

University of Alaska
Statewide Strategy, Planning & Budget Office (SPB)
Facilities Inventory Update Process
(last updated August 2020)

Overview:

The Facilities Inventory is a comprehensive listing of physical assets owned and operated by the University of Alaska (UA). The Statewide Strategy, Planning & Budget Office collects facilities data from the campuses in order to have a single standardized resource to inform the entire UA community. The Facilities Inventory data is used for facilities maintenance and deferred maintenance/renewal and repurposing (DM/R&R) request and funding distribution calculations, insurance processes, and other purposes.

Facilities Inventory Timeline¹:

	Submission	Action Date	Action/Event	Audience
		August	Distribute planned date of AiM export	MAUs
August	Capitalization Data		Import Capitalization Data	SW SPB
			Add RSMeans Index for new year and update prior year	
	DM/R&R Capital Budget Requests and Backlog Projects List	September	Import DM/R&R Backlog Data	
			Distribute for Review: <ul style="list-style-type: none"> • AiM Updates • Previous year's publication • Leases • Insurance updates • Maps • Space Reduction Workbook 	MAUs & Sightlines
October	Updates from MAUs	October	<ul style="list-style-type: none"> • Compile edits from campuses • Update SPBMGR tables • Create Draft publication 	SW SPB
	Create Draft Publication		Distribute Draft Publication for Review	MAUs
November	Final Edits from MAUs	November	<ul style="list-style-type: none"> • Make any final edits to SPBMGR tables and publication • Publish to website • Update AiM data • Run FTVLOCN Building Audit 	UA
February	Building Re-Age Years from Sightlines	February	Import Sightlines calculated re-age years into SPBMGR	SW SPB
		March	Submit facilities data	Risk Services

August/September

- Distribute to MAUs the planned date of AiM export along with the list of fields that will be pulled from so that they can be updated in advance of the review process.
- SPB Department Database (SPBMGR) Updates:
 - Capitalization Data from SW Fund Accounting.
 - RSMeans Index from new year and updates of prior year index
 - The final DM/R&R Backlog data that was provided by the MAUs and submitted to OMB
- Documents for MAUs to review:
 - Updates:
 - Confirm updates made in AiM throughout the year are valid and answer any related questions.
 - If AiM is not being used, review the previous year's publication and email changes to SPB.

1. Exact dates will be determined on an annual basis.

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- Leases – Provide information regarding new, terminated, or renewed leases.
- Insurance updates – All insurance attributes should be reviewed for accuracy, but missing required data fields will be highlighted.
- Maps – Review and provide any updated maps.
- Space Reduction Workbook – This workbook includes all reductions in square footage (sales, demolitions, terminated leases). Provide any missing changes or known upcoming reductions.

October

- Updates from MAUs are compiled and used to create a draft publication.
- The draft Facilities Inventory Publication is distributed to the MAUs for review.

November

- Final edits from MAUs are made to the publication.
- The Facilities Inventory is distributed and published to SPB's website (https://www.alaska.edu/swbudget/budget_planning/).
- Updated capital investment values, insurance attributes, and other values not originating in AiM are mass uploaded into AiM.
- A query of FTVLOCN (Banner's Location Code Validation table) is run to identify buildings that need to be deactivated in Banner and those that can not be deactivated due to equipment still being attached. Updates to FTVLOCN are made year-round on a case-by-case basis. This yearly audit is intended to capture updates made through the Facilities Inventory process, updates that were missed through the normal process, and updates stalled due to equipment misplacement.

March

- Facilities Data, including insurance attributes, are submitted to Risk Services for the upcoming year's insurance process. Buildings that are sold or demolished should be communicated to SPB and Risk Services as soon as possible after completion, not just once per year.

Facilities Inventory Data and other facilities related attributes are defined for reference in the Facilities Attributes workbook (<https://www.alaska.edu/swbudget/instructions-and-references/>). The workbook specifies update processes referenced below and to process documents also posted on the Strategy, Planning and Budget Instructions and References webpage:

- AiM Updates: Updates are made in AiM throughout the year and reviewed by MAUs during Facilities Inventory process and validated before uploading into SPBMGR.
- Insurance Attributes: Updates are made by MAUs during Facilities Inventory process and then uploaded into SPBMGR and AiM.