POLICY/PROCEDURE:

1. Responsibilities:
   a. Physical Plant Engineering Services (PPES) is responsible for:
      i. Maintaining records on space use at all TTUHSC occupied facilities. As a result, PPES must be notified of:
         1. Any facilities that are newly constructed, newly leased, renovated, or are no longer used by TTUHSC.
         2. Any space use changes (e.g., a lab space that has been mothballed and is now used for storage, an office that is now being used as a conference room, etc.).
         3. Any space occupancy changes.
      ii. Reviewing and endorsing all proposed engineering modifications at any TTUHSC occupied facility.
         1. PPES must also be notified whenever new equipment is to be installed in a space that may require modifications to mechanical, electrical, and/or structural systems.
      iii. Utility payment and tracking at all TTUHSC facilities per OP 61.10. The following information will be provided to PPES for any new or leased TTUHSC facility:
         1. Utility companies and types.
         2. Building and service addresses.
         3. Meter numbers and locations.
      iv. Assigning official TTUHSC room numbers.
         1. Official room numbers are those that appear on room signage, floor plans, and other space management documents.
         2. Additional room designations used for clarification, such as in clinics, exam rooms, triage care facilities, etc., are not considered official. If additional signage is used for clarification, the official room number should also be present.
   b. Departmental Contacts for TTUHSC who participate in the Annual Space Survey sent out by PPES, should notify PPES of any changes within their occupied spaces.

2. TTUHSC Occupied Facilities:
   a. NEW CONSTRUCTION Whenever a new facility is planned/constructed, PPES will be provided with:
      i. Construction documents for review.
      ii. Electronic CAD plans and a request to assign room numbers.
iii. Information required for utility payment and tracking (eg. meter numbers, utility type).

b. LEASED FACILITIES Whenever a new facility is leased, PPES will be provided with:
   i. A copy of the lease agreement that provides the legal description, square footage, and the responsibilities of TTUHSC (eg. utility payment, custodial services, etc.).
   ii. Electronic CAD plans and a request to assign room numbers.

c. RENOVATION Whenever an existing facility is renovated, PPES will be provided with:
   i. Construction documents for review.
   ii. Electronic CAD plans and a request to assign room numbers.

3. Room Numbering in TTUHSC facilities
   a. Room numbers are required whenever:
      i. A new facility is constructed, purchased, or leased for use by TTUHSC, OR
      ii. A renovation to an existing TTUHSC facility results in a new room being created or in an existing room being eliminated, OR
      iii. Room numbers in an area should be renumbered for clarity.
   b. The typical process for requesting room numbers and fabricating signage is:
      i. A written request and a floor plan of the affected area (CAD if available) are submitted to PPES.
      ii. Room numbers are assigned and a floor plan is provided to the requestor so that a sign matrix can be created.
      iii. The sign matrix is submitted to TTUHSC Lubbock Plant Operations (for all TTUHSC facilities), and room signage is fabricated.
   c. Any room numbers that are assigned without prior approval from PPES are not official, and PPES has the right to reassign room numbers. Any additional costs, including new signage or documentation, shall be incurred by the responsible department.

4. Annual Space Survey
   a. In September of each year PPES will send a space survey to the departmental contacts for all departments within TTUHSC. The purpose of this survey is to verify the use and occupancy of all TTUHSC spaces as of August 31 of that year. After verifying/correcting information based on the annual space survey, the information is then submitted to the Texas Higher Education Coordinating Board (THECB), and the information becomes public record. This information is available online through the THECB Facilities Inventory website: https://www1.thecb.state.tx.us/apps/FacInv/.
b. The Annual Space Survey provides an opportunity to update any space changes that may have been overlooked and to identify any recent or anticipated changes in departments/departmental contacts; space use and occupancy changes should be reported throughout the year, not through the Annual Space Survey.

c. In the event that a departmental contact has changed, PPES should be notified before August 31 to update information prior to the Annual Space Survey.

For reference, related operating policies that refer to room numbering in TTUHSC facilities include HSC OP 61.02, Remodeling Projects/Painting; HSC OP 61.20, Approval and Scheduling of Design and Construction Projects; HSC OP 61.15, Approval of the Erection of Temporary or Permanent Structures on TTUHSC Grounds or Buildings; 61.22, Installation of Cabling in TTUHSC Facilities; 72.06, Leasing of Space and Facilities; and 61.10, Energy Conservation Program and Utility Review.