility suffix, space number, space suffix, assignable square feet, function code, space type, discipline, instructional level, station type, station count, school code, department code, room status.

### **Schedule**

The SFDB is updated annually, though campuses may update their local systems more frequently. The "reporting window" is announced in an annual call letter.

### **Reporting Methods**

There are two methods of reporting space updates: **Option 1) Select and upload a submission file** and **Option 2) Data Entry Screen** (see Chapter 3 for details). Both options are available through online access.

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### Space Master File Update

After the completion of the Chancellor's Office approval process, the files are merged into the SFDB space master file that is used to produce certain standard reports (see Chapter 4 for list of standard reports), as well as ad hoc reports using BrioQuery.

### Concepts

Forms (or screens) are highly flexible programs that allow a user to easily update or view data in the database. There are three concepts of which the user must be aware.

The first concept involves understanding when the user is able to update a record in the database. Before a record can be viewed, modified or deleted, the record must first be brought into the working area of the form. This is done by "Query"ing the database. (see page 3.12 for detailed instructions on how to "Query")

The second has to do with which fields of a record the user can update. The user may not update the primary key of a record. The primary key of a record is a unique identifier, which is a combination of campus code, center code, facility number, facility suffix, space number, and space suffix. If, for some reason, the primary key of a record had changed, the user would be required to delete the old record and insert a new record with a new primary key. For example, if a space number changed from '1001' to '2001', the record in the database for space number '1001' should be deleted, and a new record for space number '2001' created. The user may not simply change the space number field in the record to be '2001' instead of '1001'. If the facility number changes and the room numbers and the space data remain the same, the Developer designed a special mini-program to change a facility number (and update the space records that are linked to that facility number), which is for use by the CPDC Space Management team only. Campuses should contact the CPDC Space Management team concerning use of this batch update.

The third concept relates to locating where to update data. The user may not change a **display only** field on screen. A display only field is one that has been derived by looking up a value in another table. The user must find the table from which the value was obtained and update that table. For example, to update the description of the space code, the user must use the form that allows updating of the space code table. The user may not move to the space code description field and change the value in the screen that allows updating of room data. The description is only displayed on the screen for the ease in verifying that the correct space code was entered. (See Chapter 5 to see how to viewed, modified, and/or delete records.)

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### **System Interfaces**

The SFDB interfaces with other systems, among them:

- Academic Program Data Base (APDB)
- Custodial Reporting
- Facility Utilization Reports

### **Intended Users of the System and Their Responsibilities**

The primary users of the system are the employees of the California State University system. It is designed so that anyone in the system may be given access with each user provided with an operator identification and password. Users' access can be tailored to their needs for control of updates and data security.