



Texas Higher Education  
Coordinating Board

## **Campus Condition Index Reporting Manual**

**Fall 2012**

**September 2012**

**Division of Planning and Accountability  
Finance and Resource Planning**

## **Texas Higher Education Coordinating Board**

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### **Mission of the Coordinating Board**

The Texas Higher Education Coordinating Board's mission is to work with the Legislature, Governor, governing boards, higher education institutions and other entities to help Texas meet the goals of the state's higher education plan, *Closing the Gaps by 2015*, and thereby provide the people of Texas the widest access to higher education of the highest quality in the most efficient manner.

### **Philosophy of the Coordinating Board**

The Texas Higher Education Coordinating Board will promote access to quality higher education across the state with the conviction that access without quality is mediocrity and that quality without access is unacceptable. The Board will be open, ethical, responsive, and committed to public service. The Board will approach its work with a sense of purpose and responsibility to the people of Texas and is committed to the best use of public monies. The Coordinating Board will engage in actions that add value to Texas and to higher education. The agency will avoid efforts that do not add value or that are duplicated by other entities.

The Texas Higher Education Coordinating Board does not discriminate on the basis of race, color, national origin, gender, religion, age, or disability in employment or the provision of services.

## **Foreword**

The report discussed in this manual fulfills provisions of the Texas Higher Education Coordinating Board's rules as codified in the Texas Administrative Code chapter 17.101.

All reports must be submitted electronically via email to Paul Turcotte at [paul.turcotte@THECB.state.tx.us](mailto:paul.turcotte@THECB.state.tx.us).

Submit comments, questions, and concerns in writing to the attention of Campus Condition Index at this address:

Texas Higher Education Coordinating Board  
Division of Planning and Accountability  
P.O. Box 12788  
Austin, TX 78711

The fax number is 512-427-6147.

If you have questions concerning the use or implementation of this manual, contact Paul Turcotte at 512-427-6235.

## **Campus Condition Index Report**

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## **Implementation Schedule**

June 1, 2011 – Each institution reports one building.

June 16, 2011 – THECB provided training.

September 1, 2011 – Each institution reports an additional three buildings or 3 percent of their building inventory (the higher of the two) along with at least one infrastructure project.

October 15, 2011 – Each institution reports deferred maintenance under the same format as reported on October 15, 2010.

June 1, 2012 – Each institution reports 60 percent of their building inventories under the new format.

Mid-June 2012 – THECB provided training.

September 15, 2012 – Each institution reports 100 percent of their building inventories and infrastructure projects under the new format as a preliminary run.

October 15, 2012 – Each institution reports 100 percent of their building inventories and infrastructure projects under the new format as a final submission.

## **Data Submission Protocol**

Submit the Campus Condition Index report as a tab-delimited text file via email to the address listed in the forward of this document. All other formats and delivery methods are unacceptable. If any data items need to be changed after the initial report submission, make the necessary data changes and resubmit a complete report attachment. Partial updates are not permitted. Subsequent reports for a given reporting period will replace all records previously submitted with a matching reporting period.

No confidential data is to be submitted in the Campus Condition Index Report. State and federal security requirements mandate that confidential data be transferred using a secure process. Email is not a secure process.

Files will only be accepted when transmitted by the institution's president or a designated delegate. The institution's president must make designations in writing to the Assistant Commissioner of Planning and Accountability in advance of the report submission. The delegations are valid in perpetuity and do not expire until replaced or revoked by the institution's president in writing. This is to ensure the president's knowledge of all submissions.

The data submission email subject line should include "Campus Condition Index Report" followed by the reporting year and the institution's FICE code as used in the data report attached. For example, Campus Condition Index Report 2012 000089.

### **Email Body**

The body of the email (or an attached file) is to include any comments or notes the institution wishes to convey with the report. Explicatory items relating to anomalies or one-time occurrences should be address here and not in the data file.

The data file, containing a header record and data records, may be created by any method available to the institution. There is no prescribed data structure required; however, institutions may refer to the Campus Condition Index Implementation Workgroup Report for that workgroup's recommended data structure.

The file name is not critical. Information in the header record is used to identify data contained in the file. To avoid possible confusion or data loss due to writing over a previously transferred file of the same name, make each file transferred a unique name.

### **Header Record**

The data content of files will be as defined on the Data Records section in this reporting manual. The identification of the data depends entirely on the accuracy of the information contained in the report header record. The format and content accuracy of the header record is critical.

The first line of files submitted must include the information and formatting in the chart below:

Header Layout – [Report ID] τ [FICE] τ [YearMMDD] τ [Time]

<b>Report ID</b>	Always "CCIR" (Campus Condition Index Report)
<b>FICE</b>	Six digit numeric FICE code (include leading zeros). A list of FICE codes can be found at <a href="http://www.txhighereddata.org/ReportingManuals.cfm">http://www.txhighereddata.org/ReportingManuals.cfm</a> on the reporting manuals appendices link.
<b>Date</b>	YYYYMMDD, date of report submission
<b>Time</b>	HHMM (add 12 to any hour past noon, zero fill single digit hours), time of report submission

Note:  $\tau$  = Tab delimiter. Use a tab (not a special character) to separate items. There is no limit on the number of records or lines in a give submission. A single reporting period must be submitted in one file. Partial submission files will overwrite previously submitted files for that same reporting period.

### Data Records

These records reflect the planned, deferred, and critical deferred maintenance and facilities adaptation project costs for an institution. The costs are reported by entity with an entity being either a building or the combination of all infrastructure project costs. Costs are reported by building identifier with the infrastructure entity reported as building identifier 000000.

The unique record identification of this report is based on Period, Building, Category, Maintenance Type, and Basis as defined below. A given entity (building or infrastructure) will have multiple lines in the report for all possible combinations of Period, Building, Category, Maintenance Types, and Basis. Combinations with no costs are not required to be reported, but may be at the institution's option.

The report includes two types of data records: building level and project level. Board rule requires the staff to collect project costs for all buildings and infrastructure as well as project costs for the top five priority institution projects. The record layout of both types of data lines is the same with exceptions noted.

The building level project cost represent costs of all projects expended in the prior fiscal year and in scope of the current and next four fiscal years. The project level records costs are a subset of the costs reported as building level project costs. They are likely to be projects included as the budgeted – current year period costs in the building level records. The project level costs are duplicated costs, which will also be reported as building level costs.

Each data element listed below is to be separated by a tab. Each data element should be no more than 60 characters long.

Data Record Layout – [Year]  $\tau$  [FICE]  $\tau$  [Period]  $\tau$  [Building]  $\tau$  [Category]  $\tau$  [Maintenance Type]  $\tau$  [Amount]  $\tau$  [Basis]  $\tau$  [Priority]  $\tau$  [Project Name]

<b>Year</b>	<p>Calendar year reported. If the report is due on 10/15/2012, then the report year is 2012.</p> <p>This field is mandatory for all records.</p>
<b>FICE</b>	<p>Six digit numeric FICE code (include leading zeros). A list of FICE codes can be found at <a href="http://www.txhighereddata.org/ReportingManuals.cfm">http://www.txhighereddata.org/ReportingManuals.cfm</a> on the reporting manuals appendices link.</p> <p>Must match the FICE provided on Header Record and Building FICE reported to THECB on the latest fall inventory.</p> <p>This field is mandatory for all records.</p>
<b>Period</b>	<p>Anticipated period of maintenance (see definitions in glossary). Report one of the following single character codes based on the period the maintenance is to be (was) performed.</p> <p><b>E</b> = Expenditures – Previous Year: items completed in the last fiscal year. If reporting on 10/15/2012, then the previous fiscal year was 2012. Report items completed in the previous fiscal year, but not paid in a different accounting period.</p> <p><b>B</b> = Budgeted – Current Year: items included on the current fiscal year budget. If reporting on 10/15/2012, then the Budgeted – Current Year is 2013.</p> <p><b>U</b> = Unbudgeted – Current Year: items that are due or scheduled to be performed in the current year, but are not included in the budget for lack of funds, scheduling opportunity, or any reason. Do not include these maintenance items in any other period on the report to avoid duplication.</p> <p><b>P</b> = Projected – Years 2 through 5: maintenance that is due or scheduled to be performed in the next fiscal year or the three fiscal years following. This category will include items for the next four fiscal years past the current budgeted fiscal year.</p> <p>This field is mandatory for all records.</p>
<b>Building ID</b>	<p>Six digit alphanumeric building identifier as reported to THECB on the latest fall inventory CBM014 report. Building ID and FICE must match the latest THECB fall inventory. Reference building IDs at <a href="https://www1.thecb.state.tx.us/apps/facinv/FacSearchBldg.cfm">https://www1.thecb.state.tx.us/apps/facinv/FacSearchBldg.cfm</a></p> <p>Report all infrastructure maintenance items under Building ID 000000.</p> <p>This field is mandatory for all building level records (building and infrastructure).</p>



*Added 5/17/2011*

Include all buildings (Educational and General and Auxiliary) (Owned and Leased) listed on the building inventory. Create at least one building level record for each building in the facilities inventory. In the event there are no project costs for a specific building, create a zero dollar record for the building to register the building identifier on the report.

This field is optional for all project level records. If Top Five Project costs span multiple buildings, place two consecutive tab characters to skip this field before including the category code.

**Category** Maintenance category (see definitions in glossary).

**PM** = Planned Maintenance

**DM** = Deferred Maintenance

**CM** = Critical Deferred Maintenance

**FA** = Facility Adaptation

This field is mandatory for all records.

**Maintenance Type** Maintenance type (see definitions in glossary)

**A** = Architectural

**H** = HVAC

**P** = Plumbing and Electrical

**S** = Safety

**L** = Legal and Mandatory

**O** = Other

This item is mandatory for all records.

**Amount** Estimated or actual amount of cost to complete the item. The reported costs are a snapshot of the costs as of the close of the last fiscal year before the reporting date.

Report only costs within scope of the institution's budget. If the institution leases a building and is not responsible for the building's capital maintenance, then those costs would not be reported. If the institution leases a building out to another entity and the agreement

stipulates the maintenance costs are to be covered by the lease, then those project costs are not to be reported. If an institution leases a building and the agreement stipulates the institution would perform maintenance on the building, then those costs are included in the report.

This field is mandatory for all records.

**Basis**

Basis of estimate.

**INS** = Inspected – amount is based on visual inspection.

**ACT** = Actual (to be used with Period = Expenditures only).

**APP** = Approximated – amount is based on a method other than visual inspection or actual expense. Please note in the body of the email the method(s) used to approximate costs.

This field is mandatory for all records.

**Priority**

Priority of the project, numbers 1 through 5 only. Each report should include only 5 priority projects to indicate the institution's top five projects on the report. The priority numbers must not duplicate on the report.

This field is mandatory for all project level records.

Do not use this field for building level records. Place a hard return in the file, skip the next field, and continue with the next record.

**Project Name**

Name of a Top Five Project item (limited to 60 characters).

This field is mandatory for all project level records.

Do not use this field for building level records.

Note:  $\tau$  = Tab delimiter. Use a tab (not a special character) to separate items. There is no limit on the number of records or lines in a give submission. A single reporting period must be submitted in one file. Partial submission files will overwrite previously submitted files for that same reporting period.

**Treatment of Demolition**

*Added 8/16/12*

For CCIR reporting, use the following guidelines to categorize maintenance associated with buildings to be demolished.

1. Categorize the maintenance associated with buildings scheduled for demolition due to issues that place building occupants at risk of harm or the facility at risk of not fulfilling its functions as critical deferred maintenance (CDM). Report the estimated expense of correcting

the issues to return the buildings to a safe and functional condition. For example, categorize a building scheduled for demolition due to:

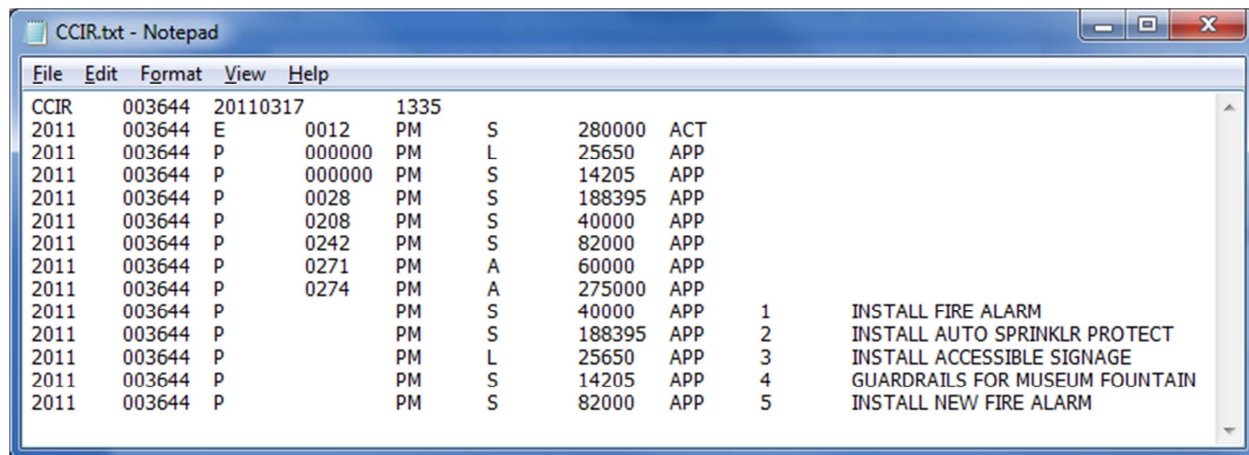
- Mold as CDM and report the cost to abate the mold (not the cost to demolish the building).
- Disrepair to the point the building cannot economically be returned to a functional state as CDM and report the cost to repair the existing asset (not the cost to demolish the building).

2. Categorize buildings scheduled for demolition due to economy as facilities adaptation and report the expense to renovate the existing space to the desired functionality.

- For example, categorize a building scheduled for demolition to make the lot available for a new structure because building a new structure is more economical than renovating the existing asset as facilities adaptation and report the expense of renovating the existing asset. This case would not include buildings in disrepair due to the deferment of maintenance.

Please do not report the cost of demolishing a building on the CCIR, but instead report the cost of renewing the asset in the appropriate category.

### Sample Report



File	Edit	Format	View	Help
CCIR	003644	20110317	1335	
2011	003644	E	0012	PM S 280000 ACT
2011	003644	P	000000	PM L 25650 APP
2011	003644	P	000000	PM S 14205 APP
2011	003644	P	0028	PM S 188395 APP
2011	003644	P	0208	PM S 40000 APP
2011	003644	P	0242	PM S 82000 APP
2011	003644	P	0271	PM A 60000 APP
2011	003644	P	0274	PM A 275000 APP
2011	003644	P		PM S 40000 APP 1 INSTALL FIRE ALARM
2011	003644	P		PM S 188395 APP 2 INSTALL AUTO SPRINKLR PROTECT
2011	003644	P		PM L 25650 APP 3 INSTALL ACCESSIBLE SIGNAGE
2011	003644	P		PM S 14205 APP 4 GUARDRAILS FOR MUSEUM FOUNTAIN
2011	003644	P		PM S 82000 APP 5 INSTALL NEW FIRE ALARM

### Edit Report Output File

1. Number of records received (for information purposes only).
2. The number of records replaced by this submission (for information purposes only).
3. Building level data record reported for a building not reported in the current fall facilities inventory.
4. No building level data record reported for a building reported in the current fall facilities inventory.
5. Data element report on a data record is more than 60 characters long.
6. Unexpected text string in record element.
7. Number of project level data records does not equal five.
8. Priority numbers duplicated.

9. Basis ACT (Actual) used with period other than E (Expenditures).
10. Basis ACT (Actual) not used with period E (Expenditures).
11. Buildings over ten years old with no maintenance reported and buildings with reported maintenance more than five times the normal amount per gross square foot.

Edits will be returned to the email address the report originated from within two business days after submission is received.

### **Reasonableness Test**

*Added 8/16/12*

The reasonableness test applied to the reported maintenance values provides alert values for potential anomalies. The maintenance level required for a building varies with a number of factors making validation very difficult. Therefore, our goal is to identify data entry errors by reviewing buildings with no maintenance reported or extremely high values reported. The test does not serve to challenge the appropriateness of the data and is not intended to dictate an appropriate amount of maintenance for a building. Only your staff can effectively estimate those values. Our intention is to validate large anomalies in the data prior to publishing reports. Institutions must report all the maintenance for all buildings regardless of the test results. While validating maintenance costs for buildings that fall outside the range of 0 to 5 times the norm is encouraged, arbitrarily reducing the reported costs is not recommended.

To replicate the test for extremely high values, follow these steps:

1. Sum all the building maintenance reported for the budgeted, unbudgeted, and projected periods (exclude maintenance reported for the expenditure period).
2. Divide the sum by the building's gross square feet reported in fall. For the fall 2012 report, use the fall 2011 inventory.
3. Calculate the building's age by subtracting the current calendar year from the occupancy year reported on the facilities inventory.
4. Locate the "Total per Gross Square Foot Cost" on the 50-Year M&R Cost Profiles for a two-story office building table in the Facility Maintenance and Repair Cost Reference 2011-12 (16th Ed.) for the resulting year in step three and the next four years and sum. <https://secure.whitestoneresearch.com/products/view/FAC-MAR-2011-2012>.
5. Multiply the result in step four by 0.84 (a location adjustment factor).
6. Divide the result from step two by the result from step five.
7. If the result in step six for a given building is greater than five (or five times the expected amount) or zero, then the maintenance level is notable. We encourage institutions to comment in the body of the email on these buildings when submitting reports.

Notes:

a. The reference table includes ages 1 to 50 years. To test buildings older than 50 years, divide by 50 and use the remainder as the lookup value for the table. For example, the lookup value for a 128 year-old building is 28 as 50 divides into 128 twice and leaves a remainder of 28.

b. When summing the five-year maintenance value for buildings with lookup values of 47 and older, return to the top of the table and add years one to four as appropriate. For example, a building with a lookup value of 48 years (48, 98, 148, or 198 years old), sum the values for years 48, 49, 50, 1, and 2 on the table.

### **Certification Tracking**

The goal of these procedures is to have the Campus Condition Index reports collected by the Board staff and processed for editing by the due date.

1. All reports are due to the Board in final form by close of business of the due date. This is to mean that the report is submitted, edit checks are proofed, and the data is final on the due date. Institutions should not anticipate time after the due date to resolve reporting errors.
2. A Board staff member will email all reporting officials who have not submitted a report two business days prior to the reporting due date or institutions who have reported but have errors to be resolved.
3. The Director of Finance and Resource Planning will email reporting officials who have not submitted a report or institutions who have reported but have errors to be resolved one business day prior to the reporting due date.
4. The Assistant Commissioner of Planning and Accountability will notify the Presidents of institutions that have not submitted a report or institutions who have reported but have errors to be resolved by close of business of the reporting due date.
5. Reports must be in the proper format and data must be complete before reports are considered received. A report is not considered certified until it meets the receipt requirements.

Note: All submissions are considered certified by the institution's president upon receipt by the Board staff. Only presidents or the designee may submit reports to the Board. Designees reporting to the Board staff are expected to have the president's approval prior to submission.

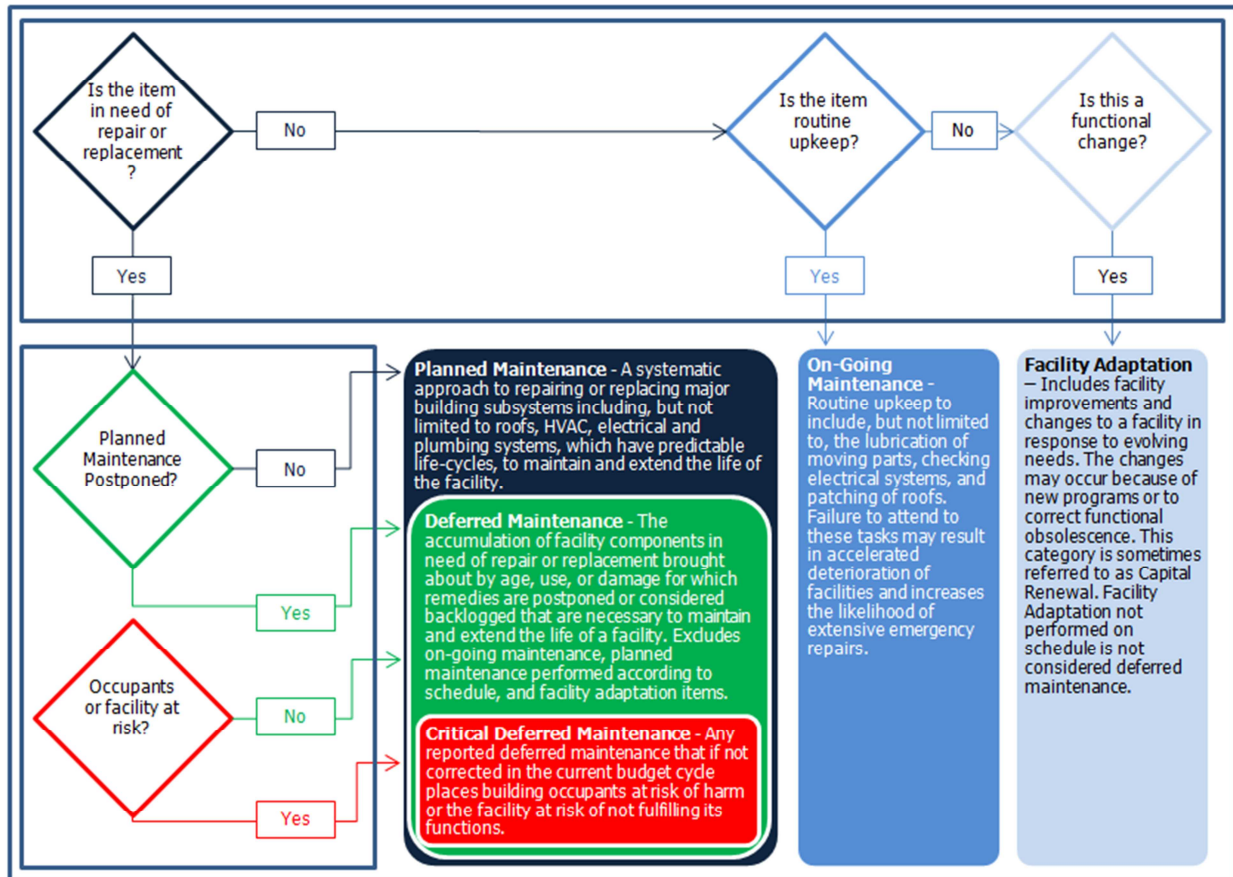
### **Changes to Certified Reports**

Changes to certified reports past the due date will not be permitted unless there is a significant impact on statistical analysis or future year funding as determined by the Assistant Commissioner of Planning and Accountability.

The institution's president must submit changes to certified reports past the due date. Requests from a designee will not be accepted under any condition. No delegation of this task is permitted. All resubmissions must be accompanied by an explanation of how the error occurred and what has been done to prevent future erroneous reporting.

## Maintenance Category Decision Chart

Use this chart in determining the correct maintenance category (Planned Maintenance, Deferred Maintenance, Critical Deferred Maintenance, or Facility Adaptation) for a given building or infrastructure project cost.



## Reporting Examples

### Example 1: Expenditures – Previous Year, Planned Maintenance

A 20-year-old building was built with a 20-year roof, which is leaking, but can be repaired with current year funding. The repairs to the roof are significant, but do not involve installing a new roof. The repairs are completed in the current year and the roof is determined to be in good condition and scheduled for inspection in the following year with the expectation the roof is serviceable for another 10 years.

Timing – Repaired in the fiscal year discovered

Report the cost of repairing this item under the “Expenditure – Previous Year” category in the planned maintenance column. This item would have been considered on-going maintenance if the repairs were insignificant. The scheduled follow-up inspection is considered on-going maintenance and not reported. It was not determined the roof needed to be replaced within the five year period of this report so nothing should be reported in the other categories.

**Example 2: Budgeted – Current Year, Planned Maintenance**

A building is 20 years old and built with a 20-year roof. The roof is budgeted to be replaced in the current year.

Timing – Scheduled to be repaired in the current fiscal year

Report the cost to repair or replace this item under the “Budgeted – Current Year” category in the planned maintenance column.

**Example 3: Unbudgeted – Current Year, Planned Maintenance**

A building is 20 years old and built with a 20-year roof. The roof was scheduled to be replaced in the current year, and upon inspection, it is failing. Due budget cuts, it is determined the project cannot be funded this year. Therefore, the roof will not be budgeted for replacement or repair in the five-year scope of the Institution Maintenance Report.

Timing – Not scheduled to be repaired in the current fiscal year or any other report year.

Report the cost to repair or replace this item under the “Unbudgeted – Current Year” category in the planned maintenance column. While dysfunctional, the condition has not persisted for more than a budget cycle and would not be deferred maintenance until the following report.

**Example 4: Projected – Years 2 through 5, Planned Maintenance**

A building is 20 years old and built with a 20-year roof. The roof was scheduled to be replaced in the current year, but upon inspection, it is determined the maintenance item can be delayed until the following year. Therefore, the roof will not be budgeted for replacement or repair until the next fiscal year.

Timing – Rescheduled to be repaired in the next fiscal year.

Report the cost to repair or replace this item under the “Projected – Years 2 through 5” category in the planned maintenance column. Note: the roof continues to function as designed and therefore is not deferred maintenance.

**Example 5: Expenditures – Previous Year, Deferred Maintenance**

A building is 4 years old and built with a 30-year elevator (one of four). The elevator is planned to be replaced in 26 years, but was determined or discovered to be nonoperational during the previous year. It was decided that the building could function without the fourth elevator and management budgeted for its repair or replacement in the following year. The maintenance was completed this year.

Timing – Repaired in the fiscal year after discovered

Report the cost of repairing or replacing this item under the “Expenditures – Previous Year” category in the Deferred Maintenance column. The item was completed after being deferred for one year. If the expenditure is not being recorded in the institution’s annual financial report the same year it is completed, report the item on the Institution Maintenance Report the year it was completed.

**Example 6: Budgeted – Current Year, Deferred Maintenance**

A building is 4 years old and built with a 30-year elevator (one of four). The elevator is planned to be replaced in 26 years, but was determined or discovered to be nonoperational during the previous year. It was decided that the building could function without the fourth elevator and management budgeted for its repair or replacement in the following year.

Timing – Scheduled to be repaired in the fiscal year after discovered

Report the cost of repairing or replacing this item under the “Budgeted – Current Year” category in the Deferred Maintenance column. The item is funded to be corrected in the budget year following its discovery.

**Example 7: Unbudgeted – Current Year, Deferred Maintenance**

A building is 4 years old and built with a 30-year elevator (one of four). The elevator is planned to be replaced in 26 years, but it was decided that the building could function without the fourth elevator and management decided to not repair or replace it due to the inconvenience of the work or funding limitations. The elevator is not projected to be repaired in the next five years.

Timing – Scheduled to be repaired more than five fiscal years after discovered or never scheduled to be repaired

Report the cost of repairing or replacing this item under the “Unbudgeted – Current Year” category in the Deferred Maintenance column. The item is not funded to be corrected in the budget year following its discovery or any year in the scope of the current-year’s report. As all deferred maintenance planned or unplanned, scheduled or unscheduled, budgeted or unbudgeted, funded or unfunded must be reported on the Institution Maintenance Report, this item must be reported in the Unbudgeted – Current Year, Deferred Maintenance column.



**Example 8: Projected – Years 2 through 5, Deferred Maintenance**

A building is 4 years old and built with a 30-year elevator (one of four). The elevator is planned to be replaced in 26 years, but it was decided that the building could function without the fourth elevator and management decided to repair or replace it in three years due to the inconvenience of the work or funding limitations.

Timing – Scheduled to be repaired two to five fiscal years after discovered

Report the cost of repairing or replacing this item under the “Project – Years 2 through 5” category in the Deferred Maintenance column. The item is not funded to be corrected in the budget year following its discovery, but is projected to be repaired within five years.

**Example 9: Budgeted – Current Year, Facilities Adaptation**

The engineering building classrooms were constructed with a 20-student capacity, but in order to meet the institution’s *Closing the Gaps* goals the classes need to be modified to a 40-student capacity. The dean of engineering has requested the walls between adjacent classrooms be removed and the classroom teaching stages be repositioned. She has dedicated funds from her budget to complete the work in the current fiscal year.

Timing – Scheduled to be adapted in the current fiscal year.

Report the cost of adaptation under the “Budgeted – Current Year” category in the Facilities Adaptation column. The classrooms have no material defects and function as designed. The project calls for changing the design to fit a new need.

**Example 10: Unbudgeted – Current Year, Facilities Adaptation**

The engineering building classrooms were constructed with a 20-student capacity, but in order to meet the institution’s *Closing the Gaps* goals the classes need to be modified to a 40-student capacity. The dean of engineering has requested the walls between adjacent classrooms be removed and the classroom teaching stages be repositioned. There are no funds in the next five years for these modifications.

Timing – Scheduled to be adapted in more than five fiscal years or never scheduled to be adapted.

Report the cost of adaptation under the “Unbudgeted – Current Year” category in the Facilities Adaptation column. The classrooms have no material defects and function as designed. The project calls for changing the design to fit a new need. This is appropriately placed in the unbudgeted category because it is desired, but there is no funding available. By scheduling items in this category and column, the legislature will have an understanding of the unfunded needs at institutions.

**Example 11: Projected – Years 2 through 5, Facilities Adaptation**

The engineering building classrooms were constructed with a 20-student capacity, but in order to meet the institution's *Closing the Gaps* goals the classes need to be modified to a 40-student capacity. The dean of engineering has requested the walls between adjacent classrooms be removed and the classroom teaching stages be repositioned. There are no funds available in the current fiscal year, but the funding is projected to be available in the following fiscal year.

Timing – Scheduled to be adapted in two fiscal years.

Report the cost of adaptation under the "Projected – Years 2 through 5" category in the Facilities Adaptation column. The classrooms have no material defects and function as designed. The project calls for changing the design to fit a new need. This is unbudgeted, but because funding is potentially available in the following budget cycle, it is not appropriate to place it in the unbudgeted category. It is appropriately considered a projected facilities adaptation.

**Example 12: Expenditures – Previous Year, Facilities Adaptation**

The engineering building classrooms were constructed with a 20-student capacity, but in order to meet the institution's *Closing the Gaps* goals the classes needed to be modified to a 40-student capacity. The dean of engineering had requested the walls between adjacent classrooms be removed and the classroom teaching stages be repositioned. She has dedicated funds from her budget last year to complete the work. The work was completed last fiscal year.

Timing – The work was completed last fiscal year.

Report the cost of adaptation under the "Expenditures – Previous Year" category in the Facilities Adaptation column. The classrooms had no material defects and functioned as designed. The project called for changing the design to fit a new need. Items from the previous year's "Budgeted – Current Year, Facilities Adaptation" column or ad hoc items can feed into this column, with dollar amounts updated to actual spend.

## Glossary

**Architectural** – items performed to correct architectural structure deficiencies in the building to include the correction to defects in the foundation, walls, ceiling, roof, etc.

**Budgeted** – Items planned and funded in the next five years.

**Critical Deferred Maintenance** – Any deferred maintenance that if not corrected in the current budget cycle places its building occupants at risk of harm or the facility at risk of not fulfilling its functions.

**Campus Condition Index (CCI)** – A comparative indicator of the relative condition of facilities calculated by dividing the deferred maintenance backlog by the current Campus Condition Index value. This may be calculated for an individual building, group of buildings, or an entire campus.

**Deferred Maintenance** – The accumulation of facility components in need of repair or replacement brought about by age, use, or damage for which remedies are postponed or considered backlogged that is necessary to maintain and extend the life of a facility. This includes repairs postponed due to funding limitations. Deferred maintenance excludes on-going maintenance, planned maintenance performed according to schedule, and facilities adaptation items.

**Expenditures** – Items completed in the prior fiscal year. Payments may or may not have been booked, but items are complete.

**Facility Adaptation** – Includes facility improvements and changes to a facility in response to evolving needs. The changes may occur because of new programs or to correct functional obsolescence. This category is sometimes referred to as Capital Renewal.

**Infrastructure** - The basic physical structures needed for the operation of a campus to include roads, water supply, sewers, power grids, telecommunications, and so forth. Systems within five feet of a building are considered building systems and are not infrastructure.

**HVAC** – items performed to correct deficiencies in the heating, ventilation, and air conditioning systems in the building.

**Legal and Mandatory Requirements (L&M)** – item performed to comply with legislative and mandated requirements (Americans Disabilities Act, Texas Water Commission, asbestos abatement, PCB removal, underground storage tank removal, CFC reduction, hazardous waste, recycling, historical buildings, etc

**On-going Maintenance** – Routine upkeep to include, but not limited to, the lubrication of moving parts, checking electrical systems, and patching of roofs. Failure to attend to these tasks may result in accelerated deterioration of facilities and increases the likelihood of extensive emergency repairs. On-going maintenance is normally funded by an institution's operating budget.

**Other** – maintenance items not fitting the Architectural, HVAC, Plumbing and Electrical, Safety, or Legal and Mandatory Requirements types.

**Planned Maintenance** – A systematic approach to repairing or replacing major building subsystems including, but not limited to roofs, HVAC, electrical and plumbing systems, which have predictable life-cycles, to maintain and extend the life of the facility. This category is sometimes referred to as Facility Renewal or Capital Repair. Planned maintenance is normally funded by an institution's capital budget.

**Plumbing and Electrical** – items performed to correct deficiencies in the plumbing and electrical systems in the building.

**Safety** – items performed to ensure the safety of the occupants of a building.

**Unbudgeted** – Items not scheduled or items not funded.

This document is available on the Texas Higher Education Coordinating Board  
Website: **<http://www.thecb.state.tx.us>**

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