

Information Technology Services

University System of Georgia Information Technology Services
Enterprise Data Management & Analytics



Supplemental Facilities Data User Manual

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Contents

Supplemental Facilities Data User Manual for USG Banner	1
1. Overview of Facilities Inventory Data Collection (FIDC).....	1
2. Practical Facilities Data Issues	2
3. Guidelines for Room Scheduling	2
4. Instructions for Managing Buildings and Rooms.....	3
a. Instructions for Adding a Building (and Associated Rooms).....	3
b. Instructions for Deleting a Building.....	4
d. Instructions for Deleting a Room.....	5
e. Instructions for Splitting a Room into Two Rooms.....	5
f. Renovation Modifications.....	6
Instructions for Making Modifications After Renovation.....	6
5. Building Coding Guidelines and Best Practices	7
6. Room Coding Guidelines and Business Practices	10
Appendix A: Document History	A-1
Appendix B: Facilities Inventory Process Flow	B-1
Appendix C: Banner Page Definitions	C-1

Supplemental Facilities Data User Manual for USG Banner

1. Overview of Facilities Inventory Data Collection (FIDC)

The **Facilities Inventory Data Collection (FIDC)** process uses **Banner** (including baseline data and Georgia Enhancements) to report all buildings and rooms. The **Georgia Enhancements Pages** and tables begin with **Z**. To review the enhancements, consult the [Facilities Inventory User Documentation](#). To review the steps to update buildings and rooms in the Banner pages and for the Banner page definitions, see Appendix B.

Purpose of Data

- Used in formulas to:
 - Calculate **maintenance funding** for campuses
 - Allocate **Minor Repair and Renovation (MRR)** funds for the system
- Supports **space utilization analysis** across campuses
- **Frequency:** FIDC must be completed **twice per year**—Fall and Spring terms.

How Data is Processed

- In Banner, the Data Collection Extraction process (ZADMETL) initiates the Facilities Inventory Data Collection (FIDC). This process is run to populate the tables in the USGQUEST schema on the institution's designated database.
- The extraction process (in APEX) pulls data from these tables to populate the data warehouse staging tables (USGODS).
- **Building codes** are converted from campus-specific codes to a standardized **Regents Building Code**. This ensures consistency even if building names change.
- **Room numbers** are **not translated**; they remain as originally designated.

Key Assumptions

- **Room numbers in the inventory must match the physical signage outside the room.**
 - This ensures rooms can be located by meeting attendees and facilities staff.
- Room numbers should also match **Physical Plant plans** for accuracy and ease of verification.

2. Practical Facilities Data Issues

To maintain accurate and reliable facilities data, follow these guidelines:

- **Avoid Duplicate Room Records**
No room should appear twice in the Facilities room list. Duplicate entries will result in double counting during FIDC.
- **Avoid Duplicate Banner Records**
No room should appear twice in the general Banner data. Duplicate entries can lead to double booking.
- **Ensure Consistent Room Identification**
The physical room number posted in the building must match the room code in the space inventory. This alignment is critical for operations, management and assessment.
- **Use Correct Room Use Codes**
Every room must have the correct **Room Use Code** to ensure accurate utilization analysis.
- **Account for Structural Area**
Each building should include a “structural area” record (typically room number **9999**) to account for walls, columns and other non-assignable space.
 - Enter square footage as the difference between the building’s **Gross Square Feet (GSF)** and the total **Assignable Square Feet (ASF)** of all rooms.
- **Match Square Footage Totals**
The **GSF** entered in building data must equal the total ASF entered in room-level data.
- **Validate Capacity Data**
The “Capacity” and “Number of Stations” for a room must not exceed its **Max Capacity** occupancy limit.

3. Guidelines for Room Scheduling

Room scheduling in Banner depends on correct configuration in **SLARDEF** (Room Definition Page)

- **Required Fields for Scheduling**
 - **Room Type**, **Room Status** and **Term Code Effective** must be set correctly.
- **Class Scheduling**
 - Room Type must be “**Classroom**” and have **Active Status** for the term.
 - Banner uses the record with the largest **Term Code Effective** value that is less than the specified term.
- **Event Scheduling**

- Space must have **Active Status** for the term or time frame.
- **Inactive Rooms**
 - Rooms with inactive status cannot be scheduled.
- **Special Note on Term Code Effective**
 - If set to **999999**, the room is considered to exist only at the “End of Time” and cannot be scheduled—even if active and classified as a classroom. Such rooms will not appear in any list of available rooms.

4. Instructions for Managing Buildings and Rooms

a. Instructions for Adding a Building (and Associated Rooms)

Follow these steps to add a new building and its rooms:

Step 1: Enter Building Code

- In **STVBLDG** (Building Code Validation Page) enter the institution’s building code and name in the Description column.

Step 2: Add Translation Table Entry

- In **ZLARBDG** (Building Identifier Translation Page) enter the building and its **Regents Building Code**.

Note: Once entered, the Regents Code cannot be changed.

Step 3: Define Building in SLABLDG (Building Definition Page)

Populate fields as follows:

- **Campus:** Enter appropriate code per institution practice
- **Site:** Enter appropriate code per institution practice
- **Capacity:** Enter “0” (preliminary)
- **Max Capacity:** Enter “0” (preliminary)
- **College/Department:** Leave blank or enter per institution practice
- **Gender:** Enter “N/A”
- **County Code:** Use Banner Validation Form **STVCNTY** (County Code Validation Page)
- Other fields: Leave blank or enter per institution practice

Step 4: Create Placeholder Room

- In **SLARDEF** (Room Definition Page) enter a temporary room record:

- **Room:** "0"
- **New Term:** "000000"
- **Description:** Building Name
- **Capacity/Max Capacity:** "0"
- **Gender:** "N/A"
- **Room Type:** "Other"
- **Status:** "IN"

Step 5: Enter Supplemental Building Info

- In **ZLABSUP** (Supplemental Building Information Page), populate all required fields with valid values.
Refer to [Facilities Inventory User Documentation](#) in the Data Collections documentation for details.

Step 6: Add Detailed Room Inventory

- In **SLARDEF** (Room Definition Page), enter records for all rooms and spaces, including:
 - Assignable rooms
 - Non-assignable spaces (corridors, lobbies, elevators, stairwells, restrooms, mechanical/electrical rooms, custodial areas)
- Delete the placeholder room "0".
- Add a "virtual" room for structural area:
 - Suggested Room Code: **9999**
 - Description: "Structural"

Step 7: Enter Supplemental Room Info

- In **ZLARSUP** (Supplemental Room Information Page), populate all required fields for each room.

b. Instructions for Deleting a Building

1. Remove room supplemental info from **ZLARSUP**.
2. Remove building supplemental info from **ZLABSUP**.
3. Remove translation table entry in **ZLARBDG**.

4. Delete each room from **SLARDEF** (one at a time).
 5. Delete building info from **SLABLDG**.
 6. Retain building in **STVBLDG**, but update description to indicate status (e.g., “demolished in 20XX”).
-

c. Instructions for Adding a Room

1. Enter the new room in **SLARDEF**.
 2. Add supplemental info in **ZLARSUP**.
 3. Update square footage totals in **ZLABSUP**:
 - o Adjust room **9999** if totals do not match building GSF.
-

d. Instructions for Deleting a Room

1. Remove room supplemental info from **ZLARSUP**.
 2. Delete the room from **SLARDEF**.
-

e. Instructions for Splitting a Room into Two Rooms

When a single room is divided into two separate rooms, follow these steps:

Step 1: Update **SLARDEF**

- **Important:** **SLARDEF** does not allow changing a room number or copying information from one room to another.
- **If neither new room uses the original room number:**
 - o Add both new rooms in **SLARDEF**.
 - o Delete the original room record. (Refer to “Adding a Room” and “Deleting a Room” instructions.)
- **If one new room retains the original room number:**
 - o Modify the existing record for that room.
 - o Add the second room as a new record.

Step 2: Update ZLARSUP

- ZLARSUP allows you to:
 - Change the room number.
 - Copy information from one room to a new record using **Record Insert**.
- Make changes to the supplemental information for the larger room.
- Add the second room by performing **Record Insert**.
- Ensure **all supplemental fields** are completed.

Step 3: Update Square Footage Totals

- In **ZLABSUP**, select **Supplemental Space Information**.
- Click **Update**, then **Exit**.
- This refreshes summary square footage totals by space type.
- If the building's **Gross Square Feet (GSF)** does not match the total for all rooms:
 - Adjust the square footage for room **9999 (structural area)** in ZLARSUP.
 - Repeat until the total **Assignable Square Feet (ASF)** equals the building GSF.

f. Renovation Modifications

Instructions for Making Modifications After Renovation

Renovations can affect room configurations, codes, and square footage. The steps you take depend on whether the renovation is **minor** or **major**.

Minor Renovations

For small changes (e.g., adding or removing a wall):

- **If a wall is removed:**
 - Delete the room that no longer exists.
 - Combine the areas of the two rooms into the expanded room.
- **If a wall is added:**
 - Split the original room into two rooms.
 - Divide the original room's area between the two new rooms.

- Refer to the instructions for **Adding a Room**, **Deleting a Room**, and **Splitting a Room** for details.
-

Major Renovations

For extensive changes (e.g., complete redesign or renumbering of rooms):

- It may be easier to:
 - Delete all existing room records for the building.
 - Rebuild the room inventory from scratch based on the new renovation plans.
 - If this approach seems excessive, follow the **Minor Renovation** process for individual changes.
-

Update Renovation Details

- In **ZLABSUP**, update:
 - **Renovate %** (This field is the estimated percentage of the most recent renovation)
 - **Renovation Year** (This field is the year the building was last renovated, or the year the last renovation began on the building)
- Contact **USG Real Estate and Facilities** to confirm the implications of these updates for reporting and compliance.

5. Building Coding Guidelines and Best Practices

STVBLDG (Building Code Validation Page) (validations)

- **Building Code (CODE)**
 - Choose a code that fits logically within your institution's existing taxonomy.
 - Ensure it is easy for students, faculty, and staff to understand.
 - Avoid duplication.
 - *Important:* Student class schedules display only the building code, not the description.
 - **Building Name (DESCRIPTION)**
 - Use a name that is logical, meaningful, and unique across campus.
-

SLABLDG (Rules)

Populate fields as follows:

- **Campus:** Enter appropriate code per institution practice.
- **Site:** Enter appropriate code per institution practice.
- **Capacity:** Enter overall occupancy as determined by building code/fire marshal.
- **Max Capacity:** Same as above.
- **College/Department:** Leave blank or enter per institution practice.
- **Gender:** Enter “N/A” (default).
- **County Code:** Enter the county code using Banner Validation Form **STVCNTY**.
- **Other Fields:** Leave blank or enter per institution practice.

Note: Attributes, Category, and Comments tabs are **not collected in FIDC**.

ZLARBDG (Rules)

- **Building:** Enter the building code from STVBLDG.
 - **Regents Building Code:** Consult with **USG Real Estate and Facilities** to ensure consistency with institutional and Regents taxonomy.
-

ZLABSUP (Rules)

Populate these fields carefully:

- **Subdivision:** Use appropriate code per institution practice (valid only for GIT, AU, UGA).
 - **Percent Renovated (Renovate %):**
 - Enter “000” for new buildings.
 - After major renovations, update to reflect the percentage renovated (valid range: 025–100).
 - Contact USG Real Estate and Facilities for guidance if multiple renovations occur.
 - **Construction Project Code (Const Proj. #):**
 - Assigned by USG Real Estate and Facilities for projects funded by State General Obligation Bonds.
 - If longer than 4 characters, enter the last four.
-

- **Number of Floors (#Floors):**
 - Include all basements, mezzanines, and attics if their area exceeds 50% of the main floor.
- **Congressional District (Cong District):**
 - Enter the district number using **ZTVCONG**.
 - Boundaries may change after Census reapportionment; verify with Georgia Legislative and Congressional Reapportionment Office.
- **Initial Year Constructed (Const. Year):**
 - Year construction was completed (valid range: 1800–current year + 2).
- **Initial Year Occupied (Occ. Year):**
 - Year the building was first occupied (must be same or later than construction year).
- **Year Renovated (Renov. Year):**
 - Year of last major renovation (cost > 25% of estimated replacement cost).
 - Must align with Renovate %.
- **Construction Type (Cnst. Code):**
 - Select from codes in **ZTVCNST**.
- **Condition Status Code (Cond. Code):**
 - Describes physical condition or occupancy status.
 - Codes maintained in **ZTVCOND**:
 1. Satisfactory
 2. Remodeling A (< 26% of replacement cost)
 3. Remodeling B (< 51% of replacement cost)
 4. Remodeling C (> 50% of replacement cost)
 5. Demolition (Abandoned, Unsafe, Unsound)
 6. Termination (Planned Relinquishment)
 7. Under Construction (Mostly Unoccupied)
 8. New Building (Under Construction)
 9. Out of Service

Notes on Condition Code selection:

- Codes 1–4: Most existing buildings.
- Code 5: Use only for buildings demolished or scheduled for demolition this fiscal year.
- Code 6: Use for buildings disposed or scheduled for disposition this fiscal year, or leased buildings not renewing.
- Code 7: Use for buildings unavailable due to major renovation.
- Code 8: Use for new buildings under construction; change to Code 1 once occupied.
- Code 9: Use for buildings completely out of service for reasons other than renovation, not scheduled for demolition or termination.

6. Room Coding Guidelines and Business Practices

Ownership Code (ZTVCOND)

- Describes the **ownership status** of the building.
- The Building Ownership Code defines whether the institution has **exclusive control and occupancy** of the space.
- Spaces **not exclusively occupied by the institution** should **not** be included in the Regents building inventory.
- Valid values and descriptions are maintained in Banner under the **Building Ownership Code Validation Form (ZTVCOND)**.
- An indicator in that form shows if a **Construction Project Code** is required.
- ITS maintains valid values; view them by **double-clicking** in the relevant box.
- Detailed definitions are available on the [USG Real Estate and Facilities: Resources for USG Space Data Classification and Validation](#) webpage under the USG FICM Room Use Code Supplement document.
- **Special Note:** Until further notice, **P3 Program buildings** should be coded as **8 – Other Exclusive Occupancy**.

Primary Use Code (Primary Use)

- A hybrid taxonomy combining **physical characteristics** and **primary use**.
- Select the code that best describes the building's **design and primary function**.
- Valid codes and descriptions are maintained in Banner under **ZTVPRIM**.

- Each code includes an **approved range of replacement square foot values** (construction cost only, per GSF).
 - ITS maintains valid values; view them via a **pop-up window** in ZLABSUP by double-clicking in the box.
-

Average Cost Per Square Foot (Sq Ft Value)

- Represents the **estimated construction cost per GSF** to reconstruct the building with similar structural and mechanical systems.
 - Enter a value from the range associated with the building's **Primary Use Code**.
 - Include **construction costs only**—exclude design, furniture/fixtures/equipment (FFE), and external infrastructure.
-

Initial Investment (Init. Invest)

- The **original cost** of the building at the time of construction or acquisition (nominal dollars, not adjusted for inflation).
 - For acquired buildings, use the best historical estimate available.
 - **Important:** Enter values in **thousands of dollars** (e.g., "1000" = \$1,000,000).
-

Gross Area of Building (Gross Sq Ft)

- The building's size in **Gross Square Feet (GSF)**, measured per **NCES FICM (2006)** standards: [Postsecondary Education Facilities Inventory and Classification Manual \(FICM\) 2006](#)
 - If GSF changes due to renovations, additions, or corrections, update using the **Facilities Information Override Form (ZLTFOVR)**.
-

Percent Resident Instruction (% Res Inst.)

- Percentage of assignable space used for **academic instruction**.
 - Most USG buildings will be **100% Resident Instruction**.
 - Exceptions:
 - Buildings with significant space for **auxiliary services** (e.g., dining, retail, housing, parking).
-

- Buildings with space for **non-instructional purposes** (e.g., athletics, affiliate entities).
-

Percent Auxiliary Enterprises (% Aux Ent.)

- Percentage of assignable space used for **auxiliary services**, such as:
 - Bookstores
 - Retail operations
 - Dining halls
 - Residence halls
 - Parking decks
 - Offices for auxiliary staff
 - Determine percentages in consultation with the institution's **CBO and fiscal affairs staff**.
-

Percent Other Purposes (% Other)

- Percentage of assignable space used for **non-instructional, non-auxiliary purposes**, such as:
 - Experiment stations
 - Teaching hospitals
 - Intercollegiate athletics
 - Conference centers
 - Continuing education facilities
 - Work with **CBO and fiscal affairs staff** to determine accurate percentages.
-

Building on Main Campus (On Main Camp.)

- Indicates whether the building is located **on or off the institution's main campus**.
-

DHEW Remote Code (DHEW Remote)

- Identifies buildings on **remote institutional properties** used by small portions of the student body for short periods.
-

Housing Data

For buildings used for housing, enter:

- **# Dorm Beds Available/Used**
- **# Apartment Spaces Available/Used**
- **# House Spaces Available/Used**

SLARDEF (Room Definition Form)

Populate fields as follows:

- **Room Number**
 - FIDC extracts only the first five characters.
 - Using six or more characters will cause duplicate room number errors during FIDC processing.
- **New Term**
 - Enter “000000”.
- **Description**
 - A short (up to 8 characters) descriptive name for the room.
 - Use alpha/numeric characters to indicate the room’s primary function.
 - Institutions should maintain a **standard list of Room Descriptions** for consistency.
- **Capacity**
 - Enter the number of **student or employee workstations** in the room as designed or furnished.
 - Refer to **Number of Stations** in ZLARSUP guidelines for details.
- **Maximum**
 - Enter the **maximum occupancy** as determined by building code/fire marshal.
- **Gender**
 - Enter “N/A” (default).
- **Room Type**
 - Enter “**Classroom**” if the room is used for scheduled instruction.
 - Enter “**Other**” if the room is not used for scheduled instruction.
- **College / Department**

- Leave blank unless required by institution practice.
- **Status**
 - Enter “**IN**” if the room will **not** be scheduled for instruction or events.
 - Enter “**AR**” if the room **will** be scheduled for instruction or events.
- **Priority**
 - Enter “**99999999**” (default).
- **Other Fields**
 - Leave blank unless required by institution practice.

Additional Notes:

- SLARDEF includes blocks for **Room Attributes**, **Room Inactivation**, and **Room Comments**.
 - Use these fields according to institutional practices.
-

ZLARSUP (Room Supplemental Information Form)

This form captures **seven key attributes** for each room defined in SLARDEF:

- **Room Number (ROOM #)**
 - Must match the value in SLARDEF.
 - Limit to five characters (FIDC extracts only the first five).
- **Room Description (DESC)**
 - Short (up to 8 characters) descriptive name matching SLARDEF.
 - Maintain a standard list for consistency.
 - Accurate descriptions aid in **data verification and validation**.
- **Room Area in Square Feet (AREA)**
 - Enter the size of the room in **Assignable Square Feet (ASF)**.
 - Measure according to **NCES FICM (2006)** standards. [Postsecondary Education Facilities Inventory and Classification Manual \(FICM\) 2006](#)
 - Accurate measurement is critical for inventory reporting and space utilization analysis.
- **Room Use Code (RM USE)**
 - Numeric code defining the room’s **primary assigned use**.

- Refer to the **USG FICM Room Use Code Supplement** for valid codes and descriptions.
[USG FICM Room Use Code Supplement](#)
- Note: USG taxonomy differs from NCES FICM (2006).
- Accurate coding is essential for utilization analysis.
- **Program Class (PGM CL)**
 - Identifies the room's **primary functional category** for budgeting and institutional research.
 - Based on **NACUBO functional use taxonomy** and related to **OMB Circular A-21** for ICR calculations.
 - Code in consultation with the institution's **Chief Business Officer** or budget planners.
 - Valid values maintained in Banner under **ZTVPGCL**.
 - **Important:** Non-assignable Room Use Codes (010, 020, 030, 040) require Program Class code **"90"**.

Classification of Instructional Program (CIPC)

- **Definition:**

A numeric code that identifies the **primary instructional program** supported by a room.

 - Valid values are based on the [2020 NCES CIP Code taxonomy](#)
 - Institutions maintain an approved subset of CIP codes in Banner under **STVCIPC**, corresponding to the institution's degree programs.

When CIPC is Required:

- **Mandatory for these Room Use Codes:**
 - **211** Discipline Class Laboratories
 - **221** Discipline Open Laboratories
 - **250** Research Non-Class Laboratories
 - **255** Research Service
- **Required for Special and General Use Spaces supporting instructional programs:**
 - 510 Armory
 - 515 Armory Service
 - 520 Athletics or Physical Education

- 525 Athletics or Physical Education Service
 - 530 Media Production
 - 535 Media Production Service
 - 540 Clinic
 - 545 Clinic Service
 - 550 Demonstration
 - 555 Demonstration Service
 - 560 Field Building
 - 570 Animal Quarters
 - 575 Animal Quarters Service
 - 580 Greenhouse
 - 585 Greenhouse Service
 - 590 Other
 - 611 Performance Venue
 - 616 Venue Service
 - **Required for Library/Study Spaces tied to instructional programs:**
 - 410 Reading/Study
 - 411 Open Computing Laboratory
 - 420 Stack
 - 430 Open Stack Study Room
 - 440 Processing Room
 - 455 Study Service
-

CIP Coding Guidelines

- Consider both:
 - **Space design** (configuration, features, fixed equipment, location, access)
 - **Scheduled uses** (sections and activities)
- CIP codes can be entered at **2-digit**, **4-digit**, or **6-digit** levels:

- **Example 1:**
 - General dry lab used for Astronomy, Physics, and Geology → **40** (Physical Sciences)
 - **Example 2:**
 - Dry lab specialized for Physics instruction → **4008** (Physics)
 - **Example 3:**
 - Lab used only for General Physics → **400801** (Physics, General)
 - **Example 4:**
 - Highly specialized Nuclear Physics lab → **400806** (Nuclear Physics)
-

Number of Stations (NUMBER STATIONS)

- **Purpose:**

Indicates the **capacity of a room** for selected room-use categories. Accurate station counts are essential for **space utilization analysis**.
 - **Requirements:**
 - Non-zero numeric entry required for rooms with these Room Use Codes: **110, 211, 212, 213, 221, 222, 230, 250, 310, 350, 410, 411, 412, 430, 611, 612, 810, 860**.
 - Must match the **Capacity** value in SLARDEF.
-

Counting Guidelines

- **Instructional Rooms (110, 211, 212, 213, 221, 222):**
 - Count only seats associated with **student desks/workstations**.
 - Exclude side chairs and occasional seating.
 - If significant open space exists, enter **designed station capacity** rather than actual count.
 - **Research Laboratories (250):**
 - Count all research stations (faculty and student).
 - **Offices (310):**
 - Count all workstations; exclude guest chairs and side chairs.
-

- **Conference Rooms (350):**
 - Count all chairs (at the table and along walls).
- **Study Spaces (410, 411, 412, 430):**
 - Count all study stations for students and faculty; exclude staff seating.
- **Performance Venues, Assembly Spaces, Meeting Rooms (611, 612, 680):**
 - Count all fixed seats.
 - For flexible seating, use the most common configuration.

Note:

Station counts typically remain stable unless a room is **renovated, reconfigured, or reassigned**. Institutions should implement processes to track such changes and update station counts accordingly.

Appendix A: Document History

Date	Page/Process	Version #	Update Description
November 2025		All	Original
February 2026		2	Edits & updated language
June 2026		3	Formatting change to EDMA template, updated USG FICM Room Code Supplement links

Appendix B: Facilities Inventory Process Flow

Facilities Inventory Process Flow

Complete the following steps to add and update buildings and rooms in your Banner database.

Create Validation Codes	
Validate building codes	STVBLDG



Populate Building and Room Information	
Translate building codes	ZLARBDG
Create building definitions	SLABLDG
Create room definitions	SLARDEF
Populate supplemental building data	ZLABSUP
Populate supplemental room data	ZLARSUP

Appendix C: Banner Page Definitions

SLABLDG Building Definition Page.

SLARDEF Room Definition Page.

STVBLDG Building Code Validation Page.

STVCIPC CIPC Code Validation Page.

STVCNTY County Code Validation Page.

ZLABSUB Supplemental Building Information Page.

ZLARBDG Building Identifier Translation Page.

ZLARSUP Supplemental Room Information Page.

ZLTFOVR Facilities Information Override page.

ZOACAMP Campus Code Translation Page.

ZTVCNST Building Construction Code Validation Page.

ZTVCONG Congressional District Code Validation Page.

ZTVPGCL Program Class Code Validation Page.

ZTVPRIM Primary Use Code Validation (Building & Room Attributes) Page.

ZTVCOND Building Ownership Code Validation Page.