COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

FACILITY AND EQUIPMENT INVENTORY (FAE) FACILITY CODING MANUAL

2026 Update

SBCTC Capital Budget, Planning, and Facilities Team

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Revisions

Change reference	Date	Version
Update to reflect current practices	2026	2.0
Original	2020	1.0

Contacts

For questions on Fixed Asset inventories and Clean Buildings compliance

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For questions on Assignable space and Space Use coding

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Introduction to the Facilities and Equipment Inventory System (FAE)

This manual provides guidance and direction for maintaining the community and technical college's Facilities and Equipment Inventory systems. It establishes consistent standards for defining, coding, and reporting facilities and space data across the system to support planning, analysis, and decision-making.

The 2026 updates include more clarity in building space definitions, in accordance with updated reference documents, revised summaries of state and CTC system processes and best practices. Guidance on assignable and unassignable space coding is now available separately to reflect a different update schedule. See https://www.sbctc.edu/colleges-staff/programs-services/capital-budget/megamation.

Definitions in this manual are, for the most part, not unique to the community and technical college system. This manual draws from earlier State Board manuals and the Postsecondary Education Facilities Inventory and Classification Manual, by the Working Group on Postsecondary Physical Facilities of the National Center for Educational Statistics of the Office of Educational Research and Improvement of the U.S. Department of Education (Report # NCES 2006-160).

Data is critical to analyses of the mission-centric values of community and technical college space, and essential to understand issues of capacity, utilization, quality of space, etc. These characteristics of college facilities are critical in assessment of capital funding and priority setting. The Office of Financial Management (OFM) uses information taken directly from our FAE to support their own analyses. Missing or inaccurate data in our FAE system can carry forward and become embedded in state-level investment, funding, planning, and policy decisions.

What is the FAE?

The FAE refers to the facilities and equipment inventory systems for the community and technical colleges. The FAE includes four separate but overlapping data sets:

1) **land data**: information on land holdings associated with the college, including the number of acres, acquisition cost, utilization, parcel number, etc.
2) **buildings data**: information about buildings, building name, address, construction date, latest remodel date, gross square feet, assignable square feet from the room data set, building condition, capital investment, etc.
3) **room data**: room numbers, room use, net square feet, room coding, capacities, suitability, handicapped access, etc. and
4) **equipment data**: two parallel equipment data sets (small & attractive assets and building systems) contain equipment date of acquisition, ID or tag number, quantity, cost, serial number, etc., depreciation records for small assets, and maintenance records for large building system components (HVAC, plumbing, elevators, etc.).

The FAE consists of data from the financial management system (ctcLink) and each

college's computerized maintenance management system (Megamation DirectLine). While ctcLink and DirectLine are maintained on separate database platforms, each is a record of different information about the same major assets. Plant personnel are generally responsible for maintaining Megamation DirectLine and business office staff maintain records in ctcLink.

The remainder of this document is focused on Megamation DirectLine. Guidance on ctcLink is available at the State Board Reference Center.

How often is the FAE updated?

Data is exported from DirectLine monthly, so colleges should maintain the FAE monthly to ensure data is current. Sporadic, occasional, or reactive updates create a high probability of out-of-date, inaccurate, and incomplete data records that persist and subsequently become embedded in State Board (SBCTC) or Office of Financial Management (OFM) reports used to inform critical financial planning.

We cannot stress enough the importance of accurate and timely data; facilities FAE data should be maintained monthly. All levels of state government – the Legislature, Office of Financial Management (OFM), State Board (SBCTC), and others – request or access information from our facilities database and use it as the basis for everything from the development of academic year reports, development of capital budgets, and the evaluation of statewide capital policy. Poorly maintained data negatively impacts perceptions of the accuracy and credibility of our system's responses and capabilities.

How is the FAE updated?

Each college manages its own FAE database, which is currently shared, with differing priorities, between ctcLink (fiscal asset management) and Megamation DirectLine (physical asset management). Multiple college staff have user roles and responsibilities to update this data when changes occur. FAE data is exported on a regular monthly schedule from all colleges to the State Board's Data Warehouse for use in statewide reporting and distribution to OFM on request.

How is the FAE used?

The FAE is used in a variety of ways both within the community and technical college system and by other budget and policy setting agencies:

1. Capital Analysis Model (CAM) Development

The FAE is essential for facilities planning and the Capital Analysis Model (CAM) which uses the current FAE facilities inventory as a baseline for analyzing and prioritizing major capital project budget requests across the CTC system. The model displays the variances between the existing FAE inventory, adjusted to include near future commitments, and the CAM developed space standards. A variance and percentage deficiency or overage for each CAM category is displayed, as well as for the sum of all CAM categories. This information is used

to assess priorities on major project requests across the system and is a preferred alternative analysis requirement in predesigns prepared for OFM and legislative fiscal staff review.

2. Statewide Facilities Inventory

The state requires all agencies to update their facilities inventory by June of each year, and OFM then provides an aggregate report to the Legislature. Those updates should mirror each college's official FAE inventory, and reports may be drawn from DirectLine to inform the update to OFM's database, the Facilities Portfolio Management Tool (FPMT). It should be noted that both the FAE and FPMT data are used by OFM for various capital assessment and budget planning purposes. As the central reference for state-level planning, accurate FPMT data is critical. More details may be found by searching for "Facilities Inventory" on OFM.WA.GOV.

3. Internal Utilization Reporting

The development of utilization information for the system's classrooms and laboratories is also dependent on the FAE. The FAE information is merged with enrollment and scheduling information to provide space utilization information.

4. External Utilization and Capacity Reporting

The State Board provides periodic summary assessments of space type and utilization to OFM and/or the Legislature upon request. Since response times for such requests are often short, it's important to have up-to-date information in all college databases.

5. Internal Policy and Budget Development

Within the community and technical college system the FAE is used for a great deal more than simply the foundation for the Capital Analysis Model (CAM). The information in the FAE is also used to analyze the condition of the system's capital plant and to estimate the future resources needed to maintain building viability in the face of aging facilities and increasing enrollment demand, ultimately affecting the allocation and distribution of capital funding.

6. External Reporting

Colleges are now required to maintain similar building-specific data records in at least four external databases, OFM's Facilities Portfolio Management Tool, Commerce's Clean Buildings Portal, Ecology's Refrigerant and Air Conditioning Management Platform, and EPA's Energy Star Portfolio Manager. Each of those external databases stands alone, with unique purposes, asynchronous update/reporting cycles, and adverse impacts when data is inaccurate or out-of-date. Given all the circumstances involved, the best data management strategy is to ensure that each college's internal FAE is accurate and up to date. Individual reports may then be configured and drawn as needed to update the external databases.

Definitions and Standards

Definitions of Building Areas

Building area measurements are critical for multiple planning and reporting purposes. The following definitions set standards for the FAE inventory. Other building area definitions, most notably conditioned space, aka gross floor area, may be required for specific compliance reports, but may need to6.5 be recorded separately within the applicable data context.

The following building area definitions are taken from the 2006 Postsecondary Education Facilities Inventory and Classification Manual (FICM), US Department of Education Institute of Education Sciences, NCES 2006-160, with notes and clarifications from WA OFM's definitions where appropriate.

I. GROSS AREA

Definition
The sum of all areas on all floors of a building included within the outside faces of its exterior walls, including all vertical penetration areas, for circulation and shaft areas that connect one floor to another.

Basis for Measurement
Gross area should be computed by measuring from the outside face of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall faces. Measured in terms of gross square feet (GSF).

Description
In addition to all the internal floored spaces obviously covered above, gross area should include the following: excavated basement areas; interstitial space (i.e., mechanical floor or walkways), mezzanines, penthouses, and attics; garages; covered porches, whether walled or not; inner or outer balconies to the extent of a drip line from a roof or balcony immediately above, whether walled or not, if they are utilized for operational functions; and corridors or walkways, whether walled or not, provided they are either within the outside face lines of the building to the extent of the roof drip line or, if covered, to the extent of their cover's drip line. The footprints of stairways, elevator shafts, and vertical duct shafts are to be counted as gross area on each floor through which they pass.

Limitations
Exclude open areas such as parking lots, playing fields, pools, courts, light wells, and portions of upper floors eliminated by spaces or lobbies that rise above single-floor ceiling height. Exclude unexcavated basement areas.

II. ASSIGNABLE AREA

Definition
The sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant or specific use, including every type of space functionally usable by an occupant

(excepting those spaces defined as building service, circulation, mechanical, and structural areas).

Basis for Measurement
All assignable areas should be computed by measuring from the inside finished surfaces which form the boundaries of the designated areas. Do not include unusable areas having less than 6'6" clear headroom.

Description
Included should be space subdivisions for offices, classrooms, laboratories, seminar and conference rooms, libraries, file rooms, storage rooms, etc., including those for special purposes (e.g., auditoriums, cafeterias, TV studios, faculty and student locker and shower rooms, maintenance and repair shops, and garages), which can be put to useful purposes in accomplishment of the institution's mission.

Limitations
Deductions should not be made for necessary building columns and projections. These small areas are excluded as they represent an insignificant percentage of the total area of an average-sized space. Capturing their area would be unduly burdensome relative to the very small contribution they would make toward precision. Areas defined as building service, circulation, mechanical, and structural should not be included.

III. NON-ASSIGNABLE AREA

Definition
The sum of all areas on all floors of a building not available for assignment to an occupant or for specific use, but necessary for the general operation of a building.

Basis for Measurement
Non-assignable Area is computed by physically measuring or scaling measurements from the inside faces of surfaces that form the boundaries of the designated areas. Exclude areas having less than 6.5-foot clear ceiling height unless the criteria of a separate structure are met.

Description
Included should be space subdivisions of the three non-assignable space use categories—building service, circulation, and mechanical—that are used to support the building's general operation.

A. CIRCULATION AREA

Definition
The sum of all areas on all floors of a building which are required for physical access to some subdivision of space whether directly bound by partitions or not.

Basis for Measurement
Should be computed by measuring from the inner faces of walls or partitions, which enclose horizontal spaces used for such purposes. Deductions should not be made for columns and

minor projections necessary to the building. Do not include unusable areas having less than 6'6" clear headroom.

Description
Included should be fire towers, elevator lobbies, tunnels, bridges, and each floor's footprint of elevator shafts, escalators, and stairways. Also included are public corridors or walkways, whether walled or not, provided they are either within the outside face lines of the buildings to the extent of the roof dripline or, if covered, to the extent of their cover's drip line. Receiving areas, such as loading docks, should be treated as circulation space. Any part of a loading dock that is not covered is to be excluded from both Circulation Area and Gross Area.

Limitations
Deductions should not be made for necessary building columns and minor projections. When determining corridor areas, only spaces required for public access should be included. Restricted access private circulation aisles used only for circulation within an organizational unit's suite of rooms, auditoria, or other working areas should not be included. A loading dock, or portions thereof, that is also used for central storage should be regarded as assignable area and coded as Central Storage.

B. BUILDING SERVICE AREA

Definition

The sum of all areas on all floors of a building used for custodial supplies, janitorial sink rooms, janitorial closets, and public rest rooms.

Basis for Measurement
These areas should be measured from the inside surfaces of enclosed walls or permanent partitions. Deductions should not be made for columns and minor projections necessary to the building. Do not include unusable areas with less than 6'6" clear headroom.

Description
Included should be janitor closets or similarly small custodial spaces, maintenance material storage areas, trash rooms exclusively devoted to the storage of nonhazardous waste created by the building occupants as a whole, and public restrooms.

Limitations
Assignable areas classified as Shop (720), Central Storage (730), Central Supplies (870), or special purpose storage or maintenance rooms such as linen closets and housekeeping rooms in residence halls should not be included. Do not include private restrooms that should be classified as Office Service (315).

C. MECHANICAL AREA

Definition
The sum of all areas on all floors of a building designed to house mechanical equipment, utility services, and shaft areas.

Basis for Measurement
Mechanical area should be computed by measuring from the inner faces of the walls, partitions, or screens, which enclose such areas. Do not include unusable areas with less than 6'6" clear headroom.

Description
Included should be mechanical areas such as central utility plants, boiler rooms, mechanical and electrical equipment rooms, fuel rooms, meter and telecommunications closets, and each floor's footprint of air ducts, pipe shafts, mechanical service shafts, service chutes, and stacks.

Limitations
Deductions should not be made for columns and projections necessary to the building.

D. STRUCTURAL AREA

Definition
The sum of all areas on all floors of a building that cannot be occupied or put to use because of structural building features.

Basis for Measurement
Precise computation of structural area by direct measurement is not contemplated under these definitions. Structural area should generally be determined by assuming it to be the residual area difference between gross and all assignable and non-assignable spaces.

Description
Examples of building features normally classified as structural area are exterior walls, firewalls, permanent partitions, and unusable areas in attics, basements, or comparable portions of a building with ceiling height restrictions.

E. CONDITIONED SPACE

The following definition applies solely to data recorded for Clean Buildings and State Agency Energy Benchmarking reporting purposes. It may or may not yield the same value as Gross Area.
Gross Conditioned Space (per Washington Clean Buildings Performance Standard, WAC Chapter 194-50, Section 194-50-030)

An area, room, or space that is enclosed within the building's thermal envelope and is directly heated or cooled or is indirectly heated or cooled. Spaces are indirectly heated or cooled where they communicate through openings with conditioned spaces, where they are separated from conditioned spaces by uninsulated walls, floors, or ceilings, or where they contain uninsulated ducts, piping, or other sources of heating or cooling.

Gross conditioned space includes semi-heated space. An enclosed space within a building, including adjacent connected spaces separated by an uninsulated component (e.g., basements, utility rooms, garages, corridors), which:

1. Is heated but not cooled, and has an installed heating system output capacity

greater than or equal to 3.4 Btu/(h·ft2) but not greater than 8 Btu/(h·ft2)
2. Is not a walk-in cooler, walk-in freezer, refrigerated warehouse cooler, or refrigerated warehouse freezer space

Frequently Used FAE Coding

There are multiple descriptive codes for locations, conditions, and use types embedded in Megamation DirectLine. Some codes remain static, while others are periodically updated to align with state-level priorities and updates. Please check with the State Board Capital Budget Team if you have questions about the meaning or current status of a code.

Current reference tables and definitions are posted on the Capital Budget Megamation Direct Line web page.

Best Practices

The following recommendations apply specifically to the Fixed Asset inventory within DirectLine and are defined by data management practices that support and facilitate operational and reporting requirements.

- Recommended practices provide guidance on effective database structure and organization that will facilitate focused, meaningful reports.
- Required data lists the information required for various reports and compliance.
- Optional data lists available data fields that may be useful but are not required.

Many Fixed Asset database elements have developed uniquely at each college. Since staff assignments and personnel change regularly, it's good practice for each college to maintain its own defined protocols and data standards, where appropriate, to guide future development and utilization of your database.

Recommended Practices

This set of practices helps establish a database that contains useful information and is structured to facilitate efficient sorting/searching when that information is needed. These practices also establish an inventory structure that may be effectively integrated with work orders and maintenance and repair records.

Create a Data Hierarchy

The Fixed Asset inventory includes Sites, Zones, Buildings, Rooms/Spaces, fixed Building components and systems, portable/mobile equipment, vehicles, and potentially more. This creates two overlapping hierarchical categories – locations (Sites, Zones, Buildings, & Rooms) and fixed asset item types (such as HVAC, Plumbing, Elevators, Fire Protection Systems, etc.).

DirectLine allows for simple, two-level Parent-Child hierarchies. When utilized, these allow for quick data extracts and assessments by location and/or asset type classifications.

LOCATIONAL classifications are important for assigning work orders and other maintenance

records, as well as space asset assessments.

- Sites should be defined for primary/main campus locations. It could be redundant to define a Site for a single, satellite campus building, unless the college carries O&M responsibilities for outdoor landscaping, parking, or other site infrastructure around that building.
- Zones and Buildings are locations within a Site or could stand alone as a satellite location.

The recommended best practice for locational hierarchies is:

Parent: SITE (a geographic location, main or satellite campus)
Child: ZONE (an area within a SITE, commonly used for parking lots, outdoor plazas, and landscaping within a campus site.)
Child: BUILDING (a Facility with a roof, at least one wall, and permanent foundation.)
Parent: BUILDING (same facility as above)
Child: ROOM (a defined space within a BUILDING)

FIXED ASSET ITEM TYPE classifications include roofs, windows, walls, doors, plumbing, heating and cooling, ventilation components, alarms and security, controls, and other items that must be maintained to ensure satisfactory building condition and operations.

Note that buildings and rooms are both locations and assets. Some colleges also define Zones for building roofs, walls, or floors to provide general areas for work order assignments. Those Zones should still be a child to the Site or building parent.
Each fixed asset item will be assigned to a location (Site, Zone, Building, and/or Room). While work orders may not be originally assigned to specific Fixed Asset items, preventive maintenance tasks and other maintenance records will need some association with specific items.
The recommended best practice for Fixed Asset item hierarchies is:

Parent: CATEGORICAL CLASS general item type classification categories are useful for course sorts of all related equipment (Cooling, Air Handling Unit, Heating, Domestic Water supply, Wastewater, Exterior Doors, Fire Systems, Emergency/Security, etc., comparable to Uniformat Level 2)

Child: CLASS (Chiller, Room Air Conditioner, Rooftop Unit, Exhaust Fan, Heating Water Pump, Domestic Hot Water Heater, Steam Boiler, Backflow Prevention Valve, Smoke sensor, Fire Control Panel, etc., comparable to Uniformat Levels 3 or higher)

Assign a Parent Asset Class

The Parent item class, such as HVAC, if those have been developed.

Assign a Specific Asset Class

The specific item type classification, such as Exhaust Fan.

Include an Asset Description

A short text description of the fixed asset item, since class designations tend to be general categories for most assets.

Assign the Asset to a Building
Select and assign to the appropriate building where the item is located.

This should not require creating new building entries. But, if so, building names/IDs are defined through the Site/Building entry screen, see that guidance in the Megamation Quick Reference Guide Add/Edit Building in DirectLine.

Assign the Asset to a Room
Select the building room/space within which the item is located.

Room ID protocols are defined within the Facility ID process since they must match across multiple databases. See the Quick Reference Guide if you need guidance.

Clarify any other Locational Details
Use this open text field to provide more locational detail, such as “Pad mounted on the north side”.

Include the Warranty End Date
As stated. If complete, this information may be used to trigger warranty-related announcements attached to work orders defined for the specific location and/or item.

Required Data
These practices are required for both effective data management and compliance reporting.

Physical Asset ID
Each Fixed Asset must be assigned a unique, alphanumeric ID number to distinguish it from every other inventory item. These should be based upon a long-standing protocol or tagging system developed at the college. Confirm your college’s documented protocol.

Manufacturer Name
As stated, try to avoid abbreviations that could confuse other database users (future employees, SBCTC staff, vendors or staff with compliance reporting responsibilities).

Model
Manufacturer’s Model name/number.

Serial
Item serial #.

Status
Status codes are required by the State Board and should apply to all fixed asset entries.

A broad diversity of codes have been defined by individual colleges since DirectLine was first adopted in 2007, to the point that the same code could have opposite meanings in different databases and not be used at all in others.
The unfortunate outcome of those individual, college-level actions was that the State Board

is unable to accurately generate lists of assets by status. The Megamation User Group reviewed this issue in 2019 and made recommendations, accepted by the State Board Data Governance Committee, for standardized codes. While many of the historic variations may still be visible, all colleges are directed to use the following simple coding structure.

Code	Description	Notes
Active	Active; in service	Any asset currently owned or in use by the college
Inactive	Inactive; not in service	Any retired or disposed asset
Demo	Demolished	Specific to buildings that have been demolished
TOS	Temporarily out of service	Building or equipment temporarily offline for renovation or repairs. Will be returned to service.

Install Date

This could also be the Purchase Date where it makes more sense. If missing historical purchase/install dates are unavailable, focus on ensuring that new and replacement equipment dates are recorded appropriately.

Uniformat Codes (Required by State Board)

Uniformat II is a national classification system for building structural elements and components and is commonly used as a basis for construction and maintenance planning and cost estimation. Those codes are built into a distinct fixed asset data field. A guide to the Uniformat classifications is available on the SBCTC Capital Budget Megamation DirectLine page.

Beginning in 2025, the State Board requires that all colleges assign a Uniformat II, Level 3 code to all building and infrastructure components listed in their inventory. This provides a uniform standard to facilitate system-wide data searches and alignment with the Facility Condition Survey process.

Expected Useful Life (Required by CBPS)

All building systems and components affected by the Clean Buildings Performance Standard (thermal envelope components, heating, cooling, ventilation, refrigeration, lighting, controls, electrical power distribution, and domestic hot water) are required to have an expected useful life recorded in the inventory, along with an installation or purchase date. The Dept of Commerce has defined the 3rd Edition of the BOMA Preventive Maintenance Manual as the reference for equipment lifespans. That table may be found on the SBCTC Megamation web page.

Please note that these values are NOT the same as the expected lives used in capital asset depreciation schedules defined by OFM. While most fixed asset items affected by this requirement do not qualify as depreciable assets, some will. Please check in with the State Board if you run into any confusion.

Condition (Multiple requirements)

Building condition scores (separately noted in the Building Entry screen) are required for OFM's facilities inventory reports. Fixed Asset condition scores, found in the Uniformat Tab of the Fixed Asset Entry screen, should be updated routinely as part of a Preventive

Maintenance schedule. Scoring codes are built in. As of 2025 the State Board is developing a process to use this data to inform and update our biennial Facility Condition Surveys.

Requires Calibration (Required by the CBPS, where appropriate)

The CBPS requires that owner-installed, building energy sub-meters be recalibrated on 5-year cycles, consistent with the requirements for utility-owned meters. That recalibration could be entered as a PM, or this check box may be used to identify all equipment that should be checked for calibrations.

Optional Data

Observed Lifespan (Optional)

This data can support documentation of equipment that is failing earlier or lasting longer than the industry average values required by the CBPS.

Notes and Comments (Optional)

This open text field best used to add special information, such as size, special operational parameters, replacement part criteria, or known concerns.

Replacement Cost (Optional)

Estimated cost of replacement. Perhaps most meaningful for equipment nearing an expected end of life.

Impact of Failure (Optional)

An integrated scoring code of the critical impacts of running the item to failure; from minimal to high/cascading.

Repair Delay Score (Optional)

A five-point scale rating the likely time/risk of complications or delays when repairs are needed.