



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

May 16, 2008

OFFICE FOR BUSINESS AFFAIRS MEMORANDUM No. FY08-51

Distributed via Campus Email

TO: Faculty and Staff

FROM: Mary Lee Hodge
Vice President of Business Affairs

RE: Annual Space Inventory

The Texas Higher Education Coordinating Board (THECB) requires each university to perform annually a 100% audit of its space. Prairie View existing inventory can be found at THECB web site entitled "Facility Inventory" (www.thecb.state.tx.us/interactivetools/FACINV).

We will need the assistance of the Senior Building Coordinator (SBC) shown in appendix A) to update the annual space inventory. Each SBC or his or her designated person, should go to the THECB web page listed above and pull down his/her individual building inventory. Using this document as the base document, each SBC must update the room type, CIP codes, usage codes, percent usage and capacity where shown. The definitions for all categories can be found in the same web page which contains the actual building inventory (click on "Facilities Inventory Manual" or go to www.thecb.state.tx.us/reports/pdf/0420.pdf). The update must be completed no later than June 6, 2008.

Mr. Larry Raab, our project coordinator will visit each SBC on the dates shown in appendix B to verify the collected data. If you have any questions, please contact Mr. Raab at X1750 or via email at lraab@pvamu.edu. We appreciate your assistance regarding this report.

xc: President George C. Wright
Mr. Larry Raab