



## **PERMANENT MEMORANDUM 42 PHYSICAL FACILITIES INVENTORY AND ANALYSES**

### **POLICY DIGEST**

Monitoring Unit:  
Initially Issued: July 11, 1966  
Last Revised: September 9, 1974

The University System has a substantial investment of public funds in its various physical facilities. Moreover, the operation and maintenance of these facilities require the commitment of a considerable part of current operating expenditures. It is, therefore, incumbent upon the University to maintain an accurate inventory of its facilities and to provide a means for determining that such facilities are appropriately utilized. It shall, therefore, be the responsibility of campus heads to keep on a continuing basis a physical facilities inventory. Such inventory shall be subject to periodic review and analyses.

The systematic study of utilization data will enable the University to: (1) make the most effective use of existing space and provide factual information in support of University requests for additional facilities, (2) provide an effective management tool for the establishment of building priorities, and (3) complete reports to various state and federal agencies.

Distribution of forms for collecting the data and for reporting analyses shall be the responsibility of the System Office of Institutional Research. Additionally, that office will provide for the preparation and distribution of procedural memoranda for conducting and updating the inventory and for utilization studies.