

## Annual CASIM Space Inventory Survey 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 each room/space on campus. Annual submission of the space inventory data (excluding square footage) is provided by each department through an online database system called CASIM (Computer-Aided Space Inventory Management). CASIM is operated by Facilities Management’s Space Management Group (SMG).

It is the responsibility of each academic and administrative department to select a Space Inventory Respondent (SIR) who’ll be tasked with understanding the various THECB codes in order to convey an accurate account of their space inventory.

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

- 1) CASIM Survey - The annual data submission in which the SIR verifies and updates inventory data for each room allocated to their department. The CASIM survey occurs during the entire month of June.
- 2) All other space inventory changes, occurring outside of the month of June, are conveyed to the SMG via email at [SpaceManagement@uta.edu](mailto:SpaceManagement@uta.edu).

### PROCEDURES

#### Reporting 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 Access

A first-time user of CASIM must request access to the online database by filling out the following online form: <http://www.uta.edu/campus-ops/facilities/space-inventory/accessrequest2.php>.

The CASIM Access Request form only needs to be submitted once. Space Inventory Respondents do not need to request access in subsequent years.

### Space Management Group

The SMG will confirm SIR participation in the weeks prior to issuing the space inventory survey. The SMG will notify all participants when the survey is accessible for updating.

### Space Inventory Respondents

The SIR is responsible for:

- accessing and navigating the CASIM website on their desktop computer by following the instructions found on the SMG's website <http://www.uta.edu/campus-ops/facilities/space-inventory/sim.php>,
- referencing the THECB Code Manual in order to better understand the definitions and descriptions detailing the space use codes, space function codes, and CIP codes <http://www.uta.edu/campus-ops/facilities/space-inventory/2011Manual-SurveyRespondents.pdf>
- reviewing all CASIM training tutorials found on the Space Inventory Management website <http://www.uta.edu/campus-ops/facilities/space-inventory/sim.php>,
- walking/ inspecting each room for which they are reporting, in order to verify the accuracy of their THECB coding selection as well as verifying/updating employee occupancy,
- completing the annual CASIM Survey within the month of June, and
- providing notification of space inventory changes occurring outside the month of June to the SMG via email at [SpaceManagement@uta.edu](mailto:SpaceManagement@uta.edu).

### Support

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

Space Inventory Specialist

Amber Campbell  
817-272-6336  
[amber@uta.edu](mailto:amber@uta.edu)

Assistant Director of Space Management

Amelia Firsching  
817-272-0474  
[amelia@uta.edu](mailto:amelia@uta.edu)