I. Purpose

The purpose of this policy is to establish guidelines for development and maintenance of the residence hall space inventory.

II. Policy

Residence Hall Space documented in the inventory system will be defined in the following terms:

*Designed Capacity* – The capacity intended in the architectural design of the space. This space is determined by number of closets and/or floor space and remains consistent.

*Assignable Capacity* – The capacity determined by Residential Life staff for the current semester. Maximum capacity may vary by semester but shall not exceed the maximum designed capacity.

*Adjusted Capacity* – Maximum capacity for a residential living space after considering assignable capacity and guaranteed vacancy.

*Occupancy/Vacancy* – Residence hall occupancy will be determined using designed capacity.

**Goals**

100% accountability for all residential life space in system
100% accuracy in reporting capacity, occupancy and vacant spaces

**Guidelines**

1. The Director of Housing will develop and maintain a space inventory of designed capacity. Changes to this inventory must be approved by the
Director of Housing and Executive Director of Residential Life. Changes will be made only in the following circumstances:

A. Physical changes have been made to the space changing the architectural design.

B. A building is torn down or removed from the living space inventory.

C. A building is constructed new.

2. The Information Systems Manager will maintain the Mainframe database and insure accuracy and consistency with the facilities space inventory. Changes to capacity will affect only the assignable space.

3. The Housing Facilities Coordinator will maintain the Maximo database and insure accuracy and consistency with the facilities space inventory.