

**STATE UNIVERSITY CONSTRUCTION FUND**

**BUILDING CHARACTERISTICS INVENTORY (BCI)**

**USER GUIDE**

Updated 7/2013

## Campus User Instructions

The BCI Inventory System provides the user with the ability to view many of the details available within the SUNY Building Characteristics Inventory concerning an individual building. This data, provided and maintained by the campuses and the SUCF Information Services, concerns the ownership and condition, the capacity, gross square footage, the types of utilities, costs associated with design, construction, equipment, building replacement value, the utilization of the facility, and many other items.

The following data definitions are for the user.

## SUCF/SUNY BUILDING CHARACTERISTICS INVENTORY SYSTEM

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### Data Definitions

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#### BASIC DATA SCREEN

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SUNY Campus Number	Numerical identifiers for each campus. Identical to the number used within the SUNY accounting system.
Bldg Abbreviation	Provides a unique abbreviation for the institutional name of the building. The abbreviation must be exactly the same as the abbreviation used to interface with the Physical Space Inventory, Property Control System and Course and Section Analysis System.
Bldg Number	<p>This is a unique number assigned to each building in the inventory. The building numbers used must be the same numbers given by the campus to the State University of New York Office of Physical Plant Support Services (This does not apply to community colleges. Community colleges can use their own discretion in assigning unique numbers to buildings.).</p> <p>Note: Once SUCF assigns a building number to an existing building, the number must not be changed. This does not apply to a future building (see future buildings under the definition of 'COND CODE'). Once a future building becomes existing, SUCF must assign a building number and that number must not be changed. Also, a number previously used for a building that was deleted from the BCI system will not be used again for another building.</p>
Bldg Name	<p>The institutional name of the building.</p> <p>Note: When reporting a dormitory or dining hall that has a stage number, please show the stage number after the name (for example, Smith Hall-Dorm Stage XII).</p>
Ownership Code	<p>Defines building ownership. Valid entries are as follows:</p> <ul style="list-style-type: none"><li>01 Owned.</li><li>04 Not owned by the institution, but leased or rented to the institution at a typical local rate.</li><li>05 Not owned by the institution, but made available to the institution either at no cost or at a nominal rate.</li><li>06 Not owned by the institution, but shared with an educational organization that is not a post-secondary institution.</li></ul>

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## Data Definitions

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### BASIC DATA SCREEN

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Ownership Code continued	07	Not owned by the institution, but shared with another post-secondary educational organization.
	08	Other. (E.G. not owned by institution, but shared with a non-educational institution.)
Major Use		Defines the major use or function of the building. Valid entries are as follows:
	01	Instructional Departments, Labs, Offices, Research, Support
	02	Campus-wide Facilities - Classrooms, Lecture Halls, Seminar Rooms
	03	Instructional Resources and Service Facilities
	04	Computer and Data Processing and Service Facilities
	05	Library
	06	Health and Physical Education - Recreation and Athletics
	07	Student Faculty - Staff Activities
	08	Student Health Services
	09	Assembly and Exhibition
	10	General Administration
	11	Maintenance and Operation - Campus-wide Service Facilities
	12	Dormitory (Intended for Student Housing and Support only)
	13	Dining
	14	Heating Plant
	15	Organized Activities (Includes Demonstration Schools, Hospitals and Farm Buildings)
	16	Organized Research
	17	Public Service
	18	Parking Structure (Public structure for students, faculty and community - do not include Maintenance Garage and Garages with residences)
	19	Residence (House, Dormitory or other type dwelling intended for other than student housing)

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## Data Definitions

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### BASIC DATA SCREEN

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Condition Code	<p>The condition code is the physical status of existing buildings, or the current state of future building plans. Valid entries are as follows:</p> <p>EXISTING BUILDINGS</p> <p>01 Satisfactory - Suitable for continued use with normal maintenance.</p> <p>02 Remodeling - A - Requires restoration to present acceptable standards without major room use changes, alterations, modernization. The approximate cost of Remodeling A is not greater than 25% of the estimated replacement cost of the building.</p> <p>03 Remodeling - B - Requires major updating and/or modernization of the building. The approximate cost of Remodeling B is greater than 25%, but not greater than 50% of the estimated replacement cost of the building.</p> <p>04 Remodeling - C - Requires major remodeling of the building. The approximate cost of Remodeling C is greater than 50% of the replacement cost of the building</p> <p>05 Demolition - Should be demolished or abandoned because the building is unsafe or structurally unsound, irrespective of the need for the space or the availability of funds for a replacement. This category takes precedence over categories 1, 2, 3, and 4. If a building is scheduled for demolition, its condition is recorded as "demolition", regardless of its condition.</p> <p>06 Termination - Planned termination or relinquishment of occupancy of the building for reasons other than safety or structural soundness, such as abandonment of temporary units or vacating leased space. This category takes precedence over categories 1, 2, 3, and 4. If a building is scheduled for termination, its condition is recorded as "termination", regardless of its condition.</p>
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Data Definitions

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BASIC DATA SCREEN

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Condition Code continued

FUTURE BUILDINGS

Buildings which have not as yet been occupied by the campus will be referred to as "future buildings". These future buildings will be identified by the following condition codes:

To be reported by Office for Campus Development

07 Buildings under Construction

08 Buildings under Design that HAVE received a construction appropriation.

09 Buildings under Design that HAVE NOT received a construction appropriation.

To be reported by the Campus:

00 Future Buildings--Any other future buildings that can be justified from the net area study for your campus.

GSF

The sum of the floor areas of the building included within the outside faces of exterior walls for all stories, or areas that have floor surfaces.

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 face. Measured in terms of gross square feet (GSF).

Description: In addition to all the internal floored spaces obviously covered above, gross area should include basements (except unexcavated portions), attics, garages, enclosed porches, penthouses, mechanical equipment floors, lobbies, mezzanines, all balconies (inside or outside) utilized for operational functions and corridors, provided they are within the outside face lines of the building. Roofed loading or shipping platforms should be included, whether within or outside the exterior face lines of the building. Stairways, elevator shafts, mechanical service shafts, and ducts are to be counted as gross area on each floor through which the shaft passes.

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## Data Definitions

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### BASIC DATA SCREEN

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Style	<p>Describes physical characteristics of the exterior of a building. Valid entries are as follows:</p> <ul style="list-style-type: none"><li>A OLD MAIN (General Characteristics) constructed pre World War II. Brick exterior walls, wood double hung windows, pitched roofs with slate or metal roof covering, wood exterior doors, interior plastered walls and ceilings, mix of interior floor surfaces, wood, asphalt tile, terrazzo and ceramic tile in toilet areas.</li><li>B CURTAIN WALL (General Characteristics) constructed post World War II. Some brick exterior, major portion of exterior wall system of metal tubing with glass and spandrel panels of glass or metal.</li><li>C MASONRY (General Characteristics) brick or other masonry exterior walls.</li><li>D CONCRETE (General Characteristics) Pre-cast or poured-in-place concrete exterior walls.</li><li>E WOOD METAL (General Characteristics) This style reserved for the small utility type buildings and frame residential.</li><li>F PARKING STRUCTURES (General Characteristics) Steel or concrete frame, concrete floor and ceiling system, concrete envelope, minor utilitarian partition finishes and mechanical/electrical systems.</li><li>G AIR STRUCTURE Inflatable structure in which the roof, and often the walls and roof, are made of fabric. The fabric is held in place by mechanically induced air pressure.</li></ul>
Location	<p>Defines the location of this building in relationship to the main campus area. Valid entries are as follows:</p> <ul style="list-style-type: none"><li>01 Located on the main campus, or in the same general community as the main campus. If main buildings are not within reasonable commuting distance, the Code should read "11".</li><li>02 Located on a branch or specialized campus (physically separated from the main campus) which PREDOMINANTLY offers an undergraduate program or LESS THAN FOUR YEARS</li></ul>

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Data Definitions

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BASIC DATA SCREEN

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Location continued

and has dean or other administrative head. If branch buildings are not within reasonable commuting distance, the Code should read "12".

- 03 Located on a branch or specialized campus (physically separated from the main campus) that IS NOT RESTRICTED to an undergraduate program of LESS THAN FOUR YEARS and has a dean or other administrative head. If branch buildings are not within reasonable commuting distance, the Code should read "13".
  - 04 Located at a separate center offering ONLY an extension or continuation study program. This classification is for a variety of arrangements provided for off-campus courses, relatively remote to the "parent" institution, in which classes, institutes, or lecture series of an institution are established with some permanency, but with limitations on the amount and type of credits applicable to a degree. Ordinarily such a center will be "located beyond reasonable commuting distance from the main campus" and will be coded "14".
  - 11 Main buildings not within reasonable commuting distance of main campus.
  - 12 Branch buildings which PREDOMINANTLY offers an undergraduate program or LESS THAN FOUR YEARS and has dean or other administrative head and is NOT within reasonable commuting distance
  - 13 Branch buildings that IS NOT RESTRICTED to an undergraduate program of LESS THAN FOUR YEARS and has a dean or other administrative head and is NOT within reasonable commuting distance.
  - 14 This classification is for a variety of arrangements provided for off-campus courses, relatively remote to the "parent" institution, in which classes, institutes, or lecture series of an institution are established with some permanency, but with limitations on the amount and type of credits applicable to a degree. NOT within reasonable commuting distance of main campus.
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## Data Definitions

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### BASIC DATA SCREEN

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Occupancy Date	The date of initial building occupancy by the campus (MMYYYY).
Construction Date	The date of completion of construction (MMYYYY).
Construction Type	The structural materials/type indicator. Valid entries are as follows:  01 Wood-frame construction 02 Wood-frame with masonry veneer construction 03 Load-bearing masonry walls and wood construction 04 Load-bearing masonry walls and steel construction 05 Steel skeleton with masonry walls construction 06 Lift-slab reinforced concrete construction 07 Reinforced concrete construction 08 Quonset and other <u>steel</u> buildings 09 Miscellaneous (other) construction
Design Cost	The original design cost (in thousands).
Construction Cost	The original construction cost (including building additions) including Group I and II Equipment costs (in thousands).
Lease Number	If leased, the number of the lease document.
Map Sequence	The map sequence number that allows buildings to be associated with a geographic location. Unique codes are assigned to noncontiguous land parcels if the parcel is across political subdivisions (municipalities). Buildings are associated with the parcel thru the recording of the map sequence number. Position 1-2 contains the 3rd-4th position of the SUNY campus number.  For lease/shared (ownership 04 and 05) - Map sequence set to 999A
Historic Building	The code indicating a listing in a Historic Register. Valid entries are as follows:  L Listed on National/State Register as an historic building. E Eligible for listing as an individual building. D Eligible for listing as part of a district.

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## Data Definitions

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### BASIC DATA SCREEN

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#### SFAAS Category

A code used in the Statewide Fixed Asset Accounting system to identify the type of building. Valid entries are as follows:

0100	Infrastructure Misc.	1480	Power Station
0200	Site improvement Misc.	1500	Recreation Building
1020	Animal Shelter	1510	Research Building
1030	Auditorium	1520	Stable
1040	Barn	1540	Storage Building
1050	Boat House	1550	Swimming Pool - Indoor
1060	Boiler House	1560	Theater
1080	College Classroom	1570	Training Center
1090	College Administration	1590	Warehouse
1100	Comfort Station	1600	Workshop
1120	Concession	1640	Sawmill
1190	Dining Hall	1650	Bathhouse
1200	Dormitory	1660	Shower Building
1210	Field House/Stadium	1710	Pump House
1230	Garage, Bus	1720	Visitor Information Center
1240	Garage/Parking	1760	Police/Guard Booth
1270	Garage	1770	Mansion
1290	Greenhouse	1780	Restaurant
1300	Gymnasium	1790	Gas Station
1310	Health Center	1810	Water/Sewer Service
1320	Hospital	1820	Radio/TV Broadcast
1330	House	1830	Retail Store
1360	Inclinorator	1880	Hostel
1390	Library	1890	School
1410	Machine Equipment Shed	1900	Laundry/Cleaning
1420	Museum	1920	Car Wash

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## Data Definitions

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### BASIC DATA SCREEN

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SFAAS Category continued	1440	Office Building	1990	Commissary
	1470	Police Station	2000	Central Service
SUCF Projects (3)	The SUCF project numbers which build the facility. Up to three project numbers can be listed. Position 2-3 contains SUCF campus number. These must be legitimate SUCF/SUNY Central Project Numbers			
Residential Adjustment Factors	Provides the percentage of a non-dorm building that is residential space.			
Previous Building Abbreviation	The building abbreviation code previously assigned to the building.			
Building Construction Agency	Building construction agency. Valid entries are as follows:			
	A	Acquired		
	C	Construction Fund Buildings		
	D	Dormitory Authority Buildings		
	G	Gift (Donated)		
	X	Other (includes campus construction)		
Non-Building Indicator (Flag 4)	T	Items carried on BCI which do not qualify as a building. Includes Surface Parking, Tunnels, Water Towers, etc.		
Deleted Buildings (Flag 7)	Deleted and excluded buildings. Valid entries are as follows:			
	A	Building now owned by other than Campus.		
	B	Building burned down or otherwise destroyed.		
	C	Building combined with another building.		
	D	Building demolished (demolition was planned).		
	E	Future building changed to existing with a different facility number.		
	F	Future building deleted due to cancellation or suspension of the project.		
	G	Building was on file in error (duplicate entry, part of complex, etc.).		
	L	Lease expired and was not renewed.		
	N	Tunnels, surface parking, water tunnels, etc. Note: "N" code will keep it on BCI list.		

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## Data Definitions

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### BASIC DATA SCREEN

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Deleted Buildings continued	Z	Reason for delete presently unknown.
	S	Abandoned
Special Buildings		Building type. Valid entries are as follows:
	Y - Science Building	C - Campus Schools
	N - Nurses Residence	R - Non-Student Housing
	P - Presidents Residence	F - Fieldhouse
	X - Parking Structure	A - Air Structure
	H - Heating Plant	G - Non-Residence President Facility
	I - Incubator	M - Math
	D - Mixed Discipline	E - Engineering
	L - Hospital	
Hosp Function		Hospital function
Complexity Flag		Code assigned to reflect the complexity of the building's spaces. Initially assigned during the 2007 Pacific Partners Consulting Group (PPCG) study of SUNY's capitol renewal and backlog of critical maintenance. Maintained by SUCF Design Management.
	"C"	Complex; intended for assignment to buildings where the <i>preponderance</i> of building spaces are supported by HVAC systems and electrical systems whose sophistication and installed cost significantly impacts the value and fundamental nature of the building; this would include major research labs possibly requiring HEPA filtration, Class 3 or positive air pressure, chemical labs, wet labs, patient care, or animal care facilities. These attributes are not incidental, or minor elements, but rather constitute the main and defining characteristics of the building's systems and design
	"B"	Basic; intended for assignment to buildings that likely comprise the bulk of SUNY buildings, have full mechanical and electrical systems, and would include classrooms, offices, libraries, routine class labs, and buildings where elements of a Complex building may occur but without significant impact to the building's mechanical and electrical systems complexity.

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## Data Definitions

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### BASIC DATA SCREEN

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Complexity Flag continued	“P”	Simple; intended for buildings like warehouses or parking structures.
	“S”	Small; intended for buildings under 5000 gross square feet.
Facility Condition Index Update Flag		Facility Condition Index Update flag: "Y" indicates that the Facility Condition Index (FCI-element 137) has been updated. Index was initially assigned during the 2007 Pacific Partners Consulting Group (PPCG) study of SUNY's capital renewal and backlog of critical maintenance.  This flag is used so we can determine a FCI of <i>0.000</i> vs. an initialized value of <i>0.000</i> .
Roof Area		The area of the roof in square feet.
Above Grd Floors		The number of floors at and above grade level.
Below Grd Floors		The number of floors below grade level.
Elevator		The total number of elevators (passenger and freight).
NYS Fire Building Occupancy Codes		Indication that the NYS fire building occupancy code is applicable to the building. Valid entries are as follows:  X      Applicable  Blank   Not applicable
Construction Classification		Indication that the construction classification is applicable to the building. Valid entries are as follows:  X      Applicable  Blank   Not applicable
Heating from Central Plant	Y	Yes  Indicates building has heat source from central heating plant (i.e. outside the building).
Air Conditioning from Central Chiller plant	Y	Yes  Indicates building has air conditioning source from central chiller plant (i.e. outside the building).

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Data Definitions

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BASIC DATA SCREEN

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Standby generation	Y	Yes	
			The building has standby electrical generation capability
Building Addition Number			Indicates the building number to which this building was added

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