Purpose

The purpose of this document is to provide guidelines for classifying types of structures and maintain consistency in calculating the gross square footage of a building.

The definitions of structures and the calculation of square footage are based on the “Postsecondary Education Facilities Inventory and Classification Manual (FICM)” guidelines, but some differences occur. Please refer to the manual for additional detail and refer discrepancies to the gross square footage committee.

The FICM can be found at:  [http://nces.ed.gov/pubs2006/2006160.pdf](http://nces.ed.gov/pubs2006/2006160.pdf)

For purposes of CES management of square footage, the Gross Square Footage Guidelines contained herein should be used for square footage reporting.

Types of Assets

Structures – Buildings, Facilities and Infrastructure

A “building” is defined as a roofed and enclosed structure for permanent or temporary shelter of persons, animals, plants, materials or equipment.

Separate minor structures should be included in the gross square footage totals if the following criteria are met; otherwise, they may be considered facilities or equipment:

1. They are attached to a foundation or slab;
2. They are roofed and walled in at least 50%.

An institution’s building inventory should include buildings that are under the jurisdiction or control of the institution’s governing board, regardless of their location.

A “facility” is a defined open air structure or an open area that is used for scheduled activities. Please refer to #10 of Standards for Counting Building GSF below for additional facilities. Gross square footage for facilities is not considered within the space neutral policy.

An inventory is maintained for scheduling and CNA.

An “Infrastructure” is defined as a utility structure, whether it houses the utility source or distribution system, that eliminates exposure to harmful or destructive environments outside a building by providing protection for current and future utilities and systems. Gross square footage is tracked if a utility is a source for campus or a source for a building. Gross square footage is not tracked if it is considered part of the campus distribution system. Noted exceptions: Gross square footage is included if the utility is housed in a “building.”
Property – General Site, Landscape Environment – Hardscape/Softscape

A “General Site” is defined as land improvements to property site ie: hardscape (roads, parking, walkways, etc.) and softscape (bed plantings, trees, growing, etc.). These additional assets are used to add functionality and positive visual impacts. Gross square footage for General Site is not considered within the space neutral policy.

Notes:
Definition: Hardscape, or "hardscaping" consists of the inanimate elements of landscaping, especially any masonry work or woodwork. For instance, stone walls, concrete or brick patios, tile paths, wooden decks and wooden arbors would all be considered part of the hardscape. But by extension, anything used in landscaping that is not part of the softscape can be considered a hardscape element, including home accents such as water fountains and, yes, even pink flamingoes!

Definition: Softscape comprises the animate, horticultural elements of landscape design, i.e., plants. Softscape elements are complemented by hardscape design elements, such as stone walls, tile patios and brick walkways.

Gross Square Footage (GSF)

Definition: The sum of all areas on all floors of a building included within the outside faces of its exterior walls, including floor penetration areas, for circulation and shaft areas that connect one floor to another. (FICM, 2006).

Basis for Measurement: Gross area is computed by physically measuring or scaling measurements from the outside faces of exterior wall, disregarding cornices, pilasters, buttresses, etc., that extend beyond the wall faces. Exclude areas having less than a 3-foot clear ceiling height unless the criteria of a separate [minor] structure are met. (FICM, 2006).

GSF = Net Assignable Area + Net Non-Assignable Area + Structural Space

Points of interest for Counting Building GSF

1. **Air Intakes**: Do not include air intakes, even if they are accessible through normal means.

2. **Balconies**: Balconies are only included in gross and net square footage in housing areas where they are part of the usable living space.

3. **Columns & Wing Walls**: Do not include columns, wing walls, space within wing walls or structural members that project out from the face of an exterior wall.

4. **Docks**: Include all docks in gross and net square footage whether covered or not. A room number should be assigned.

5. **Entryways**: Do not include covered entryways or any covered driveway or walkway. Do not include uncovered, walled entryways. Include covered walkways when they are the only access to the building.
6. **Inside Stairwells:** Include inside stairwells on each floor through which they pass.

7. **Interior Shafts and Ducts:** Include interior shafts and ducts on each floor through which they pass.

8. **Elevator Shafts:** Include elevator shafts on each floor through which they pass.

9. **Outside Stairwells:** Do not include outside stairwells (even if covered). Outside stairwells are only included if they provide the primary access to the building, such as the Housing areas.

10. **Patios:** Do not include patios, whether covered or not. Patios may be counted as facilities if they meet the facility definition.

11. **Parking Structures:** Do not include parking structures; these structures may be counted as facilities. Enclosed areas within parking structures (rooms) can be counted, if it supports the building, as net and gross square footage of buildings that they serve.

12. **Roof Decks:** Do not include any roof deck areas, incidental to building design and construction, whether they are accessible and have guard rails or not.

13. **Sheds, Storage Containers & Cargo trailers:** Do not include sheds, storage containers and cargo trailers designed to be temporary and relocated easily (without disassembly) that may be roofed and enclosed, without a permanent foundation and without utility connections; these structures are counted as equipment.

14. **Tunnels:**
   - (A) Access - Access is restricted to only authorized personnel following authorized access protocols.
   - (B) Use – Campus distribution only, such as pipes, valves, vents, etc. May include equipment pertaining to campus distribution systems (ie heat exchange, electrical distribution, data distribution). No equipment for building systems or unrelated storage.
   - (C) Unfinished-Any tunnel or crawl space is typically unfinished.

15. **Catwalks:** Catwalks are designed to grant minimal access for equipment. They are not counted in gross square footage.