

## General Definitions for Construction & Planning Office

- 1. Acquisition** - to come into possession or control of real property or facilities. This includes the acceptance, purchase, lease-purchase, sale, transfer, or exchange of land or facilities.
- 2. Academic Facilities** - facilities used for primary instruction, research, and public service functions of the institution. Typical academic facilities include classrooms, libraries, administrative and faculty offices, and student and research laboratories.
- 3. Addition** - expansion or extension of an existing facility that increases its size or capacity.
- 4. Assignable Area of a Building** - the sum of all areas within the interior walls of rooms on all floors of a building assigned to, or available for assignment to, an occupant or use, excluding unassigned space. This is also referred to as net assignable square feet (NASF).
- 5. Athletic Facilities** - facilities used for athletic programs, including intercollegiate athletics, intramural athletics, and athletically-oriented academic programs.
- 6. Auxiliary Enterprise Buildings or Space** - income-generating structures and space such as dormitories, cafeterias, student union buildings, stadiums, athletic facilities, housing or boarding facilities used by a fraternity, sorority, or private club, and alumni centers used solely for those purposes. Auxiliary space is not supported by State appropriations.
- 7. Board or Coordinating Board** - the Texas Higher Education Coordinating Board members and the agency.
- 8. Building** - a structure with at least two walls for permanent or temporary shelter of persons, animals (excluding animal caging equipment), plants, materials, or equipment that is attached to a foundation, roofed, serviced by a utility (exclusive of lighting), is a source of maintenance and repair activities, and is under the control or jurisdiction of the institution's governing board, regardless of its location.
- 9. Construction Cost or Amount Available for Construction Contract (A/A/C/C)** - this is the estimated construction cost for the project.
- 10. C-1 for Appropriations** - Forms used to request/initiate funding.
- 11. Computer Generator Purchase Requisition** - Request for Purchase Order by computer input.
- 12. Change Order** - Vendor increase/decrease to the existing project in design and/or construction.

**13. Contingencies** - Appropriation will be used to pay any contract changes required during construction.

**14. Contract Award** - Vendor notified that his formal bid has been accepted by the University's Construction & Planning Office.

**15. Contractor Draw** - Vendor type invoice for construction payments. This paperwork must be certified with attachments.

**16. Campus Deferred Maintenance Plan (MP2)** - a detailed report of institutional programs to address deferred maintenance and critical deferred maintenance.

**17. Campus Master Plan** - a detailed audit of institutional physical plant needs, including facilities construction and/or development, and campus facilities infrastructure; the plan provides long-range and strategic analyses and facilities development guidelines.

**18. Certification** - institutional attestation of reports or other submissions as being true or represented.

**19. Classroom** - a room used for scheduled classes. These rooms may be called lecture rooms, lecture-demonstration rooms, seminar rooms, or general purpose classrooms. A classroom may contain multimedia or telecommunications equipment, such as those used for distance learning. A classroom may be furnished with special equipment (e.g., globes, maps, pianos) appropriate to a specific area of study. A classroom does not include conference rooms, meeting rooms, auditoriums, or class laboratories.

**20. Class Laboratory** - a room used primarily by regularly scheduled classes that require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study. Class laboratories may be referred to as teaching laboratories, instructional shops, computer laboratories, drafting rooms, band rooms, choral rooms, group studies. Laboratories that serve as individual or independent study rooms are not included.

**21. Clinical Facility** - a facility often associated with a hospital or medical school that is devoted to the diagnosis and care of patients in the instruction of health professions and allied health professions; medical instruction may be conducted, and patients may be examined and discussed. Clinical facilities include, but are not limited to, patient examination rooms, testing rooms, and consultation rooms.

**22. Committee on Campus Planning** - the members of the Board appointed to consider facility-related issues.

**23. Commissioner** - the chief executive officer of the Texas Higher Education Coordinating Board.

**24. Critical Deferred Maintenance** - the physical conditions of a building or facility that

places its occupants at risk of harm or the facility at risk of not fulfilling its functions.

**25. Deferred Maintenance** - an existing or imminent building maintenance related deficiency from prior years or the current year that needs to be corrected, or scheduled prevention maintenance tasks that were not performed because other tasks funded within the budget were perceived to have higher priority status. The accumulation of facility components in need of repair brought about by age, use, or damage for which remedies are postponed or considered backlogged. This may include those repairs postponed due to insufficient funding.

**26. Diagnostic Support Laboratory** - the central diagnostic service area for a health care facility. Included are pathology laboratories, pharmacy laboratories, autopsy rooms, isotope rooms, etc., providing such services as hematology, tissue chemistry, bacteriology, serology, blood banks, and basal metabolism. In veterinary facilities, this includes necropsy rooms.

**27. Design Cost** - this is the cost of designing the project. This will be calculated as a percentage of the construction cost. Percentage cost will apply to projects designed by in-house staff, Architects/Engineers, and/or consultants.

**28. Encumbrance** - Name of process used to set aside funding from within the established funding account to pay upcoming project expenses.

**29. Education and General (E&G)** - space used for teaching, research, or the preservation of knowledge, including the proportional share used for those activities in any building or facility used jointly with auxiliary enterprise, or space that is permanently unassigned. E&G space is supported by state appropriations.

**30. Emergency** - an unforeseen combination of circumstances that calls for immediate action and requires an urgent need for assistance or relief that, if not taken, would result in an unacceptable cost to the state; or, an urgent need for assistance or relief due to a nature disaster; or, an unavoidable circumstance whereby the delay of the project approval would critically impair the institution's function.

**31. Eminent Domain** - a legal process wherein the institution takes private property for public use.

**32. Energy Systems** - infrastructure in a building that includes facility electric, gas, heating, ventilation, air conditioning, and water systems.

**33. Energy Savings Performance Contract** - a contract for energy or water conservation measures to reduce energy or water consumption or operating costs of institutional facilities. The estimated savings in utility costs resulting from the conservation measures is guaranteed to offset the cost of the measures over a specified period.

**34. Fees** - Charges for services rendered by vendors during a projects progress and/or

duration.

**35. Facilities Audit** - comprehensive review of institutional facility development, planning activities, and reports.

**36. Facilities Inventory** - a collection of building and room records that reflects institutional space and how it is being used.

**37. Facilities Development Plan (MP1)** - a detailed formulation of institutional programs to address deferred maintenance, critical deferred maintenance, facilities construction, or physical plant development.

**38. Financing Directly Derived from Students** - funds resulting from the collection of fees or other charges to students, such as designated tuition, student activities fees, housing revenue, bookstore or student union revenue, etc. Bond proceeds for which one or more of these sources provides debt service shall also be considered financing directly derived from students.

**39. Financing Indirectly Derived from Students** - funds generated from funds accumulated from students, primarily interest on funds accumulated directly from students.

**40. Gift** - a donation or bequest of money or another tangible item, a pledge of a contribution, or the acquisition of real property or facilities at no cost to the state or to the institution. It may also represent a method of finance for a project.

**41. Gross Square Feet (GSF)** - the sum of all square feet of floor areas within the outside faces of buildings exterior walls. This includes the areas, finished and unfinished, on all floors of an enclosed structure, i.e., within the environmentally controlled envelope, for all stories or areas which have floor surfaces.

**42. Housing Facility** - a single- or multi-family residence used exclusively for housing or boarding students, faculty, or staff members.

**43. HUB Report** - Mandated form attached to each pay request by vendor exceeding a monetary threshold stipulated by the State of Texas, TAMUS and PVAMU.

**44. Invoice** - Billing paperwork from vendor requesting University payment.

**45. Information Resource Project** - projects related to the purchase or lease purchase of computer equipment, purchase of computer software, purchase or lease purchase telephones, telephone systems, and other telecommunications and video teleconferencing equipment.

**46. Intercollegiate Athletic Facility** - any facility used primarily to support intercollegiate athletics, including stadiums, arenas, multi-purpose centers, playing fields, locker rooms, coaches offices, and similar facilities.

**47. Infrastructure** - the underlying foundation or basic framework of a building or facility, including but not limited to, plumbing, heating/ventilation/air conditioning, electrical, sewage, drainage, architectural, safety and code compliance, roads, grounds, and landscaping.

**48. Institution or Institution of Higher Education** - a Texas public institution of higher education as defined in Texas Education Code, Section 61.003(8), except a community/junior college.

**49. Legislative Authority** - specific statutory authorization.

**50. Lease** - a contract by which real estate, equipment, or facilities are conveyed for a specified term and for a specified rent. Includes the transfer of the right to possession and use of goods for a term in return for consideration. Unless the context clearly indicates otherwise, the term includes a sublease.

**51. Lease-Purchase** - a lease project that includes the acquisition of real property by sale, mortgage, security interest, pledge, gift, or any other voluntary transaction at some future time.

**52. Modification** - Construction & Planning letter requesting funding be de-encumbered and moved.

**53. Multiple - Trade Construction Project:** a multiple-trade construction project is a construction project requiring two or more trades (ie: electrical and plumbing) to complete the project. This type of project requires a construction contract.

**54. Net Assignable Square Feet (NASF)** - the sum of all areas within the interior walls of rooms on all floors of a building assigned to, or available for assignment to, an occupant or use, excluding unassigned areas. NASF includes auxiliary space and E&G space.

**55. New Construction** - the creation of a new building or facility, the addition to an existing building or facility, or new infrastructure that does not currently exist on campus. New construction would add square footage to an institutions existing space.

**56. Non-Student Sources** - funds generated from athletic department operations, gifts and grants, facility usage fees, related revenue, and appropriate funds.

**57. NCAA Football Bowl Championship Series** - a program of the NCAA under which certain NCAA Division I-A football universities share proceeds of college bowl games.

**58. Other** - other costs associated with the project. An example would be the cost of newspaper ads, site surveys, soil analysis and/or testing lab services. The nature of the project will determine if any of these services are required.

**59. Purchase Order (P.O.)** - the document used to process a payment.

**60. Purchase Requisition (PR)** - a 3 part form used by the University to generate a Purchase Order (P.O.).

**61. Project Management** - the cost of services provided by Construction & Planning to administer and manage a project.

**62. Program of Requirements or SOW** - this is the cost of developing a POR or statement of work (if required).

**63. Phased Project** - a project that has more than one part, each one having fixed beginning and ending dates, specified cost estimates, and scope. Phased projects consider future phase needs in the project plan; each phase is able to stand alone as an individual project.

**64. Private Funding** - gifts, grants, or other funds to be used for facilities development projects that are provided by persons or entities other than the university or institution requesting consideration of the project.

**65. Project** - a task or activity that includes the construction, repair, renovation, addition, alteration of a building or facility or its infrastructure, or the acquisition of real property.

**66. Rush** - when this word is stamped on any paperwork it means “Priority” and should be recognized by the receiving office/department. Immediate action is needed regarding vendor payments.

**67. Real Property** - land with or without improvements such as buildings.

**68. Repair and Renovation (R&R)** - construction upgrades to an existing building, facility, or infrastructure that currently exists on campus; this includes the finish out of shell space. R&R may add E&G space, but does not increase a building or facilities overall gross square footage.

**69. Replacement Value** - the value of an institution’s overall campus facilities, as determined annually by the Board. The method of calculation is based upon recently approved Board project costs, with adjustments based upon room types and the institutions location within the state. Replacement values for public universities, the Lamar State Colleges, and the Texas State Technical Colleges are calculated only for E&G space. Replacement values for public health-related institutions are calculated for

the NASF space. Replacement values are used to measure the validity of construction projects that are submitted to the Board for approval and are not recommended for insurance purposes.

**70. Research Facility** - a facility used primarily for experimentation, investigation, or training in research methods, professional research and observation, or a structured creative activity within a specific program. Included are laboratories used for experiments or testing in support of instructional, research, or public service activities.

**71. Single-Trade Construction Project:** a single-trade construction project is a construction project requiring a single-trade to complete the project. This type of project does not require a construction contract if not done thru Construction & Planning and is typically handled with a Purchase Order Contract.

**72. Shell Space** - an area within a building with an unfinished interior designed to be converted into usable space at a later date.

**73. Space Need** - the result of the comparison of an institutions actual space to the predicted need as calculated by the Board's Space Projection Model.

**74. Standard** - basis, criteria, or benchmark used for evaluating the merits of a project request or an institutional comparison to a benchmark.

**75. Transfer** - PVAMU Form to move funding from one account to another.

**76. Tracking Report** - institutional reports indicating the status of approved projects.

**77. Tuition Revenue Bonds Project** - a project for which an institution has legislative authority to finance a construction or land acquisition project as provided for in Texas Education Code, Sections 55.01-55.25.

**78. Urgent** - When this word is stamped on any paperwork it means "Priority" and should be recognized by the receiving office/department as response needed ASAP regarding information/correspondence.

**79. Urgent Rush** - when these words are stamped on any paperwork it means "need attention now" and should be recognized by the receiving office/department regarding the processing of funds having numerous delays.

**80. Unimproved Real Property** - real property on which there are no buildings or facilities.