



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

April 18, 2006

Office for Business Affairs Memorandum No. FY 06-22  
Distributed via Campus Email

MEMO TO: All 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's existing inventory can be found at THECB web site entitled "Facility Inventory" [www.thecb.state.tx.us/interactivetools/FACINV](http://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 on 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](http://www.thecb.state.tx.us/reports/pdf/0420.pdf)). The requested updates must be completed no later than April 28, 2006.

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 extension 4895 or via email at [lraab@pvamu.edu](mailto:lraab@pvamu.edu). We appreciate your assistance regarding this report.

xc: President George C. Wright  
Mr. Larry Raab