Facilities Management
UNIVERSITY of WEST FLORIDA

UNIVERSITY OF WEST FLORIDA **Pensacola, FL 32514-5750**
Facilities Management **August 23, 2005**
Updated: July 30, 2020

STANDARD OPERATING PROCEDURE # FAC 3.021

Subject: Consistency in Entering Building and Room Information into TMA

Purpose and Scope: Establish consistency, quality, and accuracy of building and room information entered into the TMA System.

Procedures:

The following steps should be taken by Facilities Maintenance when entering new information into TMA:

1. Buildings and Rooms:

    a. All building numbers should be entered with a single numeral "0" in front of the number. The number should also be entered in front of the building name.
    Example: 072- Health Leisure and Sports (HLS)

    b. All areas (rooms) should be entered as 102, 103, etc., without a "0" in front of the number, unless they are single/double digit numbers, which should be entered as 001, 002, 003. All room numbers should be three digits followed by any alphabetic letter necessary.
    Examples: 102, 102A, 103, 103A, 103B, 001, 001A

2. All office/classroom buildings should have an area (room) entry for "ALL" and "Roof".
    Examples: 072-ALL
    Entire Building – ALL
    072-R1 Roof 1

3. When a building or area has been renovated and changed by making one room out of two or two rooms out of one, TMA must be modified by adding or deleting rooms within 30 days.

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4. Before entering new information into TMA, review and compare the existing information about to be entered to ensure information is entered in a consistent manner. Verify all information is accurate before saving.

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