

Welcome

Texas Higher Education Coordinating Board

Texas Colleges and Universities Facilities
Conference

Facilities Audits 101

January 2009

Pilot Audits

- UTHSCSA (San Antonio)
- Texas Tech (Lubbock)
- Texas State (San Marcos)

Facilities Audits Protocol

Background

Texas higher education facilities constitute a large resource for the state ...

These include:

1. §61.0572, Texas Education Code, concerning Construction Funds and Physical Plant
2. §61.0582, Texas Education Code, concerning Campus Master Plan; Deferred Maintenance
3. §61.0583. Texas Education Code, concerning Audit of Facilities

Facilities Audits Protocol

Audit Goal

Our goal is to assess, verify, and improve the data and process by which Texas public colleges and universities accurately report the use of campus facilities and project funding.

Facilities Audits Protocol

Audit Objectives

The Texas Education Code requires the Board to ...

The objectives of the audit are to ...

- (1) Accurately reporting facilities data
- (2) Have control systems in place;
- (3) Have followed the Board rules ... for facilities projects; and
- (4) Approved facilities projectsbeen completed as specified.

Member Criteria Form

- Your Name
- Your Institution
- Audit institution
- Telephone (work & cell)
- Position
- Describe Duties
- Describe Length and Depth of Experience with academic and/or health-related facilities
- Rate your knowledge and expertise with the Facilities Inventory Classification and Procedures Manual
- Have you ever conducted a facilities audit? Please elaborate on the number and scope of those audits.
- My favorite pastime

Audit Checklist

Audit Date: _____
Institution: _____ Building #: _____
Room identification alpha or numeric assigned: _____ Observed on-site: _____
Room type assigned: _____ Room type observed: _____
Room use assigned: _____ Room use observed: _____
CIP Code assigned: _____ CIP Code observed: _____
Prorate assigned: _____
Prorate observed: _____
Square footage reported: _____ Square footage observed: _____
PRT member completing audit: _____

Team Member(s) comments/notes:

[Drawing space below]

Room Audit Summary

- Bldg Room # Observed
- Type Observed
- Use Observed
- CIP Observed
- Prorate Observed
- Square Footage Observed
>Variance % Diff

Facilities Audit Report

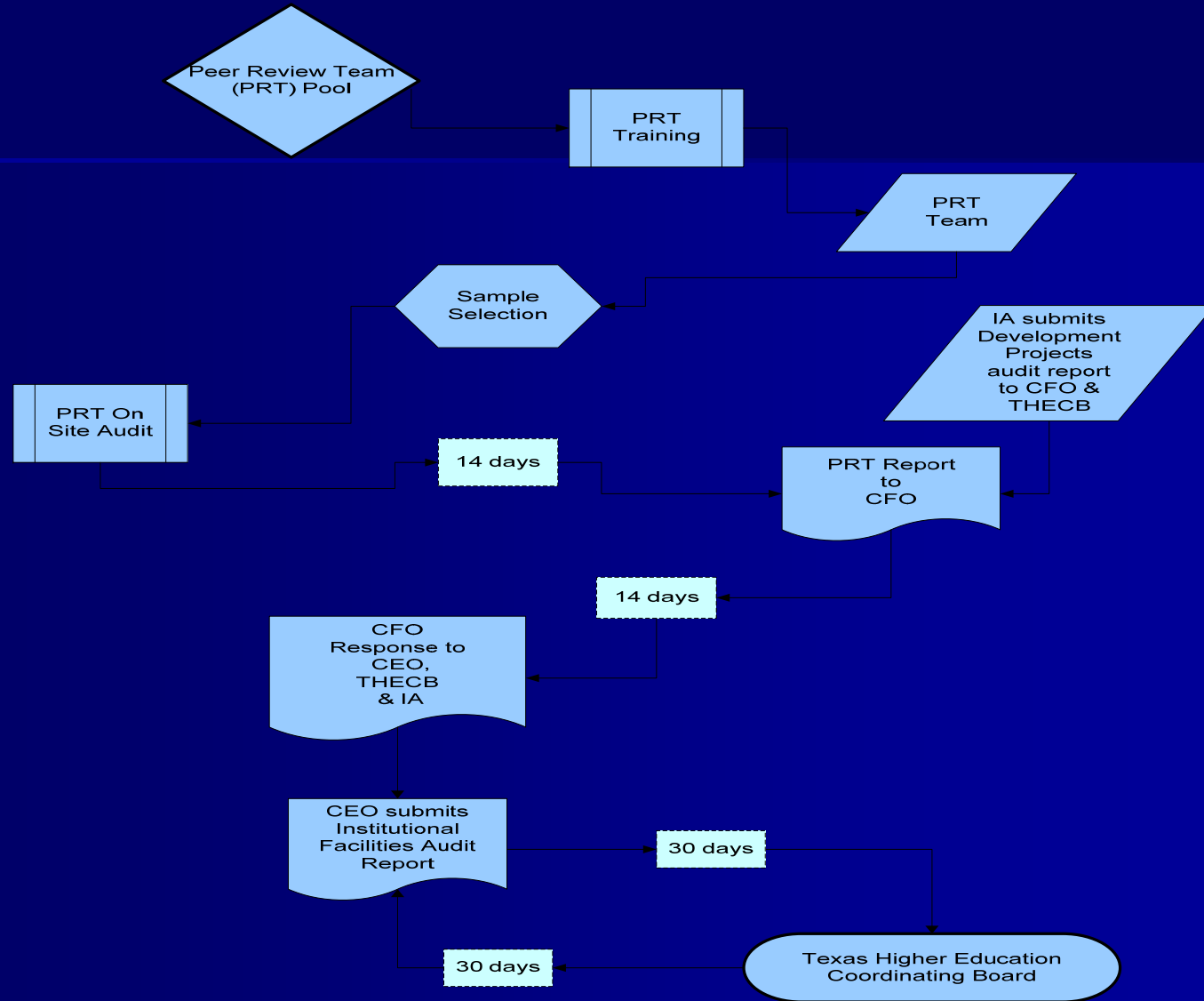
The facilities audit examined and verified for accuracy the following:

- Rooms are identified by a unique alphabetic or numeric code
- Function codes accurately reflect actual use
- Prorated use accurately reflects the time used for each function
- Reported room area (square footage) is accurate and verifiable
- Inventory control systems are in place and in use.

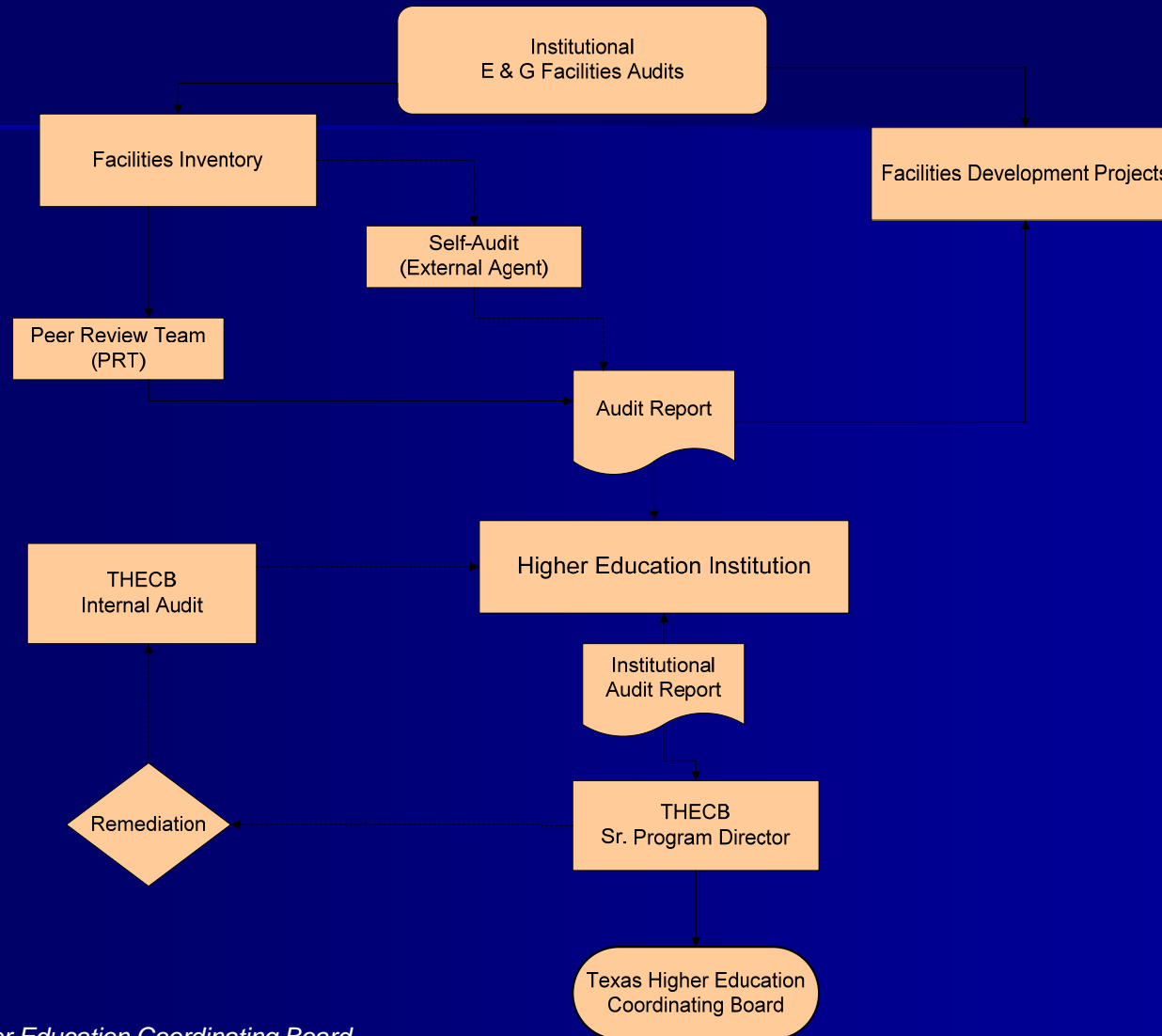
Systems include:

- Formal processes are efficient, effective, and enforced;

Facilities Audit Process



Facilities Audit Overview



Home

Quick Facts

- Comparison of Enrollments
- Degrees Awarded - Statewide
- Enrollment - Statewide
- Texas Higher Education Facts

Higher Education Topics

- Special Interest Briefs
- Topics by Institution Type
- Topics by Subject
- P-16 Data Resources

Interactive Access to Data

- Accountability System
- Accountability Draft 2008
- Applicant/Acceptance/Enrollments
- CIP Codes
- Course Inventory
- Developmental Education Data
- Facilities Inventory
- Faculty Salary
- Graduation Rates
- Higher Education Locator Map
- High School to College Linkages
- List of Institutions
- PREP Online
- Program Inventory



[Texas Higher Education Coordinating Board](#)



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[TX Workforce Education](#)

Welcome...

To Texas Higher Education Data, www.txhighereddata.org, created and maintained by the Texas Higher Education Coordinating Board. The links on this page provide access to Texas higher education data and related data sources via reports, statistics, queries, and other interactive tools.

The Quick Facts section contains frequently requested statewide data. Higher Education Topics and Interactive Access to Data sections have links for accessing interactive reports and queries. Links to standard and/or static reports are located in Reports/Statistics. Reporting Data to the CB has documentation for the higher education data collections that are reported to and maintained at the Coordinating Board. A Report Search facility by keyword(s) is available at the top of the right panel.

As new items and query facilities are added, a What's New notification will identify them.

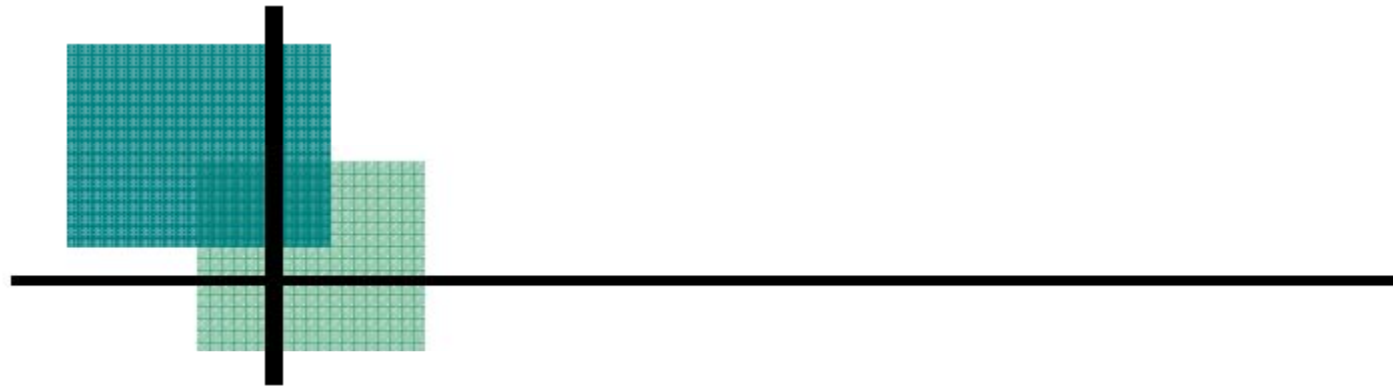
SEARCH

REPORTS/STATISTICS

- [College Costs FY2003-FY2006](#)
- [Participation Forecast 2007 - 2020](#)
- [Formula Funding Recommendations For the 2006-2007 Biennium](#)
- [Regional Plan for Texas Higher Education](#)
- [Statistical Report \(Multi-Year\)](#)
- [Texas Population Projection 2005-2015](#)
- [Texas 15-34 Population Projection](#)
- [Transfer Issues Advisory Committee Report 2001](#)
- [THECB Strategic Plan 2009-2013](#)
- [More Reports/Stats >>](#)

REPORTING DATA TO CB

- [Glossary of Data Terms \(PDF\) \(Word\)](#)
- [CBM Reporting Status](#)
- [CBM and FADS Reporting Manuals](#)
- [Memos to Reporting Officials](#)
- [Texas 2000 CIP Codes](#)
- [Using SFTP to Transfer](#)
- [Online Reporting Applications](#)



REPORTING and PROCEDURES MANUAL

for

Texas Independent



Address <http://www.thecb.state.tx.us/PA/FinanceAndResourcePlanning/default.cfm>

- [Master Plans - MP1 Instructions](#)
- [Master Plans - MP2/MP4 Instructions](#)
- [Project Application - Instructions](#)
- [Project Application - Evaluation Standards](#)
- [Project Application - Approval Levels](#)
- [Project Application - Board of Regents Certification Form](#)
- [Project Application - FY 2009 Application Deadlines](#)
- [Facilities Inventory Certification](#)

- [Facilities Inventory](#)
- [Classification and Procedures Manual](#)
- [Facilities Inventory Changes](#)
- [Facilities Inventory CBM](#)

Facilities Audits

- [Facility Audit Protocol](#)
- [Facilities Audit Schedule](#)

- Space Model
- Fall 2007 Model
 - [Academic](#)
 - [Health](#)
 - [TAMU Agencies - Inside Brazos](#)
 - [TAMU Agencies - Outside Brazos](#)
 - [TAMU Agencies - Veterinary Medicine](#)

- Fall 2006 Model
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 - [TAMU Agencies - Veterinary Medicine](#)

- Fall 2005 Model
 - [Academic](#)
 - [Health](#)

Facilities Inventory

<http://www.thecb.state.tx.us/reports/Docfetch.cfm?DocID=1681&Format=PDF>

Coordinating Board Manuals (CBM)

<http://www.txhighereddata.org/ReportingManuals.cfm>

Facilities Audit Protocol

<http://www.thecb.state.tx.us/reports/PDF/1660.PDF>

Peer Review Team (PRT) =

Teamwork

=

Success

Questions & Answers

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Thank you