

Paul Jenny, Associate Director
(907) 474-6819
(907) 474-6682 fax
paul.jenny@alaska.edu



UNIVERSITY
of ALASKA

Many Traditions One Alaska

Budget & Institutional Research
PO BOX 755260
Fairbanks, AK 99775-5260
www.alaska.edu/oir

To: Business Council and Facilities Council Members

CC: Randy Weaver

From: Paul Jenny

Date: January 5, 2004

Re: Building Number Assignment Process

Currently building numbers are being assigned by Statewide Budget through our internal database (UA Space Database) and by Statewide Finance through Banner. Due to past staff changes, budget's internal database, and our recent effort to validate our physical building data, it was discovered that many building numbers in Banner and the UA Space Database do not match. In a discussion with Randy Weaver it was determined that Statewide Budget would assume the responsibility in the interim for assigning new building numbers.

Currently budget staff are working to identify buildings in the system that do not match. Once all discrepancies are identified, staff will work with Statewide Finance and staff at each MAU to identify the correct building number.

In order to facilitate the process of assigning numbers for new buildings as they come online at each MAU, Statewide Budget has developed a workflow (below). This workflow involves a cooperative effort between Statewide Budget, Financial Systems and the space coordinator at each MAU to ensure consistency between the multiple tracking methods used at this time.

While all current data is being validated and corrected where necessary, the attached workflow should prevent discrepancies in the near future. In the long term, it may be appropriate to look at alternative, more permanent approaches, especially in light of potential solutions associated with the purchase of an integrated facility/space software system.

Assignment of New Building Number Process

1. Contact SW Budget (SWBIR) to request a number with the following information
 - a. Full building name
 - b. MAU
 - c. Campus
 - d. Street Address 1
 - e. Street Address 2
 - f. City
 - g. State
 - h. Zip
 - i. Legal Description (if available)
 - j. Gross Square Footage
 - k. Year Acquired
 - l. Acquisition Amount
2. SWBIR will assign the next available number in the series and enter the information into the UA Space Database.
3. The new building number will be provided to the MAU Space Coordinator (or assignee) and Statewide Finance.
4. The MAU Space Coordinator will be responsible for
 - a. Distribution of the new number.
 - b. Entering the individual space information to the UA Space Database including
 - i. Room number
 - ii. Room Type/Code
 - iii. Dlevels
 - iv. Square Footage
5. SW Finance will enter the necessary information into Banner.