


STANDARD OPERATING PROCEDURE # FAC 7.004**Subject: Space Database Entries and Maintenance**


Purpose and Scope: To establish a procedure that ensures accurate data at initial input and maintenance of that data. The data entry / maintenance will be the primary responsibility of the Space Manager. Key time periods are identified in the procedures to ensure that reports are provided with the most accurate and up-to-date information possible.

Procedures:

1. New building, remodels and space move entries will be first entered into space management system as it is our base and primary source for reporting.
2. New building, remodels and space move entries will next be entered into TMA. This will be completed either directly by the Space Manager or designee.
3. Data will be entered at least 3 weeks before occupancy for Capital Projects and within days of occupancy for remodels or planned moves. (Unplanned moves will be logged and noted in the departmental space survey.)
4. The Space Manager will notify the work control center by e-mail once new building data entry is complete. Incremental additions to the TMA database as a result of remodels or projects will be completed without notification. Discrepancies noted by work control or the campus should be submitted via work order to the space manager for corrections.

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