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.
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]
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]
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].
Non State Space By Facility Report:

1) **Campus Code:** This can be entered 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].
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].
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].
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].
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 entered 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].
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 entered 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].

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![Custodial Report](image-url)

**Version 2.1**
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.