

SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL	Subject	Revision April 2007	Chapter Chapter 4
	SFDB Standard Reports	Effective April 20, 2006	Page 4.1

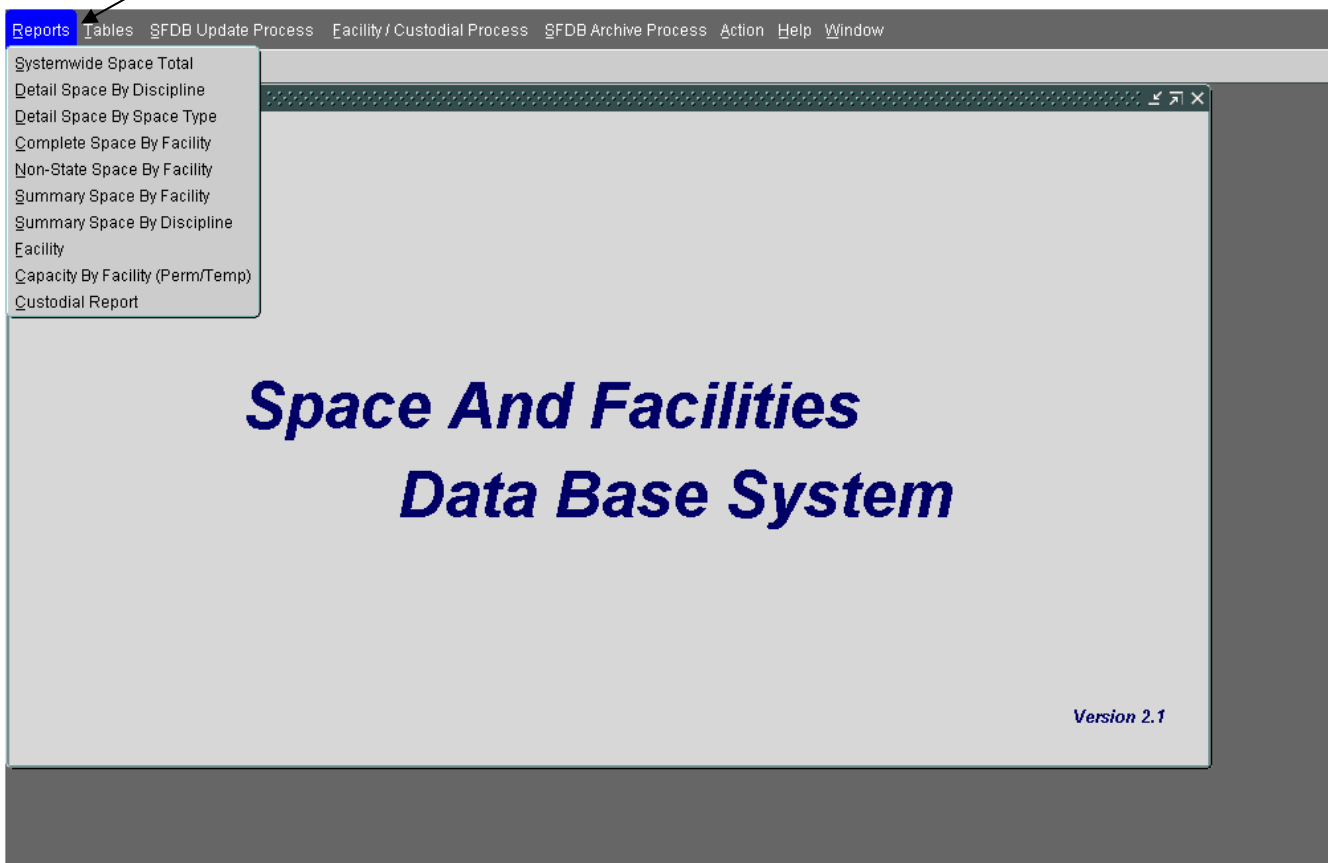
Access to SFDB Standard Reports Generation

The Space and Facilities Data Base (SFDB) provides essential information relating to facility planning, space planning and utilization. This data serves as a foundation to capital planning processes, and are critical to the process. Reports are accessible at any time through online access

Step 1. Log on to SFDB. (See Chapter 2 for details on how to log on)

Step 2. Retrieving Specific Standard Report

From the “Report” menu select the report you would like to create.

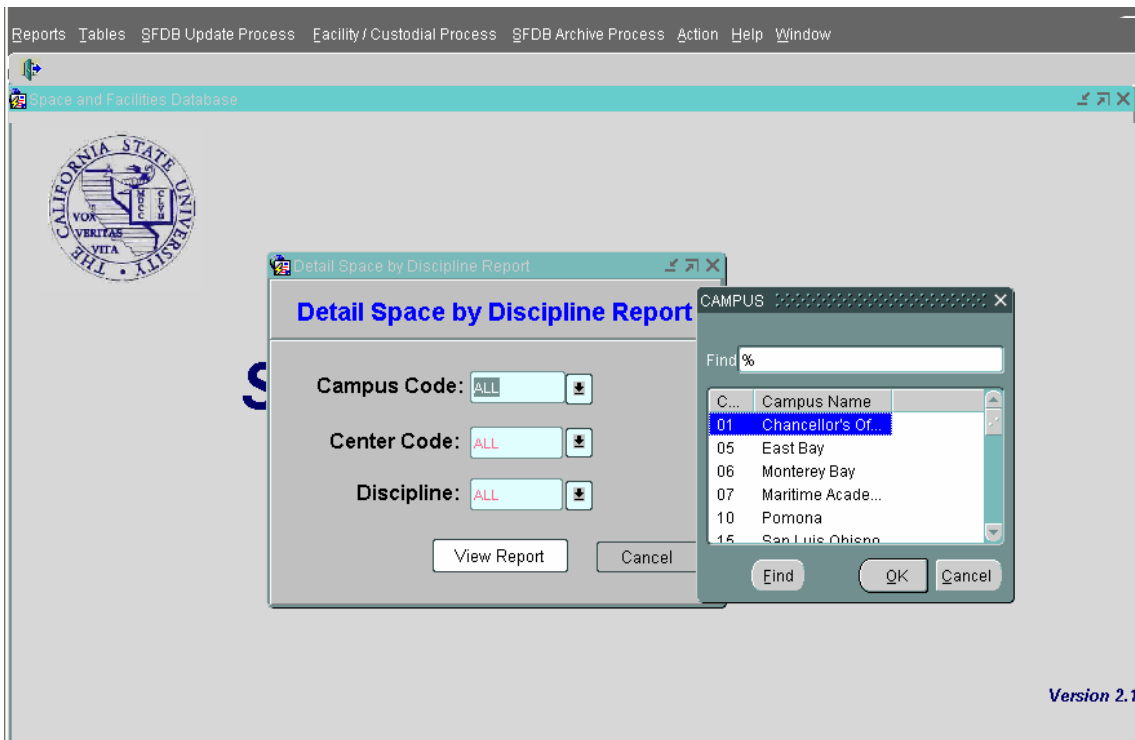


SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL	Subject	Revision April 2007	Chapter Chapter 4
	SFDB Standard Reports	Effective April 20, 2006	Page 4.2

Detail Space By Discipline Report:

This report contains detailed space information of assignable square feet, level of instruction, type of space, type of station, number of stations, room status, completion date and revision date arranged by organization unit.

- 1) **Campus Code:** This can be enter three different ways (1) leave “All” as is, in order to create a report for all campuses, (2) enter campus code, or (3) click on arrow and choose from list.
- 2) **Center Code:** (1) Leave “All” as is, for all center codes, (2) enter center code, or (3) click on arrow and choose from list.
- 3) **Discipline:** (1) Leave “All” as is, for all disciplines, (2) enter discipline code, or (3) click on arrow and choose from list.
- 4) Click “View Report” or press [Enter]

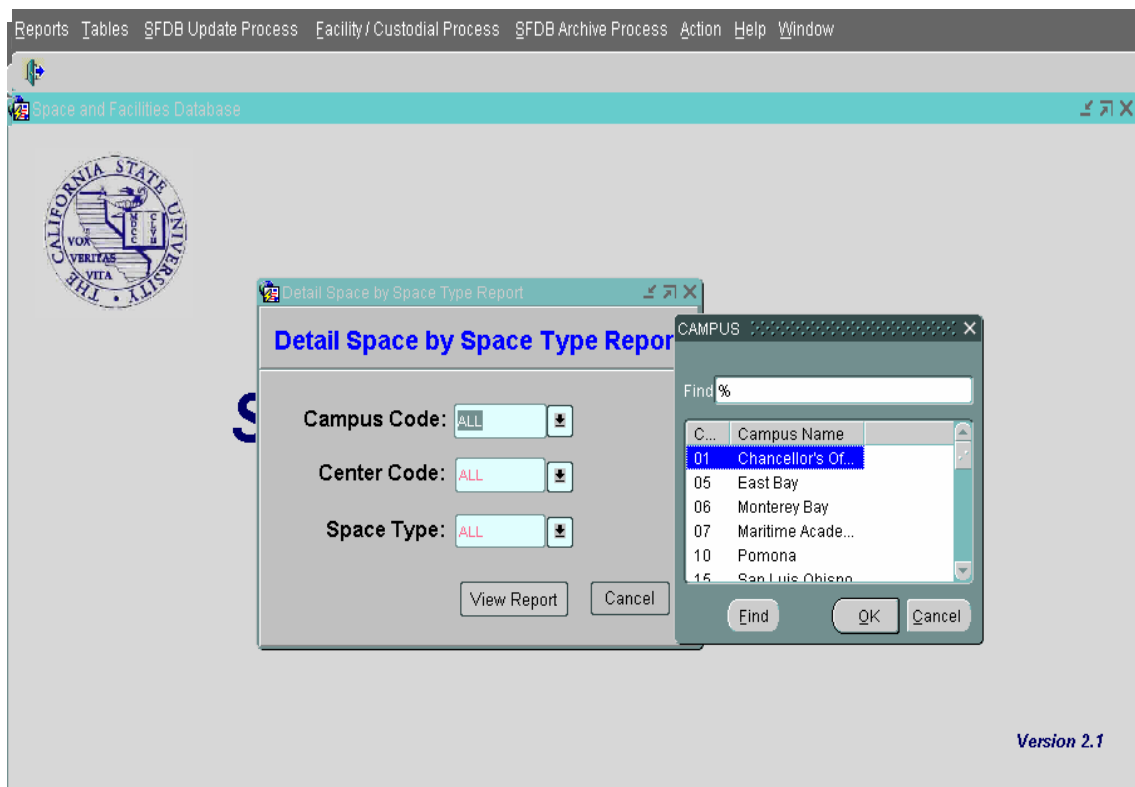


SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL	Subject	Revision April 2007	Chapter Chapter 4
	SFDB Standard Reports	Effective April 20, 2006	Page 4.3

Detail Space By Space Type Report:

This report contains detailed space information of assignable square feet, organizational unit, type of station, number of stations, room status, and instructional level arranged by type of space.

- 1) **Campus Code:** This can be enter three different ways (1) leave “All” as is, in order to create a report for all campuses, (2) enter campus code, or (3) click on arrow and choose from list.
- 2) **Center Code:** (1) Leave “All” as is, for all center codes, (2) enter center code, or (3) click on arrow and choose from list.
- 3) **Space Type:** Leave “All” or enter a space code (e.g. 0001=lecture)
- 4) Click “View Report” or press [Enter]

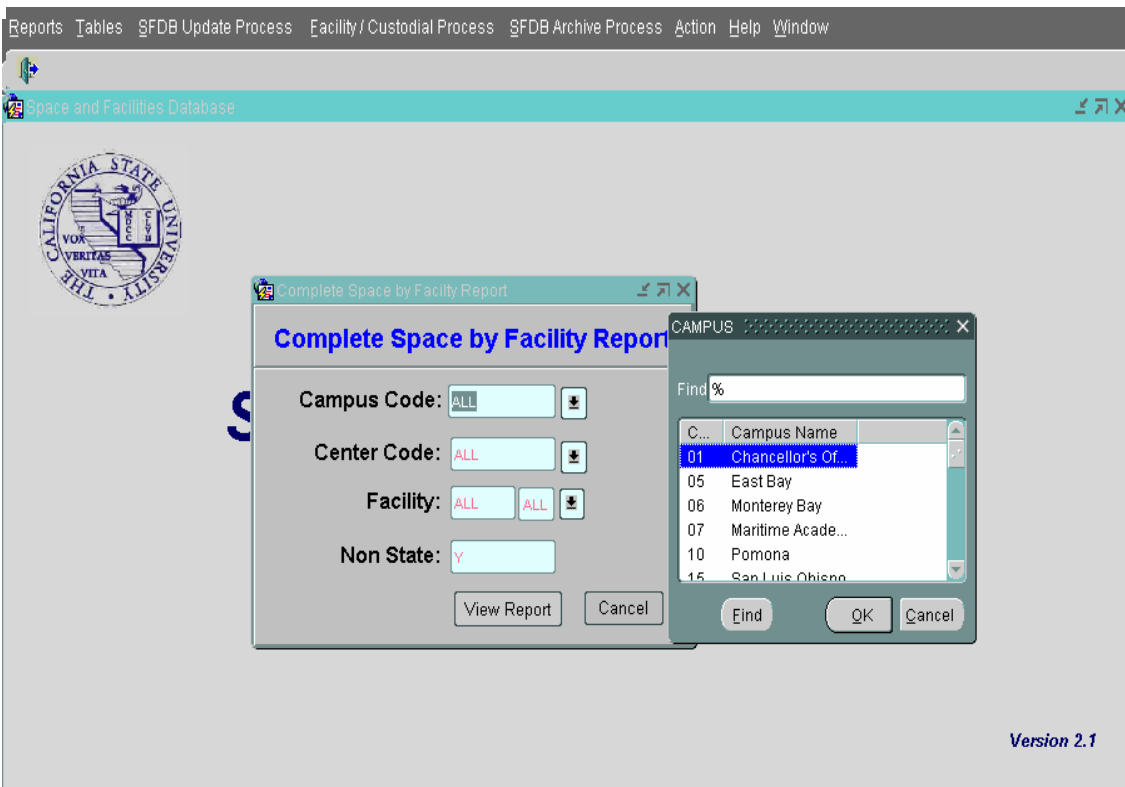


SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL	Subject	Revision April 2007	Chapter Chapter 4
	SFDB Standard Reports	Effective April 20, 2006	Page 4.4

Complete Space By Facility Report:

This extensive report contains detail and summary space information of assignable square feet, number of spaces, and the number of work stations, arranged by facility, type of space, organizational unit, and lab groupings.

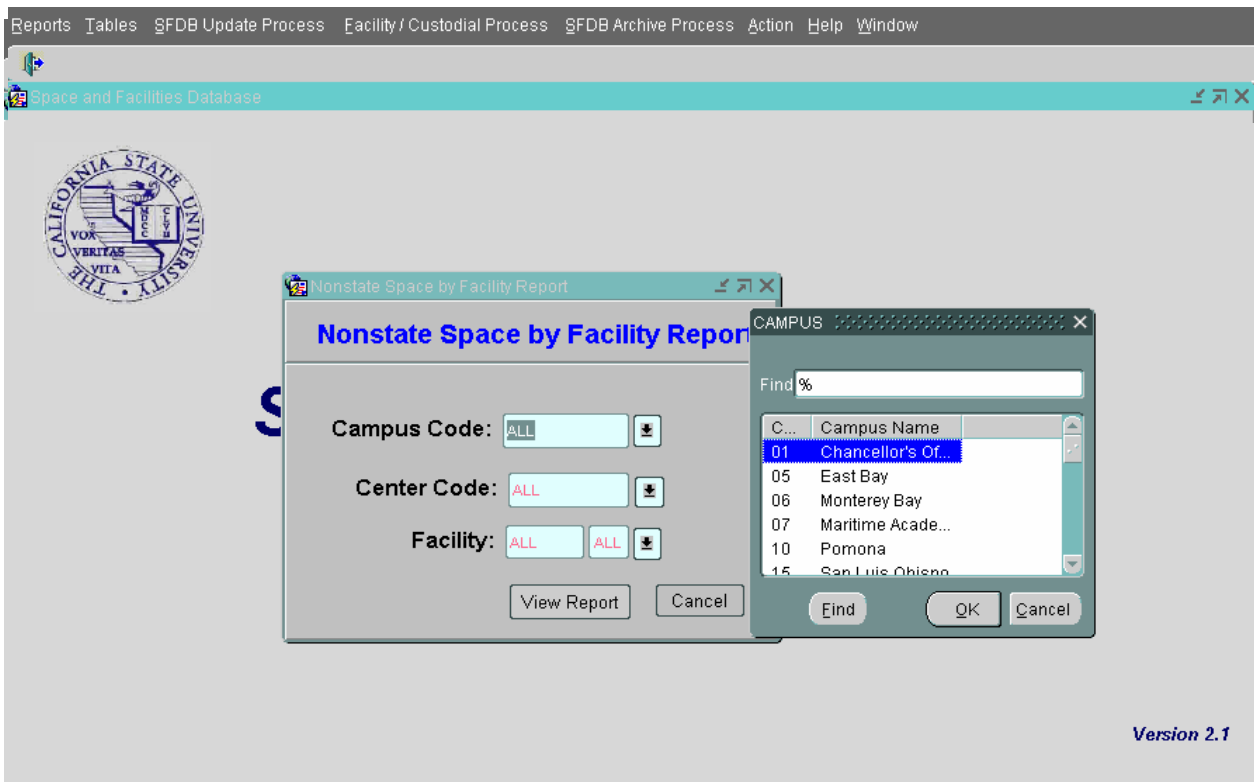
- 1) **Campus Code:** This can be enter three different ways (1) leave “All” as is, in order to create a report for all campuses, (2) enter campus code, or (3) click on arrow and choose from list.
- 2) **Center Code:** (1) Leave “All” as is, for all center codes, (2) enter center code, or (3) click on arrow and choose from list.
- 3) **Facility:** Three ways to enter (1) leave “All” as is, for all facilities (2) enter facility code, or (3) click on arrow and choose from list
- 4) **Non State:** Enter “Y” for yes and “N” for no to display non-state facilities.
- 5) Click “View Report” or press [Enter].



SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL	Subject	Revision April 2007	Chapter Chapter 4
	SFDB Standard Reports	Effective April 20, 2006	Page 4.5

Non State Space By Facility Report:

- 1) **Campus Code:** This can be enter three different ways (1) leave “All” as is, in order to create a report for all campuses, (2) enter campus code, or (3) click on arrow and choose from list.
- 2) **Center Code:** (1) Leave “All” as is, for all center codes, (2) enter center code, or (3) click on arrow and choose from list.
- 3) **Facility:** Three ways to enter (1) leave “All” as is, for all facilities (2) enter facility code, or (3) click on arrow and choose from list.
- 4) Click “View Report” or press [Enter].

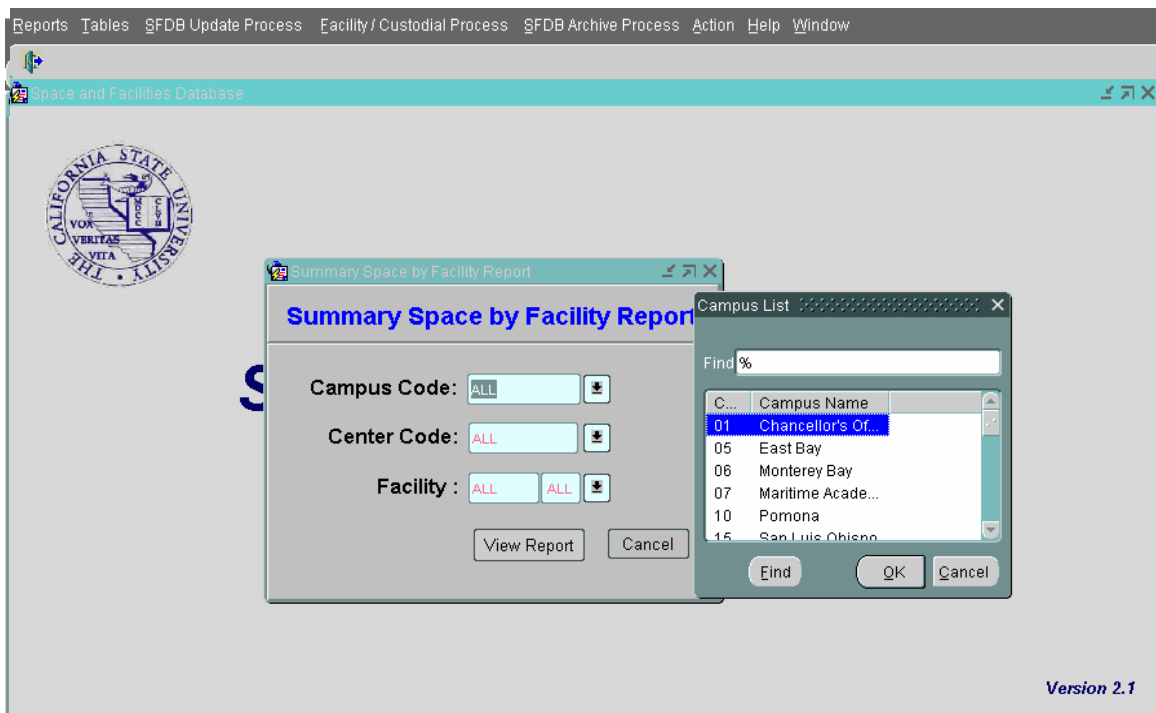


SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL	Subject	Revision April 2007	Chapter Chapter 4
	SFDB Standard Reports	Effective April 20, 2006	Page 4.6

Summary Space By Facility Report:

This report contains summary space information of assignable square feet, number of spaces, and the number of work stations arranged by facility.

- 1) **Campus Code:** This can be enter three different ways (1) leave “All” as is, in order to create a report for all campuses, (2) enter campus code, or (3) click on arrow and choose from list.
- 2) **Center Code:** (1) Leave “All” as is, for all center codes, (2) enter center code, or (3) click on arrow and choose from list.
- 3) **Facility:** Three ways to enter (1) leave “All” as is, for all facilities (2) enter facility code, or (3) click on arrow and choose from list.
- 4) Click “View Report” or press [Enter].

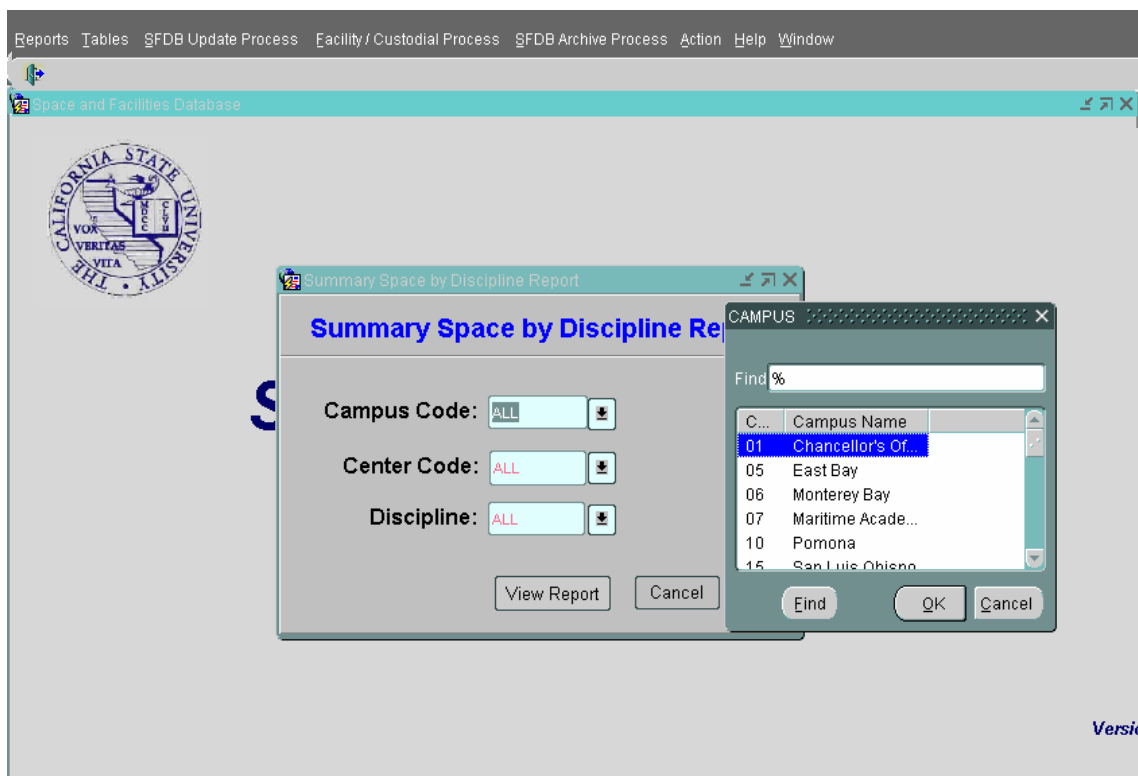


SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL	Subject	Revision April 2007	Chapter Chapter 4
	SFDB Standard Reports	Effective April 20, 2006	Page 4.7

Summary Space By Discipline Report:

This report contains summary space information of assignable square feet, number of spaces, and the number of work stations arranged by organizational unit.

- 1) **Campus Code:** This can be enter three different ways (1) leave “All” as is, in order to create a report for all campuses, (2) enter campus code, or (3) click on arrow and choose from list.
- 2) **Center Code:** (1) Leave “All” as is, for all center codes, (2) enter center code, or (3) click on arrow and choose from list.
- 3) **Discipline Code:** (1) Leave “All” as is, for all disciplines, (2) enter discipline code, or (3) click on arrow and choose from list.
- 4) Click “View Report” or press [Enter].



SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL	Subject	Revision April 2007	Chapter Chapter 4
	SFDB Standard Reports	Effective April 20, 2006	Page 4.8

Facility Report

This report contains facility detail information, such as the category code, building condition code, type of construction, building status, ownership code, ENR Index, gross square feet, assignable square feet, budgeted cost, and the date the building was completed for one campus.

- 1) **Campus Code:** This can be enter three different ways (1) leave “All” as is, in order to create a report for all campuses, (2) enter campus code, or (3) click on arrow and choose from list.
- 2) **Center Code:** (1) Leave “All” as is, for all center codes, (2) enter campus code, or (3) click on arrow and choose from list.
- 3) Click “View Report” or press [Enter].

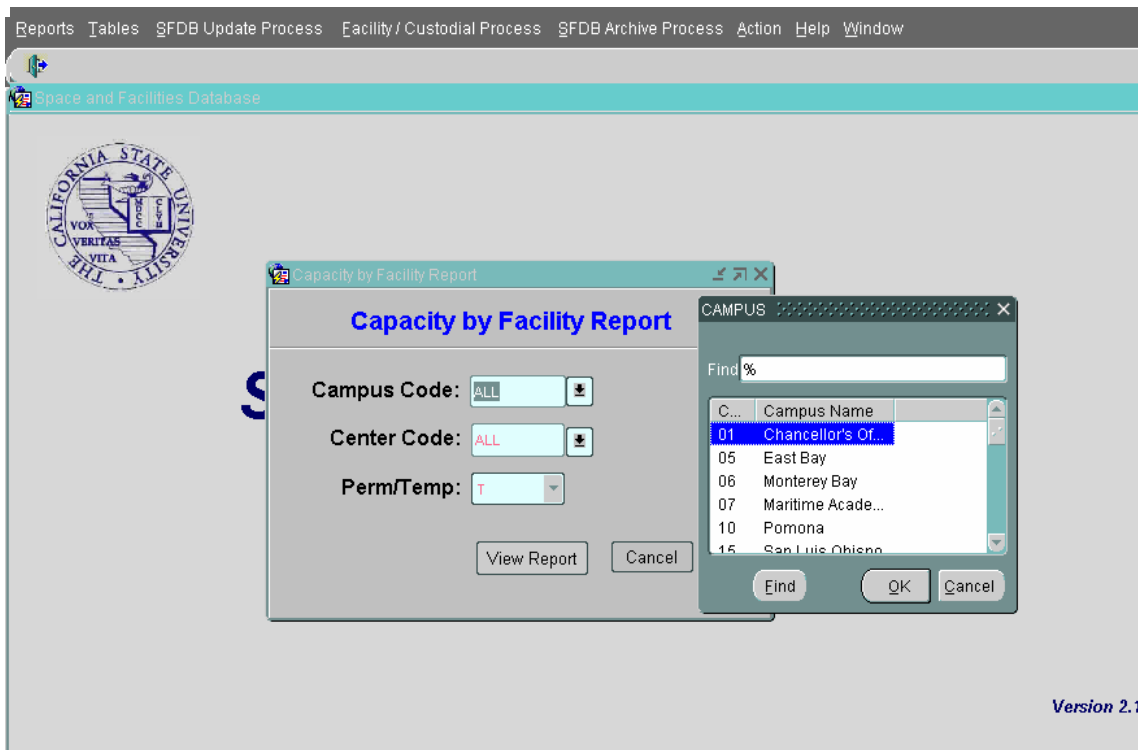
The screenshot displays the 'Space and Facilities Database' application window. The main menu includes 'Reports', 'Tables', 'SFDB Update Process', 'Facility / Custodial Process', 'SFDB Archive Process', 'Action', 'Help', and 'Window'. The 'Facility Report' dialog box is open, featuring the California State University logo and a search icon. It contains two dropdown menus: 'Campus Code' (set to 'ALL') and 'Center Code' (set to 'ALL'). Below these are 'View Report' and 'Cancel' buttons. A 'CAMPUS' dropdown menu is also open, showing a list of campus names with '01 Chancellor's Of...' selected. The 'CAMPUS' menu includes a 'Find %' search field and 'Find', 'OK', and 'Cancel' buttons. The version number 'Version 2.1' is visible in the bottom right corner.

SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL	Subject	Revision April 2007	Chapter Chapter 4
	SFDB Standard Reports	Effective April 20, 2006	Page 4.9

Capacity By Facility Report (Perm/Temp):

This report contains summarized seating capacity information grouped by facility. The information displayed is totals of: lecture stations and computed FTES, lower and upper division laboratory stations and computed FTES, faculty office stations and faculty administration stations.

- 1) **Campus Code:** This can be enter three different ways (1) leave “All” as is, in order to create a report for all campuses, (2) enter campus code, or (3) click on arrow and choose from list.
- 2) **Center Code:** (1) Leave “All” as is, for all center codes, (2) enter center code, or (3) click on arrow and choose from list.
- 3) **Perm/Temp:** Select “P” for Permanent or “T” for Temporary.
- 4) Click “View Report” or press [Enter].

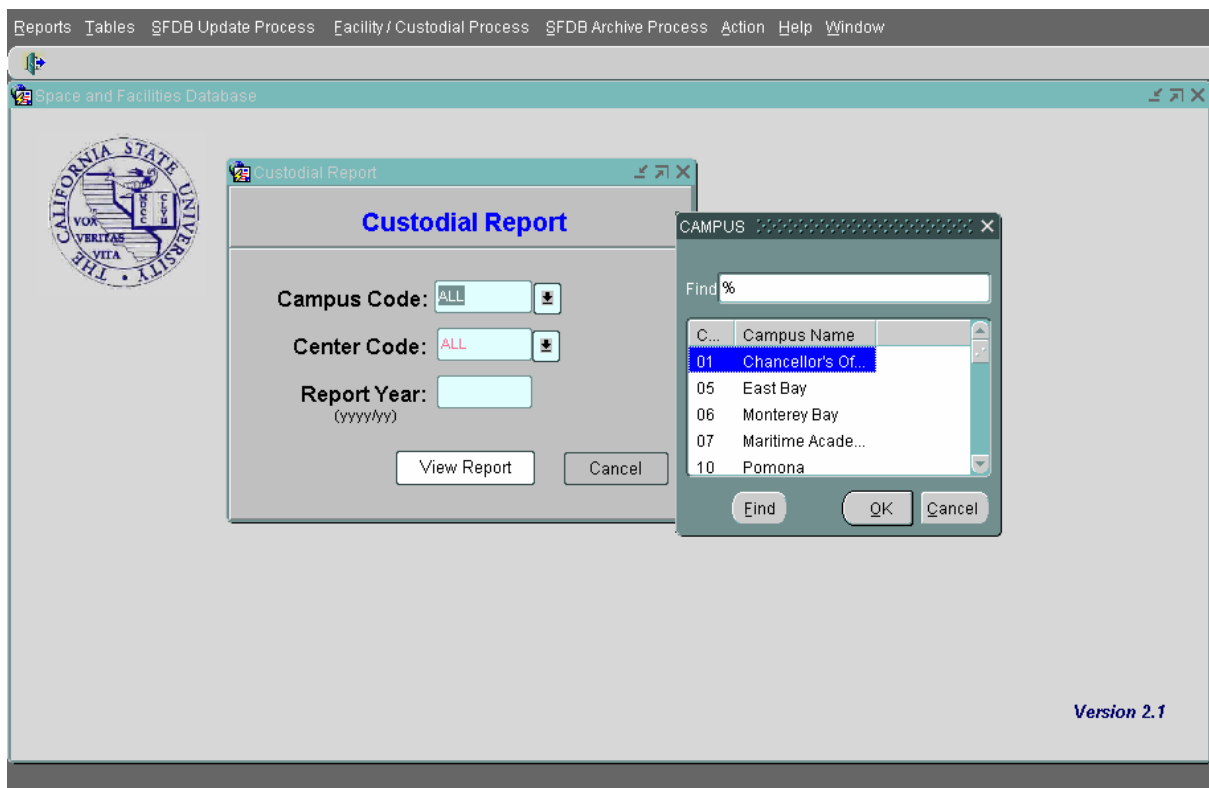


SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL	Subject	Revision April 2007	Chapter Chapter 4
	SFDB Standard Reports	Effective April 20, 2006	Page 4.10

Custodial Report:

This report contains facility information for custodial purposes, and contains the gross square footage, carpeted square footage, non-carpeted square footage, and farm square footage.

- 1) **Campus Code:** This can be enter three different ways (1) leave “All” as is, in order to create a report for all campuses, (2) enter campus code, or (3) click on arrow and choose from list.
- 2) **Center Code:** (1) Leave “All” as is, for all center codes, (2) enter center code, or (3) click on arrow and choose from list.
- 3) **Report Year:** Enter date format yyyy/yy. (E.g. 2002/03)
- 4) Click “View Report” or press [Enter].



SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL	Subject SFDB Standard Reports	Revision April 2007	Chapter Chapter 4
		Effective April 20, 2006	Page 4.11

Step 3. Print and Save Report

1) Print:

- Select “Print” command in main menu “File”
Or
- Click the button to print report to your selected printer.

2) Save: Click the save button to save onto your computer.

The screenshot shows a Microsoft Internet Explorer browser window displaying a report from the Space and Facilities Data Base Management System. The report is for Hayward Campus (05) and lists various facilities. The browser's 'File' menu is open, and the 'Print' and 'Save' options are highlighted. A tooltip for the 'Save' option reads 'Saves a copy of the file'.

FAC NUM	SFX	FAC NAME
001	-	SCIENCE
001	A	SCIENCE ANNEX
002	-	ART AND EDUCATION
002	A	FINE ARTS PATIO/FOUNDRY
003	-	MUSIC AND BUSINESS
004	-	FACILITIES MANAGEMENT
005	-	CORPORATION YARD
006	-	FIELDHOUSE
007	-	PHYSICAL EDUCATION
008	-	UNIV. UNION (CAFETERIA)
009	-	MEIKLEJOHN HALL
010	-	ROBINSON HALL
011	-	THEATRE
012	-	LIBRARY
013	-	ADMINISTRATION
014	-	STUDENT SERVICES BLDG.
017	-	PLANT OPERATION
018	-	STUDENT HEALTH CTR
030	-	PIONEER HEIGHTS APARTMTS
032	-	HOUSING PHASE II
090	-	TRAILERS
091	-	EARLY CHILDHOOD CENTER
093	-	ECOLOGICAL FIELD STATION
096	-	SCIENCE TRAILERS (5)

Campus: 05 -- Hayward