Facilities Information Management System (FIMSWeb)

User's Guide

02/02/2004

Contents

1 Getting Started

Welcome

Welcome to the Facilities Information Management System (FIMS). FIMS helps you manage real property and trailers by providing an intuitive user interface within a browser environment that visually organizes data into specific windows. It has built-in standard reporting capabilities and custom report generation using Microsoft Access. FIMS data can be downloaded from the database using a built-in download feature. As well, data extracted from local information sources conforming to a given file format specification can be uploaded into the FIMS database.

FIMS is the Department of Energy's (DOE) corporate database for real property and trailer holdings as required by Real Property Asset Management Order 430.1B. DOE real property holdings total over 1.6 million acres of owned land with over 125 million square feet of owned buildings. FIMS provides DOE and contractor personnel with real time access to DOE facilities information. In addition, FIMS is used to generate an annual report to the General Services Administration summarizing the size and cost of DOE's real property holdings.

The Facilities Data Development Committee (FDDC), composed of DOE-HQ FIMS stakeholders, is the governing body of FIMS. These various headquarter organization representatives recommend/approve enhancements to FIMS. In 1993, the FDDC recommended establishing the FIMS Advisory Committee (FAC). The FAC, comprised of volunteer DOE and contractor personnel, serves as a forum for discussing and evaluating suggestions regarding the development, operation, or administration of FIMS. The FAC provides recommendations to the FDDC based on the results of the FAC's review of proposed changes from individuals submitting suggestions via the change request form. The FAC also provides the necessary guidance to implement the FDDC approved changes.

Prerequisites

It is recommended that before you begin:

- You have a working familiarity with Microsoft Windows and Internet Explorer.
- You have taken the DOE-sponsored FIMS training course.

- You have read applicable sections of the *FIMS User's Guide, Chapters 1-5, & 8, Getting Started, FIMS Basics, Site Maintenance, Area Maintenance, Property Maintenance, and FIMS Reporting.*

If you will be generating custom reports, you should in addition:

- Have a working familiarity with Microsoft Access 2000/Access 2002.
- Have read the Custom Reports section of *Chapter 8, FIMS Reporting*, of the *FIMS User's Guide*.
- Have read applicable sections of the *FIMS Reporting Guide*.

FIMS uses several off-the-shelf products to operate. This manual provides information on the FIMS application, it does not provide documentation on the Windows operating environment, Microsoft Internet Explorer, or Microsoft Access 2000/Access 2002 (the custom reporting tool). Documentation for Windows, Internet Explorer and Access are provided with the respected applications.

FIMS System Configuration

FIMS is a web-based application developed in Sysbase's PowerBuilder/EAServer and Oracle PL/SQL (audit and security triggers). Ad-hoc query access is provided via Microsoft Access 2000/Access 2002. The FIMS database is located on an Oracle 9i Server at DOE Headquarters.

System Requirements and Installation

Hardware Requirements

To run the FIMS application your workstation must have the following configuration as a minimum:

- Any PC
- 128 MB of RAM
- Any Monitor

Software Requirements

To run the FIMS application you must have the following software:

- Windows operating system
- Microsoft Internet Explorer 5.0 or greater
- Adobe Reader 5.0 or greater
- Microsoft Access 2000 or Access 2002 (only if used for ad-hoc query access)
- Oracle SQL*Net version 2.3 or Oracle Net8 - This software is available for distribution, please contact the FIMS Hotline for a copy. (only required for ad-hoc query access through Microsoft Access)

How This Manual Is Organized

This manual is organized into the following sections:

- **FIMS Basics** presents accessing the system, contacts, and the general procedures for navigating through the application.
- **Site Maintenance** presents an overview of the various types of sites, site maintenance responsibilities, and detailed instructions for adding, updating, and deleting sites.
- **Area Maintenance** presents an overview of areas, area maintenance responsibilities, and detailed instructions for adding, updating, and deleting areas.
- **Property Maintenance** presents an overview of the various property types, and detailed instructions for adding, updating, and deleting buildings, structures, land, and trailers.
- **FIMS Tables** describes the various tables used to support the application.
- **User Security** presents an overview of the FIMS security, defines the FIMS security levels, presents an overview of the system options all users may initiate, and presents instructions for system administrators responsibilities on adding, updating, and deleting users.
- **FIMS Reporting** describes how to generate standard reports and the ad-hoc query process.
- **Download Processing** presents detailed instructions for the FIMS data download.
- **Upload Processing** presents detailed instructions on uploading information from external sources into the FIMS application.
- **Archive Processing** presents detailed instructions on archiving FIMS building, other structures and facilities (OSF), land and trailer records.
- **FIMS Data Dictionary** presents definitions for all data fields used in the FIMS application along with their appropriate headquarters program sponsor, the length of the data field, sources for obtaining the data, update frequency, and the FIMS data entry tab(s) the data field is used on.
- **Building Usage Codes** defines the usage codes used by FIMS for buildings and trailers.
- **OSF Usage Codes** defines the usage codes used by FIMS for other structures and facilities.
- **Management Analysis Reporting System (MARS) Asset Type Definitions** provides detailed definition of the MARS Asset Type codes used in FIMS for owned properties.
- **Lookup Table Descriptions** provide the various codes and descriptions associated with the FIMS data entry picklist.
- **FIMS RPV Guidance** provides guidance and format for Site Factor calculation for the FIMS RPV.
- **FIMS Administrative Guide** provides a conceptual framework for managing and administering FIMS.

- **Forms** includes FIMS *Request for User ID* form for users to obtain a FIMS userid and password and a FIMS *Request for Change* form for users to suggest improvements to the FIMS system, policy and procedures, or documentation.

FIMS Web Site

The FIMS web site is located at http://fims.hr.doe.gov . The web site contains an overview of the FIMS application, the FIMS documentation, Headquarters and Field Office points of contact list, and various DOE fiscal year end Real Property statistics.

FIMS Documentation

In addition to the *FIMS User's Guide,* the complete set of FIMS documentation includes the following (available from the FIMS web site at http://fims.hr.doe.gov):

- *FIMS Reporting Guide*: Contains a listing of standard reports and useful information to assist you in creating custom reports and standards applied to the FIMS database.
- *FIMS Training Manual* (presented at each training session): Contains course notes and exercises, and an introduction to the reporting/querying features of Microsoft Access.

Year End Processing

FIMS is used to generate an annual report for the General Services Administration (GSA) summarizing the size and cost of DOE's real property holdings. Data is extracted for the annual report on the first working day in November. Although the fiscal year ends on September 30, all FIMS users are given the opportunity to make year-end adjustments through October 31; however, data pertaining to the new fiscal year should not be entered until after the first working day in November. It is recommended that all FIMS users ensure that the most current data is available for the annual report.

The database is also the source of reports to NIST, FEMA, the court ordered Central Internet Database (CID) on contaminated facilities, and EE's Congressional energy management reports with the data being captured around November 1.

FIMS data is also captured around November 1 to archive the deferred maintenance data used for the Department's annual financial statements and the maintenance history data for the previous fiscal year. FIMS data is again captured around June 1 of each year for EM's Active Facilities Environmental Liability Estimate reporting requirements.

At the beginning of the calendar year, DOE reports to Congress the reduction in the department's gross square footage using the FIMS archived data.

2 FIMS Basics

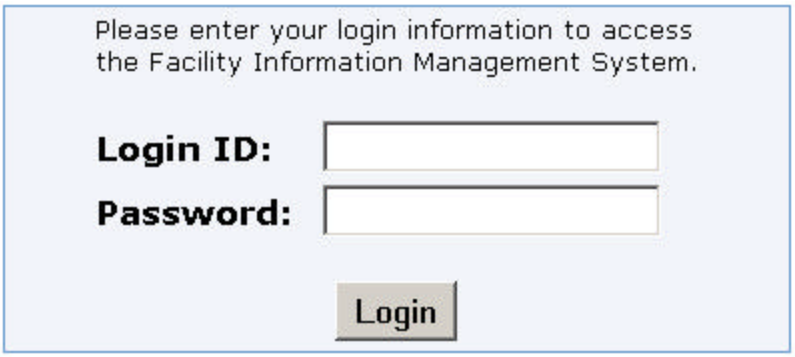
Accessing FIMS

The FIMS application is accessed from the internet using the Microsoft Internet Explorer. Open your Internet Explorer and enter the following address:

https://fims.doe.gov

Logging into FIMS

After entering the address into your browser, the FIMS logon page will appear.



To logon on to FIMS enter your User ID and Password and click on the **Login** button. This will launch the FIMS application.

For more information on User IDs and passwords, refer to the *User Security* section.

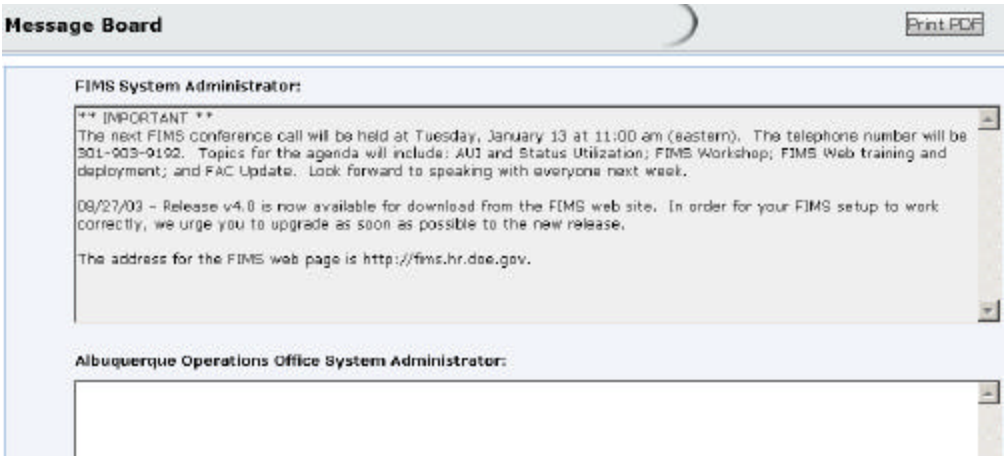
Getting Help

FIMS Contacts/Hotline

DOE FIMS personnel to contact for FIMS assistance are listed on-line under the **Contact Us** link at the bottom of the page within the FIMS application. E-mail addresses are provided and the use of e-mail is encouraged for all non-time sensitive issues.

FIMS Message Board

After logging on to FIMS, the FIMS Message Board is displayed. The Message Board is provided to assist the FIMS and Field/Operations Office System Administrators with communicating information to the FIMS user community.



There are two sections to the Message Board, one for the FIMS System Administrator (Headquarters), the other for the Field/Operations Office System Administrator. The FIMS System Administrator (Headquarters) section is the same for all FIMS users, the Field/Operations Office System Administrator section is displayed based on user security Field Office restriction.

To access the FIMS Message Board, click Administration then Msg Board.

Updating the FIMS Message Board

If your security level is that of a FIMS System Administrator (Headquarters) or Field/Operations Office System Administrator, you can update the FIMS Message board. When you open the FIMS Message Board, you have a **Save** button. To update the FIMS Message Board, type the new message in the appropriate message area and click **Save**, to cancel your change click on any other link. Depending on your security level you will either have access to the top message or the bottom message for updating.

Printing the FIMS Message Board

The FIMS Message Board may be printed using the **Print PDF** button on the Message Board window. After the Adobe Reader opens, click the Print icon on the Adobe toolbar to print the message board.

Data Entry Concepts

Required Versus Optional

FIMS enables and hides links based on required categories of information, for example an owned property would not have ingrant information, therefore the Ingrant 1 and 2 windows would be hidden.

FIMS identifies required versus optional fields by the color of the field's label. Fields are identified as follows:

- Required Fields - Black Label
- Optional Fields - Blue Label

Some fields may be required for one property type or owned/ingrant designation and optional for another.

Note: A required field in FIMS is a field for which information must be entered, however, a site, area, or property may be saved without filling in all required (black labeled) fields.

Saving Changes to the Database

As you navigate through the different links in the FIMS application, you will notice a **Save** button on most of the windows. The **Save** button is visible if your security level and security restrictions allow you to update data on the displayed window. The **Save** button must be clicked on each window prior to navigating to another window to save changes to the database. If you proceed without clicking the **Save** button, you will receive a message that changes have not been saved and will be lost if you don't save them.

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3 Site Maintenance

Site Maintenance Overview

A Site is a geographical location that is a subdivision of the DOE Field Office.

Access to the various functions of the Site processing is based upon your security level. For example, only the FIMS System Administrator (Headquarters) has access to the **New Site** button and the Delete processing. For further information on the data access rights of users, please refer to *User Security* section, *Security Levels*.

Site

The following windows of information are available for Site processing:

- Site Info
- GSA Report
- Maint History

Adding a Site

The FIMS System Administrator (Headquarters) is the only FIMS user that can add a Site.

If you are a FIMS System Administrator (Headquarters), you can add a new Site by clicking Administration then Site to open the Site List. Your default Field Office is displayed in the picklist. The Site you are adding will be created under this Field Office. If you wish to add the Site to another Field Office, make the appropriate selection from the picklist. To add the new Site record, click the **New Site** button on the Site List window. The New Site window is displayed. The New Site window contains the following fields:

- Site Number
- Site Name

To establish a new Site, enter the requested Site information and click the **OK** button. This returns you to the Site processing where you can continue to add Site information as outlined in *Updating a Site*. When you finish entering information on each window for the new Site, click the **Save** button. The **Save** button must be clicked on each window to save the data to the database.

Updating a Site

To modify a Site, open the Site List by clicking Administration then Site. The Site List displays all Sites assigned to the default Field Office setting of the logged on user. Change the Field Office picklist, if needed. Click the Site Name of the Site you wish to update from the Site List. The Site processing appears as follows:

- If your security level and security restrictions allow you to update the selected Site, the **Save** button is visible.

Site Info

The Site Info window maintains the following general Site information:

- Field Office (display only)
- Site Name
- Secretarial Office
- Landlord Funding Program
- National Priority List
- Regulatory Agreement
- Site Address
- Site City
- Site State
- Site Zip

GSA Report

The GSA Report window maintains the following Site information, required for General Services Administration (GSA) reporting:

- GSA Control Number
- Excess Indicator - Site
- Geographic Location - State Code
- Geographic Location - City Code
- Geographic Location - County Code

- Congressional District (1 - 10)
- Seismicity (display only)

Maint History

The Maintenance History window displays site summary level deferred and maintenance information by fiscal year for buildings, OSF, and trailers. The Maintenance History window maintains the following Site information:

- Maintenance Fiscal Year (display only)
- Deferred Maintenance Cost (display only)
- Annual Required Maintenance (display only)
- Annual Actual Maintenance (display only)
- Facility Condition Index (FCI) (display only)

Deleting a Site

The FIMS System Administrator (Headquarters) is the only FIMS user that can delete a Site.

If you are a FIMS System Administrator (Headquarters), you can delete a Site(s) by clicking Administration then Site to open the Site List. Your default Field Office is displayed in the picklist. Change the Field Office picklist, if needed. From the Site List window, click the Delete check box next to the Site(s) you wish to delete. It is important to note that deleting a Site will deletes **all** associated Areas and Properties (i.e., building, land, OSF, and trailer records). Click the **Delete Selected Site(s)** button to delete the Site and associated records. A message box displays asking you to confirm the delete operation.

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4 Area Maintenance

Area Overview

An Area is a partition of the Site that consists of real property in the form of Land, Buildings, Other Structures and Facilities (OSFs), and Trailers.

Access to the various functions of the Area processing is based upon your security level. For example, only the FIMS System Administrator (Headquarters) has access to the **New Area** button and the Delete processing. For further information on the data access rights of users, please refer to *User Security* section, *Security Levels*.

Adding an Area

The FIMS System Administrator (Headquarters) is the only FIMS users that can add an Area.

If you are a FIMS System Administrator (Headquarters), you can add a new Area by clicking Administration then Area to open the Area List. Your default Field Office and Site are displayed in the picklist. The Area you are adding will be created under this Field Office/Site. If you wish to add the Area to another Field Office/Site, make the appropriate selection from the picklists. To add the new Area record, click the **New Area** button on the Area List window. The New Area window is displayed. The New Area window contains the following fields:

- Area Number
- Area Name
- M&O Contractor Code
- Secretarial Office
- Landlord Funding Program

To establish a new Area, enter the requested Area information and click the **OK** button. This returns you to the Area processing where you can modify the Area information as outlined in *Updating an Area*. When you finish entering information for the new Area, click the **Save** button.

Updating an Area

To modify an Area, open the Area List by clicking Administration then Area. The Area List displays all Areas assigned to the default Field Office/Site setting of the logged on user. Change the Field Office/Site picklist, if needed. Click the Area Name of the Area you wish to update from the Area list. The Area processing displays as follows:

If your security level and security restrictions allow you to update the selected Area, the **Save** button is visible.

Area Info

The Area Info window maintains the following general Area information:

- Area Name
- M&O Contractor Code
- Secretarial Office
- Landlord Funding Program

Deleting an Area

The FIMS System Administrator (Headquarters) is the only FIMS users that can delete an Area.

If you are a FIMS System Administrator (Headquarters), you may delete an Area(s) by clicking Administration then Area to open the Area List. Your default Field Office and Site are displayed in the picklist. Change the Field Office/Site picklist, if needed. From the Area List window, click the Delete check box next the Area(s) you wish to delete. It is important to note that deleting an Area will delete **all** associated properties (i.e., building, land, OSF, and trailer records). Click the **Delete Selected Area(s)** button to delete the Area and associated records. A message displays asking you to confirm the delete operation.

5 Property Maintenance

Property Maintenance Overview

FIMS maintains four types of properties: Buildings, Other Structures and Facilities (OSF), Land, and Trailers.

The Property list displays all properties of the chosen property type within the current Site/Area of the Current Location setting.

The Property processing links displayed in the property windows vary based upon the security level of the user. For example, the New, Save and Delete processing will not be available for FIMS Guest users because they have view-only access to property data. For further information on the data access rights of users, please refer to the *User Security* section, *Security Levels*.

Property Windows

Prop Info

All property types (buildings, land, other structures and facilities (OSF) and trailer) have the Prop Info window. Based on both the property type and the owned/ingrant designation, certain fields on the Prop Info are optional or do not appear. The Prop Info window maintains the following general Property information:

- Property ID
- Property Name
- Alternate Name
- Usage Code
- Site Name
- Area Name
- Initial Acquisition Cost
- Estimate Indicator
- Capitalized Indicator
- Hazard Category

- Excess Indicator - Property
- Excess Year
- HQ Program Office
- Historic Designation
- Outgrant Indicator
- MARS Asset Type
- Summary/Detail Indicator (for OSF and trailers only)
- MARS Reporting Source

Building Info

If you designate a property as a building, the Building Info window is available. Based on the owned/ingrant designation, certain fields on the Building Info are optional or do not appear. The Building Info window maintains the following general Building information:

- Building Status
- Status Date
- Transfer to PSO
- Land Ownership Code
- Occupants Indicator
- Status Utilization
- Seismic Essential
- Seismic Exemption
- UFAS Compliance Indicator
- UFAS Exemption Code
- UFAS Justification

OSF Info

If you designate a property as an Other Structure or Facility (OSF), the OSF Info window is available. Based on the owned/ingrant designation, certain fields on the OSF Info are optional or do not appear. The OSF Info window maintains the following general OSF information:

- Land Ownership Code
- Structure RPV
- Yr Acquired
- Deficiency Systems (1 - 5)

Land Info

If you designate a property as land, the Land Info window is available. Based on the owned/ingrant designation, certain fields on the Land Info are optional or do not appear. The Land Info window maintains the following general Land information:

- Acquisition Method Code
- From Acquisition Date
- To Acquisition Date
- Urban Acreage
- Rural Acreage

Trailer Info

If you designate a property as a trailer, the Trailer Info window is available. Based on the owned/ingrant designation, certain fields on the Trailer Info are optional or do not appear. The Trailer Info window maintains the following general Trailer information:

- Trailer RPV
- Site Factor
- Geographic Factor (display only)
- Trailer Status
- Status Date
- Transfer to PSO
- Occupants Indicator
- Seismic Exemption
- Seismic Essential
- UFAS Compliance Indicator
- UFAS Exemption Code
- UFAS Justification

Occupants

If you designate a property as a building or trailer, the Occupants window is available. The Occupants window maintains the following occupancy information:

- Occupant ID
- Occupant Name
- Occupant Type
- No. of Employees

Dimensions - Building

If you designate a property as a building, the Dimensions window for buildings is available. The Dimensions window maintains the following building dimensions:

- Gross SQFT or Ingrant SQFT
- Net Occupiable - sqft
- No. of Buildings
- No. of Floors
- No. of Floors Below Grade
- Energy Consuming Buildings/Facilities
- Energy Consuming Industrial and Laboratory Facilities
- Energy Consuming Metered Process Exempt Facilities
- Non-Energy Consuming Buildings/Facilities
- Meters (1 - 4)
- EMS4 Site

Dimensions - OSF

If you designate a property as an OSF, the Dimensions window for OSF is available. The Dimensions window maintains the following OSF dimensions:

- Unit of Measure (display only)
- Primary Quantity
- Energy Consuming Buildings/Facilities
- Energy Consuming Industrial and Laboratory Facilities
- Energy Consuming Metered Process Exempt Facilities
- Meters (1 - 4)
- EMS4 Site

Dimensions - Trailer

If you designate a property as trailer, the Dimensions window for trailer is available. The Dimensions window maintains the following trailer dimensions:

- Gross SQFT or Ingrant SQFT
- No. of Trailers
- Energy Consuming Buildings/Facilities
- Energy Consuming Industrial and Laboratory Facilities
- Energy Consuming Metered Process Exempt Facilities
- Non-Energy Consuming Buildings/Facilities
- Meters (1 - 4)
- EMS4 Site

RPV

If you designate a property as an owned building, the RPV window is available. The RPV window maintains the following Replacement Plant Value calculation information:

- Building RPV
- RPV Model (Pick A Model)
- Site Factor
- Geographic Cost Factor (display only)

Cap Adjust

If you designate a property as a building, OSF, or trailer, the Cap Adjust window is available. The Cap Adjust window maintains the following Capital Adjustment information:

- Initial Acquisition Cost (display only)
- Total Adjustments (display only)
- Total Costs (display only)
- Capitalized Indicator
- Adjustment Date
- Adjustment Cost
- Adjustment Description

Condition

If you designate a property as a building or trailer, the Condition window is available. The Condition window maintains the following construction and condition information:

- Year Acquired
- Summary Condition (display only)
- Year Built
- Model Bldg
- Design Use
- Deficiency Systems (1 - 5)
- Seismic Comments

Notes

All property types have the Notes window available. The Notes window contains miscellaneous information about the property in a free text format. The Notes window maintains the following information:

- Notes

Ingrant 1

All property types designated as DOE Leased, Contractor Leased, DOE Ingrant, Contractor License, or Permit have the Ingrant 1window available. Based on the property type, certain fields on the Ingrant 1 are optional or do not appear. The Ingrant 1 window, the first of two parts, maintains the following detailed ingrant information:

- Contract No
- Grantor
- Grantor Mailing Address
- Grantor City
- Grantor State
- Grantor Zip Code
- Location Address
- Location City
- Location State
- Grantee
- Grantee Cancellation Rights
- Grantee Cancellation Rights - Days
- Grantor Cancellation Rights
- Grantor Cancellation Rights - Days
- Effective Date
- Expiration Date
- Initial Lease Date
- Ingrant SQFT (display only)
- Annual Rent
- Other Costs

Ingrant 2

All property types designated as DOE Leased, Contractor Leased, DOE Ingrant, Contractor License, or Permit have the Ingrant 2 window available. Based on the property type, certain fields on the Ingrant 2 are optional or do not appear. The Ingrant 2 window, the second of two parts, maintains the following detailed lease information:

- Contract No (display only)
- Renewal Options
- Renewal Options - Additional Years
- Renewal Rent Next
- Renewal Options - Days Notice
- Annual Rent - Lab

- Annual Rent - Office
- Annual Rent - Other
- Escalation Year - Other
- Escalation Year - Services
- Escalation Year - Taxes
- Responsible Party - Interior
- Responsible Party - Exterior
- Responsible Party - Sewage
- Responsible Party - Janitorial
- Responsible Party - Utilities
- Responsible Party - Electric
- Responsible Party - Refuse

Outgrant

All property types designated as DOE Owned will have the Outgrant window available if the Outgrant Indicator on the Prop Info window is set to yes. If the Outgrant Indicator is set to no, the Outgrant window displays a message that the Outgrant Indicator has to be set to yes to add Outgrants. The Outgrant Acres field is displayed for land properties only and the Outgrant Sqft field is displayed for buildings, trailer and OSF.

- Agreement Number
- Outgrant Type
- Effective Date
- Expiration Date
- Renewal Options
- Grantor Cancellation Rights
- Grantee Cancellation Rights
- Grantee
- DOE Receipts
- Receipt Type
- Outgrant Other
- Outgrant Acres
- Outgrant Sqft

GSA Assigned

Building property designated as GSA Owned or GSA Leased have the GSA Assigned window available. The GSA Assigned window maintains the following GSA rent bill information:

- Total Bill - Annual

- Total No. Occupants
- Structured - inside parking
- Surface - outside parking
- Assigned Usable square feet
- Common Space square feet
- Shell Rental Rate square feet (display only)

Maintenance

If you designate a property as an owned building, OSF, or trailer, the Maintenance window is available. The Maintenance window maintains the following deferred maintenance/maintenance information:

- Deferred Maintenance Cost
- Inspection Date
- Annual Required Maintenance
- Annual Actual Maintenance
- Conventional Facility Ind (for buildings and OSF only)
- Modernization Planning Ind (for buildings and OSF only)
- Rehab and Improvement Cost (for buildings and OSF only)
- Physical Barriers Preventing Inspection (for OSF only)

Maint History

If you designate a property as an owned building, OSF, or trailer, the Maint History window is available. The Maint History displays the previous 5 fiscal years of deferred maintenance/maintenance information. The Maint History window maintains the following deferred maintenance/maintenance information:

- Maintenance Fiscal Year
- Deferred Maintenance Cost
- Inspection Date
- Annual Required Maintenance
- Annual Actual Maintenance
- Physical Barriers Preventing Inspection (for OSF only)

Building Maintenance Overview

When establishing a Building, you must designate it as DOE Owned, DOE Leased, Contractor Leased, Contractor License, Permit, GSA Owned, or GSA Leased. This designation determines building data entry requirements. To facilitate data entry, only required categories of Building information are enabled. For example, the Ingrant 1 and 2 windows are not visible for a Building designated as DOE Owned. The following depicts the windows available for each type of Building designation:

DOE Owned Building

For Buildings designated as DOE Owned, the following windows of information are enabled:

- Prop Info
- Building Info
- Occupants
- Dimensions
- RPV
- Cap Adjust
- Condition
- Maintenance
- Maint History
- Notes
- Outgrant

DOE Leased Building

For Buildings designated as DOE Leased, the following windows of information are enabled:

- Prop Info
- Building Info
- Occupants
- Dimensions
- Cap Adjust
- Condition
- Ingrant 1
- Ingrant 2
- Notes

Contractor Leased Building

For Buildings designated as Contractor Leased, the following windows of information are enabled:

- Prop Info
- Building Info
- Occupants
- Dimensions
- Cap Adjust
- Condition

- Ingrant 1
- Ingrant 2
- Notes

Contractor License Building

For Buildings designated as Contractor License, the following windows of information are enabled:

- Prop Info
- Building Info
- Occupants
- Dimensions
- Cap Adjust
- Condition
- Ingrant 1
- Ingrant 2
- Notes

Permit Building

For Buildings designated as Permit, the following windows of information are enabled:

- Prop Info
- Building Info
- Occupants
- Dimensions
- Cap Adjust
- Condition
- Ingrant 1
- Ingrant 2
- Notes

GSA Owned or GSA Leased Building

For Buildings designated as GSA Owned or GSA Leased, the following windows of information are enabled:

- Prop Info
- GSA Assigned
- Notes

Adding a Building

To add a new Building, open the Building list by clicking Property then Building. Your default Field Office/Site/Area is displayed. The new Building will be created under the displayed Field Office/Site/Area. Use the **Change** link to navigate to a different Field Office/Site/Area if your security access allows you to add records to other Sites and/or Areas. From the Building list window, click the **New Building** button. The New Building window contains the following fields that are required to add a new building:

- Property ID
- Property Name
- Alternate Name
- Usage Code
- Owned/Ingrant Indicator
- Initial Acquisition Cost
- HQ Program Office
- MARS Asset Type
- MARS Reporting Source
- Gross SQFT or Ingrant SQFT
- No. of Buildings
- Year Built
- Year Acquired
- Building Status
- Status Date
- Transfer to PSO
- Site Factor
- RPV Model (Pick A Model)
- Building RPV
- UFAS Compliance Indicator
- UFAS Exemption Code
- UFAS Justification
- Contract No
- Effective Date
- Expiration Date
- Annual Rent

Based on the owned/ingrant designation, certain fields on the New Building window may be optional or do not appear. To establish a new Building, enter the requested Building information.

Click the **Next >>** button to advance to the second page of the New Building process. The **Back<<** button can be used to navigate back to the first page of the

New Building process. If you wish to cancel out of the New Building process without saving the record to the database, click the **Cancel** button.

After you have finished entering all requested Building information, click the **OK** button to add the record to the database. This returns you to the Building processing where you can continue to add Building information. After you finish entering information on each of the Building processing windows, click the **Save** button.

Updating a Building

To modify a Building, open the Building list by clicking Property then Building. Your default Field Office/Site/Area is displayed. Use the **Change** link to navigate to a different Field Office/Site/Area, if necessary. To refine the Building list further, type a search value into the Search field and click the **Go** button. To return to the original list of buildings, click the Clear Search link. From the Building list, click the Building you wish to update. Information displayed on the various Building processing windows may be modified. After you finish modifying information on each of the Building processing windows, click the **Save** button.

Deleting a Building

To delete a Building, open the Building list by clicking Property then Building. Your default Field Office/Site/Area is displayed. Use the **Change** link to navigate to a different Field Office/Site/Area, if necessary. It is important to note that deleting a Building, deletes **all** associated Building records (i.e. Capital Adjustments, Ingrant Information, etc.). Click the desired Building from the Building list. When the Building processing opens, click the **Delete Prop** button to delete the Building record from the database. A message displays asking you to confirm the delete operation.

OSF Maintenance Overview

When establishing an OSF, you must designate it as DOE Owned, DOE Leased, Contractor Leased, Contractor Licensed, or Permit. An OSF must also be designated as a Summary or Detail level record. Summary OSF records contain properties of the same usage type that have been summarized into one record. Detail OSF records contain one property. These designations determine OSF data entry requirements. To facilitate data entry, only required categories of OSF information are enabled. For example, the Ingrant 1 and 2 windows are not visible for an OSF designated as DOE Owned. The following depict the windows available for each type of OSF designation:

DOE Owned OSF

For OSF designated as DOE Owned, the following windows of information are enabled:

- Prop Info
- OSF Info
- Dimensions
- Cap Adjust

- Maintenance
- Maint History
- Outgrant
- Notes

DOE Leased OSF

For OSF designated as DOE Leased, the following windows of information are enabled:

- Prop Info
- OSF Info
- Dimensions
- Cap Adjust
- Ingrant 1
- Ingrant 2
- Notes

Contractor Leased OSF

For OSF designated as Contractor Leased, the following windows of information are enabled:

- Prop Info
- OSF Info
- Dimensions
- Cap Adjust
- Ingrant 1
- Ingrant 2
- Notes

Contractor License OSF

For OSF designated as Contractor License, the following windows of information are enabled:

- Prop Info
- OSF Info
- Dimensions
- Cap Adjust
- Ingrant 1
- Ingrant 2
- Notes

Permit OSF

For OSF designated as Permit, the following windows of information are enabled:

- Prop Info
- OSF Info
- Dimensions
- Cap Adjust
- Ingrant 1
- Ingrant 2
- Notes

Adding an OSF

To add a new OSF, open the OSF list by clicking Property then OSF. Your default Field Office/Site/Area are displayed. The new OSF will be created under the displayed Field Office/Site/Area. Use the **Change** link to navigate to a different Field Office/Site/Area if your security access allows you to add records to other Sites and/or Areas. From the OSF list window, click the **New OSF** button. The New OSF window contains the following fields that are required to add a new OSF:

- Property ID
- Property Name
- Alternate Name
- Usage Code
- Owned/Ingrant Indicator
- Summary/Detail Indicator
- Initial Acquisition Cost
- HQ Program Office
- MARS Asset Type
- MARS Reporting Source
- Year Acquired
- Contract No
- Effective Date
- Expiration Date
- Annual Rent

Based on the owned/ingrant designation, certain fields on the New OSF window may be optional or do not appear. To establish a new OSF, enter the requested OSF information.

Click the **Next >>** button to advance to the second page of the New OSF process. The **Back<<** button can be used to navigate back to the first page of the New OSF process. If you wish to cancel out of the New OSF process without saving the record to the database, click the **Cancel** button.

After you have finished entering all requested OSF information, click the **OK** button to add the record to the database. This returns you to the OSF processing where you can continue to add OSF information. After you finish entering information on each of the OSF processing windows, click the **Save** button.

Updating an OSF

To modify an OSF, open the OSF list by clicking Property then OSF. Your default Field Office/Site/Area is displayed. Use the **Change** link to navigate to a different Field Office/Site/Area, if necessary. To refine the OSF list further, type a search value into the Search field and click the **Go** button. To return to the original list of OSFs, click the Clear Search link. From the OSF list, click the OSF you wish to update. Information displayed on the various OSF processing windows may be modified. After you finish entering information on each of the OSF processing windows, click the **Save** button.

Deleting an OSF

To delete an OSF, open the OSF list by clicking Property then OSF. Your default Field Office/Site/Area is displayed. Use the **Change** link to navigate to a different Field Office/Site/Area, if necessary. It is important to note that deleting an OSF, deletes **all** associated OSF records (i.e. Capital Adjustments, Ingrant Information, etc.). Click the desired OSF from the OSF list. When the OSF processing opens, click the **Delete Prop** button to delete the OSF record from the database. A message displays asking you to confirm the delete operation.

Land Maintenance Overview

When establishing a Land record, you must designate it as DOE Owned, DOE Ingrant, Contractor Leased, Contractor License, or Institutional Control. This designation determines land data entry requirements. To facilitate data entry, only required categories of Land information are enabled. For example, the Ingrant 1 and 2 windows are not visible for Land designated as DOE Owned. The following depicts the windows available for each type of Land designation:

DOE Owned Land

For Land designated as DOE Owned, the following windows of information are enabled:

- Prop Info
- Land Info
- Outgrant
- Notes

DOE Ingrant Land

For Land designated as DOE Ingrant, the following windows of information are enabled:

- Prop Info

- Land Info
- Ingrant 1
- Ingrant 2
- Notes

Contractor Leased Land

For Land designated as Contractor Leased, the following windows of information are enabled:

- Prop Info
- Land Info
- Ingrant 1
- Ingrant 2
- Notes

Contractor License Land

For Land designated as Contractor License, the following windows of information are enabled:

- Prop Info
- Land Info
- Ingrant 1 Tab
- Ingrant 2 Tab
- Notes

Institutional Control Land

For Land designated as Institutional Control, the following windows of information are enabled:

- Prop Info
- Land Info
- Notes

Adding Land

To add a new Land record, open the Land list by clicking Property then Land. Your default Field Office/Site/Area are displayed. The new Land will be created under the displayed Field Office/Site/Area. Use the **Change** link to navigate to a different Field Office/Site/Area if your security access allows you to add records to other Sites and/or Areas. From the Land list window, click the **New Land** button. The New Land window contains the following fields that are required to add a new land record:

- Property ID

- Property Name
- Alternate Name
- Usage Code
- Owned/Ingrant Indicator
- Initial Acquisition Cost
- HQ Program Office
- MARS Asset Type
- MARS Reporting Source
- Acquisition Method
- From Acquisition Date
- To Acquisition Date
- Urban Acreage
- Rural Acreage
- Contract No
- Effective Date
- Expiration Date
- Annual Rent

Based on the owned/ingrant designation, certain fields on the New Land window may be optional or do not appear. To establish a new Land record, enter the requested Land information.

Click the **Next >>** button to advance to the second page of the New Land process. The **Back<<** button can be used to navigate back to the first page of the New Land process. If you wish to cancel out of the New Land process without saving the record to the database, click the **Cancel** button.

After you have finished entering all requested Land information, click the **OK** button to add the record to the database. This returns you to the Land processing where you can continue to add Land information. After you finish entering information on each of the Land processing windows, click the **Save** button.

Updating Land

To modify Land, open the Land list by clicking Property then Land. Your default Field Office/Site/Area is displayed. Use the **Change** link to navigate to a different Field Office/Site/Area, if necessary. To refine the Land list further, type a search value into the Search field and click the **Go** button. To return to the original list of land records, click the Clear Search link. From the Land list, click the Land record you wish to update. Information displayed on the various Land processing windows may be modified. After you finish entering information on each of the Land processing windows, click the **Save** button.

Deleting Land

To delete Land, open the Land list by clicking Property then Land. Your default Field Office/Site/Area is displayed. Use the **Change** link to navigate to a different Field Office/Site/Area, if necessary. It is important to note that deleting Land deletes **all** associated Land records (i.e. Land Info, Lease Information, etc.). Click the desired Land record from the Land list. When the Land processing opens, click the Delete Prop button to delete the Land record from the database. A message displays asking you to confirm the delete operation.

Trailer Maintenance Overview

When establishing a Trailer, you must designate it as DOE Owned, DOE Leased, Contractor Leased, or Contractor Licensed. A Trailer must also be designated as a Summary or Detail level record. Summary trailer records contain multiple properties of the same usage type that have been summarized into one record. Detail trailer records contain one property. These designations determine Trailer data entry requirements. To facilitate data entry, only required categories of Trailer information are enabled. For example, the Ingrant 1 and 2 windows are not visible for a Trailer designated as DOE Owned. The following depict the windows available for each type of trailer designation:

DOE Owned Trailer

For a Trailer designated as DOE Owned, the following windows of information are enabled:

- Prop Info
- Trailer Info
- Occupants
- Dimensions
- Cap Adjust
- Condition
- Maintenance
- Maint History
- Outgrant
- Notes

DOE Leased Trailer

For a Trailer designated as DOE Leased, the following windows of information are enabled:

- Prop Info
- Trailer Info
- Occupants
- Dimensions

- Cap Adjust
- Condition
- Ingrant 1
- Ingrant 2
- Notes

Contractor Leased Trailer

For a Trailer designated as Contractor Leased, the following windows of information are enabled:

- Prop Info
- Trailer Info
- Occupants
- Dimensions
- Cap Adjust
- Condition
- Ingrant 1
- Ingrant 2
- Notes

Contractor License Trailer

For a Trailer designated as Contractor License, the following windows of information are enabled:

- Prop Info
- Trailer Info
- Occupants
- Dimensions
- Cap Adjust
- Condition
- Ingrant 1
- Ingrant 2
- Notes

Adding a Trailer

To add a new Trailer, open the Trailer list by clicking Property then Trailer. Your default Field Office/Site/Area is displayed. The new Trailer will be created under the displayed Field Office/Site/Area. Use the **Change** link to navigate to a different Field Office/Site/Area if your security access allows you to add records to other Sites

and/or Areas. From the Trailer list window, click the **New Trailer** button. The New Trailer window contains the following fields that are required to add a new trailer:

- Property ID
- Property Name
- Alternate Name
- Usage Code
- Owned/Ingrant Indicator
- Summary/Detail Indicator
- Initial Acquisition Cost
- HQ Program Office
- MARS Asset Type
- MARS Reporting Source
- Gross SQFT or Ingrant SQFT
- No. of Trailers
- Year Built
- Year Acquired
- Trailer Status
- Status Date
- Transfer to PSO
- UFAS Compliance Indicator
- UFAS Exemption Code
- UFAS Justification
- Contract No
- Effective Date
- Expiration Date
- Annual Rent

Based on the owned/ingrant designation, certain fields on the New Trailer window may be optional or do not appear. To establish a new Trailer, enter the requested Trailer information.

Click the **Next >>** button to advance to the second page of the New Trailer process. The **Back<<** button can be used to navigate back to the first page of the New Trailer process. If you wish to cancel out of the New Trailer process without saving the record to the database, click the **Cancel** button.

After you have finished entering all requested Trailer information, click the **OK** button to add the record to the database. This returns you to the Trailer processing where you can continue to add Trailer information. After you finish entering information on each of the Trailer processing windows, click the **Save** button.

Updating a Trailer

To modify a Trailer, open the Trailer list by clicking Property then Trailer. Your default Field Office/Site/Area is displayed. Use the **Change** link to navigate to a different Field Office/Site/Area, if necessary. To refine the Trailer list further, type a search value into the Search field and click the **Go** button. To return to the original list of trailers, click the Clear Search link. From the Trailer list, click the Trailer you wish to update. Information displayed on the various Trailer processing windows may be modified. After you finish modifying information on each of the Trailer processing windows, click the **Save** button.

Deleting a Trailer

To delete a Trailer, open the Trailer list by clicking Property then Trailer. Your default Field Office/Site/Area is displayed. Use the **Change** link to navigate to a different Field Office/Site/Area, if necessary. It is important to note that deleting a Trailer, deletes **all** associated Trailer records (i.e. Capital Adjustments, Ingrant information, etc.). Click the desired Trailer from the Trailer list. When the Trailer processing opens, click the **Delete Prop** button to delete the Trailer records from the database. A message displays asking you to confirm the delete operation.

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6 FIMS Tables

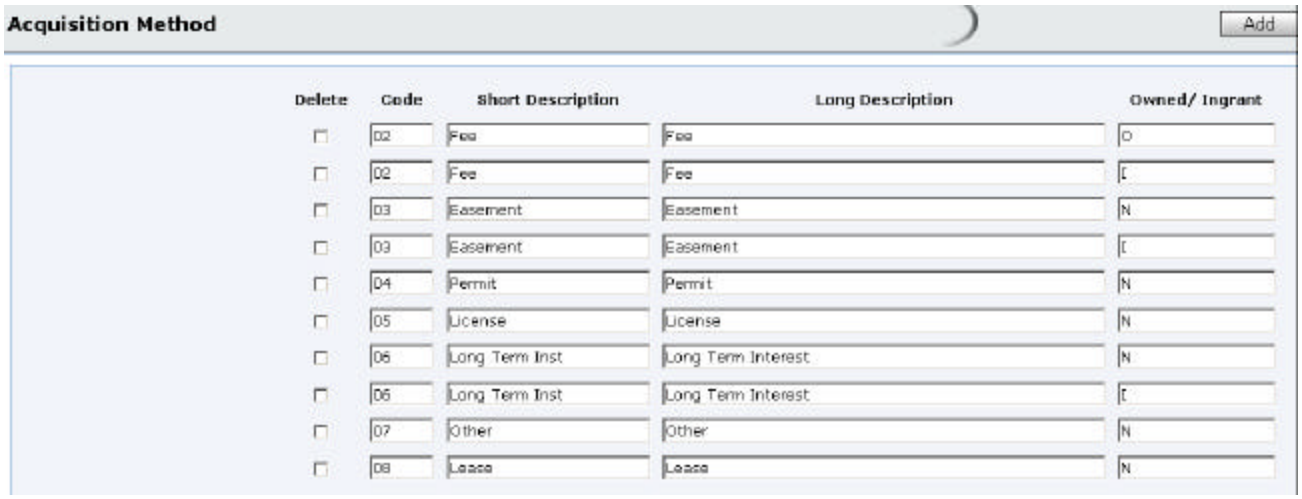
Table Overview

FIMS maintains Lookup tables that contain support information for FIMS, for example, Usage Codes and Geographic Locations. All table maintenance is performed by the FIMS System Administrator (Headquarters) All other security levels have the ability to view table information.

Lookup Tables

To access the Lookup Tables, click Administration then Tables. The following window is displayed:

To display a particular table, click the table name.



If more information exists than can fit in the window, scroll bars appear allowing you to move unseen parts of the window into view.

Provided below is a list of Lookup Tables and their intended purpose. Detailed descriptions of these tables can be found in the *Lookup Table Descriptions* appendix of this manual. Due to the size of the Geographic Location and Congressional Districts tables, they are not included in that section.

Acquisition Method - Codes indicating the method used to acquire land.

Congressional District - Codes indicating the Congressional District of a site.

Deficiency Systems - Codes identifying inadequate subsystems in a building, OSF, or trailer.

Excess Indicator (Site) - Codes indicating whether a site is excess or the current status of the site.

Field Office - Codes identifying the various DOE Field Offices.

Geographic Location City - Codes identifying the GSA City codes.

Geographic Location County - Codes identifying the GSA County codes.

Geographic Location State - Codes identifying the GSA State codes.

Hazard Category - Codes identifying the hazard categories that describe the hazards associated with a building, OSF, or trailer.

Justification Code - Codes identifying the reasons a building or trailer may be exempt from UFAS compliance.

Land Ownership - Codes identifying the type of ownership or means of control of the land on which a DOE building or OSF is constructed.

Landlord Funding Program - Contains the valid budget and reporting (B&R) codes used to identify a specific program.

M&O Contractor - Codes identifying the valid M&O Contractors.

MARS Asset Type - Codes identifying the asset type that is assigned by the Management Analysis Reporting System (MARS).

MARS Reporting Source - Codes identifying the institution or contract group who has financial management responsibility for the real property that is assigned by the Management Analysis Reporting System (MARS).

Model Building - Codes that define the structural type of a building or trailer.

Owned/Ingrant - Codes indicating the type of ownership DOE has on the real property.

Program Office - Codes identifying the DOE Program Offices.

Seismic Exemption - Codes identifying the reasons a building or trailer is exempt from the Seismic EO 12941.

Status - Codes indicating the current status of the building or trailer.

UFAS Exemption Code - Codes identifying whether a building or trailer is exempt from complying with UFAS.

Usage Code - Codes identifying the various current property uses as well as Design Use. Each property type has a set of valid codes. In addition, the table also contains units of measure for OSFs.

Maintaining the FIMS Lookup Tables

The FIMS System Administrator (Headquarters) is the only FIMS user that can update Lookup Tables.

If you are a FIMS System Administrator (Headquarters), the **Add**, **Save**, and **Delete** Lookup Table processing is available. All other FIMS users have view only access to the Lookup Tables.

To update a table, click Administration then Tables to open the Lookup Tables list. Click a Lookup Table name to open it. Perform one of the following operations:

- To add a new record, click the **Add** button, type in the desired entry in the blank row created, and click the **Save** button to add the data to the database.
- To modify a record, change the record(s), and click the **Save** button to commit the change.
- To delete a record, select the record(s) you wish to delete by clicking the Delete check box and then click the **Save** button to delete the record(s).
- To cancel out any adds/changes to a Lookup Table (prior to clicking the **Save** button), click the Tables link again or click any other link in the system.

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7 User Security

Security Overview

FIMS is an unclassified computer system owned and operated by the Department of Energy. The FIMS user must adhere strictly to the security measures and internal controls that have been established at their location. FIMS is protected from unauthorized access through the use of passwords. Each FIMS user is assigned a user ID and password. The user ID is valid for one year from the time of last access. The password is valid for six months from the time of last change. If you login to the system two weeks prior to your password expiring, you are asked if you wish to change your password. If you elect to change it, you are not asked again until it is ready to once again expire. If you do not change your password, the system continues to ask until it does expire, at which time you do not have a choice, but must change it. You may login to the system for up to one year from the last time you logged in and still change your expired password, if you try to enter the system after the one year period, you must call your Field/Operations Office System Administrator (or FIMS System Administrator (Headquarters) if your Field/Operations Office System Administrator is not available) to reinstate your expired user ID.

In addition to your password, your system access is also control by the security level assigned to your user ID. Add, Update, and Delete access to all FIMS records is controlled by the assigned security level. All users, regardless of security level, have view access to all FIMS information.

Security Levels

Add, Update, and Delete access to FIMS is controlled by the security level assigned when the user ID/password is established. It is necessary to specify the security access level when requesting a FIMS user ID and password. The access levels are described below.

FIMS System Administrator (Headquarters)

- Add, Update, and Delete access to all records.
- Authority to establish the security records for all other FIMS users.

Field/Operations Office System Administrator

- Update access to all sites and areas within the specified field/operations office.
- Add, Update, and Delete access to all Property records within the specified field/operations office.
- Authority to establish security records for field/operations office, site, and Guest level users within the specified field/operations office.

Field/Operations Office User

- Update access to all sites and areas within the specified field/operations office.
- Add, Update, and Delete access to all Property records within the specified field/operations office.

Site User

- Update access to the site and all area records within the specified site.
- Add, Update, and Delete access to all Property records within the specified site.

Guest

- View only access to all FIMS data.

Request for User ID

A FIMS *Request for User ID* form is provided in the *Forms* section of this manual for requesting FIMS access. Complete the form according to instructions on the back and submit it to the cognizant System Administrator as specified below. The cognizant System Administrator will acknowledge the request by assigning a user ID or denying the request. If a request is denied an explanation will be provided to the requester.

If You Are:	Submit FIMS User ID Request to:
Field/Operations Office System Administrator	FIMS System Administrator (Headquarters)
Other Field/Operations Office Personnel	Field/Operations Office System Administrator
Site User	Field/Operations Office System Administrator
Other Site Personnel	Site User (who forwards request to Field/Operations Office System Administrator)

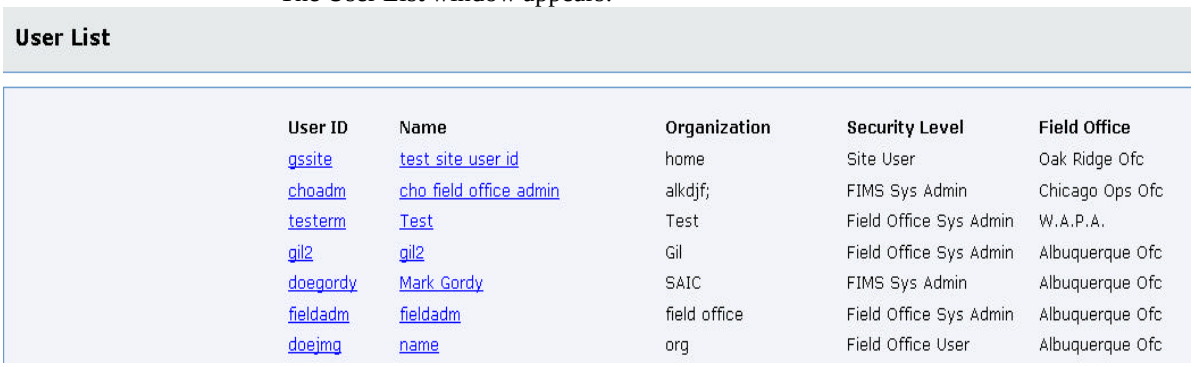
Request for Reinstating a User ID

If your user ID has expired and you can no longer access FIMS, you must complete the FIMS *Request for User ID* form provided in the *Forms* section of this manual

The completed form should be submitted to the cognizant System Administrator as defined in the previous section.

User List

Field/Operations Office Users, Site Users, and Guest have view only access to all FIMS user records. To browse the FIMS users, click Administration then Users. The User List window appears:



User List

User ID	Name	Organization	Security Level	Field Office
gssite	test site user id	home	Site User	Oak Ridge Ofc
choadm	cho field office admin	alkdjf;	FIMS Sys Admin	Chicago Ops Ofc
testerm	Test	Test	Field Office Sys Admin	W.A.P.A.
gil2	gil2	Gil	Field Office Sys Admin	Albuquerque Ofc
doegordy	Mark Gordy	SAIC	FIMS Sys Admin	Albuquerque Ofc
fieldadm	fieldadm	field office	Field Office Sys Admin	Albuquerque Ofc
doejmg	name	org	Field Office User	Albuquerque Ofc

To view a particular user record, click the user from the User List.

To print the User List, click the **Print** button on the Internet Explorer toolbar.

My Profile

The FIMS application allows you to modify your personal information associated with your user ID. To display and modify your user information, click Administration then My Profile. The following information is displayed and may be modified:

- Password
- Name
- Organization
- Phone Number
- Fax Number
- E-mail
- Site Default
- Area Default

Responsibilities and Authorities

FIMS System Administrator (Headquarters)

- Authorizes the DOE Field/Operations Office System Administrator to manage the request for access to FIMS through the assignment of user IDs and passwords.
- Adds, deletes, updates or reinstates the user ID and password of the Field/Operations Office System Administrator, and Guest.

- Adds, deletes, updates, and reinstates any user ID and password in the event the Field/Operations Office System Administrator is unavailable.

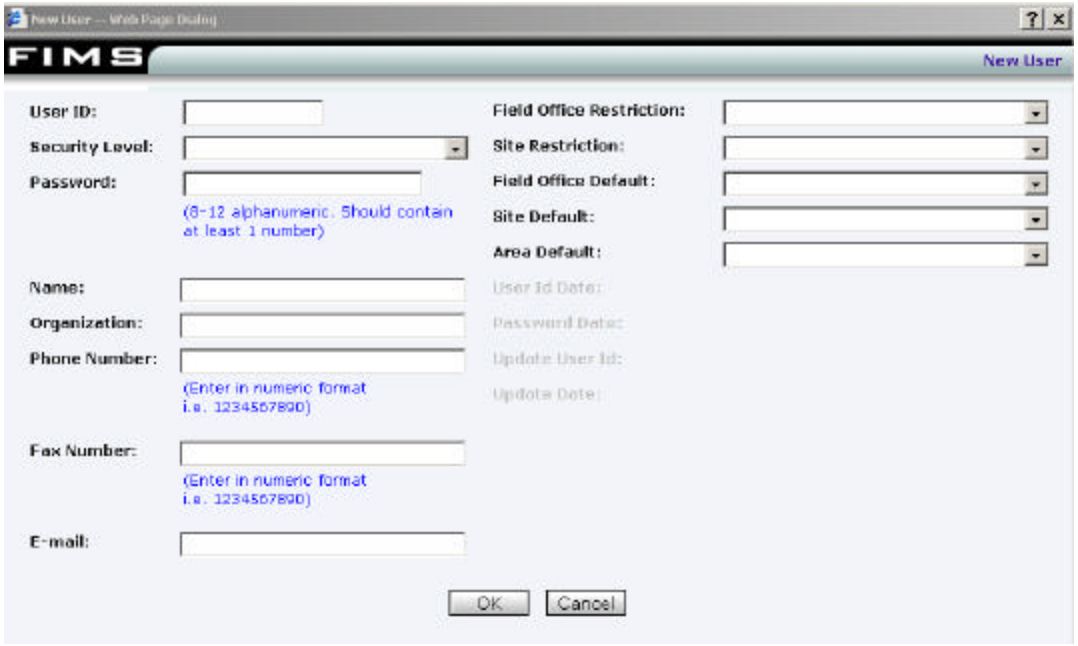
Field/Operations Office System Administrator

- Reviews and approves the request for user IDs and passwords from individuals under the purview of the specified field/operations office.
- Adds, deletes, updates or reinstates field/operations office, site, and guest users under the purview of the field/operations office.
- Maintains a current record of all FIMS users under the purview of the field/operations office.
- Distributes all FIMS related materials to the respective FIMS users at their field/operations office.

Adding a User

The FIMS System Administrator (Headquarters) and the Field/Operation Office System Administrator are the only FIMS users that can add new users to the system.

If you are a FIMS System Administrator (Headquarters) or a Field/Operations Office System Administrator, you can add a new user by clicking Administration then Users. From the User List, click the **New User** button. The New User window appears as follows:



To establish a new user the following information must be entered:

- User ID
- Security Level
- Password

- Name
- Organization
- Phone Number
- Fax Number
- E-mail
- Field Office Restriction
- Site Restriction
- Field Office Default
- Site Default
- Area Default

Click the **OK** button to create the new user record.

Updating a User

The FIMS System Administrator (Headquarters) and the Field/Operation Office System Administrator are the only FIMS users that can update user information.

If you are a FIMS System Administrator (Headquarters) or a Field/Operations Office System Administrator, you can update user information by clicking Administration then Users. From the User List, click the user you wish to modify. The following information may be updated:

- Security Level
- Password
- Name
- Organization
- Phone Number
- Fax Number
- E-mail
- Field Office Restriction
- Site Restriction
- Field Office Default
- Site Default
- Area Default

When a user that the Field/Operations Office System Administrator does not have security to modify is selected, the **Save** button is hidden allowing the Administrator to only view the User Detail information.

Deleting a User

The FIMS System Administrator (Headquarters) and the Field/Operation Office System Administrator are the only FIMS users that can delete a user from the system.

If you are a FIMS System Administrator (Headquarters) or a Field/Operations Office System Administrator, you can delete a user by clicking Administration then Users. From the User List, click the user you wish to delete. Click the **Delete** button to delete the user record. A message appears asking you to confirm the delete operation. If you click **Yes**, the user is permanently removed from the FIMS application. Click **No** to cancel out of the Delete process.

8 FIMS Reporting

Reporting Overview

The Facilities Information Management System (FIMS) provides a set of standard reports. These standard reports include detailed and summary level information on Buildings, Land, OSFs, and Trailers. These reports can be previewed and printed directly from your desktop. FIMS also provides for custom reporting through the use of Microsoft Access 2000/Access 2002

The standard reports reside within the FIMS application. The custom reports reside in a Microsoft Access 2000/2002 database is named CUSTOM2K.MDB

Standard Reports

To generate a standard report, click Reports. You may then choose from the Buildings, Lands, OSFs, Trailers, Maintenance, Special, and Archive reporting categories. After choosing the reporting category, select the desired report from the report list.

The majority of the reports will prompt you for selection criteria. Use the available picklist to specify the criteria you wish to use to generate the report. Note: It is not advised to run the reports for the entire database, the resulting reports may be very large.

A report may be generated in HTML, Adobe Acrobat PDF, or MS Excel format. HTML is recommended for a quick turnaround look at the report. This format works well for one page reports but not multiple page reports. The PDF format works well for all the reports but takes a second or two longer to generate than the HTML format. The Excel format outputs the data on the report into a Microsoft Excel spreadsheet.

Select a Report Format from the picklist and click **Print Preview**.

To print a report, from the report preview window click **File**, **Print**.

To exit the Report window, click another link within the FIMS application.

Custom Reports

Custom reports are designed and generated using Access 2000/Access 2002. Use the CUSTOM2K.MDB database file to design your custom queries and reports. Refer to

the Microsoft Access manuals and the FIMS Training Manual for assistance with developing queries and reports.

Ad-hoc Queries

An ad-hoc reporting tool is built into the FIMS application. It provides picklist of tables and columns that are chosen to create a query.

To access the ad-hoc query process, click Reports then Ad hoc.

Creating a New Ad-hoc Query

To create a new ad-hoc query, click the **New Report** button.

1) Enter a Report Name.

2) Set the Report Access to Private or Public. Private will allow only you the creator to see/run the report. Public will allow everyone with system access to see/run the report.

3) Select the Default Output Type from the picklist. PDF format will allow you to run the query and view the output in Adobe Acrobat reader format. HTML format will allow you to run the query to a web format with just column headings at the top of the first page. Excel format will run the query and format it in Microsoft Excel. This output selection will be the default format. You will be allowed to change the output type before running the query.

4) Select the FIMS Table that you wish to extract data from for your query.

5) Click the **OK** button to continue. The General Info window will open displaying the information you input on the New Query window.

6) Click the Columns link. A list of Available Columns is displayed. Click the first column you wish to display on your query, then click > button to move the column to the Selected Columns list.

   You may also click the first column and then use **[Shift]** + click to select additional columns and move them with the > button all at one time.

   The >> button will move everything from the Available Columns list to the Selected Columns list.

   The < button will move the highlighted columns from the Selected Columns list to the Available Columns list.

   The << button will move everything from the Selected Columns list to the Available Columns list.

   The **Move Up** and **Move Down** buttons allow you to change the position of the columns in the Selected Columns list. The columns should be selected/placed in the order in which they are to display on the query output.

   Click the **Save** button to save selections on the Columns window.

7) Click the Filter Criteria link. This window allows you to setup criteria for your query to narrow the amount of data that is retrieved. If you setup no criteria for your query, data will be retrieved for the entire database.

   Select a Column from the choices available from the picklist. Use columns like Site Number, Owned/Ingrant Indicator, Property Type, Excess Indicator, etc. to narrow the amount of data retrieved.

Select an Operator from the choices available in the picklist.

Enter a Default Value for the column selected. If the Default Value is incorrect, no data will be retrieved.

If you are entering more than one line of Criteria, select a logical operator from the picklist. The **And** operator will force all rows of criteria to be met before a record is selected for the query. The **Or** operator will allow records to be selected for the query if only one row of criteria is met.

The Delete checkbox will remove a line of Criteria from your query. Click the checkbox beside the criteria line that you wish to delete. When you click the **Save** button, the line will be removed.

Click the **Save** button to save selection on the Filter Criteria window.

8) Click the Sort Order link. This window allows you to sort the data retrieved by your query.

Select a column form the Sort By picklist.

The column will sort in ascending order if the Ascending checkbox is checked.

Click the **Save** button to save selections on the Sort Order window.

Click the Quick View link to run the query in the Default Output Type selected.

Edit an Ad-hoc Query

To edit an existing ad-hoc query, from the Ad hoc Reports List, click the Edit link to the right side of the query.

This will open the ad-hoc report processing. The General Info, Columns, Filter Criteria, and Sort Order links are available. Use the processes in the previous section for editing any of the existing information on these windows.

Click the **Save** button after making changes to each window.

Click the Quick View link to run the query in the Default Output Type selected.

Running an Ad-hoc Query

To run an ad-hoc query, from the Ad hoc Reports List, click the Run Report link to the right side of the query.

The query criteria will display. You may change the criteria and the Report Format each time you run a query.

After making changes to the criteria and Report Format, click the **Run Report** button. The report will be displayed on your desktop.

To print the report select, File, Print. If you select Excel as the Report Format, you will be prompted to Open and Save the report. Open will allow you to view the report in Microsoft Excel. Save will allow you to save the Excel file to a location of your choice.

Deleting an Ad-hoc Query

To delete an ad-hoc query, from the Ad hoc Reports List, click the Delete checkbox to the right side of the query you want to delete. You may delete more than one query by checking multiple checkboxes. Click the **Delete Checked** button to delete

the query(s). A message will display asking you to confirm that you want to delete the query(s). The query(s) are removed from FIMS and cannot be retrieved.

9 Download Processing

Download Overview

The FIMS download process transfers data from the FIMS database and stores it locally on your PC in a standalone database. You initiate the FIMS download process. You may wish to download FIMS data to perform local ad-hoc reporting or to capture your data at a given time period for records keeping.

FIMS Download

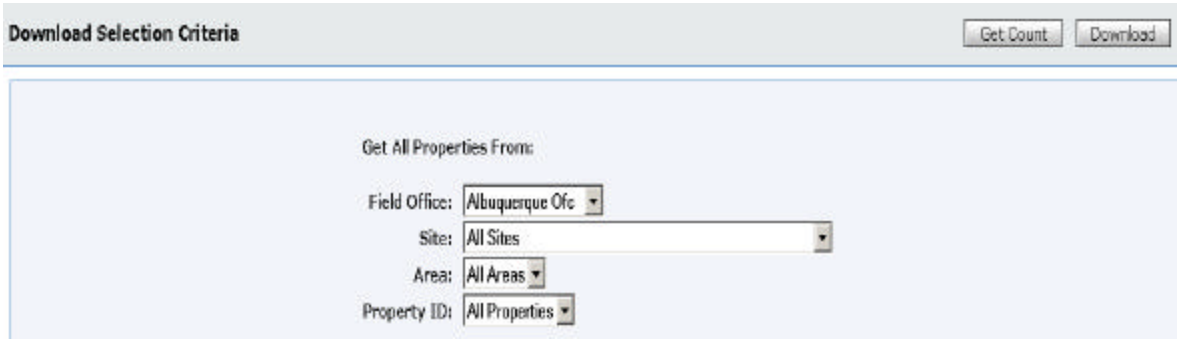
The FIMS download process downloads Field Office, Site, Area, and Property data from the FIMS database to a Microsoft Access 2000 database on your PC. For example, all information associated with a building (Capital Adjustments, Occupant Information, Maintenance...) is downloaded for building property types. Downloading data allows you to create and run adhoc reports and queries without an established connection to the FIMS database. Once the data is downloaded into Access, you may use any of the Access functions including the ability to export data into various file formats for use in other off-the-shelf applications. For more information on how to export data, refer to your Microsoft Access documentation.

Data is downloaded to a local Microsoft Access data base file called **DOWNLOAD.MDB**. If data exists in this database already, you will be prompted if you want to overwrite the file. **DOWNLOAD.MDB** mirrors the FIMS database in structure. When you initiate the download process you are asked to narrow down the requested data before performing the download. Although it is possible to download the entire FIMS database, it is not recommended due to local disk space considerations and the length of time involved.

Keep in mind that the query criteria may be used to retrieve a large number of records or it may be used to retrieve a small number of records. Always use the **Get Count** button to display the number of property records found that meets the selection criteria before you download.

Download Processing

To access the download process, click Administration then Download. The Download Select Criteria window will appear.



Use the picklist to select specific data to download. It is not recommended to download the entire FIMS database because of the size and length of time involved.

After selecting Field Office, Site, Area, and Property ID from the picklist, click the **Get Count** button to determine the number of property records that will be downloaded.

Click the **Download** button to initiate the download process. Acknowledge the message that the "Download process can take several minutes. Please wait until prompted to save the file." When prompted select a location on you pc to save the DOWNLOAD.MDB database file.

10 Upload Processing

Upload Overview

In order to reduce duplicate data entry, the FIMS application provides an Upload process. The Upload process incorporates data from external sources into the FIMS database. There are two parts to the upload process. The first part is to extract the data from a local information source. This step is to be performed by the various programmers supporting the local information source. The second part uploads the data into the FIMS database.

Property, in the form of Buildings, OSFs, Land, and Trailers, records may be uploaded via the FIMS Upload process. Records can only be uploaded as an add or update. If you wish to delete a record, you must do so through the FIMS delete property process. Extract records to be added or updated must conform to a given file format specification.

The Upload process is initiated from the FIMS application via a link that requests the location of the files to be uploaded. The data being uploaded is subject to the same validation criteria applied by the FIMS application. Data that meets data entry requirements is moved to the FIMS database. Data that fails to meet data entry requirements is reported to your desktop during the upload process.

The Upload process requires 2 files, one to specify which fields are to be uploaded, the other to contain the data to be uploaded. There is no naming convention that has to be followed for these 2 files.

The fields file will contain data field names of the table that are to be added/updated. Each line will contain one data field name. The data file will contain data in fixed field width format. Each line will contain one record to be uploaded. Each set of 2 files will upload one or more records into one table, such as the building table or the capital adjustment table. The set of 2 files should be placed in a folder on your hard drive where they can be easily located during the Upload process.

The process will perform as follows for each upload file set:

- If the key field matches an existing record, that record will be updated,
- If the key field does not match an existing record, a new record will be created if all required data is supplied to add a new record.
- Errors such as referential integrity, security, lookup validation errors will be displayed on your desktop during the Upload process.

There are exceptions to the upload process, they are as follows.

- FIMS_TBL_SITE and FIMS_TBL_AREA may not be uploaded, the entries in these tables must be created and edited online.
- LOOKUP tables cannot be uploaded.
- New building, land, OSF, or trailer properties cannot be added through the upload process. They must be added online.
- PROP_PROPERTY_ID is not a field that can be uploaded, it must be modified online.

File Format Specifications

For each FIMS table uploaded, two files are required, a fields file and a data file. The fields file specifies which data fields are to be uploaded. The data file contains the data to be uploaded.

It is critical that the upload data files be formatted as described in the following sections. Upload files that do not conform to the designated file format may have truncated or offset field contents and/or risk rejection by the upload process.

Fields File

Each fields file must contain a uniquely identifying set of data fields. These fields are identified in the fields file as the 4 character table abbreviation and the word KEY, e.g. for the FIMS_TBL_PROPERTY table the key would be PROP_KEY and must be placed as the very first line in the file, thus it would also be the first column in the data file.

The following are the key fields for each table:

1. FIMS_TBL_PROPERTY:

   PROP_KEY CHAR(28), consists of:

   - SITE_NUMBER CHAR(5)
   - AREA_NUMBER CHAR(3)
   - PROPERTY_ID CHAR(20)

2. FIMS_TBL_BUILDING:

   PBLD_KEY CHAR(28), consists of:

   - SITE_NUMBER CHAR(5)
   - AREA_NUMBER CHAR(3)
   - PROPERTY_ID CHAR(20)

3. FIMS_TBL_CAP_IMPROVE:

   CAPI_KEY CHAR(28), consists of:

   - SITE_NUMBER CHAR(5)
   - AREA_NUMBER CHAR(3)
   - PROPERTY_ID CHAR(20)

   CAPI_IMPROVE_SEQ_NO NUM(3)

CAPI_IMPROVE_DATE DATE

4. FIMS_TBL_DEF_MAINT:

DEFM_KEY CHAR(28), consists of:

- SITE_NUMBER CHAR(5)
- AREA_NUMBER CHAR(3)
- PROPERTY_ID CHAR(20)

5. FIMS_TBL_GSA_ASSIGNED:

PGSA_KEY CHAR(28), consists of:

- SITE_NUMBER CHAR(5)
- AREA_NUMBER CHAR(3)
- PROPERTY_ID CHAR(20)

6. FIMS_TBL_LAND:

PLND_KEY CHAR(28), consists of:

- SITE_NUMBER CHAR(5)
- AREA_NUMBER CHAR(3)
- PROPERTY_ID CHAR(20)

7. FIMS_TBL_INGRANT:

LSDT_KEY CHAR(28), consists of:

- SITE_NUMBER CHAR(5)
- AREA_NUMBER CHAR(3)
- PROPERTY_ID CHAR(20)

8. FIMS_TBL_OCCUPANT:

POCC_KEY CHAR(28), consists of:

- SITE_NUMBER CHAR(5)
- AREA_NUMBER CHAR(3)
- PROPERTY_ID CHAR(20)

POCC_OCCUPANT_ID CHAR(8)

9. FIMS_TBL_OSF:

POSF_KEY CHAR(28), consists of:

- SITE_NUMBER CHAR(5)
- AREA_NUMBER CHAR(3)
- PROPERTY_ID CHAR(20)

10. FIMS_TBL_OUTGRANT:

OUTG_KEY CHAR(28), consists of:

- SITE_NUMBER CHAR(5)
- AREA_NUMBER CHAR(3)
- PROPERTY_ID CHAR(20)

OUTG_AGREEMENT CHAR(25)

11. FIMS_TBL_SEISMIC:

SEIS_KEY CHAR(28), consists of:

- SITE_NUMBER CHAR(5)
- AREA_NUMBER CHAR(3)
- PROPERTY_ID CHAR(20)

The other data field names must follow the exact Oracle database definition names as stated in the *FIMS Data Dictionary* under the column Element Name or use the *FIMS Reporting Guide, Listing of FIMS Tables* section for descriptions of the FIMS tables and their associated data field names (Column Names). A sample fields file to update the building table with gross sqft, number of floors, year acquired and year built would be as follow (please note that the data field sizes (i.e. CHAR 28) are not included in the fields file):

Sample Fields File

```
PBLD_KEY
PBLD_GROSS_SQFT
PBLD_NUM_FLOORS
PBLD_YEAR_ACQUIRED
PBLD_YEAR_BUILT
```

Data File

Data File fields must be in a fixed field width format. Each record (row) consists of fields (columns) of a constant field width as specified by the standard format. Fields must be padded with blanks or zeros depending on the data type as described below. All records must have the same line length and the same number of columns. Each record must be delimited with a **Carriage Return** and **Line Feed** sequence, these are **ASCII code 13** and **ASCII code 10**.

A fixed field width file format of,

PROP_KEY	CHAR (28)
PROP_ACQ_COSTS	NUMBER (14,2)
PROP_ESTIMATE_IND	CHAR (1)

would appear as follows:

Format Line Data File

```
          1         2         3         4
1234567890123456789012345678901234567890123456789012345
01111001PROPERTY1                    1512275.95Y
01111001PROPERTY2                     258102.00N
010111001PropX95                       25000.00N
```

Note: The PROP_INITIAL_ACQ_COSTS field requires a total of 16 digits. See the *Special Input Instructions* that follow specific to Number data types for an explanation.

Special Input Instructions

CHAR

CHAR fields must be formatted as normal ASCII characters without delimiters. CHAR fields must be left justified and right-padded with blanks to fill the space to the width of the field. For example, if the field is specified as CHAR(5) and the character value is "AB", the field must be uploaded as "AB " ("AB" followed by 3 blanks). Please note that the double quotes are **not** to be used as a character field delimiter, if double quote characters are present they will be stored as part of the field. To remove a value from a character field, upload blanks into that field.

DATE

DATE fields must be 9 characters in width and formatted as **DD-MMM-YY,** where:

DD is the day portion of the date as a number. Single digit numeric values must be prefaced by a leading zero.

MMM is the month portion of the date as the letter abbreviation of the month. The acceptable abbreviations are as follows: JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, and DEC.

YY is the year portion of the date as a number.

January 1, 2000 would be uploaded as 01-JAN-00. Note the leading 0 padding for the day portion of the date. To remove a value from a date field, upload blanks into that field.

NUMBER

NUMBER(m,n) fields are formatted as a total of m digits which includes n decimal places. NUMBER(5,2) denotes 5 digits total with 2 decimal places. for example, 123.45. Numbers must be right justified, left-padded with blanks. Please note that the decimal point is to be included in your data file for a decimal number.

When determining the length of a number field for your data file;

- Add 1 to the total digits for all number fields to account for a sign (+/-). The positive sign (+) need not be included in your data file but must be accounted for in your total digits. The negative sign (-) should be included in your data file for negative numbers. (E.g., Number(10) denotes 10 digits plus 1 for the sign equals 11 digits total in your data file).
- Add 1 to the total digits for a decimal point if a decimal number (e.g., Number(5,2) denotes 5 digits total plus 1 for the decimal point and plus 1 for the sign (+/-) equals 7 digits total in your data file).

To remove a value from a number field, upload the keyword NULL into that field.

RADIO BUTTONS

Radio buttons are stored in the FIMS database as a 1-character code. Reference the FIMS *Reporting Guide*, *Listing of FIMS Tables* section. Use the "Acceptable Values/Source Table" column for determining the code that is stored in the FIMS database. The upload process should not be used to remove a value from a radio button field.

PICKLIST

Picklist are stored in the FIMS database as defined in the FIMS *Reporting Guide*, *Listing of FIMS Tables* section. Reference the "Format" column for the data field length. To determine the database stored value reference the "Acceptable Values/Source Table" column. Either actual values or a FIMS Lookup Table is listed. If a FIMS Lookup Table (i.e. fims_tbl_lu_usage_code) is listed, then the database stored value is the code from the lookup table. Reference *Appendix E, Lookup Table Descriptions*, for valid codes. These database values are case sensitive. The upload process should not be used to remove a value from a picklist field because the database validation rules will prohibit a blank value.

CAPITALIZATION

FIMS allows upper- and lower- case letters. Any desired capitalization must be performed prior to the data being uploaded into FIMS. This allows originators of the data to tailor the capitalization to their preference.

SPECIAL EXCEPTIONS

When uploading a Building or Trailer contractor generated RPV value into the Building table (fims_tbl_building), you will also need to set the contractor RPV label by uploading a 'Y' into the pbld_rpv_flag data element.

When uploading the Gross SQFT or Energy Consuming data elements, the total of all four data elements should equal the Gross Sqft of the property. This may entail making an adjustment to any existing values.

Example File Set

The following shows an example fields file and data file to upload the Land urban acreage :

UPLDFLDS.001 Fields File:

PLND_KEY
PLND_ACREAGE_URBAN

UPLDDATA.001 Data File data:

SITE_NUMBER portion of PLND_KEY (5 characters)	AREA_NUMBER portion of PLND_KEY (3 characters)	PROPERTY_ID portion of PLND_KEY (20 characters)	Urban Acreage (14 digits)
00001	001	BUILDING 100	2.26
00001	001	BUILDING 200	21.78
00001	001	Building 300	12.00

UPLDDATA.001 Data File (do not include the format line in your data file):

Format Line UPLDDATA.001

```
          1         2         3         4
1234567890123456789012345678901234567890123
00001001BUILDING 100                   2.26
00001001BUILDING 200                  21.78
00001001Building 300                  12.00
```

Initiating an Upload

The following are the steps required to initiate an upload:

- Create data to be uploaded according to the fields file and data file specifications.
- Place the set of 2 files in the desired upload directory, for example C:\PROGRAM FILES\FIMS\UPLOAD.
- Once the data has been placed in the required file format you can initiate the process in FIMS to upload the data by clicking Administration then Upload. You are prompted for the directory location of the data file and the upload fields file. Use the **Browse** feature to locate your files.
- FIMS will display status messages as it collects, sends, and processes the files to identify records that will not process.

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11 Archive Processing

Archive Overview

Archiving is a requirement for all governmental real property inventory systems under the Joint Federal Management Improvement Process (JFMIP) run by the Secretary of Treasury. The FIMS Archive process is also being used by the Department of Energy to track the square footage of excess property sold, transferred, or demolished each fiscal year. This information is reported to Congress on an annual basis.

The FIMS Archive process is designed to allow information from a real property record to be stored into a separate Archive table within the FIMS database. Once the information from the real property record has been archived, the record is permanently deleted from the FIMS database. Once the information has been archived, it cannot be retrieved back to the FIMS database.

Archive Guidance

If archived data needs to be modified in order to correct an inaccuracy, sites can request changes via e-mails or letters to ME-90 with a copy to their Headquarters Program Office. Once the requested changes are implemented into the archive, ME-90 will inform the requestor as well as the Headquarters Program Office.

Due to the potential for audits, modifications to previous fiscal years archived data will be subject to higher configuration controls. Change request will require you to describe what is in error, why it is in error, and what steps will be taken to eliminate the error in the future. This documentation will be retained at Headquarters.

Some key points to keep in mind regarding the archive:

- Prior to the archiving of buildings and trailers, ensure that the Building/Trailer Status correctly reflects whether the facility has been Sold, Demolished or Transferred to Another Federal Agency. The Building/Trailer status of Transferred to Another Federal Agency would be used in the event a facility was transferred to another federal agency such as GSA or DOD. It is not intended to reflect internal transfers within programs or contractors.
- Ensure the Status Date is correct. This date is CRITICAL for the annual excess elimination report.

- The actual archive date (system generated) is used for reporting OSF and land records.
- Only real property trailers (501 MARS Asset Type) qualify for excess elimination.
- Leased properties cannot be archived.
- Expired or terminated Land Permits cannot to be archived.

Archive Initiation

Each of the Building, Trailer, Land, or Other Structures and Facilities processing has an **Archive** button on the left hand side of the window. To initiate an archive of the active record on the screen, click the **Archive** button. The system will verify that the Building/Trailer Status field has been updated to Sale, Transfer to Another Federal Agency, or Demolished and remind you to update the Status Date and all other information prior to archiving a building or trailer record. Likewise, the system will remind you to update all information before archiving an OSF or Land record. The system will confirm that it is your intention to Archive and Delete the current record. This is your opportunity to cancel the process. By indicating your intention to proceed with the archive, the system will extract selected data from the real property record and store it in the Archive table within the FIMS database. The table below identifies the information that is currently captured during the Archive process.

Data Element	Associated Property Types
Site Number	All
Area Number	All
Property ID	All
Owned/Ingrant Indicator	All
Property Name	All
Alternate Name	All
Property Type	All
Usage Code	All
Summary/Detail Indicator	Trailers and Other Structures and Facilities
Initial Acquisition Cost	All
Estimate Indicator	All
Total Adjustments	Buildings, Trailers, and Other Structures and Facilities
Excess Indicator - Property	All
Excess Year	All
Outgrant Indicator	All
MARS Asset Type	All
MARS Reporting Source	All
Historic Designation	All
Notes	All

Date Record Was Archived	All
Measurement (Gross SQFT for Buildings/Trailers; Primary Quantity for OSF's)	Buildings, Trailers, and Other Structures and Facilities
Net Occupiable - sqft	Buildings
No. of Buildings	Buildings and Trailers
No. of Floors	Buildings
No. of Floors Below Grade	Buildings
Summary Condition	Buildings and Trailers
Deficiency Systems 1	Buildings, Trailers, and Other Structures and Facilities
Deficiency Systems 2	Buildings, Trailers, and Other Structures and Facilities
Deficiency Systems 3	Buildings, Trailers, and Other Structures and Facilities
Deficiency Systems 4	Buildings, Trailers, and Other Structures and Facilities
Deficiency Systems 5	Buildings, Trailers, and Other Structures and Facilities
Model Bldg	Buildings and Trailers
Hazard Category	Buildings, Trailers, and Other Structures and Facilities
HQ Program Office	All
Building Status Trailer Status	Buildings Trailers
Status Date	Buildings and Trailers
Transfer to PSO	Buildings and Trailers
Land Ownership Code	Buildings and Other Structures and Facilities
Building RPV Trailer RPV Structure RPV	Buildings Trailers Other Structures and Facilities
Replacement Plant Value Contractor Flag	Buildings and Trailers
Status Utilization	Buildings
Year Built	Buildings and Trailers
Year Acquired	Buildings and Trailers
Seismic Exemption	Buildings and Trailers
Seismic Essential	Buildings and Trailers
Design Use	Buildings and Trailers
Deferred Maintenance Cost	Buildings, Trailers, and Other Structures and Facilities
Annual Required Maintenance Cost	Buildings, Trailers, and Other Structures and Facilities
Annual Actual Maintenance Cost	Buildings, Trailers, and Other Structures and Facilities
Inspection Date	Buildings, Trailers, and Other Structures and Facilities

Acquisition Method Code	Land
From Acquisition Date	Land
To Acquisition Date	Land
Urban Acreage	Land
Rural Acreage	Land
Archived Maintenance History	
Maintenance Fiscal Year	Buildings, Trailers, and Other Structures and Facilities
Deferred Maintenance Cost	Buildings, Trailers, and Other Structures and Facilities
Annual Required Maintenance Cost	Buildings, Trailers, and Other Structures and Facilities
Annual Actual Maintenance Cost	Buildings, Trailers, and Other Structures and Facilities
Inspection Date	Buildings, Trailers, and Other Structures and Facilities

Once the record has been archived, the system will automatically delete the property record and all of the associated information (i.e., Building, Cap Adjustments, Occupants, Deferred Maintenance,…).

To gain access to data that has been archived, you will use the FIMS Standard Reports.

A. FIMS Data Dictionary

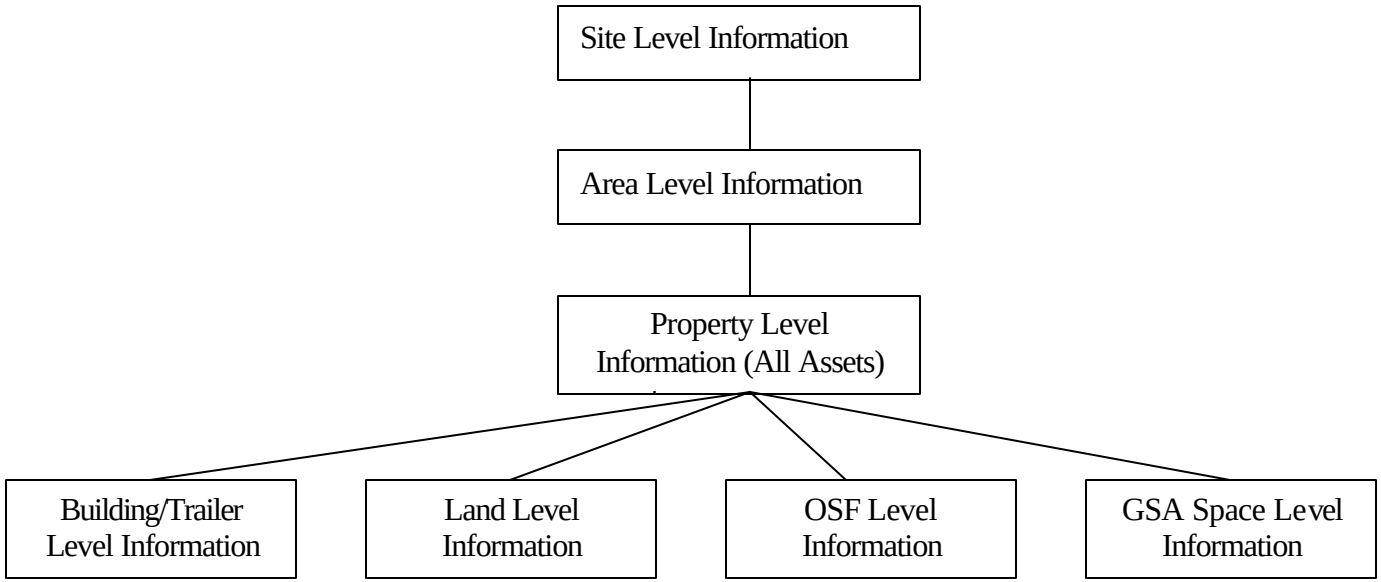
Overview

The FIMS Data Dictionary contains descriptions of all data elements in FIMS. It also identifies the Headquarters program sponsor for each data element. As an additional aid to data entry personnel, this dictionary identifies the data entry window that contains the data element. Some possible data sources are also provided after each description to assist in determining where to obtain the information.

Under the Element and Window Name column, the update frequency is provided. The three designations used are Static, As Needed, and Annual Update. Static data elements are those that are input once and basically never change. As Needed data elements are those that may require updates on a periodic basis. Data elements with a designation of Annual Updates are those that must be updated on a yearly basis to satisfy various Departmental requirements.

The FIMS Data Dictionary is presented in alphabetical order by the data entry field names found in the FIMS application.

FIMS Data Hierarchy



English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
Acquisition Method Code Required for DOE Owned and DOE Ingrant Land	PLND_ ACQ_METHOD_CODE ACMD_ACQ_METHOD_CODE *Land Info, Lookup table* UPDATE FREQUENCY: Static	CHAR(2) *ME*	Code that indicates how the land was acquired. *(Real Estate Rep, Procurement, Area office)*
Acquisition Method Description – Long	ACMD_ACQ_LONG_DESC *Lookup Table*	CHAR(50)	Long description of the acquisition method code.
Acquisition Method Description – Short	ACMD_ACQ_SHORT_DESC *Lookup Table*	CHAR(15)	Abbreviated description of the acquisition method code.
Adjustment Cost Required for DOE Owned, DOE Leased, and Contractor Leased Buildings, OSF, and Trailers	CAPI_IMPROV_COST *Cap Adjust* UPDATE FREQUENCY: Annual Update	NUM(14,2) *ME*	Cost of the capital adjustment/improvement. *(Finance/Accounting)*
Adjustment Date Required for DOE Owned, DOE Leased, and Contractor Leased Buildings, OSF, and Trailers	CAPI_IMPROV_DATE *Cap Adjust* UPDATE FREQUENCY: Annual Update	DATE *ME*	Date the capital adjustment/improvement was made. *(Finance/Accounting)*
Adjustment Description Required for DOE Owned, DOE Leased, and Contractor Leased Buildings, OSF, and Trailers	CAPI_IMPROV_DESC *Cap Adjust* UPDATE FREQUENCY: Annual Update	CHAR(50) *ME*	Description of the capital adjustment/improvement. *(Finance/Accounting)*
Adjustment Sequence Number	CAPI_IMPROV_SEQ_NO *System Generated*	NUM(3)	Computer generated number used to uniquely identify multiple adjustments/improvements made on the same date.
Agreement Number	OUTG_AGREEMENT *Outgrant*	CHAR(25) *ME*	Unique number assigned to each Outgrant on a site-by-site basis.

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
	UPDATE FREQUENCY: As Needed		*(Real Estate Rep)*
Alternate Name Optional	PROP_NAME_ALT *Prop Info* UPDATE FREQUENCY: Static	CHAR(30) *Field*	The alternate name assigned to a specific property. For GSA assigned properties, enter the City and State from the GSA rent bill. For OSF's using usage codes 4920, 4921, or 4922, enter the permit number. *(Industrial Engineer or Building Mgr)*
Annual Actual Maintenance Required for DOE Owned Buildings, OSF, and 501 asset type Trailers	DEFM_AM *Building/Trailer/OSF Maintenance* UPDATE FREQUENCY: Annual Update	NUM(10) *CR*	Actual costs incurred in the current fiscal year of all maintenance activities for a building, trailer, or OSF (including repairs and those activities accomplished in the current fiscal year that were identified in the previous fiscal year deferred maintenance estimate). *(Federal Maintenance Manager)*
Annual Rent Required	LSDT_ANNUAL_RENT *Ingrant 1* UPDATE FREQUENCY: Annual Update	NUM(13,2) *ME*	The current annual rent for a lease. *(Procurement, Real Estate Rep)*
Annual Rent - Lab Required	LSDT_RENT_YR_SQFT_LAB *Ingrant 2* UPDATE FREQUENCY: As Needed	NUM(9,2) *ME*	Amount of lab rent (in dollars and cents) per year per square foot. *(Procurement or Real Estate Rep)*
Annual Rent – Office Required	LSDT_RENT_YR_SQFT_OFFICE *Ingrant 2* UPDATE FREQUENCY: As Needed	NUM(9,2) *ME*	Amount of office rent (in dollars and cents) per year per square foot. *(Procurement or Real Estate Rep)*
Annual Rent – Other Required	LSDT_RENT_YR_SQFT_OTHER *Ingrant 2* UPDATE FREQUENCY: As Needed	NUM(9,2) *ME*	Amount of rent (in dollars and cents) for other than lab and office per year per square foot. *(Procurement or Real Estate Rep)*
Annual Required Maintenance Required for DOE Owned Buildings, OSF, and 501 asset type Trailers	DEFM_RM *Building/Trailer/OSF Maintenance*	NUM(10) *CR*	Estimates of all costs to perform maintenance activities for a building, trailer, or OSF in the current fiscal year that one would normally expect to be accomplished as determined by engineering/maintenance/life cycle analysis and vendor

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
	UPDATE FREQUENCY: Annual Update		maintenance schedule. Included are preventive maintenance, predictive maintenance, and any other maintenance activity required (such as a roof replacement) for which the current fiscal year is the optimum period of accomplishment. Costs for repairs (corrective maintenance) are generally not known and should not be reported in this category. Do not include maintenance requirements that were identified in the previous fiscal year deferred maintenance estimate (unless you programmed those items to be accomplished in the current fiscal year). *(Federal Maintenance Manager)*
Area Default	SECR_AREA_DEFAULT *User Details*	CHAR(3)	Specifies the Area to be active each time the user enters FIMS.
Area Name Required	AREA_NAME *Area Info* UPDATE FREQUENCY: Static	CHAR(35) *ME*	A name that is assigned by the Field Office to identify an administrative subdivision of a Site. *(Field/Ops Admin, Plant Engineering)*
Area Number Required	AREA_NUMBER PROP_AREA_NUMBER *Area Info* UPDATE FREQUENCY: Static	CHAR(3) *ME*	Three-digit number that identifies an administrative subdivision of a Site. *(Field/Ops Admin, Plant Engineering)*
Asset Condition Index (ACI)	Report Generated	NUM (4,3) *ME*	ACI is the Department's corporate performance measure of facility condition. The ACI reflects the outcome of real property maintenance and recapitalization policy, planning, and resource decisions. The goal is for the ACI to approach 1. The index is 1minus the Facility Condition Index (FCI) (i.e. ratio of the cost of deficiencies of facility assets to the facility's replacement plant value). The cost of deficiencies if the total dollar amount of existing maintenance and repair deficiencies obtained from a condition assessment inspection. Ratings are assigned to ACI range measures. The ACI increases and approaches 1 as the condition of the facilities improve at a site. ACI ratings are based on comprehensive condition assessment

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			surveys of the facilities. ACI ranges and ratings are as follows. **ACI Range** **ACI Rating** 1.00 >= 0.98 Excellent 0.98 >= 0.95 Good 0.95 >= 0.90 Adequate 0.90 >= 0.75 Fair 0.75 >= Poor
Asset Utilization Index (AUI)	Report Generated	NUM(4,3) *ME*	AUI is the Department's corporate performance measure of facilities and land holdings utilization. The index reflects the outcome from real property acquisition and disposal policy, planning, and resource decisions. The goal is for the ratio of utilization-justified assets to current real property assets to be 1:1(i.e. an AUI of 1). The index is the ratio of the area of all utilization-justified space in operating facilities or land holdings (numerator) to all operational and excess facilities or land holdings without a disposition baseline and funding (denominator). Ratings are assigned to AUI range measures. The AUI decreases as the excess and underutilized facilities at a site increase. The AUI increases as the excess facilities are eliminated and consolidation increases the utilization rate of remaining facilities. AUI ranges and ratings are as follows. **AUI Range** **AUI Rating** 1.00 >= 0.98 Excellent 0.98 >= 0.95 Good 0.95 >= 0.90 Adequate 0.90 >= 0.75 Fair 0.75 >= Poor
Assigned Usable square feet Required for GSA Owned and GSA Leased Buildings	PGSA_ASSIGN_USABLE *GSA Assign*	NUM(10) *ME*	The square feet of floor space actually occupied by the using agency. The assigned usable square feet is shown on the General Services Administration (GSA) rent bill in the Notes section.

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
	UPDATE FREQUENCY: As Needed		*(Real Estate Division of the specific GSA regional office that provided the space)*
Building RPV Required for DOE Owned Buildings	PBLD_BUILDING_RPV *RPV* UPDATE FREQUENCY: Annual Update	NUM(14,2) *ME*	HQ (System Generated) – Current cost to replace an existing building with a new building. This value does not include the cost of the underlying land, personal property (furnishings) within the building, site work, D&D cost, demolition, contamination and any production equipment. RPV is dependent on a standardized building model based on RS Means Cost Works square foot building models. The RPV is automatically calculated by FIMS using model square foot cost, gross square footage, a geographic adjuster, and a local site factor. The resulting RPV is intended for macro analysis and not as a substitute for a detailed cost estimate such as a bid price for a particular building. Each site has the option to replace a FIMS system generated RPV with a site derived/engineered value. CONTRACTOR – The site's estimated value for replacing a building. All equipment or fixtures (such as plumbing, electrical, heating, built-in cabinets, and elevators) that are installed in a building in a more or less permanent manner or that are essential to its primary purpose are considered to be part of the building. The estimated value of the land and the value to demolish or decontaminate a building will not be included.
Building Status Required for DOE Owned Buildings Optional for DOE Leased, Contractor Leased and Permits Buildings	PBLD_ STATUS *Building Info* UPDATE FREQUENCY: As Needed	CHAR(1) *SC*	Status of the building reflects programmatic intentions as well as the physical/operational status of the building. The selections are as follows: 1 - Operating – A facility that is required for DOE's current and ongoing needs and responsibilities. 2 - Operational Standby - If there is any future programmatic use of the facility (other than cleanup) expected. 3 - Shutdown Pending Transfer - Indicates the facility is to be planned for eventual transfer to another programmatic office or organization.

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			4 - Shutdown Pending D&D - Indicates the facility has been shutdown for the purpose of eventual D&D (regardless of when D&D activities are slated to start). Under this category, the programmatic office or organization responsible for D&D activities would have responsibility for this facility. 5 - D&D in Progress - D&D activities are underway. This activity would be identified once funds have been budgeted and approved for expenditure. 6 – Operating Pending D&D – Indicates the facility has been transferred to the programmatic office or organization responsible for D&D activities. The facility is being used for site clean up activities. 7 – Operating under an Outgrant – A facility being used by another party through means of a lease, easement, license, or permit. 8 – Transfer to Another Federal Agency – The facility has been designated for transfer to another federal agency. 9 – Sale – Indicates the facility has been sold/transferred (regardless of consideration) to a private business, community, commercial development group or local governmental development authority. A – Demolished – Indicates the facility has been demolished, torn down. This status is to be used for buildings/trailers that no longer physically exists. B – Deactivation – A facility that has completed or is undergoing the process of placing it in a stable and known condition including the removal of hazardous and radioactive materials to ensure adequate protection of the worker, public health and safety, and the environment, thereby limiting the long-term cost of surveillance and maintenance. Actions include the removal of fuel, draining and/or de-energizing nonessential systems, removal of stored radioactive and hazardous materials, and related actions. Deactivation does not include all decontamination necessary for the dismantlement and demolition phase of decommissioning, e.g., removal of contamination

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			remaining in the fixed structures and equipment after deactivation. Not all deactivated facilities will be declared as excess facilities. C – Shutdown Pending Disposal – Indicates the facility has been shutdown and has been identified for eventual disposition. The process to report the facility as excess to the Department's needs has been either started or completed. *(ES&H, Building Mgr, Plant Engineering)*
Capitalized Indicator Required for DOE Owned Buildings, OSF, Land, and Trailers	PROP_ CAP_IND CAPI_CAP_IND *Prop Info* *Cap Adjust* UPDATE FREQUENCY: As Needed	CHAR(1) *ME*	Indicates (Yes/No) whether an assets initial acquisition cost and/or improvements are capitalized and therefore included in the Management Analysis Reporting System (MARS). Capitalization is the process whereby plant and equipment items, costing at least $25,000 and having an anticipated service life of at least two years, that are purchased, constructed, or fabricated in-house, including major modifications or improvements to any of these items, are recorded in the MARS system by site accounting/finance. Since FIMS is required to maintain both capitalized and uncapitalized assets, this indicator allows FIMS cost data to be totaled for only capitalized assets and provides an achievable balance and reconciliation between FIMS and MARS cost data.
Common Space square feet Required for GSA Owned and GSA Leased Buildings	PGSA_COMMON *GSA Assign* UPDATE FREQUENCY: As Needed	NUM(10) *ME*	The square feet of floor space in the building made up of such items as washrooms, janitorial closets, electrical rooms, telephone rooms, mechanical rooms, elevator lobbies, and public corridors which are available primarily for the use of the tenants. The common space square feet is shown on the General Services Administration (GSA) rent bill in the Notes section. *(Real Estate Division of the specific GSA regional office that provided the space)*
Congressional District (1-10) Required	SITE_CONGRESS_DIST_1 SITE_CONGRESS_DIST_2 SITE_CONGRESS_DIST_3 SITE_CONGRESS_DIST_4 SITE_CONGRESS_DIST_5	CHAR(2) *ME*	Identifies congressional districts included within the boundary or any portion of the Site. *(Plant Engineering, Real Estate Rep)*

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
	SITE_CONGRESS_DIST_6 SITE_CONGRESS_DIST_7 SITE_CONGRESS_DIST_8 SITE_CONGRESS_DIST_9 SITE_CONGRESS_DIST_10 *GSA Report* UPDATE FREQUENCY: Static		
Contract No Required	LSDT_INGRANT_CONTRACT_NO *Ingrant 1* UPDATE FREQUENCY: As Needed	CHAR(27) *ME*	The number that appears on the lease, permit, agreement, etc. for a lease or in-grant property. *(Procurement, Real Estate Rep)*
Conventional Facility Indicator Optional for DOE Owned Buildings and OSF's.	DEFM_CONV_FAC *Building/OSF Maintenance* UPDATE FREQUENCY: Annual Update	NUM (5,4) *SC*	Indicates the percentage of a FIMS property that is deemed general purpose/conventional (GP/C). In the event that the property has general purpose/conventional (GP/C) components **and** programmatic components, enter the percentage of the property's total RPV that is deemed GP/C. GP/C properties are essentially all properties except those uniquely associated with one program that cannot be easily be re-utilized by other programs when mission work is completed (e.g. accelerator beamline). *(Building or Maintenance Mgr, Plant Facilities Engineering)*
Deferred Maintenance Cost Required for DOE Owned Buildings, OSF, and 501 asset type Trailers	DEFM_DM *Building/Trailer/OSF Maintenance* UPDATE FREQUENCY: Annual Update	NUM(10) *CR*	Deferred Maintenance, as defined in the Statement of Federal Financial Accounting Standards No. 6, is "maintenance that was not performed when it should have been or was scheduled to be and which, therefore, is put off or delayed for a future period." For the purpose of reporting deferred maintenance of DOE real property, deferred maintenance is that cost required to restore a facility to its current use as-built condition. Maintenance costs/work **do not** include the following: • Regularly scheduled janitorial work such as cleaning and preserving facilities and equipment.

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			• Work performed in relocating or installing partitions, office furniture, and other associated activities. • Work usually associated with the removal, moving, and placement of equipment. • Work aimed at expanding the capacity of an asset or otherwise upgrading it to serve needs different from or significantly greater than those originally intended. • Improvement work performed directly by in-house workers or in support of construction contractors accomplishing an improvement. • Work performed on special projects not directly in support of maintenance or construction. • Non-maintenance roads and grounds work, such as grass cutting and street sweeping. *(Federal Maintenance Manager)*
Deficiency Description - Long	COND_LONG_DESC *Lookup Table*	CHAR(50)	Long description of the deficiency system.
Deficiency Description - Short	COND_SHORT_DESC *Lookup Table*	CHAR(15)	Abbreviated description of the deficiency system.
Deficiency System (1-5) Required for DOE Owned Buildings, OSF, and 501 asset type Trailers	PBLD_DEF1 PBLD_DEF2 PBLD_DEF3 PBLD_DEF4 PBLD_DEF5 POSF_DEF1 POSF_DEF2 POSF_DEF3 POSF_DEF4 POSF_DEF5 *Condition, OSF Info* UPDATE FREQUENCY: Annual Update	CHAR(3) *SC*	Indicates the deficient subsystems/work breakdown structure for a building, trailer, or OSF. Up to 5 deficiencies can be selected. Identify the deficient subsystems in order of seriousness. Further explanations of why a specific deficiency was selected can be provided in the Notes field. If no deficiencies exist for a property, the Deficiency System (1) data field should be populated with 'None'. The remaining Deficiency System (2 – 5) data fields should be left blank. To remove a Deficiency System (2-5), the value may be set to 'None'. *(Bldg or Maintenance Mgr, Plant/Facilities Engineering)*
Design Use	PBLD_DESIGN_USE	CHAR(4)	Usage code that identifies the original design use that the

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
Required for DOE Owned, DOE Leased, and Contractor Leased Buildings and Trailers	*Condition* UPDATE FREQUENCY: Static	*ME*	building/trailer was constructed for. Building/Trailer usage codes consist of 3 characters. *(Building or Maintenance Mgr, Plant Engineering)*
DOE Receipts	OUTG_RECEIPTS *Outgrant* UPDATE FREQUENCY: As Needed	NUM(10) *ME*	The amount of money DOE was paid for the Outgrant, if anything. *(Real Estate Rep)*
E-mail	SECR_EMAIL *User Details*	CHAR(40)	Electronic Internet mail address of the FIMS user.
Effective Date Required	LSDT_EFFECTIVE_DATE OUTG_EFFECTIVE_DATE *Ingrant 1, Outgrant* UPDATE FREQUENCY: As Needed	DATE *ME*	The commencement date of the current agreement for this property. This is the effective date, not the date the agreement was signed. Sometimes referred to as "anniversary date". *(Procurement, Real Estate Rep)*
EMS4 Site Required for DOE Owned, DOE Leased and Contractor Leased Buildings, OSF and Trailers	PBLD_EMS_SITE POSF_EMS_SITE *Building/Trailer/OSF Dimensions* UPDATE FREQUENCY: Static	NUM(4) EE	The four-digit Energy Management System 4 (EMS4) database site number. The site number is available from the EMS4 coordinator at each site. Most FIMS sites have only on associated EMS4 site number. Coordination is required at those sites that have more than one EMS4 site number to ensure that the proper site identification number is used for each building, trailer or other structure and facilities. *(In-House Energy Management, EMS4 Site Coordinator)*
Energy Consuming Buildings/Facilities Required for DOE Owned, DOE Leased and Contractor Leased Buildings, OSF and Trailers	PBLD_EC_BLDG_FAC POSF_EC_BLDG_FAC *Building/Trailer/OSF Dimensions* UPDATE FREQUENCY: Annual Update	NUM(10) *EE*	Square footage currently reported under the Buildings category in the Energy Management System 4 (EMS4) as required in DOE Order 430.2 or updates to this Order. This square footage represents buildings or other structures and facilities space with energy being consumed for heating, cooling, ventilation, and lighting or to service the water heating energy load requirements of the facility. It may also include square footage for some buildings, which are not separately metered and could be classified as Laboratory and Industrial Facilities, or Metered Process (Exempt) Facilities, but without additional metering can

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			only be placed in this category. If no square footage is reported in this category for a property, zero (0) must be entered. If a facility is leased and DOE funds are used to pay for **all** the energy usage(including electricity, natural gas, heating, steam, etc.), the square footage is to be included in this category. If the building owner pays for any portion of the energy usage (including heating), do not use this category. *(In-House Energy Management)*
Energy Consuming Industrial and Laboratory Facilities Required for DOE Owned, DOE Leased and Contractor Leased Buildings, OSF and Trailers	PBLD_EC_INDUST_LAB POSF_EC_INDUST_LAB *Building/Trailer/OSF Dimensions* UPDATE FREQUENCY: Annual Update	NUM(10) *EE*	Square footage currently reported under the Industrial and Laboratory Facilities category in the Energy Management System 4 (EMS4) as required in DOE Order 430.2 or updates to this Order. This square footage represents buildings or other structures and facilities space where energy is being consumed by any fixed equipment, building, or complex for the production, manufacturing, or other processes that uses large amounts of capital equipment in connection with, or as part of, any process or system, and within which the majority of energy use is not devoted to the heating, cooling, lighting, ventilation, or to service the water heating energy load requirements of the facility. If no square footage is reported in this category for a property, zero (0) must be entered. If a facility is leased and DOE funds are used to pay for **all** the energy usage(including electricity, natural gas, heating, steam, etc.), the square footage is to be included in this category. If the building owner pays for any portion of the energy usage (including heating), do not use this category. *(In-House Energy Management)*
Energy Consuming Metered Process (Exempt) Facilities Required for DOE Owned, DOE Leased and Contractor Leased Buildings, OSF and Trailers	PBLD_EC_METERED POSF_EC_METERED *Building/Trailer/OSF Dimensions* UPDATE FREQUENCY: Annual Update	NUM(10) *EE*	Square footage reported under the Metered Process (Exempt) category of the Energy Management System 4 (EMS4) as required in DOE Order 430.2 or updates to this Order. This square footage represents buildings or other structures and facilities space where energy is being consumed but it is technically infeasible to implement energy efficiency measures or where conventional performance measures are rendered meaningless by an

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			overwhelming proportion of process-dedicated energy (greater than 80%). The purpose of this category is to identify the square footage contain heavier, non-Building Load, machine or production line metered process energy consumption that varies year to year in direct response to programmatic activity. If no square footage is reported in this category for a property, zero (0) must be entered. If a facility is leased and DOE funds are used to pay for **all** the energy usage(including electricity, natural gas, heating, steam, etc.), the square footage is to be included in this category. If the building owner pays for any portion of the energy usage (including heating), do not use this category. *(In-House Energy Management)*
Escalation Year – Other Required	LSDT_ESCALATION_YR_OTHER *Ingrant 2* UPDATE FREQUENCY: As Needed	CHAR(1) *ME*	Indicates (Yes/No) whether an escalation in other expenses is allowed during the life of the present lease. *(Procurement, Real Estate Rep)*
Escalation Year – Services Required	LSDT_ESCALATION_YR_SERVICES *Ingrant 2* UPDATE FREQUENCY: As Needed	CHAR(1) *ME*	Indicates (Yes/No) whether an escalation in service charges is allowed during the life of the present lease. *(Procurement, Real Estate Rep)*
Escalation Year – Taxes Required	LSDT_ESCALATION_YR_TAXES *Ingrant 2* UPDATE FREQUENCY: As Needed	CHAR(1) *ME*	Indicates (Yes/No) whether an escalation in taxes is allowed during the life of the present lease. *(Procurement, Real Estate Rep)*
Estimate Indicator Required for DOE Owned Buildings, OSF, Land and Trailers	PROP_ESTIMATE_IND *Prop Info* UPDATE FREQUENCY: Static	CHAR(1) *Field*	Indicates (Yes/No) if the initial acquisition cost entered for an owned building, structure, land, or trailer is an estimate. *(Finance/Accounting)*
Excess Indicator (Property) Required for DOE Owned Buildings, OSF, Land, and Trailers	PROP_EXCESS_IND *Prop Info*	CHAR(1) *ME*	Indicates (Yes/No) that the Field Office/Site has designated the property as Excess now or will be Excess in the future. It is not intended to indicate that the property has been formally declared excess to the department's

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
	UPDATE FREQUENCY: As Needed		requirements by ME. *(Field/Ops Admin)*
Excess Indicator (Site) Required	SITE_ EXCESS_IND_CODE EXCD_EXCESS_IND_CODE *GSA Report, Lookup Table* UPDATE FREQUENCY: Static	CHAR(1) *ME*	Indicates whether the Site is excess to the needs of the department, or tells the current status of the Site. This data is supplied by the Field Office and input by headquarters for the establishment of a Site. *(Real Estate Rep)*
Excess Indicator Description - Short	EXCD_SHORT_DESC *Lookup Table*	CHAR(15)	Abbreviated description of the site excess indicator.
Excess Year (Property) Required for DOE Owned Buildings, OSF, Land and Trailers where Excess Indicator (Property) = 'Y'	PROP_EXCESS_YR *Prop Info Tab* UPDATE FREQUENCY: As Needed	CHAR(4) *ME*	The fiscal year in which the Field Office/Site designates the property as Excess. Only input if Excess Indicator (Property) is 'Y' (Yes). *(Field/Ops Admin)*
Expiration Date Required	LSDT_EXPIRATION_DATE OUTG_EXPIRATION_DATE *Ingrant 1 Tab* *Outgrant Tab* UPDATE FREQUENCY: As Needed	DATE *ME*	The date that the current ingrant/outgrant is scheduled to end. *(Procurement, Real Estate Rep)*
Facility Condition Index (FCI)	*Report Generated*	*ME*	The ratio of Deferred Maintenance to Replacement Plant Value (RPV). FCI Reference Source…"Managing the Facilities Portfolio"… A practical approach to institutional facility renewal and deferred maintenance…1991 by the National Association of College and University Business Offices, One Dupont Circle, Washington, DC, Telephone 202-861-2500. Author Sean C. Rush, Partner, Coopers & Lybrand, Boston, MA.
Fax Number	SECR_USER_FAX_NUMBER *User Details*	CHAR(14)	Fax number of the FIMS user.
Field Office	FLDO_FIELD_OFFICE SITE_FIELD_OFFICE	CHAR(2)	Code used to identify the DOE Operations Office. Under the Operations Office there are Field Offices and Area

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
	Lookup Table, Internal		Offices. The first two digits of the Site Number identify the Field Office.
Field Office Default	SECR_FLDO_DEFAULT *User Details*	CHAR(2)	Specifies the Field Office to be active each time the user enters FIMS.
Field Office Description - Long	FLDO_LONG_DESC *Lookup Table*	CHAR(50)	Long description of the Field Office.
Field Office Description - Short	FLDO_SHORT_DESC *Lookup Table*	CHAR(15)	Abbreviated description of the Field Office.
Field Office Restriction	SECR_FLDO_RESTRICT *User Details*	CHAR(2)	Specifies the Field Office that a user with Field Office Administrator, Field Office User or Site User level security may access.
FIMS Message Board - Message	MBRD_MESSAGE *Message Board*	CHAR(2000)	The message entered by a system administrator
From Acquisition Date Required for DOE Owned Land	PLND_ACQ_DATE_FROM *Land Info* UPDATE FREQUENCY: Static	DATE *ME*	The date on which the government acquired the first parcel included in this land record. *(Real Estate Rep, Procurement, Area Office)*
Funding Program	LLFP_LL_FUND_PGM *Lookup Table*	CHAR(9)	Identifies the budget and reporting (B&R) code used to indicate a specific program within a program office. This field is synonymous with landlord program (Site or Area).
Geographic City Description	GEOC_LOC_DESC_CITY *Lookup Table*	CHAR(30)	Description associated with the geographic location code for the city.
Geographic Cost Factor	SITE_GEOCOST_FACTOR *RPV, Trailer Info* *Internal*	NUM(3,2)	This factor is multiplied against the Building/Trailer Replacement Plant Value (RPV) to adjust for local variations at a DOE site. The factor is for labor and material only and does not account for special site related escalators.
Geographic County Description	GEOT_LOC_DESC_CNTY *Lookup Table*	CHAR(30)	Description associated with the geographic location code for the county. *(Real Estate Rep)*
Geographic Location - City Code Required	GEOC_LOC_CITY GEOT_GEOC_LOC_CITY	CHAR(4)	GSA code for the city. The four-character code must appear in the worldwide Geographic Location Codes

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
	SITE_GEOC_LOC_CITY *Lookup Table, Lookup Table, GSA Report* UPDATE FREQUENCY: Static	*ME*	publication. *(Real Estate Rep)*
Geographic Location - County Code Required	GEOT_LOC_COUNTY SITE_GEOT_LOC_COUNTY *Lookup Table, GSA Report* UPDATE FREQUENCY: Static	CHAR(3) *ME*	GSA code used to designate the county (within the US) or country (outside the US). The three-character code must appear in the worldwide Geographic Location Codes publication. *(Real Estate Rep)*
Geographic Location - State Code Required	GEOC_GEOS_LOC_STATE GEOT_GEOS_LOC_STATE GEOS_LOC_STATE SITE_GEOS_LOC_STATE *Lookup Tables, GSA Report* UPDATE FREQUENCY: Static	CHAR(2) *ME*	GSA code for the state. The two-character code must appear in the worldwide Geographic Location Codes publication. *(Real Estate Rep)*
Geographic State Description	GEOS_LOC_DESC_ST *Lookup Table*	CHAR(30)	Description associated with the geographic location code for the state.
Grantee Required	LSDT_GRANTEE_NAME *Ingrant1, Outgrant* UPDATE FREQUENCY: As Needed	CHAR(30) *ME*	Name of the party to whom an interest in the real property is conveyed. If the Grantee does not appear in the picklist, the name should be typed in. *(Procurement, Real Estate Rep)*
Grantee Cancellation Rights Required	LSDT_GRANTEE_ CAN_RIGHTS_IND OUTG_CANCEL_RIGHTS_GRANTEE *Ingrant 1, Outgrant* UPDATE FREQUENCY: As Needed	CHAR(1) *ME*	Indicates (Yes/No) whether the grantee has the right to cancel the ingrant/outgrant before the expiration date. For ingrant properties, if the grantee is granted cancellation rights, the number of days notice is required. For outgrants, refer to the file for Outgrant days notice. *(Procurement, Real Estate Rep)*
Grantee Cancellation Rights – Days Required	LSDT_GRANTEE_CAN_RIGHTS_DAY S	NUM(3) *ME*	The number of days notice the grantee is required to give if the ingrant is to be canceled before the expiration date. If the grantee is granted cancellation rights, the number of

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
	Ingrant 1 UPDATE FREQUENCY: As Needed		days notice is required. *(Procurement, Real Estate Rep)*
Grantor Required	LSDT_ GRANTOR _NAME *Ingrant 1* UPDATE FREQUENCY: As Needed	CHAR(30) *ME*	Name of the grantor (landlord) as it appears on the lease. *(Procurement, Real Estate Rep)*
Grantor Cancellation Rights Required	LSDT_GRANTOR _CAN_RIGHTS_IND OUTG_CANCEL_RGHTS_GRANTOR *Ingrant 1, Outgrant* UPDATE FREQUENCY: As Needed	CHAR(1) *ME*	Indicates (Yes/No) whether the grantor has the right to cancel the ingrant/outgrant before the expiration date. For ingrant property, if the grantor is granted cancellation rights, the number of days notice is required. For outgrants, refer to the file for Outgrant days notice. *(Procurement, Real Estate Rep)*
Grantor Cancellation Rights – Days Required	LSDT_GRANTOR_CAN_RIGHTS_DA YS *Ingrant 1* UPDATE FREQUENCY: As Needed	NUM(3) *ME*	The number of days notice the grantor is required to give if the ingrant is to be canceled before the expiration date. If the grantor is granted cancellation rights, the number of days notice is required for ingrants. *(Procurement, Real Estate Rep)*
Grantor City Required	LSDT_ GRANTOR _CITY *Ingrant 1* UPDATE FREQUENCY: As Needed	CHAR(23) *ME*	City to which the mail for the grantor (landlord) should be sent. *(Procurement, Real Estate Rep)*
Grantor Mailing Address Required	LSDT_ GRANTOR _MAILING_ADDR *Ingrant1* UPDATE FREQUENCY: As Needed	CHAR(30) *ME*	Mailing address of the grantor (landlord). *(Procurement, Real Estate Rep)*
Grantor State Required	LSDT_ GRANTOR _STATE *Ingrant 1* UPDATE FREQUENCY: As Needed	CHAR(2) *ME*	Two-character state mailing code to which the mail for the grantor (landlord) should be sent. *(Procurement, Real Estate Rep)*

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
Grantor Zip Code Required	LSDT_ GRANTOR _ZIP *Ingrant 1* UPDATE FREQUENCY: As Needed	CHAR(10) *ME*	Zip code (5 digits required and 4 digits options) to which mail for the grantor (landlord) should be sent. *(Procurement, Real Estate Rep)*
Gross SQFT Required for DOE Owned Buildings and Trailers	PBLD_GROSS_SQFT *Building/Trailer Dimensions* UPDATE FREQUENCY: As Needed	NUM(10) *ME*	The total floor area of an owned building in square feet (exterior wall to exterior wall). *(Plant Engineering, Building Mgr)*
GSA Control Number Required	SITE_GSA_CNTL_NUMBER *GSA Report – HQ Generated*	CHAR(9) *ME*	Required number assigned by GSA for tracking real property at the Site level. This field is input by headquarters for the establishment of a Site. Used only for Sites with DOE owned or DOE leased properties. *(DOE Headquarters)*
Hazard Category Required for DOE Owned Buildings, OSF, and Trailers	PROP_HAZ_CAT HAZD_HAZARD_CODE *Prop Info, Lookup Table* UPDATE FREQUENCY: As Needed	CHAR(2) *SC*	Identifies the hazard category associated with a building, trailer, or OSF. The valid selections are: 1. 01 Nuclear Facility Category 1 – Hazard analysis shows the potential for significant *off-site* consequences during an accident. (Pg 7, DOE Std 1027-92, Hazard Categorization and Accident Analysis Techniques for Compliance with DOE Order 5480.23, Nuclear Safety Analysis Reports) An example is the Advanced Test Reactor at INEL. 2. 02 Nuclear Facility Category 2 - Hazard analysis shows the potential for significant *on-site* consequences during an accident. (Pg 7, DOE Std 1027-92, Hazard Categorization and Accident Analysis Techniques for Compliance with DOE Order 5480.23, Nuclear Safety Analysis Reports) An example is the Defense Waste Processing Plant at Savannah River. 3. 03 Nuclear Facility Category 3 - Hazard analysis shows the potential for significant *localized* consequences during an accident. (Pg 7, DOE Std 1027-92, Hazard Categorization and Accident Analysis Techniques for

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			Compliance with DOE Order 5480.23, Nuclear Safety Analysis Reports) A facility, which contains or handles quantities of nuclear material less than the threshold limits (e.g. 160 grams for Co-60) for Category 2 but greater than those (e.g. .25 grams for Co-60) for Radiation Facility. An example is the Transuranium Research Lab at ORNL. 4. 04 Radiological Facility – Facility which handles or contains nuclear materials, but at levels below the threshold (e.g. .25 grams for Co-60) for a Nuclear Category 3 facility as defined in DOE Std 1027-92, Hazard Categorization and Accident Analysis Techniques for Compliance with DOE Order 5480.23, Nuclear Safety Analysis Reports. An example is the National Tritium Labeling Facility at LBNL. 5. 05 Chemical Hazard Facility – The quantity of chemicals contained in the facility exceeds the threshold quantity for those chemicals covered under OSHA's Chemical Process Safety regulation 29 CFR 1910.119, Appendix A (e.g., 10,000 pounds for anhydrous ammonia). An example is a chemical storage facility. 6. 06 Nuclear Category 1 and Chemical Hazard Facility- Meets criteria for hazard categories 01 and 05. 7. 07 Nuclear Category 2 and Chemical Hazard Facility- Meets criteria for hazard categories 02 and 05. 8. 08 Nuclear Category 3 and Chemical Hazard Facility- Meets criteria for hazard categories 03 and 05. 9. 09 Radiological Facility and Chemical Hazard Facility – Meets criteria for hazard categories 04 and 05. 10. 10 Not applicable – Facility does not fall into any of the above categories. *(ES&H, Risk Management, Plant Engineering)*
Hazard Description - Long	HAZD_LONG_DESC *Lookup Table*	CHAR(50)	Long description of the hazard category code.

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
Hazard Description - Short	HAZD_SHORT_DESC *Lookup Table*	CHAR(15)	Abbreviated description of the hazard category code.
Headquarters Program Description	HQPO_DESC *Lookup Table*	CHAR(30)	Description of the program/sponsor associated with the program office.
Historic Designation Required for DOE Owned Buildings, OSF, Land and Trailers	PROP_HIST_DES *Prop Info* UPDATE FREQUENCY: As Needed	CHAR(38) *ME*	Identifies buildings, land, trailer, and structures as 1) Not Evaluated, 2) Not Eligible, 3) Eligible, 4) Listed on Historic Register, or 5) Listed as a National Historic Landmark. *(Plant Engineering)*
HQ Program Office Required for DOE Owned, DOE Leased, Permit, and Contractor Leased Buildings, OSF, Land, and Trailers	PROP_PROGRAM HQPO_PROGRAM_OFFICE *Prop Info, Lookup Table* UPDATE FREQUENCY: As Needed	CHAR(4) *EM*	The DOE headquarters program office responsible for the building, trailer, land, or OSF and its operations (SC, EM, etc.). *(Field/Ops Admin, Finance/Accounting)*
Ingrant Sqft Required for DOE Leased and Contractor Leased Buildings and Trailers	PBLD_GROSS_SQFT *Building/Trailer Dimension, Ingrant1 (display only)* UPDATE FREQUENCY: As Needed	NUM(10) *ME*	The total area ingranted under the current agreement. Also known as Rentable Area. *(Real Estate Rep)*
Initial Acquisition Cost Required for DOE Owned Buildings, OSF, Land and Trailers	PROP_ ACQ_COSTS *Prop Info* UPDATE FREQUENCY: Static	NUM(14,2) *ME*	Purchase price plus all support costs for land. Total estimate cost on the project data sheets for buildings, trailers, and OSFs. *(Finance/Accounting)*
Initial Lease Date Required	LSDT_INITIAL_LEASE_DATE *Ingrant 1* UPDATE FREQUENCY: As Needed	DATE *ME*	The date of original occupancy for the leased property. *(Procurement, Real Estate Rep)*
Inspection Date Required for DOE Owned Buildings, OSF (where PBPI = No), and 501 asset type Trailers	DEFM_INSPECT_DATE *Building/Trailer/OSF Maintenance*	DATE *CR*	The date of the most recent inspection of the building, trailer, or OSF. For assets that are inspected more than once per year, this date field only has to be changed to represent the last inspection prior to the fiscal year

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
	UPDATE FREQUENCY: Annual Update		reporting period. As an alternative, if multiple inspections are done a date of - January 1, *fy* (replace *fy* with the fiscal year reporting period) - can be input to represent that multiple inspections were performed for the asset during the fiscal year reporting period. *(Federal Maintenance Manager)*
Justification Code	JUST_CODE *Lookup Table*	CHAR(1)	Provides a reason that the building may be exempt from compliance with the Uniform Federal Accessibility Standards (UFAS).
Justification Description - Long	JUST_LONG_DESC *Lookup Table*	CHAR(50)	Long description of the justification.
Justification Description - Short	JUST_SHORT_DESC *Lookup Table*	CHAR(15)	Abbreviated description of the justification.
Land Ownership Code Required for DOE Owned and DOE Leased Buildings and OSF Optional for Contractor Lease Buildings and OSF	PBLD_ LAND_OWNER_CODE POSF_ LAND_OWNER_CODE LNDO_LAND_OWNER_CODE *Building Info, OSF Info, Lookup Table* UPDATE FREQUENCY: Static	CHAR (1) *ME*	The type of ownership or means of control of the land on which a DOE building or structure (OSF) is constructed. *(Real Estate Rep, Area Office)*
Land Ownership Description	LNDO_LAND_OWNER_DESC *Lookup Table*	CHAR(20)	Description of the type of land ownership.
Landlord Funding Program Required	AREA_ LL_FUND_PGM SITE_ LL_FUND_PGM *Area Info, Site Info* UPDATE FREQUENCY: As Needed	CHAR(9) *SC*	The program under the secretarial officer that actually funds the landlord needs. Landlord funding program can be assigned at either the Site or Area level. *(Field/Ops Admin, Budget)*
Location Address Required	LSDT_LOC_ADDR *Ingrant 1* UPDATE FREQUENCY: Static	CHAR(30) *ME*	The street address of the actual location of the lease property. *(Procurement, Real Estate Rep)*
Location City	LSDT_LOC_CITY	CHAR(23)	The city address of the actual location of the lease

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
Required	*Ingrant 1* UPDATE FREQUENCY: Static	*ME*	property. *(Procurement, Real Estate Rep)*
Location State Required	LSDT_LOC_STATE *Ingrant 1* UPDATE FREQUENCY: Static	CHAR(2) *ME*	The state address of the actual location of the lease property. *(Procurement, Real Estate Rep)*
M&O Contractor Code Required	AREA_ MO_CODE MOCT_MO_CODE *Area Info, Lookup Table* UPDATE FREQUENCY: As Needed	CHAR(4) *Field*	Code used to identify the M&O contractor for the Area. *(Field/Ops Admin, Area Office)*
M&O Contractor Description - Long	MOCT_LONG_DESC *Lookup Table*	CHAR(50)	Long description of the M&O contractor.
M&O Contractor Description - Short	MOCT_SHORT_DESC *Lookup Table*	CHAR(15)	Abbreviated description of the M&O contractor.
Maintenance Fiscal Year	MHIS_FISCAL_YEAR *Maintenance History – System Generated*	CHAR(2)	The DOE Fiscal Year (Oct-Sept) of the Deferred Maintenance/Maintenance data.
MARS Asset Type Required for DOE Owned Buildings, OSF, Land and Trailers	FISA_ASSET_TYPE PROP_ ASSET_TYPE *Lookup Table, Prop Info* UPDATE FREQUENCY: As Needed	CHAR(3) *ME*	A code that identifies the Management Analysis Reporting System (MARS) asset type of the real property being reported. This is different from "Usage Code" which reports current use.
MARS Asset Type Description - Long	FISA_LONG_DESC *Lookup Table*	CHAR(50)	Long description of the MARS asset type.
MARS Asset Type Description - Short	FISA_SHORT_DESC *Lookup Table*	CHAR(15)	Abbreviated description of the MARS asset type.
MARS Reporting Source Required for DOE Owned Buildings, OSF, Land and Trailers	FISR_REPORTING_SOURCE PROP_ REPORTING_SOURCE *Lookup Table, Prop Info*	CHAR(3) *ME*	A code that identifies the Management Analysis Reporting System (MARS) institution or contract group who has financial management responsibility for the property.

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
	UPDATE FREQUENCY: As Needed		*(Finance/Accounting)*
Meters Required	PBLD_METERS_1 PBLD_METERS_2 PBLD_METERS_3 PBLD_METERS_4 POSF_METERS_1 POSF_METERS_2 POSF_METERS_3 POSF_METERS_4 *Building/Trailer/OSF Dimensions* UPDATE FREQUENCY: As Needed	CHAR(11) EE	Indicates whether a building, trailer or other structure and facility is metered for electricity, steam, and/or natural gas or not. The user may select as many as four of the pre-defined answers that apply. If a facility does not have a meter or if the meter measures usage for more than one distinct facility then select None. If a facility has a building addition, which has a separate FIMS number but is used as a single structure, and the meter records usage for both the facility and the addition then select the appropriate choices. This information is used to help identify facilities that are eligible for the EPA Energy Star Building Program. Valid choices are: Electricity – Indicate the building or OSF has electricity usage which is metered. Gas – Indicates that the building or OSF has natural gas usage which is metered. Elect/Gas – Indicates that the building or OSF has electricity usage which is metered and also has gas usage which is not metered. Steam – Indicates that the building or OSF has steam usage which is metered. Elect/Steam – Indicates that the building or OSF has electricity usage which is metered and also has steam usage which is not metered. Remote – Indicates that the metered values for electricity may be read from a remote location. Remote/G – Indicates that the metered values for electricity and gas may be read from a remote location. Remote/S – Indicates that the metered values for electricity and steam may be read from a remote location. Remote/GS – Indicates the metered values for electricity, gas, and steam may be read from a remote location. None – No metering is available for the building or OSF.

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			(In-House Energy Management)
Model Building Description - Long	MDBG_LONG_DESC *Lookup Table*	CHAR(50)	Long description of the model building type code.
Model Building Description - Short	MDBG_SHORT_DESC *Lookup Table*	CHAR(25)	Abbreviated description of the model building type code.
Model Building Type Required	PBLD_ MODEL_BLDG MDBG_TYPE *Condition, Lookup Table* UPDATE FREQUENCY: Static	CHAR(4) *ME*	Identifies the model building construction code as defined in FEMA 178. MB01 - WOOD LIGHT FRAME - These buildings are typically single- or multiple- family dwellings of one or more stories. The essential structural character of this type is repetitive framing by wood joists on wood studs. Loads are light and spans are small. These buildings may have relatively heavy chimneys and may be partially or fully covered with veneer. Most of these buildings are not engineered; however, they usually have the components of a lateral-force-resisting system even though it may be incomplete. Lateral loads are transferred by diaphragms to shear walls. The diaphragms are roof panels and floors. Shear walls are exterior walls sheathed with plank siding, stucco, plywood, gypsum board, particle board, or fiberboard. Interior partitions are sheathed with plaster or gypsum board. MB02 - WOOD, COMMERCIAL and INDUSTRIAL - These buildings usually are commercial or industrial buildings with a floor area of 465 square meters (5,000 square feet) or more and with few, if any, interior walls. The essential structural character is framing by beams on columns. The beams may be glulam beams, steel beams or trusses. Lateral forces usually are resisted by wood diaphragms and exterior walls sheathed with plywood, stucco, plaster, or other paneling. The walls may have rod bracing. Large openings for stores and garages often require post-and-beam framing. Lateral force resistance on those lines can be achieved with rigid steel frames or diagonal bracing. MB03 - STEEL MOMENT FRAME - These buildings have a frame of steel columns and beams. In some cases, the beam-to-column connections have very small moment resisting capacity but, in other cases, some of the beams and columns are fully developed as moment frames to resist lateral forces. Usually the structure is concealed on the outside by exterior walls, which can be of almost any material (curtain walls, brick masonry, or precast concrete panels), and on the inside by ceilings and column furring. Lateral loads are transferred by diaphragms to moment

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			resisting frames. The diaphragms can be of almost any material. The frames develop their stiffness by full or partial moments connections. The frames can be located almost anywhere in the building. Usually the columns have their string directions oriented so that some columns act primarily in one direction while the others act in the other direction, and the frames consist of lines of string columns and their intervening beams. Steel moment frame buildings are typically more flexible than shear wall buildings. This low stiffness can result in large interstory drifts that may lead to extensive nonstructural damage. MB04- STEEL BRACED FRAME - These buildings are similar to MB03 buildings except that the vertical components of the lateral-force-resisting system are braced frames rather than moment frames. MB05 - STEEL LIGHT FRAME - These buildings are pre-engineered and prefabricated with transverse rigid frames. The roof and walls consist of lightweight panels. The frames are designed for maximum efficiency, often with tapered beam and column sections built up of light plates. The frames are built in segments and assembled in the field with bolted joints. Lateral loads in the transverse direction are resisted by the rigid frames with loads distributed to them by shear elements. Loads in the longitudinal direction are resisted entirely by shear elements. The shear elements can be either the roof and wall sheathing panels, an independent system of tension-only rod bracing, or a combination of panels and bracing. MB06 - STEEL FRAME with CONCRETE SHEAR WALLS - The shear walls in these buildings are cast-in-place concrete and may be bearing walls. The steel frame is designed for vertical loads only. Lateral loads are transferred by diaphragms of almost any material to the shear walls. The steel frame may provide a secondary lateral-force-resisting system depending on the stiffness of the frame and the moment capacity of the beam-column connections. In modern "dual" systems, the steel moment frames are designed to work together with the concrete shear walls in proportion to the relative rigidities. In this case, the walls would be evaluated under this building type and the frames would be evaluated under MB03, Steel Moment Frames. MB07 - STEEL FRAME with INFILL SHEAR WALLS - This is one of the older types of building. The infill walls are offset from the exterior frames members, wrap around them, and present a smooth masonry exterior with no indication of the frame. Solidly

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			infilled masonry panels act as a diagonal compression strut between the intersections of the moment frame. If the walls do not fully engage the frame members (i.e., lie in the same plane), the diagonal compression struts will not develop. The peak strength of the diagonal strut is determined by the tensile stress capacity of the masonry panel. The post-cracking strength is determined by an analysis of a moment frame that is partially restrained by the cracked infill. The analysis should be based on published research and should treat the system as a composite of a frame and infill. An analysis that attempts to treat the system as a frame and shear wall is not capable of assuring compatibility. MB08 - CONCRETE MOMENT FRAMES - These buildings are similar to MB03 buildings except that the frames are of concrete. Some older concrete frames may be proportioned and detailed such that brittle failure can occur. There is a large variety of frame systems. Buildings in zones of low seismicity or older buildings in zones of seismicity can have frame beams that have broad shallow cross sections or are simply the column strips of flat-slabs. Modern frames in zones of high seismicity are detailed for ductile behavior and the beams and columns have definitely regulated proportions. MB09 - CONCRETE SHEAR WALLS - The vertical components of the lateral-force-resisting system in these buildings are concrete shear walls that are usually bearing walls. In older buildings, the walls are often quite extensive and the wall stresses are low but reinforcing is light. When remodeling calls for enlarging the windows, the strength of the modified walls becomes a critical concern. In newer buildings, the shear walls often are limited in extent, thus generating concerns about boundary members and overturning forces. MB10 - CONCRETE FRAME with INFILL SHEAR WALLS - These buildings are similar to MB07 buildings except that the frame is of reinforced concrete. The analysis of this building is similar to that recommended for MB07 except that the shear strength of the concrete columns, after cracking of the infill, may limit the semiductile behavior of the system. Research that is specific to confinement of the infill by reinforced concrete frames should be used for analysis. MB11 - PRECAST/TILT-UP CONCRETE WALLS with LIGHTWEIGHT FLEXIBLE DIAPHRAGM - These buildings have a wood or metal deck roof diaphragm, which often is very large, that distributes lateral forces to precast concrete shear

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			walls. The walls are thin but relatively heavy while the roofs are relatively light. Older buildings often have inadequate connection for anchorage of the walls to the roof for out-of-plane forces, and the panel connections often are brittle. Tilt-up buildings often have more than one story. Walls can have numerous openings for doors and windows of such size that the wall looks more like a frame than a shear wall. MB12 - PRECAST CONCRETE FRAMES with CONCRETE SHEAR WALLS - These buildings contain floor and roof diaphragms typically composed of precast concrete elements with or without cast-in-place concrete topping slabs. The diaphragms are supported by precast concrete girders and columns. The girders often bear on column corbels. Closure strips between precast floor elements and beam-column joints usually are cast-in-place concrete. Welded steel inserts often are used to interconnect precast elements. Lateral loads are resisted by precast or cast-in-place concrete shear walls. Buildings with precast frames and concrete shear walls should perform well if the details used to connect the structural elements have sufficient strength and displacement capacity; however, in some cases, the connection details between the precast elements have negligible ductility. MB13- REINFORCED MASONRY BEARING WALLS with WOOD or METAL DECK DIAPHRAGMS - These buildings have perimeter bearing walls of reinforced brick or concrete-block masonry. These walls are the vertical elements in the lateral-force-resisting system. The floors and roofs are framed either with wood joists and beams with plywood or straight or diagonal sheathing or with steel beams with metal deck with or without a concrete fill. Wood floor framing is supported by interior wood posts or steel column; steel beams are supported by steel columns. MB14 - REINFORCED MASONRY BEARING WALLS with PRECAST CONCRETE DIAPHRAGMS - These buildings have bearing walls similar to those of MB13 buildings, but the roof and floors are composed of precast concrete elements such as planks or tee-beams and the precast roof and floor elements are supported on interior beams and columns of steel or concrete (cast-in-place or precast). The precast horizontal elements often have a cast-in-place topping. MB15 - UNREINFORCED MASONRY BEARING WALL BUILDINGS - These buildings include structural elements that

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			vary depending on the building's age and, to a lesser extent, its geographic location. In buildings built before 1900, the majority of floor and roof construction consists of wood sheathing supported by wood subframing. In large multistory buildings , the floors are cast-in-place concrete supported by wood subframing. In large multistory buildings, the floors are cast-in-place concrete supported by the unreinforced masonry walls and/or steel or concrete interior framing. In buildings built after 1950, unreinforced masonry buildings with wood floors usually have plywood rather than board sheathing. In regions of lower seismicity, buildings of this type constructed more recently can include floor and roof framing that consists of metal deck and concrete fill supported by steel framing elements. The perimeter walls, and possibly some interior walls, are unreinforced masonry. The walls may or may not be anchored to the diaphragms. Ties between the walls and diaphragms are more common for the bearing walls than for walls that are parallel to the floor framing. Roof ties usually are less common and more erratically spaced than those at the floor levels. Interior partitions that interconnect the floors and roof can have the effect of reducing diaphragm displacements. MB16 - OTHER - An attempt should be made to categorize each non-exempt building into one of the above 15 model building types. If a building has a dual system which cannot be categorized as predominantly one model building type, or if a building system does not resemble in any way any of these model building types, the building should be entered with MB16. A brief description of the building construction should then be included in the Seismic Comments field. *(Seismic Engineer, Plant Engineering)*
Modernization Planning Indicator Optional for Owned buildings and OSF's	DEFM_MODERN_IND *Building/OSF Maintenance* UPDATE FREQUENCY: Annual Update	CHAR(1) *SC*	Indicate the plan for the property as identified in the laboratory's Strategic Facilities Plan (SFP). Valid values are Replace with new facility, Demolish without replacement, or Continue to operate (with/without Maint and RIC). *(Maintenance Mgr, Plant Engineering)*
Name	SECR_USER_NAME *User Details*	CHAR(50)	Name of the FIMS user (last name, first name).
National Priority List Required	SITE_NATIONAL_PRIORITY_LIST	CHAR(1)	Indicates (Yes/No) whether the Site contains buildings listed on the National Priorities List for Environmental

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
	Site Info UPDATE FREQUENCY: Static	*EM*	Restoration. *(ES&H)*
Net Occupiable (sqft) Required	PBLD_NET_OCC_SQFT *Building Dimensions* UPDATE FREQUENCY: As Needed	NUM(10) *ME*	Gross SQFT less common areas such as bathrooms, stairways, elevator shafts, corridors, lobbies, equipment rooms, janitor rooms, pipe and vent shafts, exterior walls, and telephone closets. Also known as Usable Space. *(Building Mgr, Plant Engineering)*
No. of Buildings **No. of Trailers** Required	PBLD_NUM_BUILD_TRAIL *Building/Trailer Dimensions* UPDATE FREQUENCY: As Needed	NUM(3) *ME*	Number of small buildings or trailers grouped together under a single property ID. For buildings, the value should be 1, unless you are grouping a number of buildings together that each contain less than 500 gross square feet. *(Plant Engineering, Building Mgr)*
No. of Employees Required	POCC_NO_EMPLOYEE *Occupant* UPDATE FREQUENCY: As Needed	NUM(4) *Field*	Number of employees the occupant has in the building. *(Building Mgr, Plant Engineering, Industrial Engineer)*
No. of Floors Required for DOE Owned, DOE Leased, and Contractor Leased Buildings	PBLD_NUM_FLOORS *Building Dimensions* UPDATE FREQUENCY: Static	NUM(2) *ME*	The number of floors in a building including below grade floors. A floor may be defined as an internal structure designed to support personnel and/or equipment that covers at least 40% of the available area, i.e., not a "catwalk". *(Plant Engineering, Building Mgr)*
No. of Floors Below Grade Required	PBLD_NUM_FLOORS_BEL_GRADE *Building Dimensions* UPDATE FREQUENCY: Static	NUM(2) *EM*	Indicates the number of floors below grade level. A floor may be defined as an internal structure designed to support personnel and/or equipment that covers at least 40% of the available area, i.e., not a "catwalk". *(Plant Engineering, Building Mgr)*
Non-Energy Consuming Buildings/Facilities	PBLD_NON_ENG_CONSUM *Building/Trailer Dimensions* *System Generated*	NUM(10) *EE*	Any square footage remaining after the Energy Consuming Buildings/Facilities, Energy Consuming Industrial and Laboratory Facilities and Energy Consuming Metered Process (Exempt) Facilities square footage is subtracted from the total GSA-reported square footage (Gross SQFT).

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			The sum of the four square footage subcategories must equal the total square footage reported to GSA. If the facility is leased and the building owner pays for all or part of the energy usage (including heating), the square footage is to be placed into the Non-Energy Consuming Building/Facility field. *(In-House Energy Management)*
Notes Optional	PROP_NOTES *Notes* UPDATE FREQUENCY: As Needed	CHAR(2000) *Field*	Free form text field to accommodate any special comments about a property. *(Plant Engineering)*
Occupant ID Required	POCC_OCCUPANT_ID *Occupant* UPDATE FREQUENCY: As Needed	CHAR(8) *Field*	Unique key entered by the users to identify the occupant. *(Building Mgr, Plant Engineering, Industrial Engineer)*
Occupant Name Required	POCC_OCCUPANT_NAME *Occupant* UPDATE FREQUENCY: As Needed	CHAR(30) *Field*	Name of the tenant who is occupying space in a DOE or DOE Contractor controlled building. *(Building Mgr, Plant Engineering, Industrial Engineer)*
Occupants Indicator Required for DOE Owned, DOE Leased, and Contractor Leased Buildings and Trailers	PBLD_ OCCUPANTS_IND *Building/Trailer Info* UPDATE FREQUENCY: As Needed	CHAR(1) *Field*	Indicates Yes (Y) that the building or trailer is occupied or No (N) that the building or trailer is not occupied. *(Building Mgr, Plant Engineering, Industrial Eng)*
Occupant Type Required	POCC_OCCUPANT_TYPE *Occupant* UPDATE FREQUENCY: As Needed	CHAR(1) *Field*	Identifies if the occupant is 1 - DOE, 2 - DOE Contractor, or 3 - Other. *(Building Mgr, Plant Engineering, Industrial Engineer)*
Organization	SECR_USER_ORGANIZATION *User Details*	CHAR(50)	Organization to which the user belongs.
Other Costs	LSDT_OTHER_COSTS_YR	NUM(11,2)	Indicates any expenses that a tenant is responsible for that

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
Required	*Ingrant 1* UPDATE FREQUENCY: As Needed	*ME*	are not covered in the monthly rent and that would normally be included in rent in a fully serviced lease. *(Procurement, Real Estate Rep)*
Outgrant Acres	OUTG_ACREAGE *Outgrant* UPDATE FREQUENCY: As Needed	NUM(12,2) *ME*	Number of acres outgranted (land window only). Do not subtract the acres outgranted from the DOE owned land urban/rural acreage. *(Real Estate Rep)*
Outgrant Indicator Required for DOE Owned Buildings, OSF, Land and Trailers	PROP_OUTGRANT *Prop Info* UPDATE FREQUENCY: As Needed	CHAR(1) *Field*	Indicates (Yes/No) the right to use DOE property by means of a lease, easement, license, permit, or interagency agreement. DOE, the "grantor", grants to federal, state, and non-governmental entities (known as "grantees") the right to enter upon government owned land, property and/or facilities for the purpose of conducting grantee business. All outgrants that are 12 months or greater in length should be captured even if only a portion of the property is involved in the outgrant. If the Outgrant indictor is set to Yes (Y), the data on the Outgrant window must be provided. *(Real Estate Rep)*
Owned/Ingrant Indicator (Property) Required	PROP_OWNED_INGRANT *New Building, New Land, New OSF, New Trailer* UPDATE FREQUENCY: Static	CHAR(1) *ME*	Identifies the property as: DOE Owned (O), DOE Leased (D), Contractor Leased (C), GSA Owned (G), GSA Leased (L), Permit (P), DOE Ingrant (N), Contractor License (E), Institutional Control (I). *(Field/Ops Admin, Area Office, Finance/Accounting, Procurement)*
Outgrant Other	OUTG_OTHER_INGRANT *Outgrant* UPDATE FREQUENCY: As Needed	CHAR(100) *ME*	If 'Other' is selected from the Outgrant Type field, then enter the other property rights granted such as an interagency agreement. *(Real Estate Rep)*
Outgrant Sqft	OUTG_SQFT *Outgrant* UPDATE FREQUENCY: As Needed	NUM(10) *ME*	The total area in square feet of a building, trailer, or other structure and facility that was outgranted. *(Real Estate Rep)*

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
Outgrant Type	OUTG_TYPE *Outgrant* UPDATE FREQUENCY: As Needed	CHAR(8) *ME*	Identifies the Outgrant document used to describe the terms and conditions of an agreement granted by DOE for the use of government-owned real property as lease, easement, license, permit, or other. *(Real Estate Rep)*
Password	SECR_PASSWORD *User Details*	CHAR(10)	A sequence of characters used to logon to the FIMS application. The password may consist of up to twelve alphanumeric characters including special characters.
Phone Number	SECR_USER_PHONE_NUMBER *User Details*	CHAR(14)	Telephone number and extension of the FIMS user.
Physical Barriers Preventing Inspection (PBPI) Required for DOE Owned OSF	DEFM_PBPI *OSF Maintenance* UPDATE FREQUENCY: As Needed	CHAR(13) *CR*	Indicates (Yes/No) if a condition assessment for an Other Structure and Facility (OSF) is not appropriate to determine deferred maintenance because of physical barriers. For example, underground storage tanks or underground pipe systems generally cannot be inspected. The accepted practice is to use the asset until a deficiency is identified during normal operations. For this case, the deferred maintenance would be applicable if the correction of the deficiency is past due (i.e., the optimum period for correction of the deficiency has elapsed as of September 30, FY). If PBPI equals, 'Yes', then the Deferred Maintenance entry should be zero and the Inspection Date entry should be blank. *(Federal Maintenance Manager)*
Primary Quantity Required	POSF_PRI_QUANTITY *OSF Dimensions* UPDATE FREQUENCY: As Needed	NUM(13) *ME*	A numeric value representing the measurement for a structure based upon the unit of measure generated by FIMS from the structure usage code. *(Plant Engineering)*
Program Description - Long	LLFP_LL_LONG_DESC *Lookup Table*	CHAR(50)	Long description of the landlord funding program.
Program Description - Short	LLFP_LL_SHORT_DESC *Lookup Table*	CHAR(15)	Abbreviated description of the landlord funding program.
Program Office	PROG_PROGRAM_OFFICE	CHAR(2)	Code that identifies a program office (i.e. SC).

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
	Lookup Table		
Program Office Description - Long	PROG_LONG_DESC *Lookup Table*	CHAR(50)	Long description of the program office.
Program Office Description - Short	PROG_SHORT_DESC *Lookup Table*	CHAR(15)	Abbreviated description of the program office.
Property ID Required	PROP_PROPERTY_ID *Prop Info* UPDATE FREQUENCY: Static	CHAR(20) *ME*	A unique control number assigned to a property. For GSA assigned properties, use the CBR number from the GSA rent bill. *(Facilities Rep, Plant Engineering)*
Property Name Required	PROP_NAME *Prop Info* UPDATE FREQUENCY: Static	CHAR(40) *ME*	The name assigned to a specific property. For GSA assigned properties, use the Street Address from the GSA rent bill. *(Building Mgr, Plant Engineering)*
Property Sequence Number	PROP_SEQ_NO PBLD_PROP_SEQ_NO PLND_PROP_SEQ_NO POSF_PROP_SEQ_NO CAPI_PROP_SEQ_NO LSDT_PROP_SEQ_NO POCC_PROP_SEQ_NO OUTG_PROP_SEQ_NO *System Generated*	NUM(12)	Computer generated number used to uniquely identify a property.
Property Type	PROP_PROPERTY_TYPE USCD_PROPERTY_TYPE *System Generated, Lookup Table*	CHAR(1)	Code that identifies a property by B - Building, L - Land, S - Other Structures and Facilities (OSF), and T - Trailer.
Receipt Type	OUTG_RECEIPT_TYPE *Outgrant* UDPATE FREQUENCY: As Needed	CHAR(20) *ME*	Identifies the DOE receipts of the outgrant as Annual Amount, One Time Fee, or Other (Use Notes window). *(Real Estate Rep)*
Regulatory Agreement	SITE_REG_AGREEMENT	CHAR(1)	Indicates (Yes/No) whether a regulatory agreement exists for the Site. A regulatory agreement is a formalized,

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
Required	*Site Info* UPDATE FREQUENCY: Static	*EM*	interagency regulatory agreement or court-ordered agreement on environmental cleanup, such as the Federal Buildings Compliance Act (FFCA), Federal Buildings Agreement (FFA), Consent Order/Decree, etc. *(ES&H)*
Rehab and Improvement Cost Required	DEFM_REHAB_COST *Building/OSF Maintenance* UPDATE FREQUENCY: Annual Update	NUM(10) *SC*	The cost to rehab/improve/modernize a general purpose/conventional property to support current and planned mission activities as documented in the lab's Strategic Facilities Plan (SFP) excluding those costs already reported in the FIMS Deferred Maintenance field. *(Real Estate Rep)*
Renewal Options Required	LSDT_RENEWAL_NO_OPTIONS OUTG_RENEWAL_OPTIONS *Ingrant 2, Outgrant* UPDATE FREQUENCY: As Needed	NUM(2) *ME*	Number of renewal options an ingrant contains. If the number of renewal options is greater than zero, then renewal option additional years, days notice and next rent is required. For outgrants, indicate (Yes/No) whether the Outgrant can be renewed. Refer to the file for details regarding renewal options, if any. *(Procurement, Real Estate Rep)*
Renewal Options - Additional Years Required	LSDT_RENEWAL_ADD_YRS *Ingrant 2* UPDATE FREQUENCY: As Needed	NUM(2) *ME*	Number of additional years the lease would be effective if all available options were exercised. This field is required if the number of renewal options are greater than zero. *(Procurement, Real Estate Rep)*
Renewal Options - Days Notice Required	LSDT_RENEWAL_DAYS_NOTICE *Ingrant 2* UPDATE FREQUENCY: As Needed	NUM(3) *ME*	Number of days notice required to exercise a renewal option. This field is required if the number of renewal options are greater than zero. *(Procurement, Real Estate Rep)*
Renewal Rent Next Required	LSDT_RENEWAL_RENT_NEXT *Ingrant 2* UPDATE FREQUENCY: As Needed	NUM(13,2) *ME*	Annual rent specified for the next available option. This field is required if the number of renewal options are greater than zero. *(Procurement, Real Estate Rep)*
Replacement Plant Value (RPV) Contractor Flag	PBLD_RPV_ FLAG	CHAR(1)	This is a system generated data element that indicates if the Headquarters generated Replacement Plant Value for

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
Contractor Flag	*System Generated*		buildings/trailers has been updated by personnel at the site. If uploading RPV into FIMS, this data field must be set to 'Y' to represent Site Contractor generated values. If this data field is set to 'N', this represents a Headquarters generated RPV.
Reporting Source Description - Long	FISR_LONG_DESC *Lookup Table*	CHAR(50)	Long description of the MARS reporting source.
Reporting Source Description - Short	FISR_SHORT_DESC *Lookup Table*	CHAR(15)	Abbreviated description of the MARS reporting source.
Responsible Party – Electric Required	LSDT_SERV_ELECTRIC *Ingrant 2* UPDATE FREQUENCY: As Needed	CHAR(1) *ME*	Code that indicates which party (1 - Grantee or 2 - Grantor) pays for electricity. *(Procurement, Real Estate Rep)*
Responsible Party – Exterior Required	LSDT_SERV_EXT_MAINT *Ingrant 2* UPDATE FREQUENCY: As Needed	CHAR(1) *ME*	Code that indicates which party (1 - Grantee or 2 - Grantor) pays for exterior maintenance. *(Procurement, Real Estate Rep)*
Responsible Party – Interior Required	LSDT_SERV_INTERIOR_MAINT *Ingrant 2* UPDATE FREQUENCY: As Needed	CHAR(1) *ME*	Code that indicates which party (1 - Grantee or 2 - Grantor) pays for interior maintenance. *(Procurement, Real Estate Rep)*
Responsible Party – Janitorial Required	LSDT_SERV_EXT_JANITORIAL *Ingrant 2* UPDATE FREQUENCY: As Needed	CHAR(1) *ME*	Code that indicates which party (1 - Grantee or 2 - Grantor) pays for janitorial services. *(Procurement, Real Estate Rep)*
Responsible Party – Refuse Required	LSDT_SERV_REFUSE_REMOVAL *Ingrant 2* UPDATE FREQUENCY: As Needed	CHAR(1) *ME*	Code that indicates which party (1 - Grantee or 2 - Grantor) pays for refuse removal. *(Procurement, Real Estate Rep)*
Responsible Party – Sewage	LSDT_SERV_SEWAGE	CHAR(1)	Code that indicates which party (1 - Grantee or 2 -

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
Required	*Ingrant 2* UPDATE FREQUENCY: As Needed	*ME*	Grantor) pays for sewage services. *(Procurement, Real Estate Rep)*
Responsible Party – Utilities Required	LSDT_SERV_UTILITIES_MAINT *Ingrant 2* UPDATE FREQUENCY: As Needed	CHAR(1) *ME*	Code that indicates which party (1 - Grantee or 2 - Grantor) pays for utilities except electricity (gas, water, etc.). *(Procurement, Real Estate Rep)*
RPV Description	RPVM_DESC *Lookup Table, RPV*	CHAR(25) *ME*	Description of the RPV model.
RPV Detail	RPVM_DETAIL *Lookup Table, RPV*	CHAR(300) *ME*	This is a short description of the model that may include the model square footage, its intended use, the number of stories, and a description of the structure of the building similar to the model building type field currently in FIMS.
RPV Model Required	RPVM_MODEL PBLD_RPV_MODEL *Lookup Table, RPV* UPDATE FREQUENCY: As Needed	CHAR(3) *ME*	A typical building that would be built to replace an existing building. The model use costs and engineering statistics compiled by RS Means. The data is gathered from various cities across the United States for typical types of buildings that would be built for a particular function or usage. The model uses today's construction techniques, materials and current building codes.
RPV Unit Cost	RPVM_UNIT_COST *Lookup Table*	NUM(6,2) *ME*	This is a national unit cost for the model. This cost is calculated by dividing the total cost of the model by the square footage of the model. This cost is adjusted based on the gross square feet of the building being replaced and a site geographic multiplier and a site specific cost adders.
Rural Acreage Required	PLND_ACREAGE_RURAL *Land Info* UPDATE FREQUENCY: As Needed	NUM(12,2) *ME*	Acreage of land for a property not classified as urban. Urban is property located within the boundaries of a densely populated area of 2500 inhabitants or more. *(Procurement, Real Estate Rep, Area Office)*
Secretarial Office Required	AREA_ PROGRAM_OFFICE SITE_ PROGRAM_OFFICE *Area Info, Site Info*	CHAR(2) *ME*	The DOE program office that has been assigned landlord responsibilities for the Area and the Area buildings/facilities. Program Office can be assigned at either the Site or Area level.

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
	UPDATE FREQUENCY: As Needed		*(Field/Ops Admin, Budget)*
Security Level	SECR_SECURITY_LEVEL *User Details*	CHAR(1)	Determines the Add, Update, and Delete capability of the user. The level of FIMS security are FIMS System Administrator (Headquarters), Field/Operations Office System Administrator, Field/Operation Office User, Site User, and Guest.
Seismic Comments Optional for DOE Owned, DOE Leased and Contractor Leased	PBLD_SEIS_COMMENTS *Condition* UPDATE FREQUENCY: As Needed	CHAR(255) *EH*	This field is to be used for brief comments necessary to explain designations made in other seismic fields. The comment should simply repeat the code and give a short description, i.e. MB16 mobile home. *(Seismic Engineer, Plant Engineering)*
Seismic Essential Required for DOE Owned Buildings and Trailers Optional for DOE Leased and Contractor Leased Buildings and Trailers	PBLD_SEIS_ESSENTIAL *Building/Trailer Info* UPDATE FREQUENCY: As Needed	CHAR(2) *EH*	Buildings / Trailers that require a level of seismic resistance that is higher than life safety. Life Safety is the minimum level of protection required by ICSSC RP4. After an earthquake, a "life safe" building should not have caused any fatalities, but it may be so badly damaged that it is no longer functional or even salvageable. The following codes should be used to categorize the buildings: P1 – General Use Buildings. (Examples include administrative buildings, cafeterias, storage buildings, repair shops, etc) Note: Equivalent Performance Category code is PC-1 (Life Safety) P2 – Emergency operations centers, hospitals, fire stations and low-hazard facilities. (Examples of low-hazard facilities include laboratories and production facilities) Note: Equivalent Performance Category code is PC-2 (Essential) P3 – Buildings that contain significant amount of hazardous materials that have potential for major on site impact only. (For example, uranium enrichment plants) Note: Equivalent Performance Category code is PC-3 (Essential) P4 – Buildings that contain significant amount of hazardous materials that have potential for major off site impact. (Examples include in-process plutonium facilities and nuclear reactors) Note: Equivalent Performance

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			Category code is PC-4 (Essential) *(Seismic Engineer, Plant Engineering)*
Seismic Exemption Required for DOE Owned Buildings and Trailers Optional for DOE Leased and Contractor Leased Buildings and Trailers	PBLD_SEIS_REASON_EXEMPT EXEMPT_CODE *Building/Trailer Info, Lookup Table* UPDATE FREQUENCY: As Needed	CHAR(2) *EH*	The code that classifies the building/trailer as exempt from seismic evaluation in accordance with EO 12941. If a building/trailer is not exempt, the code E0 should be selected. E0 – Building is not exempt E1 – Building is classified for agricultural use, or intended only for incidental human occupancy, or occupied by persons for a total of less than 2 hours a day (RP4 exemption a) E2 – Buildings is a detached one or two story family dwelling located in an area having a governing acceleration coefficients less than 0.15 (RP4 exemption b) E3 – Building is a one-story building of steel light frame or wood construction with an area of less than 3000 square feet. (RP4 exemption d) E4 – The building has been fully rehabilitated to comply with the RP3 seismic safety standards in all four compliance categories (structural, nonstructural, geologic/site hazards, and adjacency). (RP4 exemption e) E5 – The building is a post-benchmark building as defined in Table 1 of RP4 which also complies with nonstructural, geologic/site, and adjacency categories. (RP4 exemption f) E6 – The building is a pre-benchmark building which has been shown by evaluation to be life-safe in all four compliance categories (RP4 exemption g) E7 – The building was constructed for the federal government and the detailed design was done after the date of the adoption of Executive Order 12699(Jan 5, 1990) and the building was designed and constructed in accordance with the ICSSC Guidelines and Procedures for Implementation of the Executive Order on seismic safety of new building construction. (RP4 exemption h) E8 – The remaining useful life of the building has been identified as being less than 5 years.

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			E9 – Other. This exemption code is also to be used for: special structures, including but not limited to: bridges, transmission towers, industrial towers and equipment, piers and wharves, and hydraulic structures (RP4 exemption c); leased buildings identified as exempt in accordance with RP4 (RP4 exemption I) and federally permitted or regulated privately owned buildings on Federal land (RP4 exemption j). A brief description of the exemption reason should be included in the Seismic comment field if code E9 is used. *(Seismic Engineer, Plant Engineering)*
Seismic Exemption Description - Long	EXEMPT_LONG_DESC *Lookup Table*	CHAR(50)	Long description of the seismic exemption code.
Seismic Exemption Description - Short	EXEMPT_SHORT_DESC *Lookup Table*	CHAR(25)	Abbreviated description of the seismic exemption code.
Seismicity	SITE_SEISMICITY GEOT_SEISMICITY *GSA Report - System Generated*	CHAR(1) *EH*	A system generated field that identifies the seismicity level as low, moderate, or high. The seismicity level is determined using the Geographic Location State and County codes. The seismicity levels were obtained from the 1994 NEHRP Recommended Provisions.
Shell Rental Rate square feet	(calculated field) *GSA Assign*	NUM(10) *ME*	Shell Rental Rate is the same as ANSI Rentable and is the sum of the Assigned Usable square feet and the Common Space square feet assigned by the General Services Administration (GSA).
Site Address Required	SITE_MAILING_ADDRESS *Site Info* UPDATE FREQUENCY: Static	CHAR(30) *ME*	Street number and street name to which mail should be sent. For leased properties, this also serves as the grantee Address. *(Field/Ops Admin, Area Office, Procurement, Real Estate Rep)*
Site City Required	SITE_CITY *Site Info* UPDATE FREQUENCY: Static	CHAR(23) *ME*	Name of the city or town to which mail should be sent. For leased properties, this also serves as the grantee city. *(Field/Ops Admin, Area Office, Procurement, Real Estate Rep)*
Site Default	SECR_SITE_DEFAULT	CHAR(5)	Specifies the Site to be active each time the user enters

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
	User Details		FIMS.
Site Factor Required for DOE Owned Buildings and Trailers	PBLD_LAB_USAGE_PERCENT *RPV, Trailer Info* UPDATE FREQUENCY: As Needed	NUM(5,4) *ME*	A single number that is applied to the product of the model unit cost, RS Means geographic adjuster and gross square footage. It is calculated from other multipliers or add-on percentages such as Architect and Engineering fees, project management fees, site requirements, general requirements, contingency and escalation factors. The FIMS default value is generic and is based on site condition assessment staff feedback. FIMS administrators should contact their site project estimators or engineering staffs for a site specific number to calculate the RPV.
Site Name Required	SITE_NAME *Site Info* UPDATE FREQUENCY: Static	CHAR(50) *ME*	Name assigned to a Site. A site is a geographic location that is a subdivision of the Field Office. *(Field/Ops Admin, Area Office)*
Site Number Required	SITE_NUMBER AREA_SITE_NUMBER PROP_SITE_NUMBER *Site Info* UPDATE FREQUENCY: Static	CHAR(5) *ME*	Five-digit number assigned by DOE headquarters that uniquely identifies the Site. *(Field/Ops Admin, Area Office)*
Site Restriction	SECR_SITE_RESTRICT *User Details*	CHAR(5)	Specifies the Site that a user with Site User level security may access.
Site State Required	SITE_STATE *Site Info* UPDATE FREQUENCY: Static	CHAR(2) *ME*	Two-character state mailing code for the Site. For leased properties, this also serves as the grantee state. *(Field/Ops Admin, Area Office)*
Site Zip Required	SITE_ZIP *Site Info* UPDATE FREQUENCY: Static	CHAR(10) *ME*	The primary zip code assigned by the U.S. Postal Service. Stored value includes a 5 digit code (required) and a 4 digit extended code (optional). *(Field/Ops Admin, Area Office)*

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
Status Code	CMST_STATUS *Lookup Table*	CHAR(1)	Code that indicates the status of a building/trailer.
Status Date Required for DOE Owned Buildings and Trailers except if the Building/Trailer Status = '1 – Operating' Optional for all others	PBLD_ STATUS_DATE *Building Info, Trailer Info* UPDATE FREQUENCY: As Needed	DATE *SC*	Date the building/trailer status data field became effective. Status date is required for building/trailer status choices: Operational Standby; Shutdown Pending Transfer; Shutdown Pending D&D; D&D in Progress; Operating Pending D&D; Operating Under an Outgrant; Transfer to Another Federal Agency; Sale; Demolished; Deactivation; and Shutdown Pending Disposal. *(ES&H, Building Mgr, Plant Engineering)*
Status Date Required	CMST_DATE_REQUIRED *Lookup Table*	CHAR(1)	Indicates (Y/N) if a date is required by the building/trailer status.
Status Description	CMST_DESC *Lookup Table*	CHAR(30)	Description of the building/trailer status code.
Status Utilization Required for DOE Owned Buildings where Building Status = '1 – Operating'	PBLD_PERCENT_UTILIZATION *Building Info* UPDATE FREQUENCY: As Needed	NUM(5,4) *SC*	The percentage of the facility's net square feet that is utilized when the Building Status is 'Operating'. Space assigned to a specific program or general use function will be considered active. Space in transition because occupants are moving in/out will be considered active UNLESS the vacated space has not been assigned to a specific program or general use function. Existing space under renovation or planned for renovation (where funds are designated for renovation) will be considered active. If the space is planned for renovation but no funds have been designated, such space will be considered inactive. All other space in an operating facility will be classified as active. *(Building Mgr, Plant Engineering)*
Structure RPV Optional	POSF_STRUCTURE_RPV *OSF Info* UPDATE FREQUENCY: As Needed	NUM(14,2) *EM*	Cost to replace the existing structure with a new structure of comparable size using current technology, codes, standards, and materials. This value is a manual entry that is developed at the site level. *(Finance/Accounting, Facilities Rep)*
Structured – inside parking Required for GSA Owned and GSA	PGSA_INSIDE_PARK	NUM(6)	Number of parking spaces assigned by the General Services Administration (GSA) that are under cover (e.g.

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
Leased Buildings	*GSA Assign* UPDATE FREQUENCY: As Needed	*ME*	garage) for which DOE pays rent. The total number of spaces is shown on the GSA rent bill on line 9a Parking Structured (number of spaces). *(Real Estate Division of specific GSA regional office that provided the space)*
Summary Condition	PBLD_SUMMARY_CONDITION *Condition – System Generated*	CHAR(20) *SC*	Each owned building or trailer will be placed in a summary condition category of Excellent, Good, Adequate, Fair, Poor, Fail or Not Applicable. The designation is system generated as changes are made to the Deferred Maintenance, RPV and Building/Trailer status. The value is calculated as a percentage of the Deferred Maintenance cost from the current condition assessment divided by the Replacement Plant Value. The resulting percentage is placed in the appropriate category as determined by the ranges defined below. The Summary Condition is generated as "Not Applicable" for owned buildings and trailers where the Building/Trailer status is Shutdown Pending Transfer, Shutdown Pending D&D, D&D in Progress, Shutdown Pending Disposal, or Deactivation. The purpose of the field is to determine the condition of the assets structure and systems and not to rate its functionality or suitability to meet its mission. The categories are automatically calculated with FIMS and have been simplified. • Excellent: Deferred maintenance is <2% of replacement plant value. • Good: Deferred maintenance is 2 - <5% of replacement plant value. • Adequate: Deferred maintenance is 5 - <10% of replacement plant value. • Fair: Deferred maintenance is 10 - <25% of replacement plant value. • Poor: Major deferred maintenance is 25 - <60% of replacement plant value. • Fail: Replacement is required because deferred maintenance cost is 60% of replacement plant value.

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			• Not Applicable: The owned building or trailer is designated with a Building/Trailer Status of Shutdown Pending Transfer, Shutdown Pending D&D, D&D in Progress, Shutdown Pending Disposal, or Deactivation. *(Building or Maintenance Mgr, Plant Engineering)*
Summary/Detail Indicator Required for DOE Owned, DOE Leased, and DOE Contractor OSF and Trailers	PROP_DETAIL_IND *OSF/Trailer Prop Info* UPDATE FREQUENCY: As Needed	CHAR(1) *ME*	Indicates if the property is an S - Summary or D - Detail level record. Summary can be defined as multiple facilities summarized in one FIMS record, while Detail is a single facility reported in one FIMS record. This field is used for trailers and OSFs only. *(Facilities Rep, Plant Engineering)*
Surface – outside parking Required for GSA Owned and GSA Leased Buildings	PGSA_OUTSIDE_PARK *GSA Assign* UPDATE FREQUENCY: As Needed	NUM(6) *ME*	Number of parking spaces assigned by the General Services Administration (GSA) that are without cover (e.g. parking lot) for which DOE pays rent. The total number of spaces is shown on the GSA rent bill on line 9b Parking Surface (number of spaces). *(Real Estate Division of specific GSA regional office that provided the space)*
To Acquisition Date Required for DOE Owned Land	PLND_ACQ_DATE_TO *Land Info* UPDATE FREQUENCY: Static	DATE *ME*	The date on which the government acquired the last parcel of land included in this land record. For land records with one parcel, this date is the same as the "From Acquisition Date". *(Real Estate Rep, Procurement, Area Office)*
Total Adjustments	PROP_ IMPROVE_COST_TOTAL *System Generated*	NUM(14,2)	The total of all capital adjustments/improvements to the property.
Total Bill – Annual $ Required for GSA Owned and GSA Leased Buildings	PGSA_TOT_BILL *GSA Assign* UPDATE FREQUENCY: As Needed	NUM(11,2) *ME*	Total annual amount billed by the General Services Administration (GSA). The monthly Total Bill is shown on the GSA rent bill on line F under the column Amount Due (Monthly). The annual rent should be entered into FIMS by multiplying the monthly Total Bill value by 12. *(Real Estate Division of specific GSA regional office that provided the space)*
Total Costs	(calculated field)	NUM(14,2)	The total of all capital adjustments/improvements to the property plus the initial acquisition costs.

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
	Cap Adjusts		
Total No. Occupants Required for GSA Owned and GSA Leased Buildings	PGSA_TOTAL_OCCUPANTS *GSA Assign* UPDATE FREQUENCY: As Needed	NUM(5) *ME*	The peak number of persons to be housed during a single 8-hour shift, regardless of how many workstations are provided for them. In addition to permanent employees of DOE, this definition also includes all other personnel including temporaries, part-time, seasonal and contractual employees and budgeted vacancies. *(Real Estate Division of the specific GSA regional office that provided the space)*
Total Rehabilitation and Improvement Costs (TRIC)	System Generated	NUM(10) *SC*	This value is calculated for each general purpose/conventional asset as the sum of its Deferred Maintenance and Rehab and Improvement Cost.
Total Summary Condition Index (TSCI)	System Generated	NUM(10) *SC*	This value is calculated for each general purpose/conventional facility asset as the Total Rehabilitation and Improvement cost divided by the Replacement Plant Value. The result is expressed as a percentage.
Trailer RPV Required	PBLD_BUILDING_RPV *Trailer Info – System Generated* UPDATE FREQUENCY: As Needed	NUM(14,2) *ME*	Current cost to replace an existing trailer with a new trailer. This value does not include the cost of the underlying land. The RPV is automatically calculated by FIMS using the unit cost, gross sqft, geographic cost factor, and a local site factor. A unit cost of $97.97 is used for real property trailers, where a foundation is created and utility hookups are provided (see RPV Model, Trailer, Real Property). A unit cost of $29.94 is used for personal property trailers. Personal property trailers are generally single-wide construction, intended for temporary use, anchored with tie-downs and no utilities. The personal property trailer unit cost is based on an unfurnished standard office trailer, 12 x 60 feet, with standard finishes and utility hookup. Each site has the option to input a site/contractor derived RPV, if desired.
Trailer Status Required for DOE Owned Trailers Optional for DOE Leased and Contractor Leased Trailers	PBLD_CMST_STATUS *Trailer Info* UPDATE FREQUENCY: As Needed	CHAR(1) *SC*	Status of the trailer reflects programmatic intentions as well as the physical/operational status of the trailer. The selections are as follows: 1 - Operating - A trailer that is required for DOE's current and ongoing needs and responsibilities.

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			and ongoing needs and responsibilities. 2 - Operational Standby - If there is any future programmatic use of the trailer (other than cleanup) expected. 3 - Shutdown Pending Transfer - Indicates the trailer is to be planned for eventual transfer to another programmatic office or organization. 4 - Shutdown Pending D&D - Indicates the trailer has been shutdown for the purpose of eventual D&D (regardless of when D&D activities are slated to start). Under this category, the programmatic office or organization responsible for D&D activities would have responsibility for this trailer. 5 - D&D in Progress - D&D activities are underway. This activity would be identified once funds have been budgeted and approved for expenditure. 6 – Operating Pending D&D – Indicates the trailer has been transferred to the programmatic office or organization responsible for D&D activities. The trailer is being used for site clean up activities. 7 – Operating under an Outgrant – A trailer being used by another party through means of a lease, easement, license, or permit. 8 – Transfer to Another Federal Agency – The trailer has been designated for transfer to another federal agency. 9 – Sale – Indicates the trailer has been sold/transferred (regardless of consideration) to a private business, community, commercial development group or local governmental development authority. A – Demolished - Indicates the facility has been demolished, torn down. This status is to be used for buildings/trailers that no longer physically exists. B – Deactivation – A facility that has completed or is undergoing the process of placing it in a stable and known condition including the removal of hazardous and radioactive materials to ensure adequate protection of the

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			worker, public health and safety, and the environment, thereby limiting the long-term cost of surveillance and maintenance. Actions include the removal of fuel, draining and/or de-energizing nonessential systems, removal of stored radioactive and hazardous materials, and related actions. Deactivation does not include all decontamination necessary for the dismantlement and demolition phase of decommissioning, e.g., removal of contamination remaining in the fixed structures and equipment after deactivation. Not all deactivated facilities will be declared as excess facilities. C – Shutdown Pending Disposal – Indicates the facility has been shutdown and has been identified for eventual disposition. The process to report the facility as excess to the Department's needs has been either started or completed. *(ES&H, Building Mgr, Plant Engineering)*
Transfer to PSO Required for DOE Owned Buildings and Trailers where the Building/Trailer Status = '3 – Shutdown Pending Transfer' Optional for all others	PBLD_TRANSFER_PSO *Building Info, Trailer Info* UPDATE FREQUENCY: As Needed	CHAR(2) *SC*	Program code identifying the PSO the building/trailer is to be transferred to. This field is required for all buildings/trailers with a Building/Trailer status of 3 – Shutdown Pending Transfer. It is optional for all other Building/Trailer Status codes. *(ES&H, Building Mgr, Plant Engineering)*
UFAS Compliance Indicator Required	PBLD_UFAS_COMPLIES *Building Info, Trailer Info* UPDATE FREQUENCY: As Needed	CHAR(1) *ME*	Determines whether a building meets the requirements of the Uniform Federal Accessibility Standards (UFAS) handicapped regulations. *(Plant Engineering, Building Mgr)*
UFAS Exemption Code Required	UFAS_EXEMPTION_CODE PBLD_UFAS_EXEMPTION_CODE *Lookup Table, Building Info, Trailer Info* UPDATE FREQUENCY: As Needed	CHAR(1) *ME*	Code that identifies whether or not a building is exempt from complying with the Uniform Federal Accessibility Standards (UFAS). A – The design, construction, alteration, or lease of any portion of a building that need not , because of its intended use, be made accessible to or usable by the public or physically handicapped persons. D – The construction or alteration of a building for which plans and specifications were completed or substantially

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			completed on or before September 2, 1969. HOWEVER, any building defined in 101-19.602 (a) (4) shall be designed, constructed, or altered in accordance with the handicap standards prescribed in 101-19.603 regardless of design status or bid solicitation as of September 2, 1969. E – The leasing of space when it is found, after receiving bids or offers not otherwise legally acceptable, that a proposal meets most of the requirements of the Uniform Federal Accessibility Standards. If no offeror or bidder meets all the requirements, preference must be given to the offeror or bidder who most nearly meets the standards in Section 101-19.603. If the award is proposed for a firm other than the one that most nearly meets the Uniform Federal Accessibility Standards and whose bid or offer is reasonable in price and is otherwise legally acceptable, a waiver or modification of the Standards must be obtained. F – No exemption *(Plant Engineering, Building Mgr)*
UFAS Exemption Description - Long	UFAS_EXEMPTION_LONG_DESC *Lookup Table*	CHAR(50)	Long description of the UFAS exemption code.
UFAS Exemption Description - Short	UFAS_EXEMPTION_SHORT_DESC Lookup Table	CHAR(15)	Abbreviated description of the UFAS exemption code.
UFAS Justification Required	PBLD_UFAS_JUST *Building Info, Trailer* Info UPDATE FREQUENCY: As Needed	CHAR(1) *ME*	Reason that the building may be exempt from complying with UFAS. This field is not required if the UFAS Exemption is designated as 'No Exemption'. A – Able-Bodied Criteria – Facilities where the nature of the work conducted in the building precludes work performance by a physically handicapped person.. For example, if it could be proven that a wheelchair user could not perform the duties of a fire fighter, the second story sleeping quarters of a firehouse might not have to be accessible to wheelchair users. B – Hazards Criteria – Facilities that contain systems which under potential hazardous conditions require only able-bodied personnel working therein.

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			C – Both of the above criteria. D – None of the above criteria. *(Plant Engineering, Building Mgr)*
Unit of Measure	POSF_DIMN_DIMEN_CODE_1 *System Generated, OSF Dimensions (display only)*	CHAR(5)	Dimension code that designates the primary unit of measure. The label displayed on the screen is based on the usage code for the structure. *(Plant Engineering, Finance/Accounting)*
Urban Acreage Required	PLND_ACREAGE_URBAN *Land Info* UPDATE FREQUENCY: As Needed	NUM(12,2) *ME*	Acreage of land for a property located within the boundaries of a densely populated area of 2500 inhabitants or more. *(Real Estate Rep, Procurement, Area Office)*
Usage Code Required	USCD_USAGE_CODE PROP_ USAGE_CODE *Lookup Table, Prop Info* UPDATE FREQUENCY: As Needed	CHAR(4) *ME*	Code which designates the current use of a property. Land usage codes consist of 2 characters, Building/Trailer usage codes consist of 3 characters, and OSF usage codes consist of 4 characters. *(Building Mgr, Industrial Engineer, Plant Engineering)*
Usage Code Description - Long	USCD_LONG_DESC *Lookup Table*	CHAR(50)	Long description of the usage code.
Usage Code Description - Short	USCD_SHORT_DESC *Lookup Table*	CHAR(15)	Abbreviated description of the usage code.
User ID	SECR_USER_ID *User Details*	CHAR(8)	Uniquely identifies the user to FIMS. The user ID may consist of a minimum of four up to eight alphanumeric characters. The user ID must begin with an alphabetic character.
Year Acquired Required for DOE Owned, DOE Leased, and Contractor Leased Buildings Required for DOE Owned Trailers Required for DOE Owned OSF	PBLD_YEAR_ACQUIRED POSF_YEAR_ACQUIRED *Condition, OSF Info* UPDATE FREQUENCY: Static	CHAR(4) *ME*	Identifies the fiscal year (YYYY) when a building or trailer was acquired rather than built by DOE. For new constructions, the Year Built and the Year Acquired will be the same. For Other Structures and Facilities (OSF), the year will represent when the OSF was constructed or acquired, whichever is the oldest date. If the fiscal year is unknown or facilities are grouped together, use the date that signifies when the largest sections/additions were constructed or acquired. The Year Acquired edit allows

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			years to be input from 1902 through the current calendar year. *(Plant Engineering, Finance/Accounting)*
Year Built Required for DOE Owned, DOE Leased, and Contractor Leased Buildings Required for DOE Owned Asset Type '501' Trailers Optional for DOE Owned Trailers with Asset Type not equal '501'	PBLD_YEAR_BUILT *Condition* UPDATE FREQUENCY: Static	CHAR(4) *ME*	For DOE construction, the fiscal year (YYYY) that a building/trailer is accepted for beneficial occupancy. If acquiring an existing building/trailer, it is the fiscal year the building/trailer was constructed (best estimate if unknown). The Year Built edit allows years to be input from 1902 through 2100. *(Plant Engineering, Finance/Accounting)*

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B Building Usage Codes

Introduction

This appendix defines the various building usage codes used by FIMS. These codes are used when entering the usage code for buildings and trailers on the FIMS Prop Info window.

Real property holdings are reported to GSA by the use of each building. These GSA codes are two digits only; for example, the code for a School is 23. FIMS breaks these codes down into more specific three-digit codes. For example, 230 for Traditional Classroom Buildings and 231 for Specialized Training Buildings. The process that creates the GSA tape will summarize the FIMS three-digit codes to their appropriate two-digit GSA codes.

GSA requires that all building measurements be entered in square feet.

10 **ADMINISTRATIVE** (No entry; for GSA summary only)

101 OFFICE

All traditional office environments where personnel are primarily engaged in desk or workstation oriented tasks. An office can be a conventional structure with individual rooms and/or groups of rooms that house one or more individuals per room. Another recent development concerns facilities characterized by large open spaces, with workstations defined by modular furniture or movable partitions. Traditional support rooms (such as toilets, janitor closets, mechanical rooms, conference rooms, etc.) are included in the calculation of gross space.

This category is also intended to include office-type space where other functional uses also exist, but in an incidental way. For example, a 100,000 square-foot office facility with 1,500 square feet of laboratory bench space, 2,000 square feet of short-term storage space, and 200 square feet of shop space still would be classified entirely as an office facility because the other uses of the facility are incidental to the function. Judgment of the property management staff is required in the final determination of the category of this type of facility.

14 **POST OFFICE** (No entry; for GSA summary only)

140 POST OFFICE

Buildings or parts of buildings used primarily as post offices. This category should not be used to describe mailrooms that are routinely part of other administrative, laboratory or other types of facilities. While the Department of Energy (DOE) might have no entries in this category, it is provided to simplify reporting on the GSA format.

21 HOSPITAL (No entry; for GSA summary only)

210 HOSPITAL)

Buildings used for furnishing inpatient diagnosis and treatment under the supervision of physicians and that have 24-hour/day registered graduate nursing services. This category does not include buildings used directly in applied research in medicine; those should be listed under research facilities.

211 MEDICAL CLINICS

Buildings used to provide routine outpatient and emergency care. Inpatient facilities are limited to emergencies, and the patients are usually transferred to full-care hospitals as soon as possible.

212 EXAMINATION AND TESTING FACILITIES

Buildings used for providing routine physical examinations and tests.

213 VETERINARY CLINICS

Buildings that provide both inpatient and outpatient care for animals. This category does not include buildings used for laboratory research on animals.

214 OTHER MEDICAL OR HOSPITAL FACILITIES

Medical or hospital buildings that do not fit in the categories above.

22 PRISON (OWNED ONLY) (No entry; GSA summary only)

220 PRISON (OWNED ONLY)

Buildings under the jurisdiction of the Department of Justice used to confine Federal prisoners. While DOE has no entries in this category, it is provided to simplify reporting on the GSA format.

23 SCHOOL (No entry; for GSA summary only)

230 TRADITIONAL CLASSROOM BUILDINGS

231 Buildings used as employee training facilities. These buildings can include large lecture halls, traditional laboratory or computer support and other similar items.

231 SPECIALIZED TRAINING BUILDINGS

Buildings containing mock-ups of special items that would require hands-on training for employees. For example, control rooms, simulated workstations, boilers, etc..

232 AUDITORIUM/THEATER

233 Buildings use to accommodate large numbers of people for formal gatherings or presentations. These buildings generally have theater-style

seating, a stage, and audio-visual support facilities and include lobby areas, incidental loading and storage facilities, and offices.

233 TECH TRANSFER/CONFERENCE BUILDINGS

Buildings used to transfer or teach technical information in a seminar or conference format.

234 OTHER SCHOOL BUILDINGS

Schools or training buildings that do not fit in the categories above.

29 OTHER INSTITUTIONAL USES (No entry; for GSA summary only)

290 LIBRARY

Facilities used to store and dispense books, periodicals, journals, film, tapes, and other similar material. Space is available for reading, viewing, meeting, and other activities associated with traditional libraries. Incidental office and supply spaces are normally included. This category does not include small reading rooms or similar spaces normally found in other administrative facilities.

291 CAFETERIA

Buildings used for the preparation, serving, and consumption of food. They include snack bars, dining halls, or facilities where food might be brought.

292 VISITORS CENTER

Buildings used to provide space for screening and processing visitors to a site. These facilities can include waiting areas and spaces for displays. This category should be differentiated from gatehouses which control who enters and leaves a site.

293 MUSEUMS/SHRINES/NATIONAL LANDMARKS/HISTORIC BUILDINGS

Buildings that display artifacts, or are themselves historically significant.

294 RECREATIONAL FACILITY

Buildings used to provide recreation for employees. Examples are meeting houses, swimming pool change houses, bowling alleys, picnic support facilities, etc..

295 PHYSICAL FITNESS

Buildings used for physical exercise and therapeutic treatment. These facilities house exercise equipment and therapeutic devices that are associated with fitness.

296 SECURITY HEADQUARTERS/BADGE ISSUANCE/GATEHOUSES

Facilities having heavier than normal construction, shielding, communications facilities, classified information storage capabilities, ammunition and weapons lockers, and other related requirements. These facilities differ from guardhouses, whose construction is similar but have a singular function.

297 COMPUTER BUILDINGS

Buildings used for housing computers. These facilities are characterized by raised floors, specialized air conditioning systems, extensive fire protection, special power requirements, and other similar needs. These

buildings can have incidental spaces for support offices, storage rooms, and minor repair or testing facilities.

299 OTHER INSTITUTIONAL BUILDINGS

Institutional buildings that do not fit in the categories above.

30 HOUSING (No entry; for GSA summary only)

300 VISITOR HOUSING

Buildings used to house visiting scientists, engineers, technicians, and others involved in the operation or research conducted at a site. Facilities can be single family, townhouse, or apartment style. This category does not include motels or lodges used primarily for short-term stays.

301 MOTEL/HOTEL/LODGES

Buildings used for temporary overnight lodging of visitors.

302 ALL OTHER HOUSING.

Housing that does not fit the categories above.

40 STORAGE (No entry; for GSA summary only)

400 GENERAL STORAGE

Buildings used for general storage of materials. These facilities can include incidental office space for administration or control.

401 PROGRAMMATIC GENERAL STORAGE

Buildings used for storing program specific equipment. Examples are support devices for scientific research work, parts of production lines or similar pieces of property. These buildings can have other distinguishing features, such as air conditioning. The most important function of the facility is storage of program-related items.

410 HAZARDOUS/FLAMMABLE STORAGE

Buildings used for storing hazardous and/or flammable material. Examples are paint, chemicals, batteries, and certain bulk fuels. Do not include tanks or other structures that are not buildings and do not include facilities for storage of nuclear contaminated materials.

411 NUCLEAR CONTAMINATED STORAGE

Buildings used for storing nuclear contaminated materials.

412 SPECIAL NUCLEAR MATERIAL STORAGE

Buildings used for storing special nuclear materials.

415 NUCLEAR WASTE STORAGE FACILITY

Buildings intended to hold processed and packaged material in long-term storage.

421 SECURE STORAGE FACILITY

Buildings designed for the secure storage of materials. Features include special monitoring, hardened exterior walls, blast proof style construction, and other similar special features.

422 AUTOMATED WAREHOUSING

Buildings designed for fully automated entry, storage, and retrieval of materials. These buildings generally lack provisions for human use.

423 TEMPERATURE AND HUMIDITY CONTROLLED WAREHOUSING

Buildings designed for storing materials that require strict control of temperature and/or humidity fluctuations. Air conditioned or heated warehouses that do not have unusual temperature or humidity requirements should not be included in this category. For example, a warehouse for the general storage of electronic gear that requires routine temperature and humidity control should be listed under general storage.

424 MAGAZINE, AMMUNITION STORAGE

Buildings designed to store and control weapons and/or ammunition for small arms. This category does not include bunkers, that are not buildings, or magazine/igloos used for storage of special nuclear materials or weapons.

425 MAGAZINE IGLOO STAGING FACILITY

Facilities used for staging special nuclear materials or weapons.

440 ENVIRONMENTAL CONTROLLED STORAGE

Storage buildings used for the storage of environmentally controlled substances, either permanently or for measured periods, like those legislated through various Federal regulations.

450 SHED STORAGE

Storage buildings lacking one or more walls that would enclose the building. This structure satisfies the accepted departmental definition of a building and should be included in this category, not as an "other structure or facility."

50 INDUSTRIAL BUILDINGS (No entry; for GSA summary only)

501 PRODUCTION/MANUFACTURING BUILDINGS

Buildings used for manufacturing or producing items or materials. Associated incidental office and storage rooms should be included as part of the manufacturing space. Use this category only when more specific categories are not applicable.

502 PRODUCTION/MANUFACTURING BUILDINGS, NUCLEAR

Buildings used for manufacturing or producing nuclear items or materials. This category does not include uranium enrichment facilities.

503 HAZARDOUS PRODUCTION/MANUFACTURING BUILDINGS

Buildings used for manufacturing or producing non-nuclear, hazardous materials.

511 PRODUCTION REACTORS)

Buildings used to house all active components of nuclear production reactors, with the exception of reactors used to demonstrate a process, accomplish research, or act as the driver in a power or steam generating facility.

521 URANIUM ENRICHMENT, DIFFUSION

Buildings used for the enrichment of uranium through the diffusion process.

522 URANIUM ENRICHMENT, CENTRIFUGE

Buildings used for the enrichment of uranium through the centrifuge process.

523 URANIUM ENRICHMENT, AVLIS

Buildings used for the enrichment of uranium or other isotopes through the atomic vapor laser isotope process.

541 FABRICATION FACILITY

Buildings used to fabricate subassemblies that are used in combination with manufactured items to complete another item.

542 FABRICATION, NUCLEAR

Buildings used to fabricate or shape various nuclear materials as subassemblies used as part of a continuing manufacturing process.

551 ASSEMBLY FACILITIES

Buildings used to assemble materials or parts produced in other buildings.

552 ASSEMBLY, NUCLEAR

Buildings used to assemble nuclear materials or parts produced or obtained from other facilities.

561 MANUFACTURING/PRODUCTION RELATED LABORATORIES

Buildings used to provide laboratory support to a manufacturing or production process.

562 DEMONSTRATION FACILITY

Buildings used to demonstrate proof of a process, either as an end or an intermediate step before further construction takes place.

571 MANUFACTURING INSPECTION BUILDING

Buildings that provide inspection and/or quality control services to manufacturing or production processes.

591 MATERIALS HANDLING OR PROCESSING FACILITIES

Buildings used to handle and/or process materials either in stream or as end products.

592 NUCLEAR CHEMICAL PROCESS FACILITIES

Buildings used to chemically separate nuclear materials into other isotopes and waste products.

593 NUCLEAR WASTE PROCESSING AND/OR HANDLING BUILDINGS

Buildings used to handle or process nuclear waste in various forms.

599 OTHER INDUSTRIAL FACILITIES

Industrial buildings that are not identified in any of the categories above.

60 SERVICE BUILDINGS (No entry; for GSA summary only)

This category differs from the "Institutional" category by the kind of service performed. Both types provide support to personnel for the basic

installation mission, but service facilities supply goods and services while institutional facilities provide process types of non-material services. Property management's judgment is required in determining the proper category.

600 BUILDINGS TRADES MAINTENANCE SHOPS (No entry; for FIMS summary only)

601 MAINTENANCE SHOPS, GENERAL

Multi-use shops that often involve public works functions. Incidental office and day storage rooms or tool dispensing facilities should be included as part of the shop space.

602 PAINT SHOPS

Buildings used for preparing and painting materials. These buildings include paint spray booths, sand-blast booths, and paint lockers.

603 WELDING SHOPS

Buildings designed for welding repairs and preparation of welded assemblies. These facilities often have piped-in gases and extensive electrical load capabilities to run welding equipment. Small welding shops that are part of larger assembly, pipefitting, and machine shops should not be listed separately in this category.

604 PIPE FITTING AND PLUMBING SHOPS

Buildings used for repair, servicing, and assembly of pipe and plumbing. Valve repair, steam trap repair, and other similar functions can be included in this category.

605 CARPENTRY SHOPS

Buildings used for woodworking functions, including new construction, model making, and wood-related repairs. These buildings have wood storage facilities and large ventilation systems to handle sawdust and wood chips.

606 HEATING, VENTILATING, AND AIR CONDITIONING SHOPS

Buildings used for maintenance and repair of heating, ventilating, and air conditioning equipment.

607 OTHER BUILDINGS TRADES SHOPS

Trade-related shops that are not identified in the categories above. This category includes trade buildings that house both multiple shops and related functions under one roof.

610 TECHNICAL MAINTENANCE SHOPS (No entry; for FIMS summary only)

611 MACHINE SHOPS

Buildings containing machine tools used to repair and manufacture parts and assemblies, dedicated to materials used in supporting the installation mission.

612 ELECTRONICS SHOPS

Buildings used for maintenance and repair of electronic equipment. Some larger installations can have specialized computer and communications equipment repair shops listed separately. These facilities have extensive test equipment and repair benches. Often, clean room atmospheres are required.

613 COMPUTER/COMMUNICATIONS REPAIR SHOPS

See definition for 612.

614 EQUIPMENT CALIBRATION SHOPS

Buildings designed for the calibration of electronic and other sensitive instruments and devices that must operate at specified standards.

615 ELECTRICAL/MOTOR REPAIR SHOPS

Buildings used for maintenance and repair of electrical equipment and motors.

620 TRANSPORTATION-RELATED SHOPS (No entry; for FIMS summary only)

621 VEHICLE REPAIR SHOPS

Buildings used as maintenance and repair facilities for buses, trucks, cars, and small off-road vehicles, like forklifts. Larger off-road vehicles, like graders and bulldozers, are listed under heavy equipment repair shops, unless the shop is a combined facility. Combined facilities should be listed in this category.

622 HEAVY EQUIPMENT REPAIR SHOPS

Buildings used for the maintenance and repair of heavy off-road equipment, like graders and bulldozers.

623 RAILROAD REPAIR SHOPS

Buildings designed for maintenance and repair of railroad rolling stock.

630 INDUSTRIAL SAFETY-RELATED BUILDINGS (No entry; for FIMS summary only)

631 CHANGE HOUSES

Buildings used as change and shower facilities by workers who "suit-up" prior to starting work and change back to street clothes prior to leaving work.

640 SECURITY-RELATED BUILDINGS (No entry; for FIMS summary only)

641 GUARD HOUSES

Buildings occupied by security guards to observe or control specific areas or facilities. These buildings may have high percentages of glass in all directions and may be fortified to discourage physical attacks. Guard towers should not be included in this category.

642 COMMUNICATIONS/CONTROL CENTERS

Buildings that house communications and control facilities as well as alarm and environmental monitoring equipment.

643 INDOOR FIRING RANGES

Buildings used as small arms indoor firing facilities. These buildings can contain incidental ammunition and weapons storage, training rooms, and offices.

644 PHYSICAL FITNESS FACILITIES

Buildings designed to house physical fitness equipment and shower facilities.

650 RETAIL SERVICE BUILDINGS (No entry; for FIMS summary only)

651 GAS STATIONS

Buildings that house automobile gasoline (including diesel, oil, and gasohol) dispensing facilities. These facilities can include some vehicle servicing and repair facilities.

652 BANKS AND CREDIT UNIONS

Buildings that house commercial financial institutional, collocated at DOE installations to provide services to installation employees.

660 COMMUNICATIONS BUILDINGS (No entry; for FIMS summary only)

670 WORK CONTROL AND PROJECT STAGING BUILDINGS (No entry; for FIMS summary only)

671 TOOL CRIBS/DISPENSING CONTROL

Buildings used to dispense workmen's tools and supplies.

672 WORK IN PROGRESS/READY BUILDINGS

Buildings used for the staging of required materials to complete specific jobs.

673 QUALITY ASSURANCE SHOPS

Buildings used for quality assurance functions. These buildings house test equipment and their support facilities.

680 AIR SERVICE BUILDINGS (No entry; for FIMS summary only)

681 HELICOPTER AND AIRPLANE HANGARS

Buildings, including incidental office and supply rooms, that house and maintain rotary and fixed-wing aircraft.

682 AIRPORT TERMINAL BUILDINGS

Buildings that function as air traffic control, and passenger and freight processing facilities.

683 OTHER AIR SERVICE BUILDINGS

Air support service buildings that do not fit in the categories above.

690 OTHER SERVICE BUILDINGS (No entry; for GSA summary only)

691 LAUNDRY

Buildings that house equipment for washing clothing and other materials.

692 LAUNDRY CONTAMINATED

Buildings that house equipment for washing and sorting nuclear contaminated clothing and other materials. Separate buildings used to sort the laundry should also be included in this category. This category also includes any connected support facilities that house filters and emergency power supplies.

693 FIRE STATION

Buildings, including firefighting training rooms and equipment storage facilities, that house firefighting and rescue equipment.

694 OTHER SERVICE BUILDINGS

Service buildings that do not fit in the categories above.

70 RESEARCH AND DEVELOPMENT

Laboratories are divided functionally by the research discipline housed in the building. Laboratories that perform more than one function should use a code that reflects the largest single activity performed. If no predominant function can be determined, use a multi-function laboratory code.

700 RESEARCH AND DEVELOPMENT SUPPORT LABORATORIES (No entry; for FIMS summary only)

701 METEOROLOGY AND CALIBRATION LABORATORY

Buildings that house weather research and related instrument calibrations. The buildings have greater than normal electrical requirements, closely controlled atmospheres, sound attenuation, and other similar items.

702 COMPUTATION LABORATORY

Buildings housing research work involving the need for computations. While not primarily a computer facility, extensive computer hardware will be present in the building; communications line-up and emergency power is provided for the computer equipment.

703 APPLIED SCIENCE LABORATORY

Buildings used in the design and testing of scientific components associated with research and manufacturing activities within DOE. These buildings have laboratory bench space CAD-CAM equipment, room for assembling and testing components, emergency power supplies, and similar items.

704 CALIBRATION LABORATORY

Buildings housing facilities to calibrate various instrumentation. These buildings have controlled temperature and humidity, sound attenuation, clean room isolation, and similar items.

709 OTHER SUPPORT LABS

Buildings housing research and development activities in support of other research not specifically identified above. These facilities have similar characteristics to the laboratories above.

710 CHEMISTRY LABORATORIES (No entry; for FIMS summary only)

711 CHEMISTRY LABORATORY, NON-NUCLEAR

Buildings used for research work involving chemistry and chemical engineering. These buildings have equipment designed to handle both liquid and solid materials. Building characteristics include special waste treatment facilities, ventilation requirements, abundant gas supplies of various types, emergency power supplies, extensive fire protection, and similar items.

712 CHEMISTRY LABORATORY, NUCLEAR

Buildings used for research work involving nuclear chemical processes. These buildings have items similar to 711, with the addition of highly elaborate ventilation, air handling, and safety systems.

719 OTHER CHEMISTRY LABORATORY

Laboratory buildings housing chemical research not identified above. These buildings have similar characteristics to the laboratories above.

720 PHYSICS LABORATORY (No entry; for FIMS summary only)

721 PHYSICS LABORATORIES

Laboratory buildings housing research in physics. These buildings generally have laboratory bench space, significant electrical requirements, computational and communications requirements, and high bay workspace for experimentation.

722 OPTICS LABORATORY

Buildings used for optics- and physics-related research. Characteristics are similar to 721, with the addition of clean room space.

723 APPLIED PHYSICS LABORATORY

Buildings housing research work in applied physics. Characteristics are similar to 721, with the addition of larger workspaces for assembly and handling of larger pieces of experimental equipment.

724 NUCLEAR PHYSICS LABORATORY

Buildings used for nuclear physics research. Characteristics are similar to 721, with the addition of elaborate and highly effective ventilation and filtration systems.

729 OTHER PHYSICS LABORATORIES

Physics laboratories that do not fit in the categories above.

730 ELECTRICAL/ELECTRONICS LABORATORIES (No entry; for FIMS summary only)

731 ELECTRICAL/ELECTRONICS LABORATORY

Buildings used for electrical and electronics research, including communications and computer research. These facilities have large and varied electrical supply requirements.

732 COMMUNICATIONS LABORATORY

These facilities are similar to 710, but specialized for communications equipment.

739 OTHER ELECTRICAL/ELECTRONICS LABORATORY

Electrical/electronics laboratories that do no fit in the categories above.

740 BIOMED RESEARCH LABS/BUILDINGS (No entry; for FIMS summary only)

741 BIOLOGICAL RESEARCH LABORATORY

Buildings used for general biological research.

742 MEDICAL RESEARCH LABORATORY

Buildings used to perform medical research. Patients can be kept overnight for observation and analysis, but patient care is not the primary function.

743 HUMAN FACTORS LABORATORY

Buildings used to research human factors that affect specific types of endeavors.

745 ANIMAL RESEARCH FACILITY

Buildings used for housing, experimentation, and disposal of research animals.

746 ANIMAL HOUSE

Buildings used to shelter and feed laboratory animals.

749 OTHER BIOMED BUILDINGS

Buildings used for general, nonspecific biological or medical research and testing.

750 MATERIALS RESEARCH AND TEST BUILDINGS (No entry; for GSA summary only)

751 MATERIALS LABORATORY

Buildings used to house research materials. These buildings have large high bay work areas with floor loading and heavy material handling capabilities.

759 OTHER MATERIAL R&D TEST BUILDINGS

Buildings used to house general, nonspecific materials research, development, and testing.

760 ENVIRONMENTAL RESEARCH AND TEST BUILDINGS (No entry; for FIMS summary only)

761 ENVIRONMENTAL LABORATORY

Buildings used for environmental research work in various sciences.

765 RADIATION EFFECTS LABORATORY

Buildings where research combining the sciences of chemistry, biology, physics, and other related fields are practiced to assess radiation affects on biological and physical materials.

769 OTHER ENVIRONMENTAL R&D/TEST BUILDINGS

Buildings housing general, nonspecific environmental research, development, and testing.

780 LARGE SCALE RESEARCH/DEMONSTRATION BUILDINGS (No entry; for FIMS summary only)

781 LARGE SCALE DEMONSTRATION/RESEARCH BUILDING

Buildings housing large scale devices used for testing and proof of principle or monitoring prior to full development.

782 HOT CELLS

Buildings housing cells or enclosures for isolation and manipulation of highly radioactive materials.

783 RESEARCH REACTOR

Buildings housing nuclear reactors that collect scientific data.

784 REACTOR BUILDING (related reactor components)

Buildings housing related reactor components. This does not include the reactor itself which is categorized as 783.

785 ACCELERATOR BUILDING

Buildings housing related components of an accelerator. This does not include the accelerator ring itself, which is categorized as another structure or facility.

790 GENERAL LABORATORIES & R&D BUILDINGS (No entry; for FIMS summary only)

791 LABORATORIES, GENERAL - NON-NUCLEAR

Buildings used to conduct research not identified in one of the categories above.

792 LABORATORIES, GENERAL - NUCLEAR

These buildings are the same as 791, but include involvement of nuclear materials.

793 MULTI-FUNCTION RESEARCH/LAB BUILDING

Buildings housing varied research activities that have no predominant function.

80 OTHER (No entry; for GSA summary only)

801 OTHER

This category consists of buildings that do not fit in the previously listed categories. Qualified entries will be scrutinized and should demonstrate unusual occurrences. This code should be used only as a last resort.

99 TRUST BUILDINGS (No entry; for GSA summary only)

991 TRUST BUILDINGS

Buildings held in trust for another. This category is generally used by the Department of Interior, and is not commonly used by other Federal agencies.

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C OSF Usage Codes

Introduction

This appendix describes the various Other Structures and Facilities (OSF) codes. These codes are used when entering OSF usage code data on the FIMS Prop Info window.

GSA requires that all Government agencies report OSF by 14 two-digit codes. In order to better meet the Department of Energy's needs, an OSF classification system has been developed. This system breaks down OSF codes into eight series, each of which has various subcategories. When you enter OSF codes, enter the four-digit subcategory codes listed on the following pages. The process that creates the GSA tape will summarize these four-digit codes to their appropriate two-digit GSA codes.

The eight OSF codes series are:

1000 - Transportation Systems

2000 - Catchall for GSA and Other Known Assets

3000 - Research and Development

4000 - Storage

5000 - Industrial/Production/Process

6000 - Service Structures, Not Buildings

7000 - Communication Type Systems

8000 - Distribution Systems

The 4000, 5000, and 8000 series are used to describe the utility systems at installations. Within these series, the hundreds level is used to describe particular utility systems.

100 - Water Utility Systems

200 - Petroleum, Oil, and Lubricant Utility Systems

300 - Gases Utility Systems

400 - Industrial Waste Utility Systems

500 - Septic Utility Systems

600 - Storm Water Utility Systems

700 - Chill Water Utility Systems

800 - Steam Utility Systems

900 - Electrical Utility Systems

1000 TRANSPORTATION SYSTEMS (No entry)

Networks and structures on which people or things are moved between different locations. These are primarily used by air, water, or land transportation systems. Networks are the major land-based methods used to move between locations. Structures are predominantly the bridges and tunnels portions of the networks.

1129 SIDEWALKS (Primary Unit of Measure = Linear Feet)

Paved paths used predominantly for walking or bicycling between two different locations. This category does not include the bridges and tunnels connecting such paths or paved structures used for driving.

1169 BRIDGES (WALKING) (Primary Unit of Measure = Linear Feet)

Bridges used exclusively for walking. This category does not include vehicular bridges that have sidewalks; bridges used by both vehicles and pedestrians should be counted in the vehicular category.

1171 TUNNELS (WALKING) (Primary Unit of Measure = Linear Feet)

Tunnels used exclusively for walking. This category does not include vehicular tunnels that have sidewalks; tunnels used by both vehicles and pedestrians should be counted in the vehicular category.

1209 OTHER, AIR TRANSPORTATION SYSTEMS (Primary Unit of Measure = Each)

This code should only be used as a last resort if structure does not fit in codes:

1229 1239 1279 1289

1229 RUNWAYS (Primary Unit of Measure = Linear Feet)

Paved strips of ground used for liftoff or landing of aircraft. This category does not include parking structures or taxiways.

1239 TAXIWAYS (Primary Unit of Measure = Linear Feet)

Paved strips of ground used to move aircraft between locations. This category does not include parking structures or runways.

1279 HELICOPTER LANDING PAD (Primary Unit of Measure = Square Yards)

Paved areas used to land helicopters.

1289 PARKING (AIRCRAFT) (Primary Unit of Measure = Square Yards)

Paved areas for parking aircraft. This category does not include runways or taxiways.

1309 OTHER, WATER TRANSPORTATION SYSTEMS (Primary Unit of Measure = Each)

This code should only be used as a last resort if structure does not fit in codes:

1329 1339 1369 1379 2619 2839

1329 PIERS (Primary Unit of Measure = Linear Feet)

Is a structure that extends out from shore into navigable water and is designed for the berthing of vessels for repair, fueling, and other essential services, such as fresh water, electric power, compressed air, waste disposal, and communications facilities. A pier is oriented either perpendicular to or at an angle with the shore and normally accommodates berthing on both sides.

1339 DOCKS/WHARVES (Primary Unit of Measure = Linear Feet)

Waterside structures used for transferring materials between land and water transportation systems. This category includes docks and wharves that are connected to land on one side and are in contact with water on the other side.

1369 BREAKWATERS (Primary Unit of Measure = Linear Feet)

Is a free-standing barrier designed to break up and disperse heavy seas and to shield the waters of a harbor from wave action. Breakwaters are planned where primary protection is necessary to create or shelter a harbor or basin for vessels from wave action.

1379 JETTIES (Primary Unit of Measure = Linear Feet)

Are structures built to intercept and deflect currents to control drift and deposit of sand and silt. Jetties are planned at harbor entrances and channels to control unstable conditions of silting and deposits of sand caused by river flow or tidal or wave action.

1409 OTHER, RAILROAD TRANSPORTATION SYSTEMS (Primary Unit of Measure = Each)

This code should only be used as a last resort if structure must be measured by each unit and does not fit in codes:

1429 1469 1471

1429 PRIMARY TRACKS (Primary Unit of Measure = Linear Miles)

The actual rails on which trains travel. This category does not include rail that is covered by bridges or tunnels.

1469 BRIDGES (TRAINS) (Primary Unit of Measure = Linear Feet)

Bridges used exclusively by trains.

1471 TUNNELS (TRAINS) (Primary Unit of Measure = Linear Feet)

Tunnels used exclusively by trains.

1709 OTHER, VEHICULAR TRANSPORTATION SYSTEMS (Primary Unit of Measure = Each)

This code should only be used as a last resort if structure does not fit in codes:

1729 1739 1749 1769 1771 1789

1729 PRIMARY ROADS (Primary Unit of Measure = Linear Miles)

Paved highways or major throughways used as the major arteries on large installations. These roads usually have higher speed limits than secondary paved roads. This category does not include bridges, tunnels, or parking areas.

1739 SECONDARY ROADS (Primary Unit of Measure = Linear Miles)

Paved secondary roads on which vehicles travel from the primary roads to their point of destination. These paved roads usually have moderate speed limits to accommodate the number of entry and exit points coupled with potential pedestrian traffic. This category does not include bridges, tunnels, or parking areas.

1749 TERTIARY ROADS (Primary Unit of Measure = Linear Miles)

Unpaved or unimproved roads. This category does not include bridges, tunnels , or parking areas.

1769 BRIDGES (VEHICULAR) (Primary Unit of Measure = Linear Feet)

Vehicular bridges.

1771 TUNNELS (VEHICULAR) (Primary Unit of Measure = Linear Feet)

Vehicular tunnels.

1789 PARKING (VEHICULAR) (Primary Unit of Measure = Square Yards)

Vehicular parking areas.

2000 CATCHALL FOR GSA AND OTHER KNOWN ASSETS (No entry)

Catchall category for structures that do not fit neatly under the other series.

2009 CATCHALL (Primary Unit of Measure = Each)

Only use as a last resort.

2309 OTHER, NAVIGATION AIDS (Primary Unit of Measure = Each)

Used to assist travelers in their mission (i.e., traffic signs or traffic lights).

2329 AIR TRAFFIC AIDS (Primary Unit of Measure = Each)

Are similar in function to vehicular traffic aids but are on air field areas.

2339 SHIPPING TRAFFIC AIDS (Primary Unit of Measure = Each)

Are similar in function to vehicular traffic aids but are on water transportation structures or areas.

2429 FENCING (SECURITY) (Primary Unit of Measure = Linear Feet)

Barriers used to provide physical security for an installation. This category includes fencing used in perimeter security external to buildings or other structures.

2439 TOWERS (SECURITY) (Primary Unit of Measure = Height)

Elevated guard towers used in providing physical security to an installation or a specific area at an installation.

2469 RANGES, RIFLE/PISTOL (SECURITY) (Primary Unit of Measure = Firing Points)

Facilities used to train personnel in the use of firearms.

2609 OTHER, RECLAMATION AND IRRIGATION (Primary Unit of Measure = Each)

This code should only be used as a last resort if structure does not fit in codes:

2619 2629 2639 2649

2619 CANALS (RECLAMATION) (Primary Unit of Measure = Linear Feet)

An artificial waterway for draining of land.

2629 LATERALS (RECLAMATION) (Primary Unit of Measure = Linear Feet)

A side ditch or conduit for draining of land.

2639 PUMPING STATIONS (RECLAMATION) (Primary Unit of Measure = Gallons per minute)

A building in which pumps operate to remove water by providing an adequate pressure to a distribution system or by physically elevating the water for elimination through canals used to drain the land area.

2649 STORAGE/DIVERSION DAMS (RECLAMATION) (Primary Unit of Measure = Feet)

A structure built to obstruct the flow of a waterway to assist in the reclamation of land areas.

2809 OTHER, FLOOD CONTROL AND NAVIGATION (Primary Unit of Measure = Each)

This code should only be used as a last resort if structure code does not fit in codes:

2819 2829 2839

2819 DAMS (Primary Unit of Measure = Acres-Feet)

Barriers constructed to obstruct the flow of waterways, such as rivers, streams, or creeks.

2829 LEVEES/DIKES (Primary Unit of Measure = Linear Miles)

Embankments constructed on dry ground along riverbanks or waterways to prevent overflow of lowlands and to retain floodwater.

2839 NAVIGABLE CHANNELS (Primary Unit of Measure = Linear Miles)

A waterway that can handle shipping traffic.

2909 OTHER, MONUMENTS AND MEMORIALS (Primary Unit of Measure = Each)

This code should only be used as a last resort if structure code does not fit in code:

2919

2919 STRUCTURES, MONUMENTS AND MEMORIALS (Primary Unit of Measure = Each)

Memorial stones, statues, or buildings erected in remembrance of persons or events.

3000 RESEARCH AND DEVELOPMENT (No entry)

Structures used in the research and development stage.

3009 OTHER, RESEARCH AND DEVELOPMENT (Primary Unit of Measure = Each)

Structures related to the Research and Development process and measured by each unit.

3209 OTHER, ENERGY RESEARCH ACCELERATORS (Primary Unit of Measure = Square Feet)

This code should only be used as a last resort if structure does not fit in codes:

3221 3251 3261

3221 ACCELERATORS, RING (Primary Unit of Measure = Square Feet)

Structures related to ring accelerators.

3251 ACCELERATORS, LINEAR (Primary Unit of Measure = Square Feet)

Structures related to linear accelerators.

3261 RESEARCH REACTORS (Primary Unit of Measure = Each)

Structures related to research reactors.

4000 STORAGE (No entry)

Tanks and storage structures used to store solid, liquid, or gaseous materials, particularly water, petroleum products, gases, hazardous materials, or sewage.

Tanks are large (thousands of gallons or hundreds of cubic feet) metal containers used to store materials in a manner similar to how a warehouse would store inventory.

Storage structures, other than tanks, can include pavement areas, reservoirs, and drainage ponds.

4009 OTHER, STORAGE (Primary Unit of Measure = Each)

This code should only be used as a last resort if storage must be measured by each unit.

4109 OTHER, WATER STORAGE (Primary Unit of Measure = Gallons)

This code should only be used as a last resort if structure does not fit in codes:

4121 4131 4141 4161 4171 4181

4121 TANK, GRAVITY (POTABLE) (Primary Unit of Measure = Gallons)

Elevated water tanks that store potable water and depend on gravity to empty their water. These tanks do not require pumps to extract water from them.

4131 TANKS, GRAVITY (NONPOTABLE) (Primary Unit of Measure = Gallons)

Elevated water tanks that store nonpotable water and depend on gravity to empty their water. These tanks do not require pumps to extract water from them.

4141 TANKS, GRAVITY (FIRE PROTECTION) (Primary Unit of Measure = Gallons)

Elevated water tanks that store fire protection water and depend on gravity to empty their water. These tanks do not require pumps to extract water from them.

4161 TANKS, PRESSURE (POTABLE) (Primary Unit of Measure = Gallons)

Potable water tanks that require pumps or pressure to extract their water.

4171 TANKS, PRESSURE (NONPOTABLE) (Primary Unit of Measure = Gallons)

Nonpotable water tanks that require pumps or pressure to extract their water.

4181 TANKS, PRESSURE (FIRE PROTECTION) (Primary Unit of Measure = Gallons)

Fire protection water tanks that require pumps or pressure to extract their water.

4209 OTHER, TANKS (OIL) (Primary Unit of Measure = Gallons)

This code should only be used as a last resort if structure does not fit in codes:

4221 4289

4221 TANKS (OIL) (Primary Unit of Measure = Gallons)

Tanks used to store petroleum products, including crude oil, burner-fuel oil, diesel fuel, motor fuel (gasoline), aviation fuel, jet fuel, kerosene, etc.. Examples are structures contained in a petroleum tank farm, a fuel oil tank for a power plant, or an underground gasoline storage tank.

4289 CAVERNS (OIL) (Primary Unit of Measure = Barrels)

Underground manmade caverns with piping systems to transfer and store oil. This category applies to the Strategic Petroleum Reserves and should not be used by other installations.

4319 OTHER TANKS (GAS) (Primary Unit of Measure = Cubic Feet)

This code should only be used as a last resort if structure does not fit in codes:

4321 4322 4331

4321 TANKS (NATURAL GAS) (Primary Unit of Measure = Cubic Feet)

Tanks used to store natural gas.

4322 TANKS (OTHER COMBUSTIBLE GASES) (Primary Unit of Measure = Cubic Feet)

Tanks used to store combustible gases, other than natural gas, such as acetylene, butane, hydrogen, or propane.

4331 TANKS (PROCESS GAS) (Primary Unit of Measure = Cubic Feet)

Tanks used to store noncombustible process gases, such as carbon dioxide, compressed air, or nitrogen.

4409 OTHER, STORAGE (INDUSTRIAL WASTE/HAZ) (Primary Unit of Measure = Cubic Feet)

This code should only be used as a last resort if structure does not fit in codes:

4431 4441

4421 TANKS (INDUSTRIAL, NOT HAZARDOUS) (Primary Unit of Measure = Gallons)

Tanks used to store industrial nonhazardous waste that cannot be processed by a sewage treatment plant.

4431 TANKS (HAZARDOUS, NOT CONTAMINATED) (Primary Unit of Measure = Gallons)

Tanks used to store industrial hazardous, but not contaminated waste, that cannot be processed by a sewage treatment plant.

4441 TANKS (HAZARDOUS, CONTAMINATED) (Primary Unit of Measure = Gallons)

Tanks used to store industrial hazardous and contaminated waste that cannot be processed by a sewage treatment plant.

4497 STORAGE VAULTS (NON-EXPLOSIVES) (Primary Unit of Measure = Cubic Feet)

Above ground storage vaults for non-explosive materials.

4498 VAULTS/BUNKERS (EXPLOSIVES) (Primary Unit of Measure = Cubic Feet)

Underground compartments used to store explosives.

4499 IGLOOS (EXPLOSIVES) (Primary Unit of Measure = Cubic Feet)

Dome-shaped structures used to store explosives.

4521 TANKS (SEWAGE) (Primary Unit of Measure = Thousands of Gallons)

Tanks used to store sewage prior to treatment.

4621 TANKS (STORMWATER) (Primary Unit of Measure = Thousands of Gallons)

Tanks used to store stormwater prior to treatment.

4919 STORAGE (OPEN PAVEMENT) (Primary Unit of Measure = Square Yards)

Open, paved areas used to store or stage materials.

4920 RCRA ENGINEERED WASTE CONTAINMENT STRUCTURE (Primary Unit of Measure = Acres)

Permitted waste containment cell designed and constructed under RCRA regulations. When using this code, the permit number should be input into the Alternate name field.

4921 CERCLA ENGINEERED WASTE CONTAINMENT STUCTURE (Primary Unit of Measure = Acres)

Permitted waste containment cell designed and constructed under CERCLA regulations. When using this code, the permit number should be input into the Alternate name field.

4922 UMTRCA ENGINEERED WASTE CONTAINMENT STRUCTURE (Primary Unit of Measure = Acres)

Licensed waste containment cell designed and constructed by the UMTRA Title I or II programs. When using this code, the permit number should be input into the Alternate name field.

5000 INDUSTRIAL/PRODUCTION/PROCESS (No entry)

Plants, wells, and structures used in an industrial setting for producing commodities, such as water, oil, or gas, etc., or for processing waste.

Plants are used for processing or treating the materials. Wells are used for extracting or obtaining the commodities.

Structures are items that do not fit into the above categories, but are used in conjunction with the production or processing of the commodity. Examples are cooling towers or ponds.

5008 PUMPING STATIONS (Primary Unit of Measure = Each)

A building in which pumps operate to move fluid by providing adequate pressure to a distribution system.

5009 STRUCTURES, INDUSTRIAL, OTHER (Primary Unit of Measure = Each)

This code should only be used as a last resort if industrial structures must be measured by each unit.

5129 PLANTS (WATER TREATMENT) (Primary Unit of Measure = Gallons per Day)

Plants used to treat or purify water prior to it being distributed through the installation's piping systems or stored in an elevated or pressurized tank.

5159 OTHER, INDUSTRIAL, WATER WELLS (Primary Unit of Measure = Gallons per Minute)

This code should only be used as a last resort if structure does not fit in codes:

5169 5171 5181

5169 WELLS (POTABLE WATER) (Primary Unit of Measure = Gallons per Minute)

Wells used to obtain potable water prior to it being distributed through the installation's piping systems or stored in an elevated or pressurized tank.

5171 WELLS (NONPOTABLE WATER) (Primary Unit of Measure = Gallons per Minute)

Wells used to obtain nonpotable water prior to it being distributed through the installation's piping systems or stored in an elevated or pressurized tank.

5181 WELLS (FIRE PROTECTION) (Primary Unit of Measure = Gallons per Minute)

Wells used to obtain fire protection water prior to it being distributed throughout the installation's piping systems or stored in an elevated or pressurized tank.

5221 PLANTS (PETROLEUM) (Primary Unit of Measure = Gallons per Hour)

Plants used to process and refine petroleum products into their different fuel products. This category applies to the Naval Petroleum Reserves.

5269 WELLS (OIL) (Primary Unit of Measure = Barrels)

Wells used to obtain crude-oil products from the earth through wells. This category applies to the Naval Petroleum Reserves.

5321 PLANTS (NATURALS GAS) (Primary Unit of Measure = Cubic Feet per Day)

Plants used to process natural gas.

5322 PLANTS (OTHER COMBUSTIBLE GASES) (Primary Unit of Measure = Cubic Feet per Day)

Plants used to process other combustible gases, other than natural gas, like acetylene, butane, hydrogen, or propane.

5339 PLANTS (PROCESS GAS) (Primary Unit of Measure = Each)

Plants used to produce noncombustible process gases like carbon dioxide, compressed air, and nitrogen.

5369 WELLS (NATURAL GAS) (Primary Unit of Measure = Cubic Feet per Minute)

Wells used to "drill" only for natural gas and control its escape. This category applies to the Naval Petroleum Reserves.

5419 OTHER, PLANTS (INDUSTRIAL WASTE/HAZARD) (Primary Unit of Measure = Gallons per Day)

This code should only be used as a last resort if structure does not fit in codes:

5431 5441

5421 PLANTS (INDUSTRIAL, NOT HAZARDOUS) (Primary Unit of Measure = Gallons per Day)

Plants used to process industrial, but not hazardous, waste that cannot be processed or treated by a sewage treatment plant.

5431 PLANTS (HAZARDOUS, NOT CONTAMINATED) (Primary Unit of Measure = Gallons per Day)

Plants used to process hazardous industrial, but not contaminated, waste that cannot be processed or treated by a sewage treatment plant.

5441 PLANTS (CONTAMINATED, HAZARDOUS) (Primary Unit of Measure = Gallons per Day)

Plants used to process industrial hazardous and contaminated waste that cannot be processed or treated by a sewage treatment plant.

5509 OTHER, PLANTS (SEWER) (Primary Unit of Measure = Each)

This code should only be used as a last resort if structure does not fit in codes:

5529 5539 5549 5569 5621

5529 PLANTS (SEWER, PRIMARY TREATMENT) (Primary Unit of Measure = Gallons per Day)

Plants used to treat or process sewage. This process includes the removal of floating solids and suspended solids, both fine and coarse, from raw sewage.

5539 PLANTS (SEWER, SECONDARY TREATMENT) (Primary Unit of Measure = Gallons per Day)

Plants used to treat or process sewage. This process results in activated sludge, mixed sludge, and chemically precipitated sludge.

5549 PLANTS (SEWER, TERTIARY TREATMENT) (Primary Unit of Measure = Gallons per Day)

Plants used to treat or process sewage. This is the third and final stage of sewage treatment.

5569 SEPTIC TANKS (SEWER) (Primary Unit of Measure = Gallons)

Settling tanks in which settled sludge is in immediate contact with sewage flowing through the tanks while solids are decomposed by anaerobic action.

5621 PLANTS (STORMWATER, PRIMARY TREATMENT) (Primary Unit of Measure = Gallons per Day)

Plants used to treat or process stormwater sewage.

5729 PLANTS (CHILL WATER) (Primary Unit of Measure = Tons)

Plants used to produce centralized chill water for installation-wide industrial processes or personal comfort cooling.

5749 PLANTS (EVAPORATIVE COOLING) (Primary Unit of Measure = Tons)

Plants that cool air by evaporating water in it.

5769 TOWERS (CHILL WATER) (Primary Unit of Measure = Tons)

Cooling towers used in the production, processing, or treatment of chill water.

5789 COOLING PONDS OR RESERVOIRS (Primary Unit of Measure = Square Feet)

Cooling ponds or reservoirs used in the production, processing, or treatment of chill water.

5808 SOLAR HEATING SYSTEMS (Primary Unit of Measure = British Thermal Unit Per Hour)

Plants that heat air or water by using the sun.

5809 OTHER HEATING SYSTEMS (Primary Unit of Measure = British Thermal Unit Per Hour)

This code should only be used as a last resort if structure does not fit in codes:

5819 5829 5839 5849 5861 5906

5819 OTHER BOILERS (Primary Unit of Measure = British Thermal Unit Per Hour)

These boilers (not gas-, oil-, or coal-fired boilers) are used to produce steam or high temperature water for installation-wide distribution for industrial or personal comfort purposes.

5829 PLANTS (GAS-FIRED) (Primary Unit of Measure = British Thermal Unit Per Hour)

Gas-fired boilers used to produce steam or high temperature water for installation-wide distribution for industrial or personal comfort purposes.

5839 PLANTS (OIL-FIRED) (Primary Unit of Measure = British Thermal Unit Per Hour)

Oil-fired boilers used to produce steam or high temperature water for installation-wide distribution for industrial or personal comfort purposes.

5849 PLANTS (COAL-FIRED) (Primary Unit of Measure = British Thermal Unit Per Hour)

Coal-fired boilers used to produce steam or high temperature water for installation-wide distribution for industrial or personal comfort purposes.

5861 PLANTS (GEOTHERMAL) (Primary Unit of Measure = British Thermal Units/Hour)

Gas-fired electric generating plants.

5906 ELECTRIC GENERATORS (Primary Unit of Measure = One Thousand Volt-Ampere)

A machine that converts mechanical energy into electrical energy.

5907 POWER DEVELOPMENT DAMS (Primary Unit of Measure = Height)

A structure built to obstruct and harness the flow of a waterway to develop electrical power.

5908 OTHER, PHOTOVOLTAIC SYSTEMS (Primary Unit of Measure = Thousands of WATTS)

Used in producing electric current by chemical action.

5909 OTHER, ELECTRICAL SYSTEMS (Primary Unit of Measure = Thousands of WATTS)

This code should only be used as a last resort if structure does not fit in codes:

5921 - 5981

5921 PLANTS (GAS-FIRED) (Primary Unit of Measure = Thousands of WATTS)

Gas-fired electric generating plants.

5939 PLANTS (OIL-FIRED) (Primary Unit of Measure = Thousands of WATTS)

Oil-fired electric generating plants.

5949 PLANTS (COAL-FIRED) (Primary Unit of Measure = Thousands of WATTS)

Coal-fired electric generating plants.

5959 PLANTS (HYDRO) (Primary Unit of Measure = Thousands of WATTS)

Hydro-electric generating plants.

5969 PLANTS (GEOTHERMAL) (Primary Unit of Measure = Thousand of WATTS)

Electric generating plant that utilizes the heat of the Earth's interior (natural steam).

5981 PLANTS (NUCLEAR POWERED) (Primary Unit of Measure = Thousand of WATTS)

Nuclear powered electrical generating plants used to produce electricity for installation-wide distribution.

5991 TRANSMISSION LINES (500 kV) (Primary Unit of Measure = Linear Miles)

500 kV transmission lines; this code is primarily for offsite transmission by the Power Administrations.

5992 TRANSMISSION LINES (345 kV) (Primary Unit of Measure = Linear Miles)

345 kV transmission lines; this code is primarily for offsite transmission by the Power Administrations.

5993 TRANSMISSION LINES (230 kV) (Primarily Unit of Measure = Linear Miles)

230 kV transmission lines; this code is primarily for offsite transmission by the Power Administrations.

5999 TRANSMISSION LINES (Primary Unit of Measure = Linear Miles)

Lines used in transmitting power to distribution lines. This category includes transmission lines that are an integral part of Federal power development systems, even if the power is produced by another Federal agency. This category is primarily reserved for Power Marketing Administration's usage. Onsite distribution lines should be counted in the distribution (8000) series.

6000 SERVICE STRUCTURES, NOT BUILDINGS (No entry)

Structures that provide a service support function that is close to the point of consumption.

For example, gasoline is produced in the industrial category, stored in the storage category, and distributed in the distribution category to different points of personal consumption (like at a gasoline station).

For electricity, there is a production and distribution process; street lights provide a support function that consumes or transforms the electricity into light and is at the point of consumption.

In addition to the above consumption aspects, this category is used for other service support function activities, such as a garbage incinerator that provides a service to the installation that is unrelated to a utility commodity.

6007 FANS, HIGH CAPACITY (Primary Unit of Measure = Each)

Fans used to ventilate caverns and tunnels.

6008 OTHER, SERVICE STRUCTURES (Primary Unit of Measure = Square Feet)

This code should only be used as a last resort if structure does not fit in codes:

6009 - 6719

6009 OTHER, OTHER SERVICE STRUCTURES (Primary Unit of Measure = Each)

This code should only be used as a last resort if structure is measured by each unit.

6221 POL SERVICES FOR AIRCRAFT (Primary Unit of Measure = Pumps)

Aircraft refueling structures.

6231 POL SERVICES FOR WATERCRAFT (Primary Unit of Measure = Pumps)

Waterfront refueling structures.

6271 POL SERVICES FOR VEHICLES (Primary Unit of Measure = Pumps)

Vehicular refueling (gas stations) structures.

6419 INCINERATOR PLANTS (Primary Unit of Measure = Each)

Structures used to burn trash so that only ashes remain.

6718 VEHICLE SERVICE (Primary Unit of Measure = Square Feet)

Structures used to service vehicles.

6719 VEHICLE WEIGHING FACILITY (Primary unit of Measure = Each)

Structures used to weigh vehicles.

6778 OTHER, PAVING STRUCTURES (Primary Unit of Measure = Square Yards)

This code should only be used as a last resort if structure does not fit in code:

6779

6779 PAVING (Primary Unit of Measure = Square Yards)

Any land area covered by concrete or asphalt.

6919 STREET LIGHTS (Primary Unit of Measure = Linear Feet)

Lights used to illuminate roads or walkways for safety.

6929 SECURITY LIGHTS (Primary Unit of Measure = Linear Feet)

Lights used specifically to meet physical security requirements.

7000 COMMUNICATION TYPE SYSTEMS (No entry)

Communications systems that transmit information in the form of voice or data to a location where it will be processed or interpreted. This category is divided into networks and other communications structures.

Networks are the actual above ground or underground cables used to transmit the information. Other communications structures are part of network systems, but are not cables. For example, phone lines might require underground ducts or above ground poles, while microwave communication might require towers. Ducts or poles already in place for other utilities, such as electrical power, should not be counted in the category.

7007 OTHER, COMMUNICATIONS SYSTEMS LINES (Primary Unit of Measure = Each)

These are lines that do not fit into any other categories within the 7000 series.

7008 OTHER, COMMUNICATIONS MONITORING SYSTEMS (Primary Unit of Measure = Each)

This code should only be used as a last resort if communications monitoring systems must be measured by each unit.

7009 OTHER, COMMUNICATIONS SYSTEMS (Primary Unit of Measure = Each)

This code should only be used as a last resort if communications system must be measured by each unit.

7221 CABLES, ABOVE GROUND (VOICE/DATA) (Primary Unit of Measure = Linear Feet)

Above ground voice or data cables usually hung off telephone poles or towers.

7231 CABLES, UNDER GROUND (VOICE/DATA) (Primary Unit of Measure = Linear Feet)

Underground voice or data cables usually buried in conduits or ducts.

7261 POLES (VOICE/DATA) (Primary Unit of Measure = Each)

Telephone poles or similar structures used exclusively for communication. This category does not include poles whose primary use is to run electrical power; they should be counted in the electrical distribution category (8961).

7279 TOWERS (VOICE/DATA) (Primary Unit of Measure = Height Feet)

Metal towers (similar to microwave towers) or similar structures used exclusively for communication. This category does not include poles whose primary use it to run electrical power; they should be counted in the electrical distribution category (8961).

7281 SWITCHING STATIONS (VOICE/DATA) (Primary Unit of Measure = Each)

Voice or data communications switching stations.

7321 CABLES, ABOVE GROUND (FIRE ALARM) (Primary Unit of Measure = Linear Feet)

Above ground fire alarm cables usually hung off poles or towers. Existing phone lines used for transmitting fire alarms should not be counted in this category; they should be counted in the voice/data cables, above ground category (7221).

7331 CABLES, UNDER GROUND (FIRE ALARM) (Primary Unit of Measure = Linear Feet)

Underground fire alarm cables usually buried in conduits or ducts. Existing phone lines transmitting fire alarms should not be counted in this category; they should be counted in the voice/data cables, under ground category (7231).

7409 OTHER, SECURITY SYSTEMS (Primary Unit of Measure = Each)

This code should only be used as a last resort if security system must be measured by each unit.

7421 CABLES, ABOVE GROUND (SECURITY) (Primary Unit of Measure = Linear Feet)

Above ground security alarm cables usually hung off poles or towers. Existing phone lines for transmitting security alarms should not be counted in this category; they should be counted in the voice/data cables, above ground category (7221).

7431 CABLES, UNDER GROUND (SECURITY) (Primary Unit of Measure = Linear Feet)

Underground security alarm cables usually buried in conduits or ducts. Existing phone lines for transmitting security alarms should not be counted in this category; they should be counted in the voice/data cables, under ground category (7231).

7509 OTHER, ENERGY MANAGEMENT CONTROL SYSTEMS (Primary Unit of Measure = Points)

This code should only be used as a last resort if energy management control system must be measured in points.

7521 CABLES, ABOVE GROUND (ENERGY MANAGEMENT CONTROL) (Primary Unit of

Measure = Linear Feet)

Above ground energy management control cables usually hung off poles or towers. Existing phone lines for energy management control should not be counted in this category; they should be counted in the voice/data cables, above ground category (7221).

7531 CABLES, UNDER GROUND (ENERGY MANAGEMENT CONTROL) (Primary Unit of

Measure = Linear Feet)

Underground energy management control cables usually buried in conduits or ducts. Existing phone lines for energy management control should not be counted in this category; they should be counted in the voice/data cables, under ground category (7231).

8000 DISTRIBUTION SYSTEMS (No entry)

Networks and support structures used to move commodities between the point of production, treatment, processing, storage, or consumption external to facilities. These structures are used primarily for distributing utilities, such as water, petroleum products, gases, hazardous materials, sewage and stormwater, chill water, steam or high temperature hot water, and electricity.

Networks are the actual structures used to distribute utilities. Support structures are closely related to the distribution system, but are not part of the network components. Support structures ensure commodities flow between the points of production or processing to the points of consumption or completion.

For example, in a liquid distribution system, the network of piping and the support structures are the pumps. In electrical energy distribution systems, the Network is the cabling and the support structures are the substations or transformers.

8009 PIPELINES (Primary Unit of Measure = Linear Feet)

This code should only be used as a last resort if structure does not fit in codes:

8119 - 8141 8231 8241 8328 8329 8339 8419 - 86498719 - 8849

8119 OTHER, WATER LINES (Primary Unit of Measure = Linear Feet)

This code should only be used as a last resort if water line does not fit in codes:

8129 8131 8141 8629 8649 8719 - 8849

8129 PIPING (POTABLE WATER) (Primary Unit of Measure = Linear Feet)

Piping used to move potable water.

8131 PIPING (NONPOTABLE WATER) (Primary Unit of Measure = Linear Feet)

Piping used to move nonpotable water.

8141 PIPING (FIRE PROTECTION WATER) (Primary Unit of Measure = Linear Feet)

Piping used to move fire protection water.

8159 OTHER, PUMPING STATIONS (Primary Unit of Measure = Gallons per Minute)

This code should only be used as a last resort if pumping station does not fit in codes:

8169 - 8181 8271 8379 8661

8169 PUMPING STATIONS (POTABLE WATER) (Primary Unit of Measure = Gallons per Minute)

Pumps used to maintain the pressure or other characteristics in the piping system. These pumps ensure that potable water will flow from points of supply to demand.

8171 PUMPING STATIONS (NONPOTABLE WATER) (Primary Unit of Measure = Gallons per Minute)

Pumps used to maintain the pressure or other characteristics in the piping system. These pumps ensure that nonpotable water will flow from points of supply to demand.

8181 PUMPING STATIONS (FIRE PROTECTION WATER) (Primary Unit of Measure = Gallons per Minute)

Pumps used to maintain the pressure or other characteristics in the piping system. These pumps ensure that fire protection water will flow from points of supply to demand.

8231 LARGE PIPING (PETROLEUM PRODUCTS) (Primary Unit of Measure = Linear Feet)

Large-sized piping used to distribute petroleum products, including crude oil, burner-fuel oil, diesel fuel, motor fuel (gasoline), aviation fuel, jet fuel, kerosene, etc..

8241 MEDIUM PIPING (PETROLEUM PRODUCTS) (Primary Unit of Measure = Linear Feet)

Medium-sized piping used to distribute petroleum products, including crude oil, burner-fuel oil, diesel fuel, motor fuel (gasoline), aviation fuel, jet fuel, kerosene, etc..

8271 PUMPS (PETROLEUM PRODUCTS) (Primary Unit of Measure = Gallons per Minute)

Pumping or other support structures used to maintain the pressure or other characteristics in the piping system. These pumps ensure that petroleum products will flow from point of supply to demand.

8328 PIPING (OTHER COMBUSTIBLE GASES) (Primary Unit of Measure = Linear Feet)

Structures (normally pipes) used to distribute other combustible gases, such as acetylene, butane, hydrogen, or propane.

8329 PIPING (NATURAL GAS) (Primary Unit of Measure = Linear Feet)

Structures (normally pipes) used to distribute natural gas.

8339 PIPING (INDUSTRIAL, PROCESS GAS) (Primary Unit of Measure = Linear Feet)

Structures (normally pipes) used to distribute process gases, such as carbon dioxide, compressed air, and nitrogen.

8359 OTHER, GAS DISTRIBUTION SYSTEMS (Primary Unit of Measure = Each)

This code should only be used as a last resort if gas distribution system is measured by each unit.

8369 METERING STATIONS (NATURAL GAS) (Primary Unit of Measure = Cubic Feet per Minute)

Structure where the amount of natural gas passing through the station is recorded.

8379 PUMPING STATIONS (NATURAL GAS) (Primary Unit of Measure = Cubic Feet per Minute)

Pumping or other support structures used to maintain the pressure or other characteristics in the piping system. These pumps ensure the natural gas will flow from points of supply to demand.

8419 OTHER, INDUSTRIAL WASTE/HAZARDOUS MATERIALS DISTRIBUTION LINES (Primary Unit of Measure = Linear Feet)

This code should only be used as a last resort if structure does not fit in codes:

8431 8441

8421 PIPING (INDUSTRIAL, NOT HAZARDOUS, WASTE) (Primary Unit of Measure = Linear Feet)

Actual piping or other types of networks used to move industrial, but not hazardous, waste from points of origination to processing and final disposal.

8431 PIPING (HAZARDOUS, NOT CONTAMINATED, WASTE) (Primary Unit of Measure = Linear Feet)

Actual piping or other types of networks used to move hazardous, but not contaminated, waste from points of origination to processing and final disposal.

8441 PIPING (HAZARDOUS AND CONTAMINATED WASTE) (Primary Unit of Measure = Linear Feet)

Actual piping or other types of networks used to move hazardous and contaminated waste from point of origination to processing and final disposal.

8529 PIPING, GRAVITY (SEWAGE) (Primary Unit of Measure = Linear Feet)

Piping networks that use gravity to move sewage from points of generation to treatment, processing, or disposal.

8549 PIPING, PRESSURE (SEWAGE) (Primary Unit of Measure = Linear Feet)

Piping networks that use pressure or pumps to move sewage from points of generation to treatment, processing, or disposal.

8561 LIFT STATIONS (SEWAGE) (Primary Unit of Measure = Gallons per Minute)

Pumping or other support structures used to maintain the flow or other characteristics in the network system. These pumps ensure the sewage will be transported between points of origination to processing or disposal.

8629 PIPING, GRAVITY (STORMWATER) (Primary Unit of Measure = Linear Feet)

Piping networks that use gravity to move stormwater from points of collection to treatment, processing, or disposal.

8649 PIPING, PRESSURE (STORMWATER) (Primary Unit of Measure = Linear Feet)

Piping networks that use pressure or pumps to move stormwater from points of collection to treatment, processing, or disposal.

8661 PUMPS (STORMWATER) (Primary Unit of Measure = Gallons per Minute)

Pumping or other support structures used to maintain the flow or other characteristics in the network system. These pumps ensure that stormwater will be transported between points of collection to processing or disposal.

8719 OTHER, CHILL WATER DISTRIBUTION SYSTEMS (Primary Unit of Measure = Linear Feet)

This code should only be used as a last resort if structure does not fit in codes:

8721 8731

8721 SUPPLY PIPING (CHILL WATER) (Primary Unit of Measure = Linear Feet)

Piping used to move chill water from points of supply to consumption.

8731 RETURN PIPING (CHILL WATER) (Primary Unit of Measure = Linear Feet)

Piping used to move chill water from points of consumption to reprocessing.

8828 PIPING, SUPPLY (HIGH-TEMPERATURE WATER) (Primary Unit of Measure = Linear Feet)

Lines used to distribute high-temperature hot water.

8829 PIPING, RETURN (HIGH-TEMPERATURE WATER) (Primary Unit of Measure = Linear Feet)

Lines used to move high temperature - hot water from points of consumption to reprocessing.

8839 PIPING, SUPPLY (STEAM) (Primary Unit of Measure = Linear Feet)

Lines used to distribute steam.

8849 PIPING, RETURN (STEAM/CONDENSATE) (Primary Unit of Measure = Linear Feet)

Lines used to move steam/condensate from points of consumption to reprocessing.

8909 OTHER, ELECTRICAL DISTRIBUTION SYSTEMS (Primary Unit of Measure = Each)

This code should only be used as a last resort if structure must be measured by each unit and does not fit in codes:

8929 - 8961

8929 ELECTRICAL CABLES, PRIMARY (Primary Unit of Measure = Linear Miles)

Primary cable (115 kV or above) distribution networks used to transmit electrical power.

8939 ELECTRICAL CABLES, SECONDARY (Primary Unit of Measure = Linear Miles)

Secondary cable (2.4 to 114 kV) distribution networks used to transmit electrical power.

8949 ELECTRICAL CABLES, TERTIARY (Primary Unit of Measure = Linear Miles)

Tertiary cable (less than 2.4 kV) distribution networks used to transmit electrical power.

8961 POLES/TOWERS (ELECTRICAL DISTRIBUTION) (Primary Unit of Measure = Each)

Poles and towers used to support above ground electrical distribution cables.

8979 SUBSTATIONS (Primary Unit of Measure = One Thousand Volt-Ampere)

Substations used to set the voltage or other characteristics in the cable system and ensure electrical power will flow points of supply to demand in an efficient manner.

8988 POWER TRANSFORMERS (Primary Unit of Measure = One Thousand Volt-Ampere)

Power transformers used to change the voltage or other characteristics in the cable system and ensure electrical power will flow from points of supply to demand in an efficient manner.

8989 DISTRIBUTION TRANSFORMERS (Primary Unit of Measure = One Thousand Volt-Ampere)

Distribution transformers used to change primary distribution voltage to secondary voltage and ensure electrical power can flow between the points of supply to demand in an efficient manner.

D Management Analysis Reporting System (MARS) Asset Types

401 Land

Includes the cost of land owned by the Government and under the control of DOE. The cost of land includes the purchase price, other acquisition costs, and removal costs less salvage realized in disposing of any facilities acquired with the land. Does not include acreage withdrawn from the Public Domain.

410 Land Rights

Includes the costs of rights, interests, and privileges relating to land such as leaseholds, easements, rights-of-way, water and water power rights, diversion rights, and submersion rights.

430 Minerals

Includes both the cost of mineral rights and land containing mineral deposits owned by the Government.

440 Timber

Includes the cost and appraised value of timber and pulp wood; cost of reforestation program for the purpose of dust and soil erosion control, retention of water tables, etc.; cost of development and improvement of timber stand; and other forestry management costs. NOTE: Use of this code is limited to the Savannah River Operations Office.

460 Site Preparation, Grading, and Landscaping

Includes the cost of general clearing, grading, and drainage not directly related to the erection of buildings and structures. All landscaping is included.

470 Roads, Walks, and Paved Areas

Includes the cost of roads, bridges, streets, walks, paved parking areas and paved open areas between buildings, including any related costs of clearing, grading, base, surfacing, storm sewers or drains, curbs, gutters, culverts, lighting service, and other related facilities.

480 Fences and Guard Towers

Includes the cost of security fences, guard towers and lighting service. Fences associated with specific facilities such as ball parks and substations are included with the facilities protected.

490 Other Improvements to Land

Includes the cost of improvements not includable under codes 460, 470, or 480, such as airports, playgrounds, tennis courts, and athletic fields.

501 Buildings

Includes the cost of buildings and permanently attached appurtenances, such as elevators, fire protection, lighting, plumbing, heating, ventilation, and built-in air conditioning systems (excluding window or console air conditioning units that require no duct work or cooling towers), and the cost of piping, conduit, and cable permanently attached to and made a part of the building and that cannot be removed without cutting into the walls, ceilings, or floors. The division between building costs and costs of utility systems is generally made at a point nominally 5 feet outside the building wall.

502 Experimental and Demonstration Projects

To capitalize incurred cost for experimental and demonstration projects with a useful life of 2 years or more. These projects include full-scale test facilities, pilot plants, and other prototype facilities.

550 Other Structures

Includes the cost of such structures as dams, retention basins, reservoirs, swimming pools, pits, platforms, underground oil storage reservoirs, and stacks (when not a part of a building).

610 Communication Systems

Includes the cost of lines, poles, cables, and conduits; built-in radio transmitting and receiving equipment; and any installed equipment, otherwise portable, which has been so installed that it cannot be removed without damaging the equipment or damaging the building or structure in which it has been installed. Personal property such as telephones and intercommunication equipment should be included in asset code 730.

615 Electric Generation, Transmission, and Distribution Systems

Includes the cost of all electric generation equipment; boiler plant equipment primarily used to supply steam to steam-electric generation equipment; transmission and distribution lines, poles, towers, grounding systems, substations, transformers, controls, cables, conduits, services, meters, and protective devices; lighting fixtures, wire, poles, standards and related accessories supplying electric lighting service to roads, walks, and fences. Personal property, such as portable generators, are included in asset code 799.

620 Fire Alarm Systems

Includes the cost of central office equipment necessary for receiving and transmitting alarms, including control wiring, both cable and open, and other associated overhead and underground equipment. Portable equipment which is not permanently connected to permanent wiring and which may be removed without affecting operation of the fire alarm system is included in asset code 750.

625 Gas Production, Transmission, and Distribution Systems

Includes the cost of equipment involved in the production, storage, transmission, and distribution of natural and artificial gas, including pipelines, services, and associated regulating and metering equipment of buildings served.

630 Irrigation Systems

Includes the cost of canals, ditches, waterways, flumes, pipelines, and equipment used for irrigation purposes.

635 Railroad Systems

Includes the cost of railways, including bridges, trestles, culverts, crossing signals, clearing and grading, riprap, ties, ballast, rails, insulated joints, switches, and accessories.

640 Sewerage Systems

Includes the cost of sewerage treatment and disposal facilities, including manholes, mains, and lateral lines to pint of tie-in with buildings served, and any septic tanks.

645 Steam Generation and Distribution Systems

Includes the cost of all equipment used for the generation and distribution of steam to the point of tie-in to buildings where such steam is utilized primarily for heating and for furnishing power to rotating equipment, including emergency turbo generators. The cost of boiler plant equipment used primarily to supply steam to steam-electric generation equipment is include in 615.

650 Water Supply, Pumping, Treatment, and Distribution Systems

Includes the cost of wells, pumping and water treatments, and distribution facilities to the point of tie-in with buildings. served.

655 Nuclear Steam and Electric Generation and Transmission Systems

Includes the cost of nuclear reactors and appurtenant equipment involved primarily and principally in the generation of steam for use in steam-electric generating equipment, fossil-fuel super heaters electric generation equipment, and electric transmission facilities connecting the nuclear power plant to the transmission or distribution network. The only reactors to be identified by this code are those which have significant electrical generation.

660 SPR Crude Oil Piping System

Includes the cost of pipelines and metering devices between the oil transporting vehicle and the oil storage site.

665 NPR Crude Oil Extraction and Distribution System

Includes the cost of real property and related personal property necessary for crude oil extraction and distribution such as the well casings, piping, and integrated equipment in the piping system; oil storage facilities and support buildings and structures. Does not include any personal property, which should be included in the appropriate asset code (710-799) for personal property.

670 Process Systems

(Real or related personal property.) Includes the cost of equipment used specifically in product manufacturing and processing, including associated measurement and control instruments, which are integral to the operation of

real property, or which are so affixed to real property that removal of the equipment would significantly diminish the economic value of the real property or the equipment itself.

680 Reactors and Accelerators

Includes the cost of reactors, proton synchrotrons, electron synchrotrons, cyclotrons, linear accelerators, Van De Graaf generators, and other similar facilities, as well as the related equipment which is an integral part of the facility or related to, designed for, or specially adapted to, the functional or productive capacity of the real property, and removal of this equipment would significantly diminish the economic value of the real property or the equipment itself. Reactors with significant electrical generation should be identified with asset type 655.

725 Motors Vehicles and Aircraft (Personal Property)

Includes the cost of passenger cars, trucks, buses, jeeps, trailers, airplanes and fire trucks.

800 Improvements to Property of Others

Includes the cost of betterments made by DOE to land, land improvements (roads, runways, etc.), and to existing buildings, structures, building services, and utility systems not owned by DOE. New construction such as plants, laboratories, and similar facilities built by DOE on land owned by others should be classified in Asset Type Code 501.

900 Unclassified Plant and Equipment

Includes the cost of major construction projects or operative portions there of that have been physically completed and placed in service for which the unitization and classification of costs into plant and equipment accounts have not been completed. Allocation to production, research, community, and general facilities and to asset types 401 through 800 will require approximation in some instances, particularly at yearend when full allocation is required. (Yearend allocations may be reversed in October pending formal and more precise classifications.)

999 Other

This code may be used on an interim basis for items not identified by month end. However, records associated with transfer activity cannot use this code. At fiscal year end, this code cannot be used.

E Lookup Table Descriptions

Acquisition Method Codes

Acq	Long Desc	Own/Lease
01	Withdrawn From Public Domain	N
02	Fee	O
02	Fee	I
03	Easement	N
03	Easement	I
04	Permit	N
05	License	N
06	Long Term Interest	I
06	Long Term Interest	N
07	Other	N
08	Lease	N

Commission Status Codes

Building Status Code	Date Required	Status Desc
1	N	Operating
2	Y	Operational Standby
3	Y	Shutdown Pending Transfer
4	Y	Shutdown Pending D&D
5	Y	D&D in Progress
6	Y	Operating Pending D&D
7	Y	Operating under an Outgrant
8	Y	Transfer to Another Federal Agency
9	Y	Sale
A	Y	Demolished
B	Y	Deactivation
C	Y	Shutdown Pending Disposal

Deficiency Systems

Deficiency Code	Long Desc
00	None
A10	Foundations
A20	Basement Construction
B10	Super Structure
B20	Exterior Closure

B30	Roofing
C10	Interior Construction
C20	Stairs
C30	Interior Finishes
D10	Conveying
D20	Plumbing
D30	HVAC
D40	Fire Protection
D50	Electrical
F10	Special Construction
F20	Selective Building Demolition
G10	Site Preparation
G20	Site Improvements
G30	Site Mechanical Utilities
G40	Site Electrical Utilities
G90	Other Site Construction

Excess Indicator Codes (Site)

Site Excess Indicator Code	Short Desc
1	Legislative
2	Holding Agency
3	Undisposable
4	Litigation
5	Contamination
6	Historical
7	Title Problems
8	Other
E	Excess
N	Not Excess

Field Office Codes

Field Office Code	Long Desc
01	Albuquerque Operations Office
03	Chicago Operations Office
04	Office of Repository Development
05	Golden Field Office
06	Idaho Operations Office
07	Ohio Field Office
08	Legacy Management
09	Nevada Site Office
10	Oak Ridge Operations Office
11	National Energy Technology Laboratory
12	Pittsburgh Naval Reactors Office
13	Richland Operations Office
14	Oakland Operations Office
15	Savannah River Operations Office
16	Schenectady Naval Reactors Office
23	Southwestern Power Administration
24	Western Area Power Administration
26	Naval Petroleum Reserves
27	Strategic Petroleum Reserves
30	NNSA Service Center
31	Kansas City Site Office

32	Livermore Site Office
33	Los Alamos Site Office
34	Pantex Site Office
35	Sandia Site Office
36	Y-12 Site Office
42	Rocky Flats

Hazard Category Codes

Hazard Category	Long Desc
01	Nuclear Facility Category 1
02	Nuclear Facility Category 2
03	Nuclear Facility Category 3
04	Radiological Facility
05	Chemical Hazard Facility
06	Nuclear Category 1 and Chemical Hazard Facility
07	Nuclear Category 2 and Chemical Hazard Facility
08	Nuclear Category 3 and Chemical Hazard Facility
09	Radiological Facility and Chemical Hazard Facility
10	Not Applicable

Justification Codes

Justification Code	Long Desc
A	Only Able Bodied Person Could Perform Job In Bldg
B	Handicap Person Not Allowed Due To Hazardous Cond
C	Both Justification Codes A & B
D	Neither Justification Code A Or B

Landlord Funding Program Codes

Landlord Funding	Long Desc
39-EJ	EE Conservation R&D
39-WA	CR General Administration Construction
3921	CR Plant Engineering and Design - Non-Defense
40	CR Cost Reimburs Work-Other Fed Agencies
50	CR Reimbursement Work Perf-Other Fed Agencies
60	CR Cost Of Reimbursable Work For Non-Fed Entity
65	CR 3rd Party Recpts From Tech Transfer Activity
70	CR Reimbursement For Work Performed For Non-Fed
75	CR Source Of 3rd Prty Rects Fr Tech Transfer
80	CR Reconciling Items 80
81	CR Reconciling Items 81
82	CR Reconciling Items 82
83	CR Reconciling Items 83
84	CR Reconciling Items 84
85	CR Reconciling Items 85
86	CR Reconciling Items 86
87	CR Reconciling Items 87
88	CR Reconciling Items 88
89	CR Reconciling Items 89
90	CR Reconciling Items 90
AA	FE Coal

AB	FE Gas
AC	FE Petroleum
AD	FE Fossil Energy Program Direction
AE	FE Mining Research
AF	NE Nuclear Energy Research & Develop.
AG	FE General Plant Projects
AH	CR Oak Ridge Landlord
AJ	NE Naval Reactors
AN	FE Energy Tech. Ctr. Prog. Direct.
AT	SC Magnetic Fusion
AU	FE Fuels Conversion, Natural Gas & Electricity
AV	FE Cooperative Research and Development
AW	FE Fossil Energy Environmental Restoration
AZ	FE Innovative Clean Coal Technology
CA	FE Elk Hills School Land Funds
CB	FE Naval Pet & Oil Shale Reserves
CC	EE Geothermal
CD	NE Uranium Enrichment
CF	CR Power Marketing
CH	FE Alternate Fuels Production
CN	NN Counterintelligence
CP	FE Program Administration
CR	CR Capital Asset Acquisition
CV	FE Oil And Gas Development Projects
DA	RW Nuclear Waste Disposal Act.
DB	RW Waste Management System
DC	RW Civilian Radioactive Waste R&D
DG	CR Donated Funds
DP	NNSA Weapons Activites - DP (except DP0507)
EA	EE Solar
EB	EE Solar and Renewable Resource Tech.
EC-10	EE Buildings Sector 10
EC-11	PO Emergency Building Temperature Restriction P
EC-12	EE Buildings Sector 12
EC-14	EE Buildings Sector 14
EC-15	EE Buildings Sector 15
EC-16	EE Buildings Sector 16
EC-17	EE Buildings Sector 17
ED	EE Industrial Sector - Total
EE	EE Transportation Sector
EF-07	PO Emergency Energy Conservation Act of 1979
EG	EE Multi-Sector
EH	EE Policy & Management-EERE
EK	EE Utility Sector
EL	EE Federal Energy Management Program
EN	EE Indian Energy Resources Programs
EU	EM Erwm-Uranium Enrichment Decontam & Decommis
EW	EM Environ. Restor. & Waste Mgmt -Defense
EX	EM Environ. Restor. & Waste Mgmt -Non Defense
FA	FM Field Operations
GA	MD Fissile Materials Disposition
GB0000000	NNSA Other Weapons Activities
GB01	NN Research, Development, and Testing
GB04	NNSA Contractor Employment Transition
GB05	NNSA Program Direction
GC	NN Nonproliferation & Verification R&D
GD	NN Nuclear Safeguards & Security
GG	NNSA Worker and Community Transition Program
GH	NN Security Investigations
GI	EM Security Investigations – Non-Federal
GJ	NN Arms Control and Nonproliferation

GP	FE Fed Inspector-Alaska Gas Pipeline
HC	EH Environment, Safety and Health (Non-Defense)
HD	EH Environment, Safety and Health (Defense)
HE	EH EH (Non-Defense) - Program Direction
HF	EH EH (Defense) - Program Direction
HG	CR Atomic Vapor Laser Isotope Separation (AVLIS)
IN	NN Intelligence (IN)
KA	SC High Energy Physics
KB	SC Nuclear Physics
KC	SC Basic Energy Sciences
KD	SC Energy Research Analysis
KE	SC Advanced Neutron Source
KG	SC Multiprogram Energy Lab - Facilities Support
KH	SC General Science Program Direc
KJ	SC Computational & Technology Research
KK-05	NE Policy And Management – Nuclear Energy
KM	SC Small Bus Innovation Rsch
KN	SC Small Business Technology Transfer Pilot Res
KP	SC Biological & Environmental Rsch
KS	SC Superconducting Super Collider
KT	SC University And Science Education
KV	SC University And Science Ed-Defense Related
KX	SC Office of ER Program Direction
KZ	SC ER Program Direction (ESR&D)
LA	SC Technical Information Management Program
LD	CP Consumer Affairs
LE	CP Public Affairs
MX	CR Obligated Adjust. For Closed Appropriations
NA	PO International Affairs And Energy Emergencies
NB	NN Emergency Preparedness
NC	PO Emergency Planning
ND	NN Emergency Management
NN	NN Nonproliferation&National Security Program
NP	NNSA New Production Reactor
NT	NN Intelligence
OTHER	MA Other
PE	PO Policy, Analysis & Sys Studies
RA	IG Office Of The Inspector General
RU	CR Indian Rupees
SA	FE Strategic Petroleum Reserve
SP	SC Space Research And Development
SS	NE Isotope Support
ST	NE Isotope Prod & Dist Program
TA	EI National Energy Information System (Neis)
TR	HR Scientific & Engineer Train & Devel
UC	GC Compliance
UE	GC Natural Gas & Electricity Opns
UG	GC Program Administration
UR	HG Office Of Hearings And Appeals
VR	RC Federal Energy Regulatory Commission
WA-11	CR General Administration 11
WA-21	CR General Administration 21
WA-50	ED Minority Economic Impact Program
WB	EE In-House Energy Management (IHEM)
WE	HR Office Of The Secretary
WF	HR Goods&Services thru Working Capital Fund
WH	HR Corporate Management Information
WM-10	HR General Admin Contract Services - HR
WM-12	CR Services WM-12
WM-20	CR Services WM-20
WM-25	CR Services WM-25

WM-30	CR Services WM-30
WM-40	CR Services WM-40
WM-45	CR Services WM-45
WM-46	CR Services WM-46
WM-48	CR Services WM-48
WM-50	CR Services WM-50
WM-55	CR Services WM-55
WN-03	FE Cost of SPRO Oil Sales
WN-10	NE Cost from the Sale of Isotopes and Related Sv
WN-17	FE Cost of Sale of Petroleum
WN-22	SC Co-Sponsor Contrib. to the SSC
WN0000000	CR Cost of Work for Others
WN191901	NE Related to Uranium Programs Activities
WN2000000	FE Cost of SPRO Drawdowns
YN	CR Other Costs & Credits
ZN-00	CR Revenues Applied 00
ZN-03	FE Repayments from Clean Coal Tech. Projects
ZN0802000	NE Stable Isotopes
ZN10	NE Revenue from Sale of Isotopes & Related Svc

Land Ownership Codes

Land Ownership Code	Land Ownership Desc
1	Owned By DOE
2	Permit Land
3	Contractor Control
4	Wthdwn Public Domain
5	Leased By DOE
6	Other
7	Easement

M & O Contractor Codes

M&O Contractor Code	Long Desc
0001	University Of California
0002	Bechtel SAIC Company, L.L.C..
0003	Calif Inst Of Tech
0004	Brookhaven Science Associates
0005	Airesearch Mfg. Co.
0006	Computer Sciences Corp.
0007	Lockheed Martin Corporation
0008	Honeywell Federal Manufacturing & Technologies
0009	Reynolds Elec. & Eng. Co.
0010	Univ Of Calif At Davis
0011	Rust Engineering Corporation
0012	BWXT Y-12, LLC
0013	University Of Chicago
0014	Westinghouse Elec. Co.
0015	Boeing Computer Serv.
0016	Fenix & Scisson Inc.
0017	Iowa State Univ.
0018	United Nuclear Indus.
0019	Wackenhut Services Inc.
0020	M-K National Corp.
0021	Ross Aviation Co.
0022	Battelle Memorial Inst -- Pacific Northwest Lab

0023	Bechtel Jacobs Company
0024	Exxon Nuclear Idaho Inc.
0025	Lovelace Biomed. & Envir.
0026	Kaiser-Hill Rocky Flats
0027	Hanford Envir. Health Found.
0028	U. Of Rochester
0029	Holmes & Narver Inc.
0030	Westinghouse Materials Co.
0031	University Of Georgia
0032	J.A. Jones Const.
0033	Los Alamos Const. Inc.
0034	Westinghouse Hanford
0035	Martin Marietta Specialty Components, Inc
0036	EG&G Idaho Inc.
0037	BWXT – Pantex, LLC
0038	Princeton U.
0039	Bendix Corp.
0040	Bendix Field Eng. Co.
0041	C.F. Braun Co.
0042	Univ. Research Asso. Inc.
0043	Oak Ridge Associated Universities
0044	Stanford University
0045	Goodyear Atomic Corp.
0046	Bechtel - Bettis
0047	UT-Battelle, LLC
0048	Western Electric Co.
0049	University Of Puerto Rico
0050	University Of Tennessee
0051	Univ Of Cal San Francisco
0052	University Of Utah
0053	New York University
0054	Michigan State Univ.
0055	General Atomic Company
0056	Mass Institute Of Tech.
0057	University Of Washington
0058	Yale University
0059	Midwest Research Institute
0060	Reactive Metals, Inc.
0061	Univ. Of Illinois
0062	University Of Notre Dame
0063	ETMC-Main
0064	Northern Energy Corp.
0065	Masec Corp.
0066	Southern Solar Energy Ctr., Inc.
0067	Western Solar Utilization Network
0069	MSE, Inc
0070	EG&G, Inc.
0071	Stone & Webster Eng. Corp.
0072	Univ. Of Texas - Austin
0073	Garrett Corp.
0074	Duquesne Light Co.
0075	Rockwell Hanford Operations
0076	BCS - Richland, Inc.
0077	Lockheed Martin -- Knolls Atomic Power Lab
0078	Lawrence Allison
0079	Boeing Petroleum Services Inc
0080	Bechtel Petroleum Operations
0081	Associated Elec. Cooperative, Inc.
0082	Bechtel National, Inc.
0083	Stearns & Roger
0084	Science Applications Inc.

0085	Western Research Institute
0086	BBWI
0088	UNC Technical Services
0089	M-K Ferguson
0090	Enterprise Advisory Services, Inc.
0091	Southeastern Universities Rsch. Assoc.
0092	Kaiser Engineering Hanford
0093	Westinghouse Savannah River Co.
0094	Bechtel Savannah River, Inc.
0095	Dynmcdermott Petroleum Operations Company
0096	Fluor Daniel Fernald
0097	Bechtel Nevada
0098	Wastren
0099	MACTEC-ERS
0100	West Valley Nuclear Services/Westinghouse
0101	BWXT of Ohio
0102	CH2M Hill
0103	Fluor Hanford Inc
0104	Bechtel Hanford
0105	S.M. Stoller Corporation
0106	Bechtel National – RL Operations
9999	None

MARS Asset Type Codes

MARS Asset Type Code	Long Desc
401	Land
410	Land Rights
430	Minerals
440	Timber
460	Site Prep., Grading And Landscaping
470	Roads, Walks, And Paved Areas
480	Fences And Guard Towers
490	Other Improvements To Land
501	Buildings
502	Experimental and Demonstration Projects
550	Other Structures
610	Communications Systems
615	Electric Generation, Transmission, And Distribution
620	Fire Alarms Systems
625	Gas Production, Transmission, And Distribution Sys
630	Irrigation Systems
635	Railroad Systems
640	Sewage Systems
645	Steam Generation And Distribution Systems
650	Water Supply, Pumping, Treatment, And Distribution
655	Nuclear Steam And Electric Generation And Transmis
660	Spr Crude Oil Piping System
665	Npr Crude Oil Extraction And Distribution System
670	Process Equipment
680	Reactors And Accelerators
725	Personal Property Motor Vehicles and Aircraft
800	Improvements To Property Of Others
900	Unclassified Plant And Equipment
999	Other

MARS Reporting Source Codes

MARS Reporting Source	Long Desc
AL1	Los Alamos National Laboratory
AL9	Albuquerque Operations Office
ALB	Honeywell, FM&T
ALH	Lockheed Martin - Sandia National Labs
ALP	BWXT – Pantex, LLC
ALW	Westinghouse Electric Co. - Wipp
CH1	Ames Laboratory
CH2	Argonne National Laboratory
CH3	Brookhaven National Laboratory
CH9	Chicago Operations Office
CHF	Universities Research Assn., Inc.
CHP	Princeton Plasma Physics Lab.
CHS	Midwest Reseach Institute
FT9	National Energy Technology Laboratory
ID9	Idaho Operations Office
IDE	Idaho National Engineering and Environmental Lab
NV9	Nevada Operations Office
NVH	Bechtel Nevada
OH1	Fluor Daniel Fernald
OH2	Mound
OR4	ORNL (UT-Battelle, LLC)
OR7	Strategic Petroleum Reserve Office
OR9	Oak Ridge Ops Office
ORA	Oak Ridge Institute for Science and Education
ORD	Bechtel Jacobs Company at Paducah
ORP	Bechtel Jacobs Company at Portsmouth
ORR	Bechtel Jacobs Company at Oak Ridge
ORY	BWXT Y-12, L.L.C.
PN9	Pittsburgh Naval Reactors Office
PND	Bechtel – Bettis Atomic Pwr Lab
RF1	Kaiser-Hill Rocky Flats
RP1	Office of River Protection
RL9	Richland Operations Office
RLD	Battelle Memorial Inst -- Pacific Northwest Lab
RLR	Kaiser Engineering Hanford
RP1	Office of River Protection
RP9	Western Area Power Administration
SF1	Lawrence Livermore National Lab
SF2	Lawrence Berkeley Laboratory
SF9	Oakland Operations Office
SFB	Rockwell International Corp, Atomics Intl A
SFM	Stanford Linear Accelerator Center
SP9	Strategic Petroleum Reserve Operations Office
SR9	Savannah River Operations Office
STG	Lockheed Martin -- Knolls Atomic Power Lab
SW9	Southwestern Power Administration
WAC	Lawrence Allison
WAF	Bechtel Petroleum Operations
YMT	Yucca Mountain Project

Model Building Type

Model Bldg Type	Long Desc
MB01	Wood, Light Frame
MB02	Wood, Commercial and Industrial
MB03	Steel Moment Frame

MB04	Steel Braced Frame
MB05	Steel Light Frame
MB06	Steel Frame with Concrete Shear Walls
MB07	Steel Frame with Infill Shear Walls
MB08	Concrete Moment Frame
MB09	Concrete Shear Walls
MB10	Concrete Frame with Infill Shear Walls
MB11	Precast/Tilt-up Concr Walls/Lightwght Flex Diaphrm
MB12	Precast Concrete Frames with Concrete Shear Walls
MB13	Reinforced Masonry Bear Walls/Wood,Metal Deck
MB14	Reinforced Masonry Bear Walls/Precast Concr Diaphm
MB15	Unreinforced Masonry Bearing Walls
MB16	Other-Describe briefly in comments field/supp doc

Owned Leased Codes

Own/Lse Code	Prop Type	Description
C	B	Contractor Leased
C	L	Contractor Leased
C	S	Contractor Leased
C	T	Contractor Leased
D	B	DOE Leased
D	S	DOE Leased
D	T	DOE Leased
E	B	Contractor License
E	L	Contractor License
E	S	Contractor License
E	T	Contractor License
G	B	GSA Owned
I	L	Institutional Control
L	B	GSA Leased
N	L	DOE Ingrant
O	B	DOE Owned
O	L	DOE Owned
O	S	DOE Owned
O	T	DOE Owned
P	B	Permit
P	S	Permit

Program Office Codes

Program Office Code	Long Desc
EE	Energy Efficiency and Renewable Energy
EH	Environmental, Safety and Health
EM	Environmental Management
FE	Fossil Energy
LM	Legacy Management
ME	Management, Budget, and Evaluation
NE	Nuclear Energy
NN	Nonproliferation and National Security
NNSA	National Nuclear Security Administration
NR	Naval Reactors
PA	Power Administrations
RW	Civilian Radioactive Waste Management
SC	Science
SO	Office of Security

Seismic Exemption Codes

Seismic Exemption Code	Long Desc
E0	Not Exempt
E1	Agricult use,incidentl occupancy,or occup<2 hrs dy
E2	1/2fam dwell w/coeff<0.15
E3	One story steel light frame/wood with < 3000 sqft
E4	Fully Rehabilitated
E5	Post-Benchmark
E6	Pre-Benchmark but life save
E7	Designated to comply with Executive Order 12699
E8	Remaining life with less than 5 years
E9	Other-Describe briefly in comments field/supp doc

UFAS Exemption Codes

UFAS Exemption Code	Long Desc
A	Not Designed/intended For Public Or Handicap Use
D	Building Completed On Or Before 9/2/69
E	Leased Building Where Waiver Was Obtained
F	No Exemption

Usage Codes - Building

Reference the Building Usage Codes appendix of this manual.

Usage Codes - OSF's

Reference the OSF Usage Codes appendix of this manual.

Usage Codes - Land

Prop Type	Usage Code	Long Desc
L	01	Agricultural
L	04	Grazing
L	07	Forest And Wildlife
L	08	Parks And Historic Sites
L	10	Office Building Location
L	11	Military
L	12	Airfields
L	13	Harbors And Port Terminals
L	15	Power Development And Distribution
L	16	Reclamation And Irrigation
L	18	Flood Control And Navigation
L	19	Vacant
L	20	Institutional
L	30	Housing
L	40	Storage
L	50	Industrial
L	70	Research And Development
L	80	Other Land
L	90	Trust Land

F FIMS RPV Guidance

Building RPV and Site Factor Introduction

Building Replacement Plant Value (RPV) (on the *RPV* window) is calculated by FIMS. RPV was originally developed to provide an order of magnitude estimate of replacement cost, and was primarily used by DOE to do maintenance cross cut budget analyses. It is reasonable for these types of macro analyses but was never intended to substitute for detailed cost estimates for a particular building.

The FIMS Replacement Plant Value (RPV) Models have been created to provide standard and justifiable building costs for the Department of Energy (DOE) building inventory. The RPV costs are based on building models developed by the RS Means Company, a nationally recognized cost estimating firm. The models are based on typical types of structures that would be built to replace a similar use existing structure if it was constructed today. These models are created from costing information for similar types of structures built nationwide and their construction costs gathered by RS Means.

Each asset in the Department of Energy's inventory has been assigned a building usage code based on GSA standards. These usage codes have been assigned by each DOE site to reflect their inventory. Not all usage codes designated by DOE can be linked to a standard cost model. Unique facilities such as Accelerators, Reactors, etc have been excluded. The site must create a replacement plant value cost for unique facilities. The sites that have the ability to create their own RPV costs for their inventory following standard practices are permitted to engineer their own RPV. If the site chooses to replace the FIMS-derived RPV, it must have an identifiable (e.g., Factory Mutual or RS Means), documented process in place for determining RPV. Any change made to the FIMS-derived RPV will be reflected in the database as being contractor-derived.

The RPV cost for a building is created from a standardized construction model based on the expected cost to build a replacement structure using today's construction techniques, materials, and current codes. This value is not the cost to replace the current structure in-kind, which is usually impossible due to the age of the building. Since the square foot costs developed by RS Means are based on primarily private sector construction and adjusted to a nationwide average, the square foot cost is applied as the starting basis and is further adjusted to reflect specific site costs.

Adjustments to the national costs include a geographic factor applied to reflect the material and labor costs for the specific area. A unique geographic factor

provided by RS Means and updated yearly has been incorporated into the FIMS system. A geographic factor must be applied to normalize the wage rates and material costs typical in the local area of the facility. Next, a site factor is applied to adjust for costs such as security, site fees, permitting fees, construction management services, preparation of as-built drawings, startup and commissioning fees, contingencies, etc. specific to the site. A format has been created for each site to develop its own customized factor. The next section, *Site Factor Guidance*, discusses the recommended format for sites to use to estimate a site factor. The addition of the geographic and site factors will result in a total construction budget cost for the building that is closer to an actual bid cost. The adjusted RPV costs do not include costs for ADA, which would be incorporated under the design codes, historic designated structures, demolition and disposal, and hazardous material removal. In addition, the adjusted RPV values do not include any costs for personal property, production, or scientific equipment. These factors will increase the costs significantly. Finally, the adjusted RPV costs are multiplied by the gross square footage of the building to determine the final RPV cost.

Once a Replacement Plant Value is known along with the deferred maintenance cost, the RPV is divided into the building deficiency repairs and replacement costs (deferred maintenance costs) to generate a Facility Condition Index (FCI) value for the building. The FCI can be used to compare how deficient buildings are and can be used to prioritize repairs and replacements.

Site Factor Guidance

Guidance and Format for Site Factor Calculation for FIMS RPV

Based on Cost Adders to Means Square Foot Costs Book

Prepared By Max Rosenquist, DOE Chicago
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The information contained within this section is provided to assist sites in estimating the Site Factor used in the FIMS formula for calculating the Replacement Plant Value (RPV) for DOE Buildings and OSF. The previous section, *Building RPV and Site Factor Introduction*, explains the Site Factor and establishes the following formula for calculating RPV of buildings.

RPV = Gross SF X RPV Unit Price ($ / SF) X Geographical Cost Factor X Site Factor

The original version of this paper, dated Oct 31, 2001, resulted in a FIMS default Site Factor of 1.460. Comments on the draft paper and HQ decisions resulted in eliminating the "Site Burden," confirming that "Other Project Costs" should not be included, and incorporating some minor revisions. The revised default Site Factor is 1.568. It is strongly recommended that sites utilize the following format and guidelines to calculate a site-specific Site Factor in order to decide if the default Site Factor needs to be changed. Call the FIMS Hotline if you desire to replace the default factor with your site-specific factor.

The Site Factor appropriate for a very large building will normally be significantly higher than the appropriate Site Factor for building a very small building. Developing two or more Site Factors for two or more sub-groups of buildings is recommended to improve RPV accuracy.

The geographical cost factor and the Site Factor are also applicable to contracts for the correction of Deferred Maintenance based on estimates using the last column in Means books titled "Total Incl. O&P." However, most Deferred Maintenance contracts are much smaller than contracts to build an entire

building. Also, for Deferred Maintenance an A&E Contract is often not required and there is usually only one contractor, not a General Contractor and multiple sub-contractors (installing contractors in Means terminology). Also the Site Factor for a fixed-price lump sum contract will be different than the Site Factors for Time and Material Contracts or Labor Hour Contracts, or for Blanket Order Agreements. For these reasons, one or more additional Site Factors should be developed for use with contracted Deferred Maintenance work depending on the type and size of contract.

1. Explanations and Assumptions for FIMS RPV System.

   a. The gross SF of every DOE bldg has been entered into FIMS. Every Bldg has been listed under one of the "building use codes" in FIMS. For most bldg use codes, one or more model buildings have been created. In FIMS Versions after 3.7, users will need to select the building model from the pick list of model buildings. In Version 3.7 and prior versions there was a default model for each use code where at least one model was developed.

   b. The FIMS Help Menu index has a description of all the model buildings accompanied by a cost estimate from RS Means for the material and installation costs (material, labor, construction equipment costs and installing contractor overhead and profit). With the exception of headings, these model building estimates follow the exact format of the Commercial / Industrial / Institutional Section of the Means Square Foots Costs book. Each line in the estimates is from the Assemblies Unit Cost section of the Square Foot Costs.

      If the existing building features are significantly different from all the model buildings, then an alternate method should be used to generate RPV. When a RPV estimate for an existing building is developed from scratch using the last column in most Means books titled "Total Incl. O&P," (or the "Total" column in the Square Foot Costs and Assemblies Cost Data Means Books) the geographical cost factor and the Site Factor still need to be applied to obtain the RPV.

   c. In the RPV formula, the FIMS Geographical Cost Factor is based on the Means Location Factor data which is updated annually in FIMS. For example, the Brookhaven National Laboratory (BNL) Means Location Factor is 127. The FIMS Geographical Cost Factor (a multiplier) is 1.27. This means that costs at BNL are 27% higher than the "national average cost" associated with the RPV unit cost from Means.

   d. What exactly is RPV, the number we are trying to estimate?

      1) The RPV should not include the cost of demolishing an existing bldg or the cost of land or site development, extending utilities to the site, parking lots or other improvements beyond 5' of the structure.

      2) RPV is best represented by the Total Estimated Cost, less the cost of personal property and programmatic capital equipment required to provide a complete and useable facility.

         Chapter 6 of the DOE Cost Estimating Guide 430.1-1 defines Total Project Costs as the sum of the Total Estimated Cost and Other Project Costs.

         Other Project Costs should not be included in the estimate of RPV. Other Project Costs are charged to Operating Expense and are therefore not included in capitalized cost of the project in the DOE Financial Information System (FIS/MARS) which is also the acquisition cost total in FIMS. The commercial world does not include the equivalent of Other Project Costs in their capitalized bldg costs or in their current plant values or RPV's.

         Chapter 6 defines Other Project Costs as all costs not included in the Total Estimated Cost. These many cost elements can be generally categorized as: (1) all costs prior to start of Title I design (pre-authorization costs) and (2) all plant support costs during construction, activation, and start-up. (Conceptual design / CDR costs are classified as Other Project Costs.)

         Chapter 6 lists hundreds of cost elements classified under one of the following cost categories:

            Other Project Costs

            Engineering, Design and Inspection

Project Management

Construction Management

Construction Contractor

Chapter 6 and other chapters of the Cost Estimating Guide can be found at www.directives.doe.gov. Click on Directives; click on Series 400; scroll about one quarter down to DOE G 430.1-1 Chap 6; click on the PDF Version so the tables will be formatted properly.

e. What Exactly is the Site Factor that we are trying to calculate?

1) The Site Factor is the multiplier that is applied to the sub-total for material and installation (from Means as shown on the FIMS Model Building estimates), after the geographical factor has been applied, in order to estimate the RPV (of the bldg associated with the material and installation sub-total).

The first step in calculating RPV is to determine the "Sub-Total for Material and Installation", using the following formula:

$ per SF of the appropriate RPV Model X Gross SF of the asset for which RPV is being estimated = Sub-Total for Material and Installation of the asset for which RPV is being estimated.

The second step in calculating RPV is to adjust the sub-total for material and installation by the geographical factor and the site factor multipliers using the following formula:

RPV = Sub-Total for Material and Installation X Geo. Factor X Site Factor

The Site Factor is a single multiplier, not a percentage; but of course it could be converted to a percentage. (A multiplier of 1.40 is represented as 40%. If you want to add 40% to $100, the answer is $140; the multiplier is 1.40.)

To calculate RPV using FIMS Versions later than 3.7, the user merely picks the appropriate model and changes the default Site Factor if needed. Call the FIMS Hotline to request a global change to your site-specific Site Factor.

2) The Geographical Factor is a separate multiplier, that corresponds to the “Location Factor” listed in Means.

Site Factor calculations are not at all affected by the Geographical Factor. That is, the Site Factor calculation will give exactly the same result even if the Geographical Factor changed radically or even if a much larger or a much smaller Geographical Factor was used. This is because the Geographical Factor is a multiplier for both sides of the above equation. RPV represents the total costs, the bottom line of the Site Factor format. The Geographical Factor is part of the RPV.

3) The following formula for the Site Factor is derived from the RPV formula above.

$$SF = \frac{\text{RPV (Bottom Line Total Costs on the Site Factor format)}}{\text{Sub-Total for Material and Installation (Top Line of Format) X Geo Factor}}$$

2. Facts and Assumptions for Determining the Site Factor.

   a. Assume that the building is being constructed by a fixed price lump sum contract awarded to a general contractor who has sub-contractors. Assume that the M&O contractor awards a separate A&E contract. Assume that the M&O contractor provides the Project Management and Construction Management Services.

   b. Assume that you are **not** building any of the following assets: reactor, reactor bldg, accelerator bldg, hot cell, airport terminal, gas station, nuclear waste processing and/or handling bldg, nuclear chemical processing facility, nuclear fabrication, uranium enrichment, hazardous production or hazardous manufacturing bldg, special nuclear material storage, museum / shrine / landmark / historic bldg. or prison. Model buildings have not been developed for these types of assets.

      HQ is considering development of models and using unit costs for various type of Other Structures and Facilities (OSF) assets based on the Means Facilities Construction Cost Book and Heavy Construction Cost Book. Each site will need to determine if the Site Factor for buildings is also applicable to OSF assets. It may be appropriate to develop a Site Factor for OSF only.

   c. *You are trying to determine a site factor that is applicable to all or at least most buildings at your site except for the types of buildings listed above where there is no model. Obviously the Site Factor for a warehouse will be less than the site factor for a state-of-the-art applied physics lab or a nuclear physics lab.*

      If you have one or more unique groups of buildings (usually associated with a unique use code) RPV accuracy will be improved by calculating one or more additional site-specific Site Factors that apply to the unique group or groups of buildings. This is the recommended procedure.

      The format below provides for a range of add-on percentages as well as for an average or typical best percentage that would apply to an average bldg at your site. The format calculates a highest and lowest Site Factor based on using all the high percentages and all the low percentages. The highest and lowest Site Factor shows the extreme range for your site-specific Site Factor. It is unlikely that **all** of the highs or **all** of the lows would apply to any single building.

      The Site Factor is a one-time calculation that will normally never need to be revised. The RPV unit prices ($/SF) and the Geographical Factors will be updated annually by HQ in FIMS.

3. Standard Format for Calculating the Site Factor.

   a. The format for the Site Factor was designed to correspond to the real world at multiple sites and to list adder cost categories that are commonly used and known by experienced project managers. The format on the next page and the explanations on the pages that follow are based on detailed discussions with a project manager at BNL, with personnel from other sites, and with a Means Representative. (There may be some differences in the real world system used at different sites.)

   b. One factor that must be considered when selecting the contingency and escalation percentages is the stage of a project most appropriate for RPV calculations. As explained in the next section, the contingency and escalation percentages should be based on the after-construction-contract-award stage.

   c. The last page is a blank format for your Site Factor calculation. An Excel file with formulas has been created and will be posted on the FIMS website to make it easy to calculate Site Factors. The only entries required are the percentages in the "Best" column. The Site Factor shown at the bottom will change as each "Best Percentage" is entered.

   d. The author would appreciate receiving comments on this process along with copies of site-specific Site Factor calculations. My email address is max.rosenquist@ch.doe.gov.

DOE Generic, Default Site Factor (Using BNL Geo Factor)

Standard Format for Calculating the Site Factor Needed for FIMS RPV
Example Percentages and Dollar Amounts for an Average Bldg.

Type of Cost	Percentages			Line(s) to which % Applies	$ Amount
	Low	High	Best		
1. Material & Installation Sub-Total					$1,800,000
2. FIMS Geo Factor as a %. (See * below.)	27%	27%	27%	1	$486,000
3. Sub-Total					$2,286,000
4. General Conditions – Sub-Contractor & General Contractor	5%	15%	10%	3	$228,600
5. Sub-Total					$2,514,600
6. General Contractor Overhead and Profit	5%	15%	7%	5	$176,022
7. **Sub-Total** = Contract Award Price					$2,690,622
8. Contingency	3%	8%	6%	7	$161,437
9. A&E Contract Award Price	5%	10%	7.50%	7	$201,797
10. M&O Engr. Support (Title I, II, III)	1%	2%	1.50%	7	
11. M&O Inspection (Title III)	1%	3%	2%	7	
12. M&O Project Management	1%	3%	2%	7	
13. M&O Construction Management	1%	3%	2%	7	
14. Other Project Costs (OE Funds)	0%	0%	Zero		Zero
15. Total % for M&O (Lines 10 thru 14)	4%	11%	7.50%	7	$201,797
16. Sub-Total					$3,255,653
17. Site Burden	20.9/37%	20.9/37%	Zero	7,9,&15	Zero
18. Sub-Total					$3,255,653
19. Escalation (One Year Only)	1%	4%	2.50%	18	$81,391
20. **Total Cost** = **RPV** =					$3,337,044

BNL Site Burden Percentage: 20.9% of the A&E contract (line 9) PLUS 20.9% of the construction contract award price (line 7) but only for the first $600,000 PLUS 37.0% of M&O costs (line 15). (42,176 +125,400+74,665) = $242,241

* A Means Location Factor of 127 equals the FIMS Geo Factor of 1.27 which is converted to +27% for line 2. A Location Factor of 92 = Geo Factor of 0.92 = -8% for line 2.

The FIMS formula is "(Gross SF x RPV Unit Price) x Geographical Factor x Site Factor. "(Gross SF x RPV Unit Price)" is represented by the material and installation sub-total, line 1 above. Therefore the Site Factor formula is as follows.

Site Factor = Line 20 (bottom line) = *Line 20*
Line 1 (top line) x Geographical Factor *Line 3*

Site Factor = 3,337,044 / (1,800,000 x 1.27)= 1.460
Highest Site Factor based on High % = 1.774 Lowest Site Factor based on Low % = 1.247

4. Comments and Explanations for the Standard Site Factor Format and Percentages.

a. Material and Installation Sub-Total - Line 1.

The items of cost that comprise the material and installation sub-total are from the Assemblies Section of the Means Square Foot Costs book or from the Means Assemblies Cost Data Book. The "Introduction to the Assemblies Section" states, "**Standard installing contractor's overhead and profit are included in the assemblies costs"**.

The inside of the back cover of all Means books provides additional information about the installing contractor's overhead and profit. The inside back cover states that the material and installation costs are based on the union wage rates including all fringe benefits. **For skilled workers a total of 57% is added for sub-contractor costs, including** Worker's Compensation (17.5%), **Fixed Overhead (16.5%), Overhead (13%) and Profit (10%).** These percentages are from the 2001 Means Book. The percentages may change slightly each year. The annual FIMS updates to the unit cost of the RPV models will include the updated percentages.

The "Installing Contractor" is just another term for the "Sub-Contractor." For large buildings there often is a General Contractor and multiple sub-contactors. Some general contractors only hire a small number of sub-contractors because they are also the installing contractor for several craft areas. For some Deferred Maintenance contacts, there are no sub-contractors.

The material and installation sub-total represents the RPV price per SF multiplied by the gross SF.

b. Geographical Factor – Line 2.

The FIMS Geographical Factor is based on the Means Location Factor data. A Location Factor of 127 is equal to the FIMS Geographical Factor multiplier of 1.27. For line 2 of the format, the 1.27 Geographical Factor is converted to a percentage, +27%. A Location Factor of 92 is equal to the FIMS Geographical Factor of 0.92 which is equal to -8%. +27% represents a site where costs that are 27% greater than the national average of 30 cities listed in Means. -8% represents a site where costs are 8% less than the national average costs.

c. General Conditions Sub-Contractor & General Contractor - Line 4.

The "Assemblies Section" of the Square Foot Costs book has exactly the same data as the Assemblies Cost Data book, except that only a portion of the data is contained in the "Assemblies Section" of the Square Foot Costs book. The following quote is from page vi of the 2001 Assemblies Cost Data book:

> "**General Conditions:** Prices in this book include the Installing Contractor's overhead and profit (O&P). General Conditions, when applicable, are listed in Division 10 and the Reference Section of this book. General Conditions for the *Installing Contractor* may range from 0% to 10% of the Total Cost including O&P. For the *General or Prime Contractor* cost for General Conditions may range from 5% to 15% of the Total Cost including O&P, with a figure of **10% as the most typical allowance."**

Page 430 of the **2001** Square Foot Costs book is quoted as follows:

> "**General Conditions, Overhead & Profit:** The total building costs in the Commercial / Industrial / Institutional section include a 10% allowance for general conditions and a 15% allowance for the general contractor's overhead and profit and contingencies."

The 10% allowance for general conditions is a new addition to the 2001 Square Foot Costs book. (This 10% for general conditions is the "**most typical allowance**" referred to in the above quote from page vi.) Page 428 of the 2000 Square Foot Costs book corresponds to page 430 of the 2001 Square Foot Costs book and is quoted as follows:

> **"General Conditions, Overhead & Profit:** The total building costs in the Commercial / Industrial / Institutional section include a 15% allowance for general conditions. This allowance provides for the general contractor's overhead and profit and contingencies."

The difference between the 2000 and 2001 Square Foot Costs books is explained as follows:

> The 2000 book only provided for a 15% allowance for the general contractor's overhead (5%) and profit (10%). The 2001 book provides for a 10% allowance for general conditions in addition to the 15% allowance for the general contractor's overhead and profit. The new 10% allowance for general conditions corresponds to the general conditions paragraph which of the Assemblies Cost Data book, the first quote above.

The costs associated with general conditions may be born entirely by the sub-contractors or entirely by the general contractor, or partly by sub-contractors and partly by the general contractor. It all depends on whatever is agreed on by the general contractor and the sub-contractors. The proper interpretation of the multiple quotes from Means is as follows:

> **The total costs for general conditions born either by the sub-contractors or by the general contractor are typically from 5% to 15% of the material and installation sub-total. A total of 10% for general conditions is the most typical allowance.** It would be a mistake to interpret Means as saying that the sub-contractors' costs for general conditions typically might be as much as 10% in addition to the general contractor's costs for general conditions typically being as much as 15%.

For the purpose of simplicity and to minimize confusion, Line 4 of the Site Factor Format shows a single percentage for general conditions. Line 4 shows the general conditions cost born by both the sub-contractors and the general contractor. *For RPV estimating purposes the question of which contractor bears the costs of general conditions is irrelevant so long as the total costs associated with general conditions are included in the percentage on Line 4.*

Some of the various cost elements associated with the category of **General Conditions** are listed in Division 1 **General Requirements** of the Building Construction Cost Data book and similar books. However, some of the costs listed in Division 1 are elements of the "mark-ups on labor and overhead."

Site-specific contract requirements such as special training, security clearances, badges, and increased safety certification required for contractor employees, are part of General Conditions. General Conditions should include any extra costs that contractors experience as part of a DOE contract that would not be part of a typical private sector contract.

The generic Site Factor format shows a range of 5% to 15% for general conditions, and a typical, best percentage of 10%.

The Means Assembly Cost data includes all special equipment needed for normal situations. However, there may be unusual situations where special use vehicles, buses, cranes or manlifts are required for access. These additional costs would be part of general conditions. The best percentage (10%) does not include any costs required by unusual situations.

d. General Contractor Overhead and Profit – Line 6.

As discussed in paragraph b. above, for purposes of simplicity and to minimize confusion, the Site Factor format uses Line 4 for whatever general condition costs are born by the General Contractor. Therefore, Line 6 is **only** for the General Contractor Overhead and Profit (O&P).

Means provides an allowance for 15% for General Contractor Overhead (5%) and Profit (10%). 5% or possibly less would apply to the O&P associated with a general contractor who is primarily a "broker." 15% applies to the O&P when the General Contractor bears all or most of the general condition costs. 15% is not a typical percentage for General Contractor O&P. The generic Site Factor format is based on a range of 5% to 15%, and a typical, best percentage of 7%.

The "Installing Contractor" is a term used by Means. For large buildings there often is a General Contractor and multiple sub-contactors. The sub-contractors are the installing contractors. Some general contractors only hire a small number of sub-contractors because they themselves are the installing contractor for several construction trades. For some Deferred Maintenance contacts, there are no sub-contractors. When there are no or few sub-contractors, the percentage for the General Contractor should be zero or a low percentage. For most contracts to build a building there is a General Contractor and several sub-contractors.

e. Contingency Percentage – Line 8.

1) On June 25, 1985 the Chicago Operations Office (CH) published a thirteen page Cost Estimating Guide for Application of Contingency. Representatives from virtually all cost estimating organizations, several programs, and most Operation Offices provided comments that were incorporated into the guide. A draft of the guide was tested for one year prior to finalizing the guide. The guide was presented at a meeting for Cost Methods Development in Las Vegas on March 28-30, 1984. The percentages in the CH Guide are exactly the same as the percentages in Chapter 11 of the DOE Cost Estimating Guide.

2) The CH Guide lists the following ranges of contingency percentages based on estimates made at the various stages of a construction project.

CH Guide for Contingencies	
Stage of Estimate for Construction Contract	**Percentage Range**
Planning Stage Prior to Conceptual Design / CDR	20% to 30%
Planning Stage for state-of-art experimental facilities	Up to 50%
Budget Stage based on Conceptual Design / CDR	15% to 25%
Budget Stage for state-of-art experimental facilities	Up to 40%
Title I Preliminary Design Stage	10% to 20%
Title II Final Plans and Specs for Contract Bid Stage	5% to 15%
After Award of Fixed Price Contract	3% to 8%

3) For FIMS RPV calculations the appropriate stage of the project for the contingency estimate is after the contract awarded, prior to start of construction. This contingency is the estimated amount that potentially will be needed to pay for contract change orders due to unforeseen conditions. (See comments on Escalation for a more detailed explanation of why the time after contract award is the appropriate stage of the project for the contingency estimate.)

4) Based on the above Contingency Guide, the range of reasonable percentages for contingency is from a low of 3% to a high of 8%. The generic Site Factor format shows this range and a typical, best percentage of 6% for contingency.

f. A&E Contract Award Price – Line 9.

1) For 2001 Means provided the following estimates of typical A&E fees that add-on to the contract award price for three different categories of buildings. These percentages may change annually. The data from the most current Means book should be used.

Typical A&E Fees				
	Total Project Size in Millions			
Building Types	**$1M**	**$5M**	**$10M**	**$50M**
Factories, Garages, **Warehouses**, Repetitive Housing	**6.20%**	**5.30%**	**4.90%**	**4.50%**
Apartments, Banks, Schools, Libraries, **Offices**, **Municipal Bldgs**.	**8%**	**7%**	**6.60%**	**6.20%**
Churches, Hospitals, Homes, **Laboratories**, museums, **Research**	**11.90%**	**9.50%**	**8.80%**	**8%**

2) The A&E contract typically includes a limited amount of construction inspection services. It may or may not include full construction inspection services. If full inspection services are not part of the A&E contract, then they need to be included in the Construction Management Percentage discussed below.

3) The range of reasonable percentages for A&E Fees is from a low of 4.5% to a high of 11.9%. The typical, best percentage is 7.5%. These percentages are based on the assumption that the A&E contract *does not* include full construction inspection services.

g. M&O Engr. Support (Title I, II, III) – Line 10.

The cost of Engineering support to the A&E to the M&O Project Manager, and to the M&O Construction Manager, etc.

h. M&O Inspection Percentage (Title III)– Line 11.

1) M&O contractors typically use in-house employees for construction contract inspection services. The cost for these services are typically added as a separate percentage not included in the Construction Management Percentage.

2) If the A&E contract includes full construction contract inspection services, the percentage for M&O inspection would be zero.

3) The range of reasonable percentages for the M&O Inspection Percentage is from a low of 1% to a high of 3%. The typical, best percentage is 2%.

i. Project Management Percentage – Line 12.

1) Project Management is intended to include all cost elements listed under this heading in Chapter 6 of the DOE Cost Estimating Guide.

2) The range of reasonable percentages for the Project Management Percentage is from a low of 1% to a high of 3%. The typical, best percentage is 2%.

j. Construction Management Percentage – Line 13.

1) Construction Management is intended to include all cost elements listed under this heading in Chapter 6 of the DOE Cost Estimating Guide.

2) For very large complicated projects, the M&O contractor might award a Construction Management Contract. A site factor based on awarding a Construction Management Contract should only by used for calculating the RPV for specific buildings where such a contract is appropriate. Normally all Construction Management services are provided by the M&O contractor.

3) The range of reasonable percentages for Construction Management is from a low of 1% to a high of 3%. The typical, best percentage is 2%. These percentages are based on M&O Contract Inspection services being included in Line 8 above.

k. Other Project Costs Percentage – Line 14.

1) Other Project Costs are intended to include all cost elements listed under this heading in Chapter 6 of the DOE Cost Estimating Guide.

2) Paragraph 1.d.2) explains that Other Project Costs are not to be included in the Site Factor for RPV. The format has zero for this line.

l. Site Burden Percentage – Line 17.

1) The Site Burden Percentage is a category for M&O costs in addition to the direct costs associated with Inspection Services, Project Management, and Construction Management and the construction contract. Site Burden may not be the best name for this category. Site Burden represents the application of the site's overhead rates.

2) There may be significant differences in how sites apply the Site Burden Overhead Rate.

(a) Some sites may use a single Site Burden Percentage that applies to the contract award amount, the A&E contract award amount, and the In-House costs.

Some sites may apply one Site Burden Percentage to In-House costs and a second, different Site Burden Percentage to the contract award price and the A&E contract Award Price.

(b) BNL uses two different site burden percentages and applies the site burden for construction contracts only to the first of $600,000 of the contract award amount.

3) The first version of this paper included the site burden, but stated uncertainty about whether or not the site burden should be included. A decision has been made to exclude it. The rational for excluding Other Project Costs in paragraph 1.d.2) also applies to the site burden.

m. Escalation - Line 19.

For an RPV appropriate for use as the RPV for 2001, the concept is to estimate the cost of building a new replacement building based on the new building actually being built during the year of 2001. We do not want the 2001 RPV to be based on the costs of building a new building with a construction contract being awarded during 2002 or 2003. A Conceptual Design Report prepared during 2001 gives an estimated cost of constructing a building during 2003 or 2004. The 2001 DOE RPV estimates should be based on awarding a construction contract in January 2001.

The data in the Means 2001 books are valid for estimating the cost of buildings based on union labor rates and material costs applicable after Jan. 1, 2001. The union contracts and wage rates typically change during May through July. Theoretically, the estimates made in the last half of 2001 should include an escalation factor to account for the 2001 wage rate increase in the last half of the year.

Construction contracts for an average size DOE building require 18 months to two years from the time of construction contract award to the time of beneficial occupancy.

The common practice is to base escalation on the estimated mid-point of the construction contract.

Based on the three facts stated above, it is appropriate to include 1 year's worth of escalation in DOE RPV estimates. For 2001, one year's escalation was approximately 2.5%.

5. Blank Site Factor Format for Calculating the Site Factor.

An Excel file with formulas has been created and is posted on the FIMS website (http://fims.hr.doe.gov/downloads.htm) to make it easy to calculate site-specific Site Factors. The only entries required are the percentages in the "Best" Column. The Site Factor shown at the bottom will change as each "Best Percentage" is entered A sample of this spreadsheet is displayed on the following page.

Standard Format for Calculating the Site Factor Needed for FIMS RPV
Site Name

Type of Cost	Percentages			Line(s) to which % Applies	$ Amount
	Low	High	Best		
1. Material & Installation Sub-Total					
2. FIMS Geo Factor as a %. (See * below.)	%	%	%	1	
3. Sub-Total					
4. General Conditions – Sub-Contractor & General Contractor	%	%	%	3	
5. Sub-Total					
6. General Contractor Overhead and Profit	%	%	%	5	
7. **Sub-Total** = Contract Award Price					
8. Contingency	%	%	%	7	
9. A&E Contract Award Price	%	%	%	7	
10. M&O Engr. Support (Title I, II, III)	%	%	%	7	
11. M&O Inspection (Title III)	%	%	%	7	
12. M&O Project Management	%	%	%	7	
13. M&O Construction Management	%	%	%	7	
14. Other Project Costs (OE Funds)	%	%	Zero		Zero
15. Total % for M&O (Lines 10 thru 14)	%	%	%	7	
16. Sub-Total					
17. Site Burden	%	%	Zero	7,9,&15	Zero
18. Sub-Total					
19. Escalation (One Year Only)	%	%	%	18	
20. **Total Cost** = **RPV** =					

*A Means Location Factor of 127 equals the FIMS Geo Factor of 1.27 which is converted to +27% for line 2. A location Factor of 92 = Geo Factor of 0.92 = -8% for line 2.

The FIMS formula is "(Gross SF x RPV Unit Price) x Geographical Factor x Site Factor. "(Gross SF x RPV Unit Price)" is represented by the material and installation sub-total, line 1 above. Therefore the Site Factor formula is as follows.

Site Factor = Line 20 (bottom line)_____ = Line 20
Line 1 (top line) x Geographical Factor Line 3

Site Factor =

Highest Site Factor based on High % = Lowest Site Factor based on Low % =

FIMS Usage Code – RPV Model Crosswalk

FIMS USAGE CODE – MODEL CROSSWALK		
Usage Code Description	**FIMS Usage Code**	**SUGGESTED FIMS RPV Model**
Accelerators , Ring	3221	Accelerator Ring
Accelerator Bldg.	785	Hardened Storage Labs-Physics / Computer (80/20)
Airport Terminal Bldgs.	682	Office with Atrium Auditorium / Meeting Visitor Center
All Other Housing	302	Housing-Small Housing-Large
Animal House	746	Labs-Biology / Environmental (80/20) Labs-Biology / Environmental (50/50)
Animal Research Facility	745	Labs-Biology / Environmental (80/20) Labs-Biology / Environmental (50/50)
Applied Physics Laboratory	723	Labs-Physics / Computer (80/20) Labs-Physics / Computer (50/50)
Applied Science Lab.	703	Labs-Physics / Computer (80/20) Labs-Physics / Computer (50/50)
Assembly (Nuclear)	552	Labs-High Radiation Examination
Assembly Facilities	551	Process Bldg -Small Process Bldg -Large Labs-Hard Engineered (80/20)
Auditorium, Theater	232	Auditorium / Meeting
Automated Warehousing	422	Warehouse / Storage
Banks & Credit Unions	652	Bank / Credit Union
Biological Research Lab.	741	Labs-Biology / Environmental (80/20) Labs-Biology / Environmental (50/50)
Cafeteria	291	Cafeteria, Dining Hall
Calibration Lab.	704	Labs-Physics / Computer (80/20) Labs-Physics / Computer (50/50) Labs-Test / Blast (50/50)
Carpentry Shops	605	Maint. Shop

FIMS USAGE CODE – MODEL CROSSWALK		
Usage Code Description	**FIMS Usage Code**	**SUGGESTED FIMS RPV Model**
		Warehouse / Storage
Change Houses	**631**	**Security / Badging** **Recreation Center / Gym** **Office-Small**
Chemistry Labs (Nuclear)	**712**	**Labs-Chemistry (80/20)** **Labs-Chemistry (50/50)**
Chemistry Labs. (Non Nuclear)	**711**	**Labs-Chemistry (80/20)** **Labs-Chemistry (50/50)**
Communications / Control Centers	**642**	**Communication Cntr / Telephone** **Bunkers / Magazines** **Security / Badging** **Explosives Handling** **Hardened Storage** **Warehouse / Storage (pre-eng)**
Communications Laboratory	**732**	**Communication Center / Telephone** **Computer Center**
Computation Laboratory	**702**	**Labs-Physics / Computer (80/20)** **Labs-Physics / Computer (50/50)**
Computer Bldgs	**297**	**Computer Ctr.**
Computer/ Communications Repair Shops	**613**	**Maint Shops** **Warehouse / Storage**
Demonstration Facility	**562**	**Labs-Hard Engineered (80/20)** **Labs-Hard Engineered (50/50)**
Electric / Motor Repair Shops	**615**	**Maint. Shops** **Warehouse / Storage**
Electrical / Electronics Lab.	**731**	**Labs-Physics / Computer (80/20)** **Labs-Physics / Computer (50/50)** **Hardened Storage**
Electronics Shops	**612**	**Maint Shops** **Warehouse / Storage**
Environmental Controlled Storage	**440**	**Records Storage Vault** **Warehouse / Storage**
Environmental Laboratory	**761**	**Labs-Biology / Environmental (80/20)** **Labs-Biology / Environmental (50/50)**
Equipment Calibration	**614**	**Maint Shops**

FIMS USAGE CODE – MODEL CROSSWALK		
Usage Code Description	**FIMS Usage Code**	**SUGGESTED FIMS RPV Model**
Shops		Warehouse / Storage
Exam & Testing Facilities	212	Medical Facility / Clinic
Fabrication Facility (Nuclear)	542	Labs-Test / Blast (80/20) Labs-Hard Eng (80/20)
Fabrication Facility	541	Process Bldg -Small Process Bldg -Large Labs-Hard Engineered (80/20)
Fire Station	693	Fire Station
Gas Stations	651	No Model
General Storage	400	Warehouse / Storage Bunkers / Magazines Maintenance Shops Process Bldg -Small
Guard Houses	641	Security / Badging Warehouse Storage
Hazardous Flammable Storage	410	Hardened Storage Explosive Handling Warehouse / Storage
Hazardous Production, Manufacturing Bldgs.	503	Labs-High Radiation Examination
Heavy Equipment Repair Shops	622	Maint Shops Garage (Repair) Hi Bay
Helicopter & Aircraft Hangars	681	Hangar
Hospital	210	Medical Facility / Clinic
Hot Cells	782	Labs-High Radiation Examination
Human Factors Laboratory	743	Labs-Biology / Environmental (80/20) Labs-Biology / Environmental (50/50)
HVAC Shops	606	Maint. Shop Warehouse / Storage
Indoor Firing Ranges	643	Indoor Firing Ranges
Laboratories, General	792	Labs-Hard Engineered (80/20)

FIMS USAGE CODE – MODEL CROSSWALK		
Usage Code Description	**FIMS Usage Code**	**SUGGESTED FIMS RPV Model**
(Nuclear)		Labs-Hard Engineered (50/50)
Labs., General (Non Nuclear)	791	Labs-Hard Engineered (80/20) Labs-Hard Engineered (50/50)
Large Scale Demonstration / Research Bldg.	781	Labs-Hard Engineered (80/20) Labs-Hard Engineered (50/50) Multi-Purpose Fac-Large
Laundry	691	Laundry
Laundry (Contaminated)	692	Laundry
Library	290	Library
Machine Shops	611	Machine Shops Maintenance Shops
Magazine Igloo Staging Facility	425	Bunkers Magazines
Magazine Igloo Staging Facility	424	Bunkers Magazines Explosives Handling
Maintenance Shops	601	Maint. Shops Warehouse / Storage
Manufacturing/ Production Related Laboratories	561	Process Bldg.-Small Process Bldg.-Large Labs-Hard Engineered (80/20) Labs Hard Engineered (50/50) Multi-Purpose Facility-Large Warehouse/Storage
Manufacturing Inspection Bldg.	571	Process Bldg.-Small Process Bldg.-Large
Materials Handling or Processing Facilities	591	Process Bldg.-Small Process Bldg.-Large Explosives Handling Machine Shop
Materials Laboratory	751	Labs-Test / Blast (80/20) Labs-Test / Blast (50/50)
Medical Clinics	211	Medical Facility / Clinic
Medical Research Laboratory	742	Labs-Biology / Environmental (80/20) Labs-Biology / Environmental (50/50)

FIMS USAGE CODE – MODEL CROSSWALK		
Usage Code Description	**FIMS Usage Code**	**SUGGESTED FIMS RPV Model**
Metrology & Calibration Lab.	701	Labs-Physics / Computer (80/20) Labs-Physics / Computer (50/50) Labs-Biology / Environmental (80/20)
Motel / Hotel / Lodges	301	Housing-Small Housing-Large
Multifunction Research/Lab Bldg.	793	Labs-Hard Engineered (80/20) Labs-Hard Engineered (50/50)
Museums, Shrines, Nat. Landmarks	293	No Model
Nuclear Chemical Process Facilities	592	No Model
Nuclear Contaminated Storage	411	Explosive Handling Hardened Storage Process Bldg. w/pool Warehouse / Storage
Nuclear Physics Laboratory	724	Physics / Computer (80/20) Physics / Computer (50/50) Labs-Test / Blast (80/20)
Nuclear Waste Processing and or Handling Bldg.	593	Maintenance Shops Process Bldg -Small
Office	101	Office-Small Office-Medium Office-Large Office with Atrium Classroom-Small Fire Station Labs-Chemistry Labs-Hard Engineered (80/20) Labs-Physics / Computer (50/50) Labs-Physics / Computer (80/20) Maintenance Shops Security/Badging
Optics Laboratory	722	Labs-Physics / Computer (80/20) Labs-Physics / Computer (50/50)
Other	801	Bunker / Magazines Hardened Storage Warehouse / Storage
Other Air Service Bldgs.	683	Maint. Shops Warehouse / Storage

FIMS USAGE CODE – MODEL CROSSWALK		
Usage Code Description	**FIMS Usage Code**	**SUGGESTED FIMS RPV Model**
Other Bio-Med Buildings	749	Labs-Biology / Environmental (80/20) Labs-Biology / Environmental (50/50)
Other Bldg. Trades Shops	607	Maint. Shops Machine Shops Warehouse / Storage
Other Chemistry Labs.	719	Labs-Chemistry (80/20) Labs-Chemistry (50/50)
Other Electrical / Electronics Lab.	739	Communication Center / Telephone Hardened Storage
Other Environmental R&D Test Bldgs.	769	Labs-Biology / Environmental (80/20) Labs-Biology / Environmental (50/50)
Other Ind. Facilities	599	Process Bldg.-Small Process Bldg.-Large
Other Institutional Bldgs	299	Office-Small Office-Medium Office-Large Office With Atrium Security / Badging
Other Materials R&D Test Bldgs.	759	Labs-Biology / Environmental (80/20) Labs-Biology / Environmental (50/50) Labs-Hard Eng (80/20) Labs-Test / Blast (80/20) Bunkers / Magazines Explosives Handling
Other Medical or Hospital Facilities	214	Medical Facility / Clinic
Other Physics Laboratory	729	Labs-Physics / Computer (80/20) Labs-Physics / Computer (50/50)
Other School Bldgs.	234	Classroom-Small Classroom-Medium
Other Service Bldgs.	694	Maint. Shops Warehouse / Storage Fire Station Hardened Storage High-Bay Facility Process Bldg -Small Security/Badging Labs-Physics / Computer (80/20)

FIMS USAGE CODE – MODEL CROSSWALK		
Usage Code Description	**FIMS Usage Code**	**SUGGESTED FIMS RPV Model**
Other Support Labs	709	Labs-Hard Engineered (80/20) Labs-Hard Engineered (50/50) Labs-Biology / Environmental (80/20) Labs-Biology / Environmental (50/50) Labs-Chemistry (80/20) Labs-Chemistry (50/50) Labs-Test / Blast (80/20) Labs-Test / Blast (50/50) Labs-Physics / Computer (50/50) Labs-Physics / Computer (80/20) High-Bay Facility
Paint Shops	602	Paint Shop
Physical Fitness Facilities	644	Recreation Center / Gym
Physical Fitness	295	Recreation Center / Gym
Physics Laboratory	721	Labs-Physics / Computer (80/20) Labs-Physics / Computer (50/50)
Pipe Fitting & Plumbing Shop	604	Maint. Shop Warehouse / Storage
Post Office	140	Post Office / Mail Handling
Prison (owned only)	220	No Model
Production, Manufacturing Facilities	501	Process Bldg. Small Process Bldg -Large Multi-Purpose Fac-Large
Production, Manufacturing Bldgs. (Nuclear)	502	Process Bldg -Small Labs-Chemistry Process Bldg -Large
Production Reactors	511	No Model
Programmatic Gen. Storage	401	Hardened Storage Warehouse / Storage Labs-Hard Engineered (80/20) Labs-Hard Engineered (50/50) Process Bldg -Small
Pumping Station	2639 5008 8169 8171 8181 8661	Pump Station

FIMS USAGE CODE – MODEL CROSSWALK		
Usage Code Description	**FIMS Usage Code**	**SUGGESTED FIMS RPV Model**
Quality Assurance Shops	673	Maint. Shops Warehouse / Storage
Radiation Effects Laboratory	765	Labs-Biology / Environmental (80/20) Labs-Biology / Environmental (50/50)
Railroad Repair Shops	623	Maint Shops Garage (Repair) Hi Bay
Reactor Bldgs	784	No Model
Recreational Facility	294	Recreation Center / Gym Warehouse Storage
Research Reactor .	783	No Model
Secure Storage Facility	421	Records Security / Vault
Security Hdqrs. Badge Issuance / Gate Houses	296	Security / Badging
Shed Storage	450	Warehouse
Special Nuclear material Storage	412	No Model
Specialized Training Bldgs.	231	Classroom-Small Classroom-Medium Warehouse Storage Fire Station
Tech Transfer Classroom Bldg.	233	Auditorium / Meeting
Temperature & Humidity Controlled	423	Records Storage Vault
Tool Cribs / Dispensing / Control	671	Maint. Shops Warehouse / Storage
Traditional Classroom Buildings	230	Classroom-Small Classroom-Medium Office-Small
Trailers	Any usage code	Trailers, Real Property
Trust Buildings	991	No Model

FIMS USAGE CODE – MODEL CROSSWALK		
Usage Code Description	**FIMS Usage Code**	**SUGGESTED FIMS RPV Model**
Uranium Enrichment (Alvis)	**523**	**No Model**
Uranium Enrichment (Centrifuge)	**522**	**No Model**
Uranium Enrichment (Diffusion)	**521**	**No Model**
Vehicle Repair Shops	**621**	**Maint Shops** **Garage (Repair)** **Hi Bay**
Veterinary Clinics	**213**	**Medical Facility / Clinic**
Visitor Housing	**300**	**Housing-Small** **Housing-Large**
Visitors Center	**292**	**Visitor Center**
Welding Shops	**603**	**Maint. Shop** **Machine Shop**
Work in Process / Ready Bldg.	**672**	**Maint. Shops** **Warehouse / Storage**

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G FIMS Administrative Guide

TABLE OF CONTENTS

I. PURPOSE

The purpose of the *Facilities Information Management System (FIMS) Administrative Guide* is to provide a conceptual framework for managing and administering FIMS. It provides definitions of real/personal property and real property types, evaluation criteria for data maintenance, capitalization, FIMS/MARS reconciliation, quality assurance roles and responsibilities, and quality assurance plan guidance.

The *FIMS Administrative Guide* is a guide and does not replace or supersede any statutes, regulations, or internal procedures governing real property management.

II. DATA RESOURCES

FIMS must be updated regularly so that reliable and current real property data is consistently available and system integrity is maintained. It is imperative that information be obtained from knowledgeable individuals within their field. Every site entering data should assign responsibility to these individuals for applicable information. For example, a knowledgeable individual from Environment Safety and Health (ES&H) should be assigned responsibility for providing hazard category. The *Site User* is generally the point of contact for data collection and entry. However, some sites may elect to have responsible staff enter information directly into FIMS. These responsibilities should be documented in the site FIMS Quality Assurance Plan, see Quality Assurance section in this guide.

III. FIMS DATA ADMINISTRATION

FIMS tracks a variety of data associated with each property including its size and/or capacity, condition, use, funding source, hazard category, handicapped accessibility, and acquisition and capital adjustment costs.

A. DEFINITIONS OF REAL PROPERTY, RELATED PERSONAL PROPERTY, AND PERSONAL PROPERTY

- REAL PROPERTY OR REAL ESTATE

  Real Property or Real Estate includes land, improvements on the land, or both, and interests therein. The chief characteristics of real property (real estate) are immobility and tangibility. It comprises land and all things of a permanent and substantial nature affixed thereto, whether by nature or by human hand. By "nature" means trees, the products of land, and natural resources. By "human hand" means those objects, buildings, fences, or bridges that are erected upon the land. Equipment or fixtures, such as plumbing, electrical, heating, built-in cabinets, and elevators, that are installed in a building in a more or less permanent manner usually are held to be part of the real property. Real property may include trailers or modular units joined together so that the structure has lost its portability and cannot be relocated without being dismantled, thus losing its identity. Trailers used as temporary or mobile facilities should be considered personal property when not acquired or intended for permanent use.

- RELATED PERSONAL PROPERTY

  Related personal property is any personal property that is an integral part of real property or is related to, designed for, or specially adapted to the functional or productive capacity of the real property, the removal of which would significantly diminish the economic value of the real property or the related personal property itself. Examples of related personal property are

communication and telephone systems. Normally, common use items, including but not limited to general-purpose furniture, utensils, office machines, office supplies, and general-purpose vehicles ARE NOT considered related personal property.

- PERSONAL PROPERTY

  Personal Property is generally capitalizable property that can be moved, that is, not permanently affixed to and part of the real estate. Generally, items remain personal property if they can be removed without seriously damaging or diminishing the functional value of either the real estate or the items themselves. Examples of personal property are shop equipment, motor vehicles and aircraft, construction equipment, and automated data processing and peripheral equipment.

B. DEFINITIONS OF REAL PROPERTY TYPES

In FIMS, real and related personal property are represented by four major property types described below. They include: *Buildings* (real), *Other Structures and Facilities* (real), *Land* (real), and *Trailers/Modulars/Containers* (personal, sometimes real).

- BUILDINGS

  A building is a roofed permanent structure suitable for housing people, materials, or equipment. Criteria for distinguishing between a building and say, a shed, should be developed by the site and be consistent with applicable financial and building code requirements. All owned, leased, licensed, and permit buildings should be included in FIMS.

- OTHER STRUCTURES AND FACILITIES (OSF)

  Other structures and facilities include any fixed real property improvements to land that are not classified as a building, e.g., bridges, towers, roads, and fences. It also includes site utility systems used to generate or distribute any services such as heat, electricity, sewage, gas, and water. If a structure is designed solely to house utilities and meets building criteria, it may be capitalized and included in FIMS as a building (*MARS Asset Type 501*), or alternatively, as a structure that's part of the larger utility system. The option is left to the discretion of the site. All owned, leased, licensed, and permit structures and facilities should be included in FIMS.

- LAND

  All owned, ingrant, and institutional controlled leased land should be included in FIMS.

- TRAILERS / MODULARS / CONTAINERS

  Trailers, modulars, and containers are for the most part considered personal property, unless they are installed so they are permanently affixed and cannot be relocated without being dismantled, or have been modified in such a manner as to meet the criteria for real property. In these instances, they are considered real property and should be included in FIMS using *MARS Asset Type 501, Building*. Double and triple wide trailers should be considered real property. Trailers, modulars, or containers that remain personal property and are used to house employees, whether as office, lab, or other work space should also be

included in FIMS using personal property *MARS Asset Type 725, Motor Vehicles and Aircraft.*

C. DEFINITIONS OF DOE OWNED, DOE LEASED, DOE INGRANT, CONTRACTOR LEASED, CONTRACTOR LICENSE, INSTITUTIONAL CONTROL, PERMIT, GSA OWNED, AND GSA LEASED

- DOE OWNED

  Fee title real property acquired through purchase, condemnation or donation.

- DOE LEASED

  A possessory interest in real property that DOE acquired from the owner of the property.

- DOE INGRANT

  A right acquired by DOE or its contractors for the use of real property of others by means such as a lease, license, easement, permit, right-of-entry, or interagency agreement. Land withdrawn from the public domain for DOE's use is to be inventoried in this category.

- CONTRACTOR LEASED

  A possessory interest in real property that a contractor acquires from the owner of the property and DOE reimburses the contactor for the rent paid to the owner.

- CONTRACTOR LICENSE

  A nonexclusive interest in real property that a contractor acquires from the owner of the property and DOE reimburses the contractor for the fee paid to the owner.

- INSTITUTIONAL CONTROL

  Include administrative or legal controls (e.g. easements or use restrictions), physical barriers or markers, and other methods to preserve information and data to inform current and future generations of hazards and risks.

- PERMIT

  A temporary right of exclusive or nonexclusive use of real property. It is generally applicable to granting another Federal agency the right to use DOE real property, or vice versa.

- GSA OWNED

  Space in buildings, and land incidental thereto, the title to which is vested, or which will become vested, pursuant to existing agreement in the General Services Administration or other Government-owned space in building and land incidental thereto titled in the name of the United States of America but where GSA functions as the owner.

- GSA LEASED

Space in buildings, and land incidental thereto, for which GSA has a right of occupancy by virtue of having acquired a leasehold interest. Beneficial use of the leasehold interest might be assigned to another entity.

D. DATA ENTRY AND MAINTENANCE

The following does not cover the breadth of data entry and maintenance procedures, systems, and schedules. It is meant only to provide general information and guidance in specific situations. Data entry and maintenance procedures, systems, and schedules should be documented in each site's FIMS Quality Assurance Plan and executed accordingly. The plan should be updated as required. (See *Quality Assurance* section of this guide.)

- ESTABLISHING/DELETING A SITE

  A *site* is property owned or controlled by the Department of Energy. For example, several adjacent buildings would be considered a single site. Another DOE building two blocks away, separated by intervening privately owned/controlled property, would constitute a separate site. Non-contiguous leased property should also be considered a separate site. Consult with the *FIMS System Administrator* (the only individual that can add/delete a site), and *FIMS User's Guide, Chapter 3, Site Maintenance,* when establishing/deleting a site. Keep the cognizant *Field/Operations Office System Administrator* apprised of the change.

- ESTABLISHING/DELETING AN AREA

  An *area* is an administrative subdivision of the site, established at the convenience of the site or field/operations office. For example, it may be convenient to functionally, geographically, or administratively separate different areas within the same site. Consult with the *FIMS System Administrator* (the only individual that can add/delete an area), and *FIMS User's Guide, Chapter 4, Area Maintenance,* when establishing/deleting an area. Keep the site or cognizant *Field/Operations Office System Administrator* apprised of the change.

- ESTABLISHING A PROPERTY RECORD

  A new property record is established when the following criteria are met:

  Building:
  - When beneficial occupancy (see definition below) has been assumed, or project has been completed.
  - When purchase has been paid in full.
  - When a new lease, license, or permit has been executed.

  Land:
  - When purchase has been paid in full or declaration of taking has been filed.
  - When a new ingrant has been executed.

  Structure:
  - When beneficial occupancy (see definition below) has been assumed, or project has been completed.
  - When purchase has been paid in full.
  - When a new lease, license, or permit has been executed.

Trailer/Modular/Container:

- If the owned or leased personal property will be used to house employees, when installation has occurred.
- If the structure qualifies as real property as described under *Real Property Types* above, then the trailer record should be established as described for a Building above.

Beneficial Occupancy is the occupancy or utilization by the Owner of specified work, or designated portion thereof, for intended use as expressed in the Contract Documents. It occurs at that point in construction of Substantial Completion of the specified work, or sufficient completion of designated portion thereof. Substantial Completion and Beneficial Occupancy are industry standard construction phases. Their occurrence may be formalized by exchange of official correspondence or not, depending on local project management policy and the size or nature of the project. Formalized or not, all projects have, in practice, a defining point at which the work is occupied or used by the Owner for its intended purpose. It is then that a property record must be established including an estimate of capital value (see section below on *Capitalization*). If Beneficial Occupancy is not firmly determined, a property record should be established when the project has been completed.

The FIMS Structure and Trailer/Modular/Container property types can be input into FIMS as either detail or summary level FIMS property records. Detail level records contain an individual/single structure or trailer/modular/container input as a single FIMS property record, e.g. one trailer used for an office or one water treatment plant. Summary level records allow like structures or trailer/modular/containers to be grouped together in a single FIMS property record, e.g. a group of cooling towers or a group of trailers used for storage sheds. The Summary/Detail indicator located on the Prop Info window is used to distinguish between detail level and summary level FIMS property records by selecting Detail or Summary from the picklist.

To input summary level FIMS property records, all required fields (identified by the black labels within FIMS) should have the same common values. For example, the properties must be of the same Usage Code, Asset Type, Reporting Source, and so forth. The Initial Acquisition Cost, Quantity/Gross Area, and Deferred Maintenance/Maintenance $'s should be summed and input as a single value. The Notes window can be used to identify the individual properties that have been included within the summary level FIMS property record if you so desire.

The working detail for establishing a property record is described in the *FIMS WebUser's Guide, Chapter 5, Property Maintenance*. Suggested information sources for required data may be found in the *FIMS Data Dictionary in the FIMSWeb User's Guide.*

- DELETING A PROPERTY RECORD

A property record should only be deleted when the following criteria are met:

Building:
- When the building record was entered in error.
- When the lease/ingrant, license, or permit has been terminated.

Land:
- When the land record was entered in error.
- When the ingrant, license, or permit has been

terminated.

Structure:
- When the structure record was entered in error.
- When the lease/ingrant, license, or permit has been terminated.

Trailer/Modular/Container:
- If the owned or leased personal property is used to house employees, when the structure becomes permanently unoccupied.
- If the structure qualifies as real property as described under *Real Property Types* above, then its record should be deleted as described for a Building above.

- CAPITALIZATION

Capitalization is the process whereby plant and capital equipment items, costing at least $25,000 and having an anticipated service life of at least two years, that are purchased, constructed, or fabricated in-house, including major modifications or improvements to any of these items, are recorded in the Financial Information System (MARS) by the site Accounting/Finance. Capitalization of assets in MARS is subsequently mirrored in FIMS, that is the same acquisition or improvement costs is reported in FIMS. Total capitalized values in MARS and FIMS are periodically compared and reconciled to insure concordance. MARS capitalization includes real and personal property, however, only real property costs are reconciled with FIMS (see *Reconciliation of FIMS Capitalized Values with MARS*).

For new construction, capitalization occurs in MARS and FIMS at Beneficial Occupancy or project completion, and again when all construction accounts have been closed if they remain open beyond project completion. It is understood that capitalized values at Beneficial Occupancy are preliminary, and final capitalization at project completion or construction account close-out, will account for subsequent project expenses incurred.

Capitalization of owned assets occurs when the following criteria are met:

Building:
- When beneficial occupancy has been assumed (requires an *estimate* of capital value), or the project has been completed and all construction accounts closed-out. If the project is completed and some construction accounts remain open, e.g., for liens or litigation, then final capitalization occurs when all construction accounts have been closed-out.
- When purchase has been paid in full.

Land:
- When purchase has been paid in full or declaration of taking has been filed.

Structure:
- When beneficial occupancy has been assumed (requires an *estimate* of capital value), or the project has been completed and all construction accounts closed-out. If the project is completed and some construction accounts remain open, e.g., for liens or litigation, then final capitalization occurs when all construction accounts have been closed-out.
- When purchase has been paid in full.

Trailer/Modular/Container:

- If the structure qualifies as real property as described under *Real Property Types* above, then it should be capitalized as described for a Building above.

- RECONCILIATION OF FIMS CAPITALIZED VALUES WITH MARS

  Capitalization of real property assets in MARS is mirrored in FIMS. To insure concordance between the systems, MARS and FIMS total capitalized values for each MARS Asset Type are periodically compared and reconciled. This requirement can be found in the DOE Accounting Handbook, section 2.L Reconciliation of Real Property. It is recommended that the two systems be reconciled at least annually. The decision to reconcile more frequently is left to the collective discretion of the field/operations office and the site, and should be documented in the site FIMS Quality Assurance Plan.

  Reconciliation occurs when MARS total capitalized values for each MARS Asset Type are compared to the same values in FIMS. MARS total capitalized values can be obtained from Finance/Accounting. FIMS values can be obtained by generating the FIMS *Standard Report #60 - Owned FIS Information Report (incl cap / not cap cost)* or *Standard Report #76 - Owned FIS Capitalized Information Report* which excludes all properties that have been marked as "Not Capitalized". These reports total acquisition and adjustment costs by MARS Asset Type. MARS and FIMS total dollar amounts should reconcile. It is understood that totals may not balance but differences should be explainable. At reconciliation, a MARS/FIMS Reconciliation Report listing asset types, respective MARS and FIMS total values, and relevant explanations should be transmitted to the field/operations office.

- MANAGEMENT ANALYSIS REPORTING SYSTEM (MARS) ASSET TYPES

  Accounting/Finance capitalizes real property values by asset type. (For accounting purposes, related personal property is included in the applicable real property asset code.) The real property asset types and code numbers are as defined in the *Management Analysis Reporting System (MARS) Asset Types* appendix.

  Buildings designed solely to house part of a site utility system may be categorized under the corresponding utility system asset type, or, under the Building (501) asset type. When categorized as a building *Net Occupiable Square Feet* will equal zero because there is no occupiable area.

E. DATA VALIDATION

As the corporate data base from which all DOE programs obtain facilities information, it is paramount that FIMS data integrity remain high. To help insure the quality of data, it is recommended that in addition to ongoing data validation and self-assessment, the site perform an annual validation to assess overall accuracy of FIMS data. The procedure and schedule for annual validation should be prescribed by the site FIMS Quality Assurance Plan. Additional guidance may be found in the *Quality Assurance* section of this guide.

F. RESPONDING TO REQUESTS

On occasion, the site will be requested by Headquarters, the field/operations office, FDDC, or FAC to respond to FIMS or FIMS-related correspondence. This includes requests for information to help formulate policy or establish procedures regarding FIMS or other related information systems.

G. OTHER FREQUENTLY DISCUSSED ISSUES

- LANDSCAPING

Landscaping completed at installation should be input as a capital adjustment to the building or structure with which it is most closely associated. For newly constructed facilities, landscaping should be included in the acquisition cost.

IV. QUALITY ASSURANCE

A quality assurance process as recommended in the FDDC-approved Quality Assurance Position Paper P-7 and DOE Order 5700.6C (Quality Assurance) is essential for maintaining a high degree of data accuracy and completeness in FIMS.

A. LEVELS OF RESPONSIBILITY

Field/Operations Office System Administrators are responsible for oversight of site level FIMS programs.

- Promoting FIMS as a corporate database
- Responsible for periodically performing quality control activities on FIMS data including reviewing selected data records and performing site visits to physically verify selected data samples
- Participating in FIMS conference calls
- Verifying that site QA processes are in place and implemented
- Coordinate other quality assurance activities such as FIMS training and password control

Site Managers are responsible for FIMS data and maintaining organizational structures and to ensure compliance of the FIMS data requirements.

Site Users are responsible for obtaining information from various site elements.

- Promoting FIMS as a corporate database
- Reviewing database contents for accuracy and completeness including ensuring timely updates and site reconciliation of MARS – FIMS
- Participating in FIMS conference calls
- Inform management on the FIMS issues (e.g. additional data requirements, upcoming meetings/training, etc.)
- Responsible for ensuring adherence to their site FIMS quality assurance plan
- Responsible for inputting FIMS data and verifying that the database accurately reflects the information provided.

Site Elements are responsible for providing accurate, complete, and timely data to the *Site User*. (*Site Elements* may include such individuals/entities as Maintenance and Building Managers, ES&H, Human Resources, Finance/Accounting, and Engineering Support Staff.)

B. QUALITY ASSURANCE PLAN GUIDANCE

It is recommended that each site and DOE field/operations office develop and maintain a FIMS Quality Assurance Plan, and submit it to the cognizant DOE representative for review upon initial development and subsequent update. The plan should provide specific guidance on implementing FIMS quality assurance procedures.

- DOE FIELD/OPERATIONS OFFICE QA PLAN

  A FIMS Quality Assurance Plan should be prepared by each field/operations office FIMS administrative organization. The plan should address how the field/operations organization will oversee site operating FIMS organizations. It should cover the following:

  - Internal staffing and organizational structure to manage FIMS requirements.
  - Process to validate/verify the accuracy of the data entered by the operating units.
  - Data certification requirements and frequencies.
  - Management oversight of the contractor activity.
  - Instructions to site level organizations.

- SITE QA PLAN

  A FIMS quality assurance plan should be prepared at each site by the FIMS data management organization. This plan should address how FIMS is implemented at each location that enters data to the system. It should cover the following:

  - Internal organizational structure to manage FIMS requirements.
  - System to identify and document the sources for all data.
  - Process to assure changes are reported to the system.
  - Internal validation/verification process.
  - Data certification requirements and frequencies.
  - Training.
  - Orientation and training for new employees.
  - Maintenance for records.
  - Process to correct problems identified in various reviews and inspections.

C. QUALITY ASSURANCE PLAN SUBMITTAL

- Site FIMS QA plans should be submitted to the *Field/Operations Office System Administrator* for review.

- Field/operations office FIMS QA plans should be submitted to the DOE Field/Operations Office Division Manager who has responsibility for FIMS.

- *Field/Operations Office System Administrators* should submit site and field/operations office QA plans to the *FIMS System Administrator* (Headquarters).

- All FIMS organizational levels should update and re-submit QA Plans as needed.

FORMS

Included in this section are the following FIMS forms:

FIMS Request for User ID

FIMS Request for Change

U.S. Department of Energy

Facilities Information Management System (FIMSWeb)
REQUEST FOR USER ID

REQUESTER NAME: _____ **DATE:** _____

BUSINESS ADDRESS: _____
(U.S. MAIL) _____
_____

TELEPHONE: _____ **FAX**: _____ **EMAIL**: _____

AFFILIATION: ___DOE ___OTHER FEDERAL ___CONTRACTOR_____
(CONTRACTOR NAME)

NATURE OF REQUEST: ___ORIGINAL ___REINSTATEMENT USER ID_____
(IF REINSTATING)

ACCESS LEVEL: ___FIELD/OPS OFC SYS ADM ___FIELD/OPS OFC USER ___SITE USER
___GUEST

DESCRIBE NEED FOR FIMS ACCESS: _____
_____

SIGNATURE: _____ DATE: _____

Please do not write below this line.

APPROVALS:

SIGNATURE: _____ OFFICE CODE _____ DATE: _____
FIELD/OPS OFFICE SYSTEM ADMINISTRATOR

SIGNATURE: _____ OFFICE CODE _____ DATE: _____
FIMS SYSTEM ADMINISTRATOR (HQ) IF REQUIRED

ADDITIONAL CONCURRENCES (IF REQUIRED)**:**

SIGNATURE: _____ OFFICE CODE _____ DATE: _____

SIGNATURE: _____ OFFICE CODE _____ DATE: _____

ASSIGNED USER ID: _____
COMMENTS: _____
_____

INSTRUCTIONS FOR COMPLETING FIMS *REQUEST FOR USER ID*

- Complete the top half of the form and submit to the cognizant System Administrator as specified below. Users requesting reinstatement of expired user IDs must also complete and submit the form. The cognizant System Administrator will acknowledge the request by assigning a user identification and password or denying the request. If a request is denied, an explanation will be provided.

IF YOU ARE:	SUBMIT FIMS USER ID REQUEST/REINSTATEMENT TO:
Field/Operations Office System Administrator	FIMS System Administrator (Headquarters)
Other Field/Operations Office Personnel	Field/Operations Office System Administrator
Site User	Field/Operations Office System Administrator
Other Site Personnel	Site User (who forwards request to Field/Operations Office System Administrator)

- **SECURITY ACCESS LEVELS**

  Add, Update, and Delete access to FIMS is controlled by the security level assigned when the user ID is established. It is necessary to specify the security access level when requesting a FIMS user ID. Access levels are described below.

  FIMS SYSTEM ADMINISTRATOR (HEADQUARTERS)
  - Add, Update, and Delete access to all records.
  - Authority to establish the security records for all other FIMS users.

  FIELD/OPERATIONS OFFICE SYSTEM ADMINISTRATOR
  - Update access to all sites and areas within the specified field/operations office.
  - Add, Update, and Delete access to all Property records within the specified field/operations office.
  - Authority to establish security records for field/operations office, site, and Guest level users within the specified field/operations office.

  FIELD/OPERATIONS OFFICE USER
  - Update access to all sites and areas within the specified field/operations office.
  - Add, Update, and Delete access to all Property records within the specified field/operations office.

  SITE USER
  - Update access to the site and all area records within the specified site.
  - Add, Update, and Delete access to all Property records within the specified site.

  GUEST
  - Inquire access only to all FIMS data.

U.S. Department of Energy

Facilities Information Management System (FIMS)
REQUEST FOR CHANGE*
Chg. Req. #

REQUESTER NAME: **DATE:**

TELEPHONE: **FAX:** **EMAIL:**

AFFILIATION (CK ONE): ☐ DOE ☐ OTHER FED ☐ CONTRACTOR NAME:

PROPOSED CHANGE:

JUSTIFICATION:

PLEASE DO NOT TYPE BELOW THIS LINE

REMARKS (REVIEWERS, PLEASE ADD YOUR SIGNATURE AND DATE):

***USE THIS FORM TO REQUEST A CHANGE TO FIMS' DATA BASE PROGRAM, POLICY, PROCEDURE OR DOCUMENTATION.**

MAIL COMPLETED FORM TO:
BILL TEER
BECHTEL JACOBS – EAST TENNESSEE TECHNOLOGY PARK
P.O. BOX 4699, K1007, MS7054
HIGHWAY 58 AT BLAIR RD
OAK RIDGE, TN 37831-7054
(865) 576-0102 FAX (865) 241-9390

OR DOWNLOAD FORM FROM: FIMS WEB PAGE: **http://fims.hr,doe.gov**
COMPLETE FORM AND E-MAIL TO: **wwt@bechteljacobs.org**