

ALLOCATION OF SPACE FOR SUBSIDY DISTRIBUTION

Used to calculate "Base NASF"

Last Revised: August 2, 1999

Introduction

This document provides a description of the methodology employed by the Board of Regents to determine what portion of a campus' total physical inventory is eligible for plant operation and maintenance (POM) subsidy. It was last used to calculate the Fall 1994 (FY 1995) Base Net Assignable Square Footage (NASF), which in turn was used to determine square-foot based POM component of the FY 1996 instructional subsidy earnings.

This methodology calculates Instructional and General (I&G) space from the Building files as well as from the Rooms files, and therefore provides a comprehensive inventory of I&G space. It includes in the calculation of I&G space the space in all rooms identified as I&G (function codes 10 through 54), and it calculates the I&G portion of general purpose space (circulation, storage, supply, shops, and mechanical space) in all buildings, including those that have both I&G and non-I&G (e.g., auxiliary) functions. Finally, the methodology provides a breakout of space by POM subsidy category (classrooms, laboratories, offices, circulation, storage, AV-DP, and other), in addition to total I&G space.

The data generated from this report have been updated annually from surveys conducted by the Ohio Board of Regents during the calculation of instructional subsidy distributions.

This document describes the methodology that was used to calculate I&G space under the rules and definitions in the old Uniform Information System. Where appropriate updated references to HEI rules and definitions are provided in footnotes.

FILES USED

- Building Inventory Report/Supplement
- Room Inventory

DATA FIELDS USED

- *Building Inventory Report and Supplement*

Institution/branch

Building Number

Building Name

Custodial Area

Circulation Area

Mechanical Area

- *Room Inventory*

Institution/branch

Building Number

Room number

Net Assignable Square Feet (NASF)

Function Code

Room Type

SUMMARY OF THE PROCEDURES

Net assignable square feet (NASF) in the Rooms file are distributed by building by function among four categories: Nonassignable (Function code 00), Instructional and General ("I&G" -- Function codes >00 and <60), Other (Function codes >60 and <80), and Not Used (Function codes >80).

NASF for rooms with the Nonassignable Function Code (00) are removed from the calculations for plant operation and maintenance subsidy (POM).

NASF prorated on the Rooms file is distributed among all function and room type codes by the percentages indicated on each room record. Errors in room record proration result in the exclusion of the affected NASF from the calculation for POM.

ALL CALCULATIONS FOR EACH INSTITUTION/LOCATION ARE PERFORMED FIRST BY BUILDING, BEFORE BEING SUMMED FOR ALL BUILDINGS FOR EACH CAMPUS/LOCATION.

- I. BUILDING BY BUILDING CALCULATION OF CLASSROOMS; LABORATORIES; OFFICES; AUDIO-VISUAL, RADIO, DATA PROCESSING,

TEACHING CLINIC; and ALL OTHER SPACE

The report categories of *CLASSROOMS; LABORATORIES; OFFICES; AUDIO-VISUAL, RADIO, DATA PROCESSING, TEACHING CLINIC; and ALL OTHER* include particular room types within the I & G NASF function codes.

NASF is allocated to each of these categories by summing the NASF of all room types from the Rooms file assigned to a particular category as follows:

- *CLASSROOMS* includes all 1XX room types
- *LABORATORIES* includes all 2XX room types
- *OFFICES* includes all 3XX room types
- *AUDIO-VISUAL, RADIO, etc.* includes room types 530, 535, 540, 545, 710, 715, all 8XX
- *ALL OTHER* includes room types all 4XX, 510, 515, 520, 523, 525, 550, 560, 570, 575, 580, 585 all 6XX, 750, 755 ¹

Prorated room types are allocated according to the percentage assigned on the Rooms file records.

II. *BUILDING BY BUILDING CALCULATION OF CIRCULATION AND STORAGE, SUPPLY, SHOPS, MECHANICAL SPACE*

The report categories of *CIRCULATION* and *STORAGE, SUPPLY, SHOPS, MECHANICAL* space represent the distribution of NASF for Nonassignable Room Types in support of I & G functions (Function codes >00 <60).

The calculation of the data for each of these types of space involves three steps which add the sum of NASF for Nonassignable room types from the Rooms file to the portion of Circulation NASF and Custodial and Mechanical NASF from the Buildings file allocable to I & G functions.

The first step is the same for both types of space.

STEP ONE--CALCULATE PERCENT I & G (%I&G)

- a. For each building, sum all NASF in the Rooms file with Function codes >00.

¹ UIS room type 760-Central Laundry is now included in the HEI area type 750-Central Service. The following area types have been added 575, 585, and 755. The additional area types are all service areas. For example, area type 570 is Animal Quarters and area type 575 is Animal Quarters Service. These service area types were not available in UIS and were reported in a single room type.

- b. For each building, sum all I & G NASF in the Rooms file (Functions codes >00 <60).
- c. Divide the Total I & G NASF (b.) by the Total Building NASF (a.) creating the Percent I & G (%I&G) for the building.

STEP TWO--ALLOCATION OF SPACE

a. *CIRCULATION SPACE*

- a.1. Sum the NASF for all rooms, by building, in the Rooms file with room types 020 or 035 which have I&G Function codes (>00 <60).
- a.2. Multiply the %I&G for the building by the amount reported under the "Circulation" column in the Buildings file, *for this building only*.
- a.3. Sum the results of a.1. and a.2.

b. *STORAGE, SUPPLY, SHOPS, MECHANICAL space*

- b.1. Sum the NASF for all rooms, by building, in the Rooms file with room types 010, 030, 720, 725, 730, 735, 740 or 745² which have I & G Function codes (>00 <60).
- b.2. Multiply the %I&G for the building by the sum of the amounts reported under the "Custodial" and "Mechanical" columns in the Buildings file, *for this building only*.
- b.3. Sum the results of b.1. and b.2.

III. *CAMPUS/LOCATION CALCULATION OF I & G SPACE*

The processes described in I. and II. above are repeated for each building assigned to each campus/location, and are summed for each campus/location by category.

² The following area types have been added 735 and 745. The additional area types are service areas. These service area types were not available in UIS and were reported in a single room type

OHIO BOARD OF REGENTS
 AREA TYPE CLUSTERS FOR POM SUBSIDY
 Function codes 10 through 54 only

Revised August 2, 1999

<u>POM SUBSIDY CATEGORY</u>	<u>AREA TYPE CLUSTER</u>
CLASSROOMS.....	All 100's
LABS.....	All 200's
OFFICES.....	All 300's
CIRCULATION	020, 035
AUDIO-VISUAL, ETC.	530, 535, 540, 545, 710, 715, & all 800's
STORAGE, MECHANICAL, ETC.....	010, 030, 720, 725, 730, 735, 740 & 745
OTHER	All 400's, 510, 515, 520, 523, 525, 550, 555, 560, 570, 575, 580, 585, all 600's, 750 & 755

Note: UIS room type 760-Central Laundry is now included in the HEI area type 750-Central Service. The following area types have been added 575, 585, 735, 745 and 755. The additional area types are all service areas. For example area type 570 is Animal Quarters and area type 575 is Animal Quarters Service. These service area types were not available in UIS and were reported in a single room type.