

**UC Irvine
Facilities Inventory**

Training Tutorial

**Capital Planning
2023**

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Questions: If you have questions about the Facilities Inventory System or are having difficulties with the program, please contact Sally Lam at lams@uci.edu

Introduction

The online Facilities Inventory program (FDX) comprises detailed space information for all campus and Medical Center buildings. It can be used by anyone with a UCInetID to access, view, sort, and download campus space information.

Making Space Changes While the entire campus can view space information online, only those designated by their schools or departments as “Administrative Users” are able to change or delete space information, and then, only for their specific schools or departments. “Schools” have been assembled by Capital Planning for reporting purposes **only**, and may include just one department, or a group of departments. Every effort has been made to coordinate “schools” in the FDX with their counterparts in the KFS system.

An Administrative User is responsible for logging all changes to departmental or schoolwide space, including changes to room numbers, room use, and square footage, and changes that occur as the result of being assigned new space or new buildings. At the discretion of the User’s school or department head, a User may be responsible for a 5-person department or an entire school that includes many departments. Changes to space information can be made throughout the year and appear in the inventory program in real time for review and downloading. [All space changes are accomplished at the Room level](#) by navigating to an individual *Room Edit* file and adding, editing, or deleting space information.

Annual Inventory Update In the Fall, the campus reports space changes to the Office of the President. During the months of September and October, as part of the annual inventory update, schools and departments are asked to finalize changes to the space inventory prior to the OP submission. When the update has been completed, Capital Planning reviews all annual space changes, conferring with Administrative Users to clarify any issues before accepting or rejecting changes.

The FDX Program


- If you are using the system to view, sort, and download information, you will want to review the section of this tutorial called *Navigating the System* (Pages 5 through 16).
- If you are an Administrative User ready to make changes to space information, you will want to review the entire tutorial, beginning with *Navigating the System* (starting on Page 5).
- If you would like to submit an application to become an Administrative User, please follow the instructions beginning on Page 2 of this document.

Browser Recommendation - Before you begin, you should choose your browser.

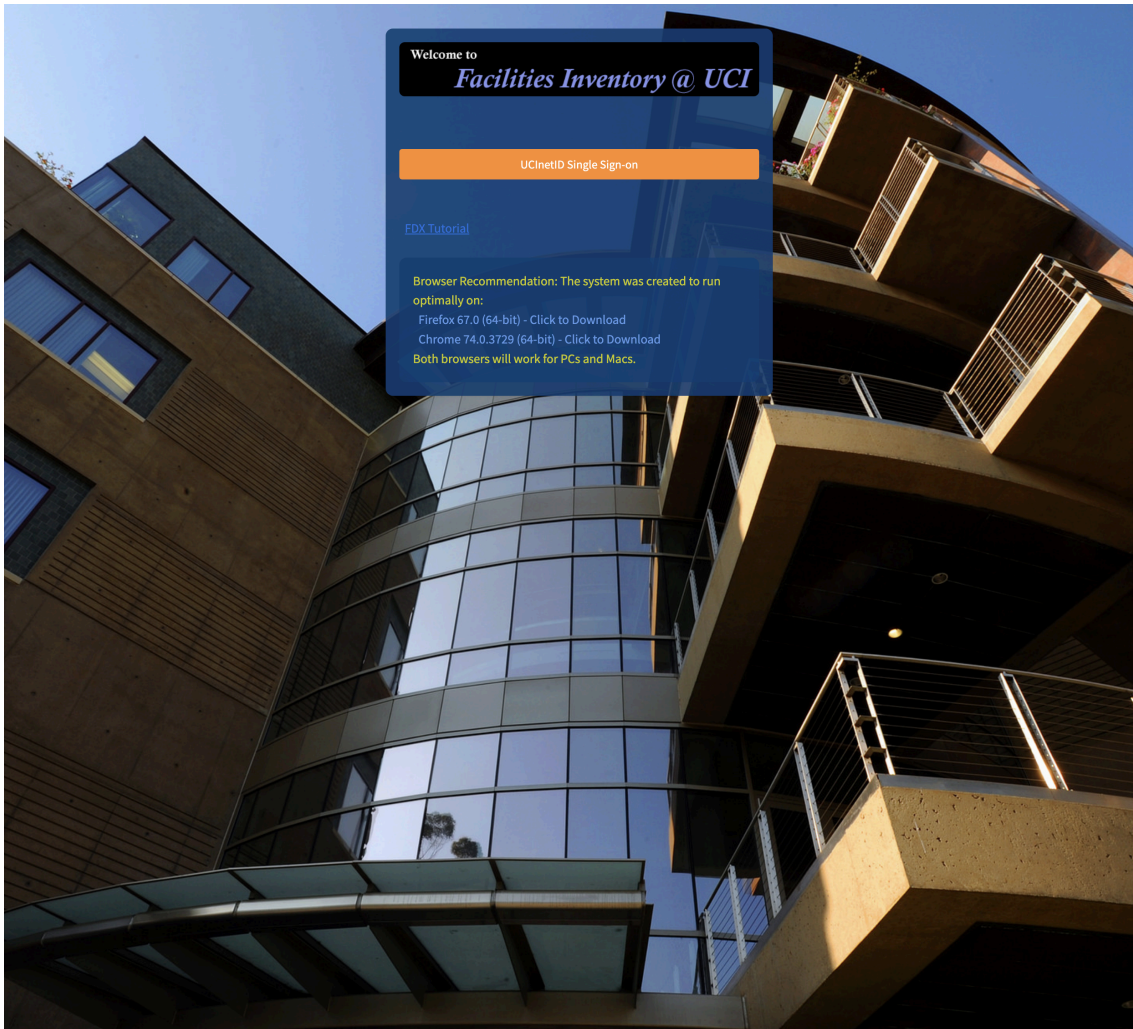
The system was created to run optimally on **Firefox 67.0 (64-bit)**, but you can also use **Chrome 74.0.3729 (64-bit)**. **Both browsers will work for PCs and Macs.**

Logging On to the System

The system can be accessed in one of two ways:

- Type the address <https://fdx.cap.uci.edu> into your browser, OR
- From the UCI homepage:
 - Type “Capital Planning and Space Management” into the search box.
 - Click on the “Capital Planning and Space Management” link, which will take you to the departmental home page.
 - Click on the *Facilities Inventory* link at the top of the page.
 - Click on the highlighted *Facilities Inventory System* links in the first paragraph of the webpage, which will take you to the inventory system **Home Page** (below).
- When you reach the **Home Page**, click on the orange  button (below).

Facilities Inventory Home Page



The system will return the UCI Single Sign-on authentication page (below). Complete the authentication using your UCInetID and password. Once the authentication has been completed, you'll be taken to the FDX *Main Menu* page (next page).

UCI Single Sign-On Authentication

UCI University of California, Irvine

Login with your UCInetID

UCInetID
Example: ptanteater

Password

[Forgot your password?](#)

Login

[Activate my UCInetID](#) • [Need help logging in?](#)
[View recent account activity](#)

[Privacy Policy](#) • [OIT](#)

FDX Main Menu Page

UC Irvine Facilities Inventory System (FDX) Welcome gpadams!

Facilities Inventory System

- Buildings
- Schools
- Departments
- Reports
 - Building Reports
 - Room Reports
- Campus Maps
 - Main Campus Map (Interactive)
 - Medical Center Map
 - UCI Community Map (Interactive)
- SIGNOUT

APPLY FOR ADMINISTRATIVE ACCESS Questions? Contact Gina Adams at x8689 or gpadams@uci.edu

To become an **Administrative User**, click on the [APPLY FOR ADMINISTRATIVE ACCESS](#) button at the bottom left of the page. The system will return an *FDX Account Creation Form* (below). Complete and submit the application.

**University of California, Irvine
Capital Planning**

Personal Information

First Name: Last Name:
Email: @uci.edu UCInetID: Guest Privileges
Phone: Fax:

Department Information

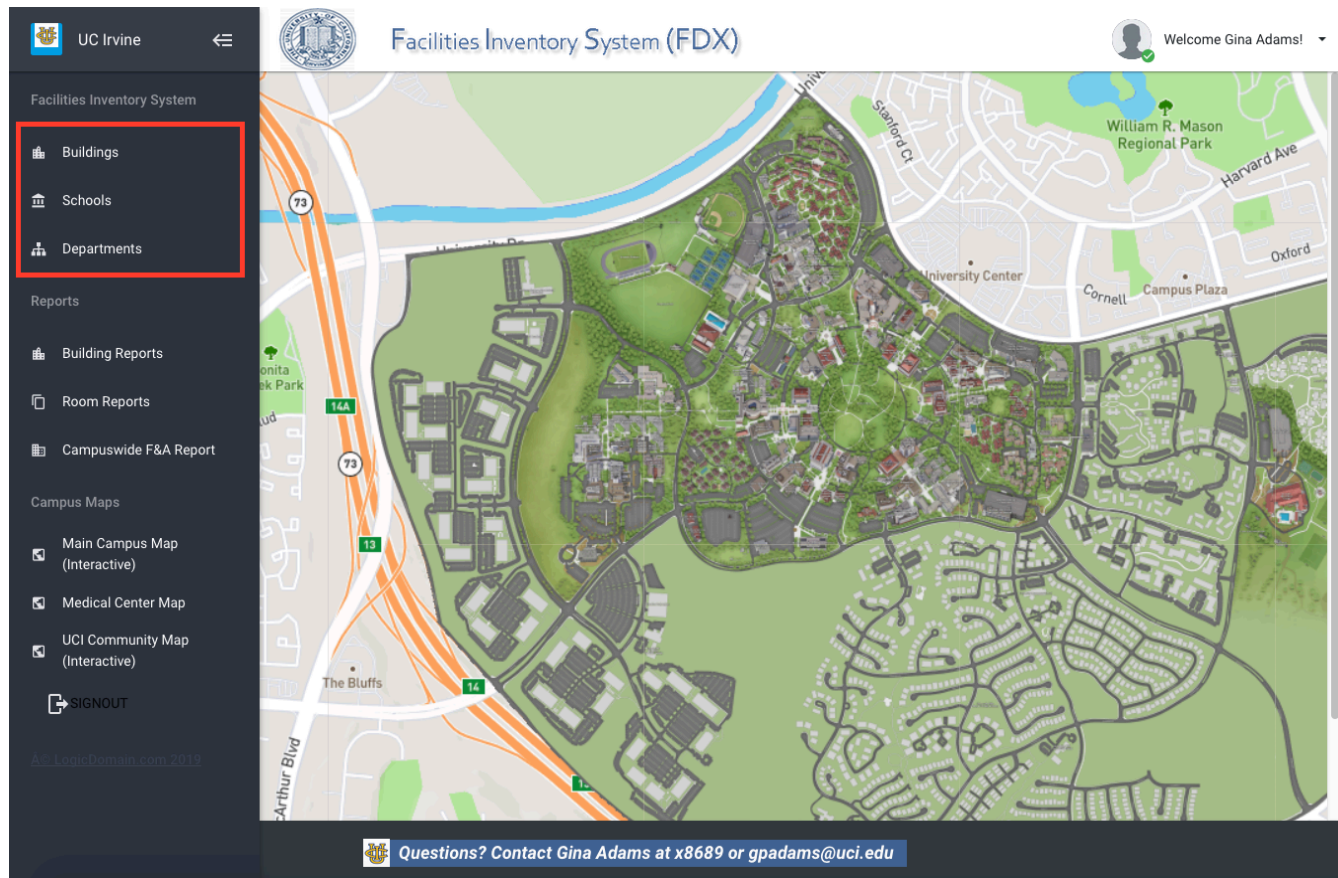
Department Name:
Lookup a Department...
Dept. Head:
Dept. Head Phone: Dept. Head Email:

Once you have been verified as an Administrative User by your school or department head, you will receive an e-mail letting you know that your account has been activated.

NAVIGATING THE SYSTEM

Once you have logged on to the system, you will be at the *Main Menu* page (below).

Main Menu Page



Three links in the collapsible side menu on the left of the page above – **Buildings**, **Schools**, and **Departments** – will provide access to sortable and downloadable space information. All three options will lead ultimately to the *Room Edit* pages where space changes are made.

- The **Buildings** link will take you to a list of all campus buildings. Click on (or search for) a **building name** to see a list of **rooms** in that building.
- The **Schools** link will take you to a list of all the “schools” on the campus. *Schools have been assembled by Capital Planning for reporting purposes and may include only one department, or a group of departments.* Click on (or search for) a **school name** to view a list of all the **departments** associated with that school. Click on a **department name** to view the **buildings and rooms** associated with that department.
- The **Departments** link will take you to a list of all campus departments. Click on (or search for) a particular **department name** to view a list of the **buildings and rooms** associated with that department.

Accessing Information through the Buildings Link

Click on the **Buildings** link from the collapsible side menu. That will take you to the *List of Buildings* page (below) where you can search for the building you want to view or update.

The *List of Buildings* page provides a sortable list of all campus and Medical Center buildings, as well as their Capital Asset Account Numbers (CAAN), their geolocation on Google maps, the year they were constructed, and their assignable square footage (ASF). The first six columns are sortable. Additional detailed building information can be accessed by clicking on the **STATISTICS** button in the *Building Statistics* column. Click on the **BY DEPARTMENT** or **BY ROOM TYPE** buttons in the *Building Charts* columns to view graphed information regarding the space in the building.

List of Buildings Page

CAAN	Building Name	Building Alias	Location Map	Year Constructed	ASF	Building Statistics	Building Charts
9907	100 Theory			1999	33,193	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9915	101 Academy			1999	17,444	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9911	101 Theory			1999	13,015	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9925	111 Theory			1999	14,671	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9950	120 Theory			1999	25,355	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9931	131 Innovation			2000	7,435	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9916	15207 Barranca Parkway			2016	2,631	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9929	1640 Newport Blvd	Pacific Medical Plaza		2006	2,694	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9961	1835 Orangewood Ave.			1982	1,720	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9953	18881 Von Karmen	Institute and Museum of California Art (IMCA)		2018	4,800	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9903	19722 MacArthur	Centerpointe		1972	12,823	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9968	24361 El Toro			2001	1,550	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9952	250 East Yale Loop			2016	1,878	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9951	298 Broadway	Buck Fine Arts		2016	4,000	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9933	333 City Boulevard West			1987	70,690	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9926	505 S. Main			1996	2,723	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9941	5141 California			2002	20,674	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9967	5251 California			2002	2,851	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9954	5270 California			2002	64,202	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9930	62 Corporate Park			1986	1,122	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9207	ANTrepreneur Center	Phineas Banning Alumni House		1984	2,549	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9117	Administrative Modular			2008	8,638	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9239	Air Pollution Lab 1 (North Campus)	APL 1		1974	3,981	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9238	Air Pollution Lab 2 (North Campus)	APL 2		1975	1,850	STATISTICS	BY DEPARTMENT BY ROOM TYPE

Search for a Particular Building

- Information on the *List of Buildings* page is sorted alphabetically by building name. Scroll down the list to find a building, **OR**
- Type the first few letters of the building name (or any portion of the building name, upper or lower case) on the search line provided and hit return.

Entering a Search for Reines Hall on the Search Line

Buildings (use the search box below or click on a building)

rein

Buildings Map Location

CAAN	Building Name	Building Alias	Year Constructed	ASF	Building Statistics	Building Charts
9907	100 Theory		1999	32,116	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9915	101 Academy		1999	16,429	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9925	111 Theory		1999	9,818	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9970	11190 Warner Ave.		1995	983	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9950	120 Theory		1999	16,180	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9934	1202 Bristol Street		2013	3,898	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9931	131 Innovation		2000	7,802	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9916	15207 Barranca Parkway		2016	2,631	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9929	1640 Newport Blvd	Pacific Medical Plaza	2006	2,694	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9961	1835 Orangewood Ave.		1982	1,720	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9903	19722 MacArthur	Centerpointe	1972	12,219	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9968	24361 El Toro		2001	1,550	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9938	2500 Red Hill		2013	14,097	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9922	300 Carl Karcher Way		2007	2,486	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9933	333 City Boulevard West		1987	72,116	STATISTICS	BY DEPARTMENT BY ROOM TYPE
9926	505 S. Main		1996	2,723	STATISTICS	BY DEPARTMENT BY ROOM TYPE

Questions? Contact Gina Adams at x8689 or gpadams@uci.edu

- The search will return a list of all campus building names that contain the consecutive letters in your search (see following page).

Search Results for Typing “rei” on Building Search Line

Buildings (use the search box below and press enter or click on a building)

rei

Buildings Map Location

CAAN	Building Name	Building Alias	Year Constructed	ASF	Building Statistics	Building Charts
9108	Fredrick Reines Hall	FRH Physical Sciences 2	1990	98,946	STATISTICS	BY DEPARTMENT BY ROOM TYPE

End of Search 1

- Click on a particular building – in this case, Reines Hall – to view a list of all the rooms associated with the building (below).

Reines Hall Room List

Building: Fredrick Reines Hall

Buildings Rooms Map Location

Room Search

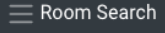

EXPORT TO EXCEL ADD A ROOM TOTAL ROOMS: 334 ASF: 98,941

Room Number	Room Use Code	Room Name	Department Name	ASF	Primary Assignment
1001	210	RESEARCH LABORATORY OR STUDIO	Chemistry (30)	644	
1002	210	RESEARCH LABORATORY OR STUDIO	Chemistry (30)	2100	
1002A	210	RESEARCH LABORATORY OR STUDIO	Chemistry (30)	106	
1002B	320	OTHER OFFICE	Chemistry (30)	157	JOHN GREAVES
1002C	210	RESEARCH LABORATORY OR STUDIO	Chemistry (30)	135	JANE BARDWELL
1002D	210	RESEARCH LABORATORY OR STUDIO	Chemistry (30)	196	
1026	210	RESEARCH LABORATORY OR STUDIO	Physics and Astronomy (30)	583	MICHAEL DENNIN
1028	210	RESEARCH LABORATORY OR STUDIO	Physics and Astronomy (30)	802	MICHAEL DENNIN
1028A	225	RESEARCH LABORATORY OR STUDIO SERVICE	Physics and Astronomy (30)	163	MICHAEL DENNIN
1108	210	RESEARCH LABORATORY OR STUDIO	Chemistry (30)	861	PETER RENTZEPIS
1114	210	RESEARCH LABORATORY OR STUDIO	Chemistry (30)	903	IVAN TOMOV
1118	210	RESEARCH LABORATORY OR STUDIO	Chemistry (30)	903	PETER RENTZEPIS
1120	210	RESEARCH LABORATORY OR STUDIO	Physics and Astronomy (30)	789	PHILIP COLLINS
1120A	270	OPEN LABORATORY	Physics and Astronomy (30)	89	PHILIP COLLINS

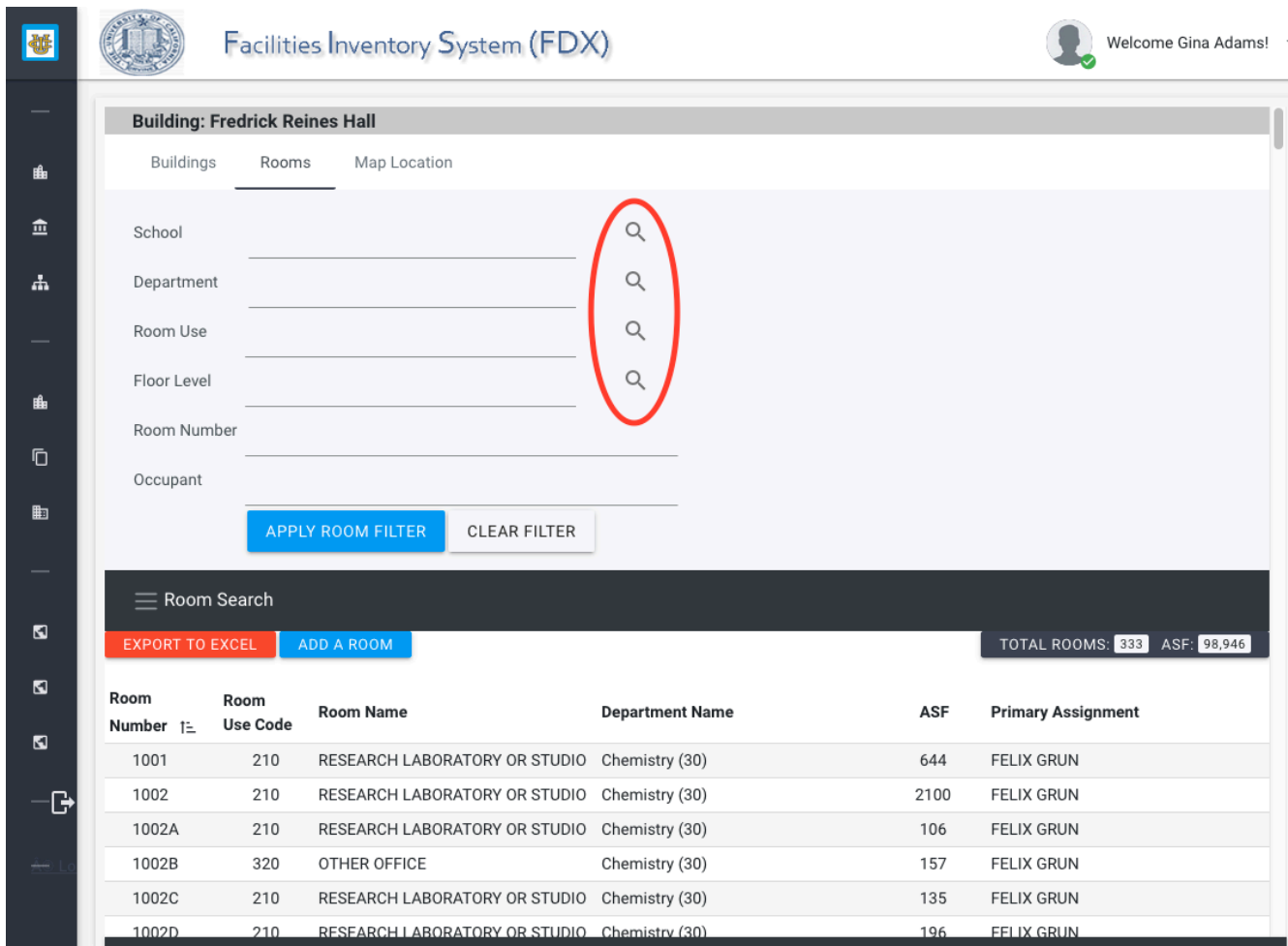
Questions? Contact Gina Adams at x8689 or gpadams@uci.edu

From this page, you can download the building room information (click the red **EXPORT TO EXCEL** button and follow the directions) or click on a specific room in order to view detailed room information. If you intend to **make space changes** in that room, you must be an Administrative User and the room must belong to your school or department.

Filter Building Information Using the Room Search

- For a more detailed room sort, click on the  Room Search link located on the black bar just above the  button (below). A search filter will appear on the top half of the page. Now you can search for, or filter building information based on the schools, departments, room uses, floor levels, room numbers, or occupants in the building.
- Choose your search criteria by clicking on the magnifying glass to the right of the search fields (below).

Room Search and Filter Feature



The screenshot displays the Facilities Inventory System (FDX) interface for Fredrick Reines Hall. The search filter section is highlighted with a red oval, showing search fields for School, Department, Room Use, Floor Level, Room Number, and Occupant, each with a magnifying glass icon. Below the search fields are buttons for 'APPLY ROOM FILTER' and 'CLEAR FILTER'. The interface also shows a 'Room Search' section with 'EXPORT TO EXCEL' and 'ADD A ROOM' buttons, and a summary of 'TOTAL ROOMS: 333' and 'ASF: 98,946'. A table of room data is visible at the bottom.

Room Number	Room Use Code	Room Name	Department Name	ASF	Primary Assignment
1001	210	RESEARCH LABORATORY OR STUDIO	Chemistry (30)	644	FELIX GRUN
1002	210	RESEARCH LABORATORY OR STUDIO	Chemistry (30)	2100	FELIX GRUN
1002A	210	RESEARCH LABORATORY OR STUDIO	Chemistry (30)	106	FELIX GRUN
1002B	320	OTHER OFFICE	Chemistry (30)	157	FELIX GRUN
1002C	210	RESEARCH LABORATORY OR STUDIO	Chemistry (30)	135	FELIX GRUN
1002D	210	RESEARCH LABORATORY OR STUDIO	Chemistry (30)	196	FELIX GRUN

- For example, clicking on the **Room Use** magnifying glass will return a menu of the different types of rooms that are in the building (below). Click the check box next to those fields you wish to include in your search. Click anywhere on the page to get out of the dropdown.
- Move to the next magnifying glass if you wish to add additional fields to your search. In the search below, we already chose the department of Chemistry prior to choosing Room Types.
- For the **Room Number** and **Occupant** fields, there are no dropdown menus. Just type in the room or occupant information that you are searching for.

Room Search with Filter Dropdowns

The screenshot displays the Facilities Inventory System (FDX) interface. At the top, the building is identified as "Fredrick Reines Hall". The search filters are set to "School", "Department: CHEMISTRY", and "Room Use: 225,310". A dropdown menu for "Room Use Name" is open, showing a list of room use categories with checkboxes. The categories are: ALTERATION OR CONVERSION AREA (030), RESEARCH LABORATORY OR STUDIO (210), RESEARCH OFFICE (211), RESEARCH LABORATORY OR STUDIO SERVICE (225) (checked), SCHOLARLY ACTIVITY (250), OPEN LABORATORY (270), ACADEMIC OFFICE (310) (checked), OTHER OFFICE (320), OFFICE SERVICE (335), and CONFERENCE ROOM (340). A red arrow points to the "Room Search" button in the sidebar. Below the search filters, there are buttons for "EXPORT TO EXCEL" and "ADD A ROOM". A table of room search results is visible at the bottom, with columns for Room Number, Room Use Code, Room Name, and Department. The table lists several rooms, including 1001, 1002, 1002A, 1002B, 1002C, and 1002D, all with Room Use Code 210 or 320 and Department Chemistry (30). A footer message reads: "Questions? Contact Gina Adams at x8689 or gpadams@uci.edu".

- When you have completed your search preparation, click on the blue **APPLY ROOM FILTER** button to see a list of results (below).

Room Search Filter Results

Facilities Inventory System (FDX) Welcome Gina Adams!

Building: Fredrick Reines Hall

Buildings Rooms Map Location

School _____ Q

Department CHEMISTRY Q

Room Use 210,320 Q

Floor Level _____ Q

Room Number _____

Occupant _____

APPLY ROOM FILTER CLEAR FILTER

Room Search

EXPORT TO EXCEL ADD A ROOM

TOTAL ROOMS: 47 ASF: 34,515

Room Number	Room Use Code	Room Name	Department Name	ASF	Primary Assignment
1001	210	RESEARCH LABORATORY OR STUDIO	Chemistry (30)	644	
1002	210	RESEARCH LABORATORY OR STUDIO	Chemistry (30)	2100	
1002A	210	RESEARCH LABORATORY OR STUDIO	Chemistry (30)	106	
1002B	320	OTHER OFFICE	Chemistry (30)	157	JOHN GREAVES
1002C	210	RESEARCH LABORATORY OR STUDIO	Chemistry (30)	135	JANE BARDWELL

Questions? Contact Gina Adams at x8689 or gpadams@uci.edu

- Each search will return a list of rooms that meet your search criteria. Displayed in the upper right (circled) are the total number of rooms (**TOTAL ROOMS: 88**) and the assignable square feet (**ASF: 6,762**) associated with your search. Use the **EXPORT TO EXCEL** button to download a copy of your search results.
- You can collapse/hide the **Room Search** at any time by clicking on the **Room Search** label.
- To erase your current room sort and begin a new one, click on the white **CLEAR FILTER** button just below the search criteria, and the room list will return to its original and complete format.
- When you have finished all your searches and downloads, **click on the Buildings tab link just below the Building Name at the top of the page (circled)** to return to a list of all buildings.

NOTE: Do not use your BACK button/arrow option at any time during your space review in the FDX. Instead, click on the tabs you have already opened (circled area above the filter), or go back to the collapsible search menu on the left of the page to search the system in a different way.

Accessing Information through the Schools or Departments links

The process for accessing and sorting space information using the [Schools](#) or [Departments](#) links is identical to accessing through the [Buildings](#) link.

Searching by School

- Click on the [Schools](#) link in the black collapsible side menu on the left of the screen. The program will return a results page with a list of all schools (below).
- Click on (or search for) a particular school name to see the departments associated with that School. In the screen capture below, we've searched for the Law School by typing **Law** on the *Search* line and hitting return.

List of Schools Page – Search for LAW

The screenshot shows the 'Schools' page in the Facilities Inventory System (FDX). The page header includes the system name and a user profile for Gina Adams. A search bar at the top contains the text 'Law', with a red arrow pointing to it. Below the search bar are tabs for 'School List' and 'Map Location'. The main content is a table with three columns: 'School Name', 'KFS School Code', and 'School Charts'. The 'School Name' column is sorted by the search term 'Law'. The 'School Charts' column contains two buttons for each row: 'BY DEPARTMENT' and 'BY BUILDING'.

School Name	KFS School Code	School Charts
ACADEMIC AFFAIRS	9041	BY DEPARTMENT BY BUILDING
CLAIRE TREVOR SCHOOL OF THE ARTS	9010	BY DEPARTMENT BY BUILDING
DEPARTMENT OF PHARMACEUTICAL SCIENCES	9021	BY DEPARTMENT BY BUILDING
DIVISION OF FINANCE AND ADMINISTRATION	9002	BY DEPARTMENT BY BUILDING
DONALD BREN SCHOOL OF INFORMATION & COMPUTER SCIENCE	9012	BY DEPARTMENT BY BUILDING
EXECUTIVE MANAGEMENT	9003	BY DEPARTMENT BY BUILDING
GENERAL ASSIGNMENT CLASSROOMS		BY DEPARTMENT BY BUILDING
GRADUATE DIVISION	9027	BY DEPARTMENT BY BUILDING
HENRY SAMUELI SCHOOL OF ENGINEERING	9019	BY DEPARTMENT BY BUILDING
HUMANITIES	9011	BY DEPARTMENT BY BUILDING
INTERCOLLEGIATE ATHLETICS	9024	BY DEPARTMENT BY BUILDING
LAW SCHOOL	9016	BY DEPARTMENT BY BUILDING
LIBRARY	9007	BY DEPARTMENT BY BUILDING
NON-UC		BY DEPARTMENT BY BUILDING
OFFICE OF INFORMATION TECHNOLOGY	9017	BY DEPARTMENT BY BUILDING
OFFICE OF RESEARCH	9008	BY DEPARTMENT BY BUILDING
OFFICE OF VP FOR TEACHING AND LEARNING	9006	BY DEPARTMENT BY BUILDING
ORU - CAL (IT)2	7130	BY DEPARTMENT BY BUILDING

- The program will return a list of the schools that contain the consecutive letters in your search (below). Click on the school that you searched for.

List of Schools that Contain “LAW”

The screenshot shows the 'Schools' search results page in the Facilities Inventory System (FDX). The search term 'law' is entered in the search box. The results table shows one entry: 'LAW SCHOOL' with KFS School Code '9016'. There are buttons for 'BY DEPARTMENT' and 'BY BUILDING'. A red arrow points to the 'LAW SCHOOL' entry. The page also shows 'End of Search' with a count of '1'.

School Name	KFS School Code	School Charts
LAW SCHOOL	9016	BY DEPARTMENT BY BUILDING

- The program will return a list of all departments associated with the school (below). Click on a particular department to see the space associated with that department.
- Or, you can **download space for the whole school to Excel**, or sort and download the school information using the **Room Search** option (see Page 9 for instructions on how to use the **Room Search** function).

List of Departments Associated with the Law School

The screenshot shows the 'Departments' search results page in the Facilities Inventory System (FDX). The search term 'LAW SCHOOL' is entered in the search box. The results table shows three entries: 'Law Library (31)', 'Law School (31)', and 'Law School Dean (31)'. There are buttons for 'BY BUILDING' and 'BY ROOM TYPE'. A red circle highlights the search term 'LAW SCHOOL'. A red arrow points to the 'Room Search' button, and another red arrow points to the 'DOWNLOAD ENTIRE SCHOOL' button. The page also shows 'End of Search' with a count of '1'.

Department Long Name	Department Short Name	Program	School Affiliation	Department Charts
Law Library (31)	LAW LIBRARY	5.1.01.00	SCHOOL	BY BUILDING BY ROOM TYPE
Law School (31)	LAW	1.2.22.01	SCHOOL	BY BUILDING BY ROOM TYPE
Law School Dean (31)	LAW DEAN	5.6.01.00	SCHOOL	BY BUILDING BY ROOM TYPE

Searching by Department

- Click on the **Departments** link in the black collapsible side menu on the left of the screen. The program will return a results page with a list of all departments (below).
- Click on (or search for) a particular department name to see the space associated with that department. In the screen capture below, we have searched for the Art department by typing **Art** on the *Search* line and hitting return.

List of Departments Page – Search for ART

The screenshot shows the 'Facilities Inventory System (FDX)' interface. At the top, there is a search bar with 'Art' entered and a magnifying glass icon. A red arrow points to the search bar. Below the search bar, there are two tabs: 'Departments' (selected) and 'Map Location'. The main content is a table with the following columns: 'Department Long Name', 'Department Short Name', 'Program', 'School Affiliation', and 'Department Charts'. The table lists various departments, with 'Art (25)' highlighted in grey. The 'Department Charts' column contains two buttons for each row: 'BY BUILDING' and 'BY ROOM TYPE'.

Department Long Name	Department Short Name	Program	School Affiliation	Department Charts
Academic English (27)	ESL	1.1.32.01	SCHOOL	BY BUILDING BY ROOM TYPE
Academic Senate (54)	ACAD SENATE	7.4.02.00	SCHOOL	BY BUILDING BY ROOM TYPE
Academic Testing Center (58)	ACADTEST CTR	6.8.00.00	SCHOOL	BY BUILDING BY ROOM TYPE
Accounting and Fiscal Services (60)	ACCOUNTING	7.5.02.00	SCHOOL	BY BUILDING BY ROOM TYPE
Admissions (54)	ADMISSIONS	6.6.02.00	SCHOOL	BY BUILDING BY ROOM TYPE
African American Studies (27)	AFRICANAMER	1.1.05.02	SCHOOL	BY BUILDING BY ROOM TYPE
Anatomy and Neurobiology (36)	ANATOMY	1.3.01.31	SCHOOL	BY BUILDING BY ROOM TYPE
Anesthesiology (36)	ANESTHES	1.3.01.32	SCHOOL	BY BUILDING BY ROOM TYPE
Anthropology (33)	ANTHROPOLOGY	1.1.45.02	SCHOOL	BY BUILDING BY ROOM TYPE
Art (25)	ART	1.1.50.04	SCHOOL	BY BUILDING BY ROOM TYPE
Art History (27)	ART HISTORY	1.1.50.24	SCHOOL	BY BUILDING BY ROOM TYPE
Arts Dean (25)	ARTS DEAN	5.6.01.00	SCHOOL	BY BUILDING BY ROOM TYPE
Arts, The (25)	THE ARTS	1.1.50.99	SCHOOL	BY BUILDING BY ROOM TYPE
Asian-American Studies (27)	ASIAN AMERI	1.1.05.02	SCHOOL	BY BUILDING BY ROOM TYPE
Assessment, Research, and Evaluation (58)	AS RESEAR EV	5.6.01.00	SCHOOL	BY BUILDING BY ROOM TYPE
Associate Vice Chancellor, Student Affairs (70)	AVC STD AFF	7.4.01.00	SCHOOL	BY BUILDING BY ROOM TYPE

- The program will return a list of the departments that contain the consecutive letters in your search (below).
- Click on the department that you want to view.

List of Departments that Contain “Art”

The screenshot shows the Facilities Inventory System (FDX) interface. At the top, there is a search bar with the text 'art' and a magnifying glass icon. A red arrow points to the search bar. Below the search bar, there are two tabs: 'Departments' and 'Map Location'. The main content area is a table with the following columns: 'Department Long Name', 'Department Short Name', 'Program', 'School Affiliation', and 'Department Charts'. The table lists several departments, with the first one, 'Art (25)', highlighted with a red box. The 'Department Charts' column contains two buttons for each row: 'BY BUILDING' and 'BY ROOM TYPE'. At the bottom of the table, there is a pagination control showing 'End of Search' and a box containing the number '1'.

Department Long Name	Department Short Name	Program	School Affiliation	Department Charts
Art (25)	ART	1.1.50.04	SCHOOL	BY BUILDING BY ROOM TYPE
Art History (27)	ART HISTORY	1.1.50.24	SCHOOL	BY BUILDING BY ROOM TYPE
Arts Dean (25)	ARTS DEAN	5.6.01.00	SCHOOL	BY BUILDING BY ROOM TYPE
Arts, The (25)	THE ARTS	1.1.50.99	SCHOOL	BY BUILDING BY ROOM TYPE
Center for Educational Partnerships (34)	CTR ED PARTN	3.2.13.00	SCHOOL	BY BUILDING BY ROOM TYPE
Earth System Science (30)	ESS	1.1.40.06	SCHOOL	BY BUILDING BY ROOM TYPE
UCIMC Emergency Department Services (427231)	EMERG DEPT S	3.3.01.12	SCHOOL	BY BUILDING BY ROOM TYPE
UCIMC Obstetrics Post Partum (426160)	OB POST PART	3.3.01.12	SCHOOL	BY BUILDING BY ROOM TYPE

End of Search 1

- The program will return a list of the space associated with the department you chose (in this case, the Art Department, below).
- Click on a particular room to view specific room information or to make changes to the room information. You can only make changes to room information if you are an *Administrative User* (see instructions for becoming an *Administrative User* on Page 2).
- Or, you can **download space for the department**, or sort and download space information using the **Room Search** option (see Page 9 for instructions on how to use the *Room Search* function).

List of Space Associated with the Art Department

Department: Art (25)

Departments Rooms Map Location

Room Search

EXPORT TO EXCEL

TOTAL ROOMS: 135 ASF: 36,819

Building Name	Room Number	Room Use Code	Room Name	Department Name	ASF	Primary Assignment
Art Studio	0160	275	OPEN LABORATORY SERVICE	Art (25)	1,114	
Art Studio	0160A	270	OPEN LABORATORY	Art (25)	115	
Art Studio	0161	310	ACADEMIC OFFICE	Art (25)	132	SARAH AWAD
Art Studio	0162	310	ACADEMIC OFFICE	Art (25)	127	JONATHAN FINEBERG
Art Studio	0163	310	ACADEMIC OFFICE	Art (25)	127	KEVIN APPEL
Art Studio	0164	320	OTHER OFFICE	Art (25)	127	JESUS VEGA
Art Studio	0165	270	OPEN LABORATORY	Art (25)	961	
Art Studio	0165A	275	OPEN LABORATORY SERVICE	Art (25)	93	
Art Studio	0166	270	OPEN LABORATORY	Art (25)	865	
			OPEN LABORATORY			

UPDATING ROOM INFORMATION

Click on the [Buildings](#), [Schools](#), or [Departments](#) links in the collapsible menu on the left of the page. Follow the instructions outlined previously in this document to drill down to the *List of Rooms* page. When you have located the room that you want to update, click on it.

You have now reached the *Room Edit* page (below), the core of the system where all space changes will be made. This is where you will EDIT ROOM INFORMATION, ADD NEW ROOM INFORMATION, DELETE A ROOM, or RELINQUISH A ROOM, *provided that the room is assigned to your school or department.*

Room Edit Page (top half, only)

ROOM INFORMATION

Save Delete

Building Information
CAAN: 9108 Building Name: Fredrick Reines Hall * Required Fields

Room Information
Room Number: 2001 *
Room Use: 225 RESEARCH LABORATORY OR STUDIO SERVICE * [Definitions](#)
Room Description: Select additional room description
Floor Level: 02 * (two digits)
ASF: 6 *
Stations: 0
Room Standard Code: Standard
CPEC Category Code: 4-Research/Scholarly A
Department: Chemistry (30)
Department Cost Center: (Medical Center only)
Lookup a Department Cost Center...
KFS School Code: 9014
FDX School Code: 30::PHYSICAL SCIENCES
Program Classification: 1.1.40.05 CHEMISTRY
Class Lab Station Size Code: Class Lab Size 5 - 90 ASF Per Station
Research Stations Size Code: F - 500 fac/250 grad/250 postdoc
NSF Code: 0200 - Physical Sci

Room Assignment
Primary Assignment [Details](#)
Occupant Type: No Assignment
Name: DAVID VAN VRANKEN
Title: PROF-AY
Email: dlvavra@UCI.EDU
Phone: (949) 824-5455
Department: CHEMISTRY
[Remove this Occupant](#)

Editing Room Information

Below is a screenshot of the top half of the *Room Edit* page where all space changes are made. The example below shows a research laboratory in Reines Hall. Note that all *required fields on the Room Edit page are denoted by a red asterisk*.

Room Edit Page (top half)

The screenshot displays the 'ROOM INFORMATION' page, which is divided into three main sections: Building Information, Room Information, and Room Assignment. The 'Room Information' section contains various fields for room details, with red asterisks indicating required fields. The 'Room Assignment' section shows the primary assignment details for the room.

ROOM INFORMATION Save Delete

Building Information

CAAN: 9108 Building Name: Fredrick Reines Hall * Required Fields

Room Information

Room Number: 2001 *

Room Use: 225 RESEARCH LABORATORY OR STUDIO SERVICE * Definitions

Room Description: Select additional room description

Floor Level: 02 * (two digits)

ASF: 6 *

Stations: 0

Room Standard Code: Standard

CPEC Category Code: 4-Research/Scholarly A

Department: Chemistry (30)

Department Cost Center: (Medical Center only)

Lookup a Department Cost Center...

KFS School Code: 9014

FDX School Code: 30::PHYSICAL SCIENCES

Program Classification: 1.1.40.05 CHEMISTRY

Class Lab Station Size Code: Class Lab Size 5 - 90 ASF Per Station

Research Stations Size Code: F - 500 fac/250 grad/250 postdoc

NSF Code: 0200 - Physical Sci

Room Assignment

Primary Assignment Details

Occupant Type: No Assignment

Name: DAVID VAN VRANKEN

Title: PROF-AY

Email: dlvanvra@UCI.EDU

Phone: (949) 824-5455

Department: CHEMISTRY

Remove this Occupant

ALL ROOMS require the following information, which should be entered (or edited) as specified below:

- **Room Number** All room numbers must be **four digits** long. Add a zero at the beginning if the room number is only 3 digits long.
- **Room Use** Choose a room use from the dropdown menu. For a complete PDF list of Room Use Codes and their definitions, click on the "Definitions" button to the right of the *Room Use* drop-down box.

- **Floor Level** Must be **2 digits** long. Add a zero at the beginning if the floor level is only 1 digit.
- **ASF** ASF stands for “assignable square feet”. Assignable Square Feet is defined as the amount of space in a given room that can be used for programs or assigned to occupants. **Directions for measuring ASF are as follows:** Physically measure (or scale from floorplans) the square foot measurements of a room (length x width) from the *inside* faces of surface walls in the room. When measuring space, deductions should *not* be made for free standing columns, or architectural or structural projections within the space. For more open space “rooms”, measurements should be taken from the boundaries of the space. If you are adding cubicles to an open space, measure each cubicle, give it a room number, and add it as a separate room in the inventory. For instance, all cubicles may be in Room 100, but they should be labeled as Room 100A, 100B, 100C, etc. Areas defined as custodial, public toilet, mechanical rooms, or circulation space **should be excluded**. More specific measurement details can be found on Capital Planning’s webpage in the PDF document “*Instructions for Measuring Space*” (<https://cp.uci.edu>).
- **Department** Choose a department from the drop-down menu. Choosing a department **will automatically populate all other remaining fields** (except for *Departmental Cost Center*, which is for Medical Center use, only).
- **Primary Assignment** The primary assignment for a room is not necessarily the room occupant. If Professor Jones was originally assigned a suite containing 3 offices, a conference room, and a storage room as well as research labs or benches, you should enter Professor Jones' name as the **Primary Assignment in each one of those rooms**. If Professor Smith has both a faculty office and a research office, **you should enter Professor Smith’s name as the Primary Assignment in both rooms**. Click on the button next to the *Occupant Type* that best describes the faculty member (below). Then, click on the Lookup Campus Directory button.
- **For rooms not associated with faculty**, click on the button that best describes the type of staff member that occupies the room. Then, click on the Lookup Campus Directory button.

Primary Assignment

Room Assignment

Primary Assignment
Details

Occupant Type:

Regular Ranks Faculty/Professor

Academic Dean

Staff Researcher

Administrative Staff

Emeriti

Instructor (Lecturer or Lecturer P/SOE)

Teaching Assistant

Grad Student

Post Doc

Name:

Title:

Email:

Phone:

Department:

- The [Lookup Campus Directory](#) button will take you to the *UCI Campus Directory* page where you can search for the name of the primary assignment by typing any combination of the person's first name, last name, and their department name into search boxes and hitting the **FIND** button, or return. The directory will return a list of all occupants that match your search criteria (below).

Directory Page - Completed Search

UCI Campus Directory

First Name ←

Last Name ←

Department ←

First Name	Last Name	Title	Department	eMail	Phone	Action
GINA	ADAMS	EDUC FAC PLNR	CAPITAL PLANNING	gpadams@UCI.EDU	(949) 824-8689	<input type="button" value="SELECT"/>

End of Search 1

- Now click on the **SELECT** button in the *Action* column on the right to choose the occupant. The program will return you to the *Room Edit* page and populate the room with the assignment you have identified (below). Once the Primary Assignment has been populated, the program will generate an option to add additional occupants to the room. You may add as many additional assignments as you choose.

Primary Assignment Completed

Room Assignment

Primary Assignment Details

Occupant Administrative Staff

Type: Regular Ranks Faculty/Professor Academic Dean Staff Researcher Administrative Staff Emeriti

Name:

Title:

Email:

Phone:

Department:

Additional Assignment Details

Occupant Type: Regular Ranks Faculty/Professor Academic Dean Staff Researcher Administrative Staff Emeriti

Instructor (Lecturer or Lecturer P/SOE) Teaching Assistant Grad Student Post Doc

Name:

Title:

Email:

Phone:

Department:

NOTE: If you click on the student-related buttons – *Teaching Assistant, Grad Student, or Post Doc* – the system will note the room assignment, but will not show the [Lookup Campus Directory](#) button (there is no need to add student names to the inventory).

NOW SAVE YOUR WORK!!!!



When you have completed all space updates in the *Room Edit* page, be sure to click on the icon on the upper right corner of the page (below).

IF YOU DO NOT CLICK ON THE SAVE ICON, YOUR CHANGES WILL NOT BE RETAINED.

ROOM INFORMATION

Building Information

CAAN: Building Name: * Required Fields

Room Information

Room Number: *

Room Use: * [Definitions](#)

Room Description:

Floor Level: * (two digits)

ASF: *

Stations:

Room Standard Code:

CPEC Category Code:

Department:

Department Cost Center:

KFS School Code:

FDX School Code:

Program Classification:

Class Lab Station Size Code:

Research Stations Size Code:

NSF Code:

Room Assignment

Primary Assignment:

CLOSE

Adding a Note in the *Room Edit* Page

After you have saved your updated space information in the *Room Edit* page, you are required to enter notes regarding any complex space changes you have recorded (i.e., splitting one room into two smaller rooms with the construction of a separating wall, expanding the square footage of a room by removing a separating wall, etc.), or ANY significant square footage changes to the room size. **If you do not enter a note explaining a complex space change or an ASF change, you will receive a query from Capital Planning, and the space change may not be approved.**

Below is a screen capture of the **bottom half** of the *Room Edit* page where you can enter a note or view a historical summary of the space changes that have been made in the room over time.

To add a note, click on the turquoise **Add New Notes** button (below). A new *Room Notes* pop-up window will appear. Type your note in the open window box and click the **SAVE** icon at the top of the pop-up window. Your note will appear in the *Room Edit* page. *However, if you do not click on the SAVE icon, your note will not be saved.*

Room Edit Page (bottom half)

Notes	Changed by	Date Changed	NoteID
Department change per Darryl Brown.	lpopko	12/15/2011 11:16 AM	114246
room added. use to be 24 hr fitness (04/30/2002 - LAP)	LAP	03/26/2004 12:00 AM	105445

Date Changed	Info. Changed	From	To	Comments	Changed By	Change ID	Status
12/15/2011 11:14 AM	DEPT_NAME	LAW	LAW DEAN	Edit	lpopko	124901	Accept
09/29/2008 03:07 PM	DEPT_NAME	HUMAN RES	LAW SCHOOL	Edit	lpopko	110550	Accept

Room Notes Pop-up Window

fdx.cap.uci.edu

SAVE

(Record is Locked for Update)

Room Notes

(Maximum of 254 Characters)

Changed By:

Notes Date:

[Questions?](#) [Contact Lillie Wister at x5021 or lwister@uci.edu](#)

Capital Planning, University of California Irvine

Last Modified October 7, 2014

Adding a New Room

You can only add a room to a **Building**. You **CAN NOT** add a room to a Department or a School.

- Click on the **Buildings** link in the collapsible menu on the left side of the page to reach the *List of Buildings* page (shown on Page 6).
- Click on, or search for the desired building - in this case, Reines Hall - to reach the *List of Rooms* page for the building (below).

Reines Hall List of Rooms

Building: Fredrick Reines Hall

Buildings Rooms Map Location

Room Search

EXPORT TO EXCEL ADD A ROOM TOTAL ROOMS: 201 ASF: 24,350


Room Number	Room Use Code	Room Name	Department Name	ASF	Primary Assignment
0231A	310	ACADEMIC OFFICE	Chemistry (30)	225	ATHAN SHAKA
0317B	310	ACADEMIC OFFICE	Chemistry (30)	190	CRAIG MURRAY
0319	310	ACADEMIC OFFICE	Chemistry (30)	138	KENNETH JANDA
0321	310	ACADEMIC OFFICE	Chemistry (30)	122	ROBERT DOEDENS
0325	310	ACADEMIC OFFICE	Chemistry (30)	122	HAROLD MOORE
0326	310	ACADEMIC OFFICE	Chemistry (30)	132	GEORGE MILLER
0328	310	ACADEMIC OFFICE	Chemistry (30)	260	BARBARA FINLAYSON-PITTS
0334A	310	ACADEMIC OFFICE	Chemistry (30)	114	ROBERT GERBER
0334B	310	ACADEMIC OFFICE	Chemistry (30)	276	JOHN HEMMINGER
0345A	225	RESEARCH LABORATORY OR STUDIO SERVICE	Chemistry (30)	131	CRAIG MURRAY
0347A	225	RESEARCH LABORATORY OR STUDIO SERVICE	Chemistry (30)	81	KENNETH JANDA

Questions? Contact Gina Adams at x8689 or gpadams@uci.edu

- Click on the blue **ADD A ROOM** button.
- The system will return a *Blank Room Form* (see following page).

Blank Room Form

ROOM INFORMATION




Building Information

CAAN: Building Name: *** Required Fields**

Room Information

Room Number: *

Room Use: Lookup a Room Use Code... * [Definitions](#) 

Description: *

Floor Level: * (two digits)

ASF: * Stations:

Room Standard Code:

CPEC Category Code:

Occupancy: Assigned Vacant *

Department Information

Department: *

Lookup a Department...

Department Cost Center: (Medical Center only)

Lookup a Department Cost Center...

School:


Program Classification:

Class Lab Station Size Code:



Research Stations Size Code:

NSF Code:

Questions? Contact Gina Adams at x8689 or gpadams@uci.edu

Facilities Inventory System 

- For directions on entering new room information, please refer to *Editing Room Information* on Page 18 of this document.

- 
- **SAVE** - When you have completed all space data entry, be sure to click on the  icon on the upper right of the page. *If you do not, your changes will not be retained.*
 - Once you have saved the new room, the page will automatically refresh, and the new room will appear in the *List of Rooms* for the building.
 - You will not be able to add a note to the new room until it appears in the *List of Rooms*. Once it appears in the *List of Rooms*, click on it, and you will be able to add a note. For directions on entering notes, please refer to *Adding a Note* on Page 22 of this document.

Deleting a Room

Rooms are deleted from the space inventory for a number of reasons, including the following:



- **Major Renovations** – a suite, a bank of rooms, or a whole floor has been significantly renovated so that the inventory no longer reflects the current layout or floorplan. In this case, the original set of rooms must be deleted, and a new set of rooms must be entered. Be sure to document the renovation information in the [Notes](#) section of the new room files. The note can be repeated in each room, as in “New room, part of Reines Hall fifth floor renovation 5/2019”.
- **Minor Renovations** – a wall between two smaller rooms has been demolished to create one large room, and the large room retains only one of the two original room numbers. In this case, the room that lost its room number should be removed from the inventory, and the square footage from the deleted room should be added to the room that retained the room number. Be sure to document the renovation in the [Notes](#) section of the room that was expanded (“Room 2100 was combined with Room Room 2101”).
- **Room Does Not Exist** – occasionally, a room exists in the inventory, but does not exist in a building, or on verified building floorplans. In this case, the room should be deleted from the inventory after discussion with Capital Planning to verify the error.

Relinquishing a Room

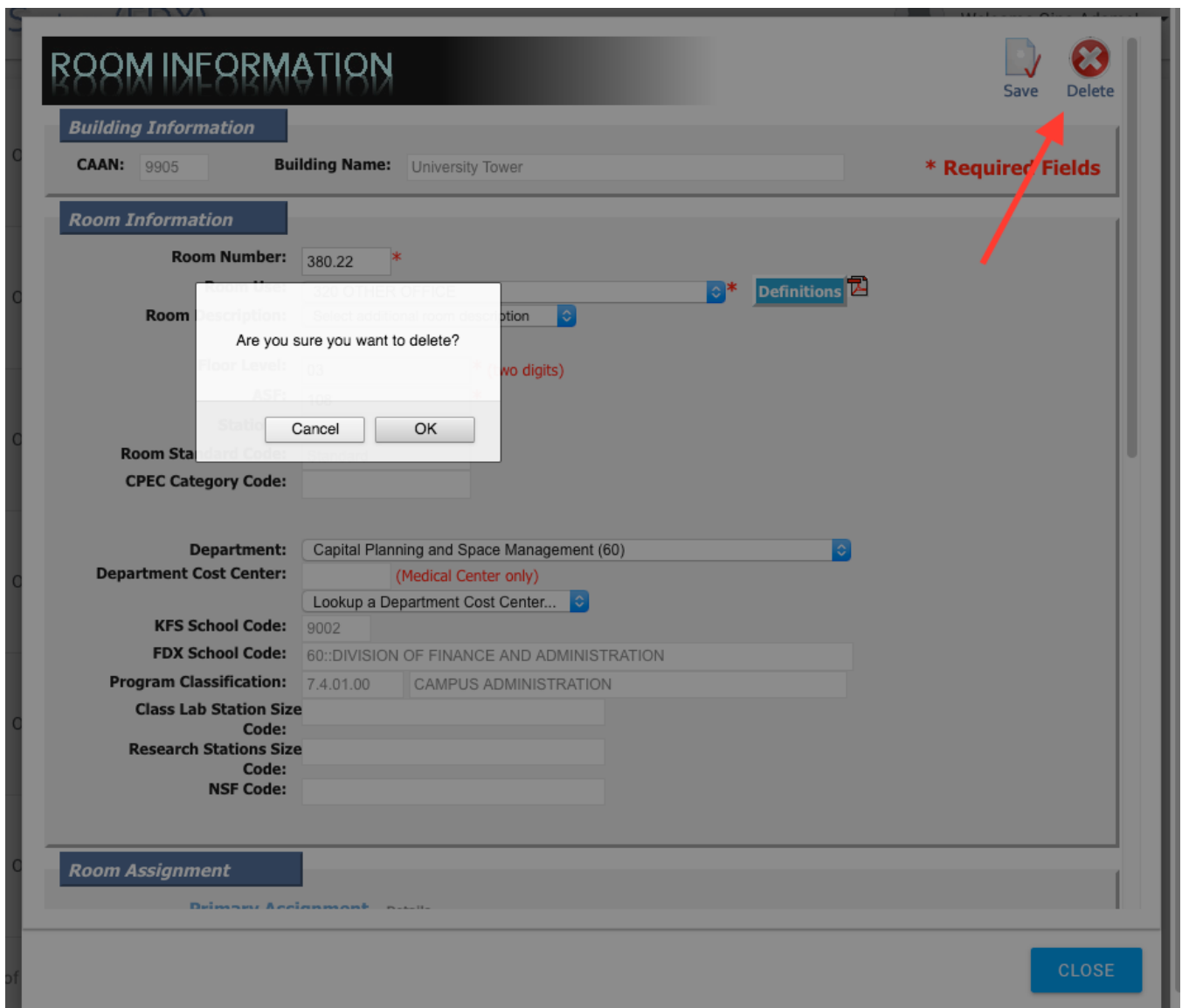
If you want to remove a room from your own departmental inventory because it has been [reassigned](#) to another department, you will [relinquish the room](#) to that other department. **YOU DO NOT WANT TO DELETE THE ROOM.**

See the following pages for directions on **deleting** and **relinquishing** rooms.

To delete a room:

- Go into the *Room Edit* page for the room you want to delete (below).
- Click on the red  **Delete** icon in the upper right corner of the room page.
- A pop-up window will appear asking you to verify that you want to delete the room (below).
- If you clicked on the  **Delete** icon in error, choose the “**Cancel**” button.
- If you want to delete the room, click the “**OK**” button.

Room File Page – Delete Function



- Clicking on the “OK” button will bring up a prompt page (below).

Delete Confirmation Prompt

What would you like to do?

Delete Space (i.e. Room never existed or Combined multiple rooms)
Reason for Deletion:

Relinquish Space (i.e. Space reassigned to another department)

If you actually meant to **relinquish** the room to another department (rather than delete it), click on the "**Relinquish Space**" button.

1. Then click on the "Submit" button below and the system will return you to the Room Edit page.
2. From the Department drop-down list, choose the department that that you want to relinquish the space to.
3. **Be sure to SAVE your changes.**

- If you are certain that you want to delete the room, click on the “**Delete Space**” button, and type in the reason for the deletion in the *Reason for Deletion* box provided. Then click on the “**Submit**” button (above). The system will delete the room and return you to the *List of Rooms* page.
- If you actually meant to **relinquish** the room to another department (rather than delete it), click on the “**Relinquish Space**” button and read the instructions below it. Then click on the “**Submit**” button. The system will return you to the *Room Edit* page where you can relinquish the room by assigning it to another department (choosing a different department from the Department drop-down menu). Instructions for relinquishing a room are on the following page.

To relinquish a room:

- Find the section of the *Room Edit* page titled “Department” (below).

The screenshot shows the 'ROOM INFORMATION' page. At the top right, there are 'Save' and 'Delete' icons. Below the title, there are two tabs: 'Building Information' and 'Room Information'. Under 'Building Information', there are fields for 'CAAN: 9905' and 'Building Name: University Tower', with a '* Required Fields' indicator. The 'Room Information' section contains several fields: 'Room Number: 380.22 *', 'Room Use: 320 OTHER OFFICE *' with a 'Definitions' link, 'Room Description: Select additional room description', 'Floor Level: 03 * (two digits)', 'ASF: 108 *', 'Stations: 0', 'Room Standard Code: Standard', and 'CPEC Category Code:'. Below these are 'Department: Capital Planning and Space Management (60)' with a red arrow pointing to the dropdown arrow, 'Department Cost Center: (Medical Center only)', 'KFS School Code: 9002', 'FDX School Code: 60::DIVISION OF FINANCE AND ADMINISTRATION', 'Program Classification: 7.4.01.00 CAMPUS ADMINISTRATION', 'Class Lab Station Size Code:', 'Research Stations Size Code:', and 'NSF Code:'. At the bottom, there is a 'Room Assignment' tab.

- From the Department drop-down menu, choose the name of the department to whom the space is being released.
- Be sure to click on the **Save** icon in the upper right of the page after you have released the room to another department.

NOTE: Once you have changed department names and saved the information, you will no longer see the room as part of your departmental inventory. If the new department is no longer part of your school, you will no longer have editing rights to the relinquished room.

NOTE: If you believe that a room should be assigned to your department, but it appears in the inventory as assigned to another department, contact that department to confirm ownership. If the room **does** belong to your department, the other department must relinquish the room to your department before you can update room information. .

Adding a Building, School, or Department

No Administrative User can add, change or delete a BUILDING, a SCHOOL, or a DEPARTMENT. That can only be done by Capital Planning. If you have a new building or department, need to make a change to an existing building or department name, or need to delete a building or department, please **email Sally Lam in Capital Planning at lams@uci.edu.**

If the campus adds a new building to your School, Capital Planning will provide you with a list of the new rooms for review, and request that you fill in the department name, Room Use Code (RUC), and station count (if applicable). When the list is returned to Capital Planning, the information will be input into the system.

REPORTS

To access **standard PDF reports** comprised of Building, Room, or Departmental space information:

- Run your cursor over the collapsible menu on the left to view a set of downloadable PDF space reports (boxed in red below).
- Choose a report to view.

Main Menu Page

The screenshot shows the main menu of the Facilities Inventory System (FDX). On the left is a dark sidebar menu with the following items: 'Facilities Inventory System', 'Buildings', 'Schools', 'Departments', 'Reports', 'Campus Maps', and 'SIGNOUT'. The 'Reports' section is highlighted with a red box and contains three items: 'Building Reports', 'Room Reports', and 'Campuswide F&A Report'. The main area of the page displays a 3D map of the UC Irvine campus. At the top, there is a header with the UC Irvine logo, the title 'Facilities Inventory System (FDX)', and a user profile for Gina Adams. At the bottom, there is a footer with the text 'Questions? Contact Gina Adams at x8689 or gpadams@uci.edu'.

You can always **create editable Excel reports** by sorting and downloading information from the [Buildings](#), [Schools](#), and [Departments](#) navigation links in the collapsible menu on the left of the page. All Excel downloads include building, room, departmental, program, ASF, and other detailed space information.

QUESTIONS: If you have questions about the Facilities Inventory System or are having difficulties navigating the program, please contact Sally Lam at lams@uci.edu.