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## Policy Information

**Effective Date:**

September 14, 2001

**Last Revised Date:**

December, 2005

**Policy Number:**

Bus-301

**Responsible Unit:**

Real Estate Administration

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## Purpose and Summary

The University of Arizona is required by state and federal regulations to maintain an accurate physical space inventory of all buildings it owns or leases. The physical space inventory database provides the statistical basis for many internal, state, and federal reports regarding campus buildings, their usage, and their occupants. The proper and appropriate classification of space is critical to the University's efforts to manage its physical assets and obtain resources from state and federal agencies (e.g., building renewal dollars and indirect cost recovery rate).

## Policy

Annually a representative from Real Estate Administration will meet with the designated departmental representative to document the following:

1. Overall departmental space assignments
2. Room description (office, research laboratory, conference room, etc.)
3. Room utilization (instruction, organized research, academic administration, etc.)
4. Room occupants (names and titles)
5. Funding information for the individuals occupying rooms to appropriately capture space use classifications

6. Floor plan updates for any recent renovations and other modifications.

The Office of Real Estate Administration has the designated responsibility for maintaining the University's physical space inventory. In order to comply with chapter 7 of the Arizona Board of Regents Policy Manual and the federal Office of Management and Budget (OMB) Circular A-21, Real Estate Administration annually reviews and updates all the University's physical space in collaboration with designated departmental representatives. It is important that the departmental representatives have firsthand knowledge of departmental room use and the funding sources for the activities in individual rooms.

## Related Information\*

[Arizona Board of Regents Policy Manual, chapter 7](#) [2]

[Office of Management and Budget \(OMB\) Circular A-21](#) [3]

For the complete physical space inventory process description and terminology, please refer to Real Estate Administration's [Physical Space Inventory Manual](#) [4]

## Revision History\*

08/30/2022: Updated link to ABOR Policy Manual.

12/2005: Updated to reflect departmental name change to Real Estate Administration.

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**Source URL:**<https://policy.arizona.edu/facilities-and-safety/physical-space-inventory-policy>

### Links

[1] <mailto:btrentlage@email.arizona.edu> [2] <https://www.azregents.edu/policy-manual> [3] [https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/federal\\_register/FR2005/083105\\_a21.pdf](https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/federal_register/FR2005/083105_a21.pdf) [4] <http://www.pdc.arizona.edu/space/policy.html>