Space Inventory Reporting
Policies & Procedures

POLICY

The University of Texas at Arlington is responsible for reporting its space inventory to the Texas Higher Education Coordinating Board (“THECB”) on an annual basis. This space inventory data includes square footage, space use, space function, classification of instructional program (“CIP”), usage percent, and student capacity (where applicable) for every room/space on campus. Annual submission of this space inventory data (excluding square footages) is supplied by the department occupying the space and the data collection is coordinated by the Office of Facilities Management.

It is the responsibility of each academic and administrative department to understand the various THECB codes in order to convey an accurate account of their space inventory to Facilities Management. Individuals who are assigned by their department the responsibility of both understanding THECB coding and keeping Facilities Management updated to departmental space changes are referred to as Space Inventory Respondents (“SIR”).

The SIR submits their department’s space inventory data through two different means, depending upon the time of year.

1) The annual data submission in which the SIR verifies and updates their space inventory during the month of June is called the CASIM Survey. CASIM, short for Computer-Aided Space Inventory Management, is an online database system purchased by Facilities Management to manage space inventory data.

2) All other space inventory changes, occurring outside of the month of June, are conveyed to Facilities Management through the use of Online Notification Forms located on the Space Inventory Management website.

PROCEDURES

Department

Each reporting department is responsible for selecting at least one individual to be their department’s SIR. This individual must have a UTA NetID in order to access CASIM.

CASIM Users

A first time user of CASIM requests access to the system by filling out the following online form:
http://www.uta.edu/campus-ops/facilities/space-inventory/accessrequest2.php
Space Inventory Respondents

The SIR is required to:

- Install and operate the CASIM program on their desktop computer by following the instructions found on the Space Inventory Management website http://www.uta.edu/campus-ops/facilities/space-inventory/sim.php


- Attend the annual CASIM Survey Training sessions held in mid-April.

- Walk/inspect each room for which they are reporting, in order to verify the accuracy of their THECB coding selection.

- Complete the annual CASIM Survey within the month of June.

- Provide notification of space inventory changes occurring outside the month of June to Facilities Management using the Online Notification Forms found on the Space Inventory Management website. http://www.uta.edu/campus-ops/facilities/space-inventory/sim.php

Support

Technical and THECB coding assistance is provided by the CASIM Administrator Monday-Friday from 8am to 5pm. For assistance please contact:

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