
Facilities Information Management System (FIMSWeb)

User's Guide

02/14/2013



Summary of Changes Page

The following information is being used to control and track modifications made to this document.

Date	Author	FIMS Release Version	Summary of Changes
8/25/2011	Gordy/Smith	V2.0	Initial release
9/29/2011	Smith	V2.1	Add Total No of Federal Employees, Total No of Contractor Employees, Total No of Other Personnel, and Anticipated Disposition Method; Remove Ownership – Land Agreement and data field Regulatory Basis; Add Usage Code 595
01/18/2012	Smith	V2.3	Removed data elements, added new Meters, Rentable SF and Sustainability, updated Chap 3, Chap 4, Chap 5, moved Chap 6 to Chap 8, updated DED, Appendix B,C, E and G
2/15/2012	Smith	V2.3	Updated DED – RPV – Trailer
4/19/2012	Smith	V2.4	Updated Chap 5 for AM and Op Costs, DED and Appendix G
7/05/2012	Smith	V2.5	Updated Chap 9, DED and Appendix G Trailer Def
8/9/2012	Smith	V2.5	Updated Appendix C added new usage code 298 and revised def for 297 and 211
9/5/2012	Smith	V2.5	Updated Chap 5 Dimension windows and DED Non-Energy Consuming Building/Facilities GSF
1/16/2013	Smith	V2.6	Updated DED defs for DM, AM, RM to correspond with DARM guidance, DED references for FRPP reported
1/31/2013	Smith	V2.6	Updated Appendix C OSF Usage Codes
2/14/2013	Smith	V2.7	Updated DED – Trailer RPV unit cost = 142.24

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Contents

1	Getting Started	1-1
	Welcome	1-1
	Prerequisites.....	1-1
	FIMS System Configuration.....	1-2
	How This Manual Is Organized.....	1-2
	FIMS Web Site	1-3
	FIMS Documentation	1-3
	Year End Processing.....	1-3
2	FIMS Basics	2-1
	Accessing FIMS.....	2-1
	Logging into FIMS	2-1
	Getting Help	2-2
	FIMS Contacts/Hotline.....	2-2
	FIMS Informational Website.....	2-2
	Privacy Statement	2-2
	Schedule.....	2-2
	FIMS Message Board	2-3
	Data Entry Concepts.....	2-4
	Required Versus Optional	2-4
	Saving Changes to the Database.....	2-4
	Navigating Record to Record	2-5
	Return to List Button.....	2-5
	System Messages.....	2-5
3	Site Maintenance	3-1
	Site Maintenance Overview.....	3-1
	Site.....	3-1
	Adding a Site	3-1
	Updating a Site	3-2
	Site Info.....	3-2
	Operating Cost.....	3-2
	Maint History	3-3
	Deleting a Site.....	3-3
4	Area Maintenance	4-1
	Area Overview.....	4-1
	Adding an Area.....	4-1
	Updating an Area.....	4-2
	Area Info	4-2
	Deleting an Area.....	4-2

5	Property Maintenance	5-1
	Property Maintenance Overview	5-1
	Property Navigation.....	5-1
	Property Search.....	5-2
	Property Windows	5-3
	Building Info	5-3
	Cap Adjust.....	5-4
	Condition	5-5
	Cool Roof	5-6
	Dimensions - Building.....	5-6
	Dimensions - OSF	5-7
	Dimensions - Trailer.....	5-8
	Disposition - Archive	5-9
	GSA Assigned	5-9
	Ingrant 1	5-10
	Ingrant 2	5-10
	Land Info	5-11
	Location.....	5-11
	Maintenance	5-12
	Maintenance History	5-13
	Notes.....	5-13
	OSF Info	5-14
	Outgrant.....	5-15
	Photo Library.....	5-16
	Property Detail	5-17
	Property Info.....	5-18
	RPV	5-18
	Sustainability	5-19
	Trailer Info	5-19
	Building Maintenance Overview	5-20
	DOE Owned Building	5-20
	DOE Leased Building.....	5-20
	Contractor Leased Building.....	5-21
	Contractor License Building.....	5-21
	Permit Building	5-21
	GSA Owned or GSA Leased Building	5-21
	Adding a Building.....	5-22
	Updating a Building.....	5-22
	Deleting a Building.....	5-23
	OSF Maintenance Overview.....	5-24
	DOE Owned OSF	5-24
	DOE Leased OSF	5-24
	Contractor Leased OSF	5-24
	Contractor License OSF	5-25
	Permit OSF.....	5-25
	Adding an OSF	5-25
	Updating an OSF	5-26
	Deleting an OSF	5-26
	Land Maintenance Overview.....	5-27
	DOE Owned Land	5-27
	DOE Ingrant Land	5-27
	Contractor Leased Land	5-27
	Contractor License Land	5-28
	Institutional Control Land	5-28
	Withdrawn from Public Domain Land	5-28

Adding Land	5-28
Updating Land	5-29
Deleting Land	5-29
Trailer Maintenance Overview	5-30
DOE Owned Trailer	5-30
DOE Leased Trailer.....	5-30
Contractor Leased Trailer.....	5-31
Contractor License Trailer.....	5-31
Adding a Trailer.....	5-31
Updating a Trailer.....	5-32
Deleting a Trailer.....	5-32

6 User Security 6-1

Security Overview	6-1
Security Levels	6-2
FIMS System Administrator (Headquarters).....	6-2
Field Office System Administrator.....	6-2
Field Office User	6-2
Site User	6-3
Guest.....	6-3
Request for User ID	6-3
Request for Reinstating a Suspended User ID	6-4
User List	6-4
My Profile.....	6-4
Responsibilities and Authorities	6-5
FIMS System Administrator (Headquarters).....	6-5
Field Office System Administrator.....	6-5
Adding a User	6-5
Updating a User	6-6
Deleting a User	6-6

7 FIMS Reporting 7-1

Reporting Overview.....	7-1
Standard Reports.....	7-1
Ad Hoc Reporting.....	7-2
Creating an Ad Hoc Report	7-3
Saving an Ad Hoc Report.....	7-3
Loading a Saved Ad Hoc Report.....	7-3
Deleting a Saved Ad Hoc Report	7-4
Population Queries.....	7-4
Creating a Population Query	7-4
Custom Reports	7-5

8 FIMS Help 8-1

Help Overview.....	8-1
FIMS Help – User’s Guide	8-1
FIMS Help – Data Element Dictionary	8-1
FIMS Help – Reporting Guide.....	8-1
FIMS Help – HQ Guidance	8-2
FIMS Help – Lookup Code Description.....	8-2
Lookup Tables.....	8-2
FIMS Help – About FIMS	8-4

9	Upload Processing	9-1
	Upload Overview.....	9-1
	Upload Template Creation.....	9-2
	Data Formatting Guidelines.....	9-3
	SPECIAL EXCEPTIONS.....	9-3
	Initiating an Upload.....	9-4
10	Archive Processing	10-1
	Archive Overview.....	10-1
	Archive Guidance.....	10-1
	Archive Initiation.....	10-2
A.	FIMS Data Element Dictionary	1
	Overview.....	1
	FIMS Data Hierarchy.....	3
	FIMS Data Element Dictionary.....	4
B	Building Usage Codes	1
	Introduction.....	1
C	OSF Usage Codes	1
	Introduction.....	1
D	Standard Accounting and Reporting System (STARS) Asset Types	1
E	Lookup Table Descriptions	1
F	FIMS RPV Guidance	1
	Building RPV and Site Factor Introduction.....	1
	Site Factor Guidance.....	2
	FIMS Usage Code – RPV Model Crosswalk.....	13
G	FIMS Administrative Guide	1

1 Getting Started

Welcome

Welcome to the Facilities Information Management System (FIMS). FIMS helps you manage real property by providing an intuitive user interface within a browser environment that visually organizes data into specific windows. It has built-in standard and Ad Hoc reporting capabilities as well as custom report generation using Microsoft Access. FIMS also provides the capability to upload data extracted from local information sources conforming to a defined Excel template format.

FIMS is the Department of Energy's (DOE) corporate database for real property as required by Real Property Asset Management Order 430.1B. FIMS provides DOE and contractor personnel with real time access to DOE facilities information. In addition, FIMS is used to generate the annual submission for the Federal Real Property Report (FRPP). This submission consists of various data fields as defined by the Federal Real Property Council (FRPC).

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.

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, & 7, 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.
- Have read the Custom Reports section of *Chapter 7, FIMS Reporting*, of this manual.
- 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, Microsoft Excel or Microsoft Access (the custom reporting tool). Documentation for Windows, Internet Explorer, Excel and Access are provided with the respected applications.

FIMS System Configuration

FIMS is a web-based Java application using Oracle11g as the back-end database. For those users who wish to develop custom queries, Microsoft Access can be used for the development of complex queries. The physical location of the FIMSweb application server and database server are located in the DOE Computer Center in Germantown, Maryland.

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, other structures and facilities (OSF), 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 administrator's responsibilities on adding, updating, and deleting users.
- **FIMS Reporting** describes how to generate standard reports, Ad Hoc reports, population reports and the custom query process.
- **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 processing window(s) the data field is located 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 (OSF).
- **Standard Accounting and Reporting System (STARS) Asset Type Definitions** provides detailed definition of the STARS Asset Type codes used in FIMS.
- **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.

FIMS Web Site

The FIMS informational web site is located at <http://fimsinfo.doe.gov>. This web site contains information on Headquarters guidance, FIMS Management Structure, Excess Elimination, FIMS Data Validation Tools and Forms, Change Request History, Training registration, Workshop registration, System Administrator Points of Contact, as well as an overview of the FIMS application.

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://fimsinfo.doe.gov>):

- *FIMS Reporting Guide*: Contains a listing of standard reports and useful information to assist you in creating ad hoc reports, population reports, 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 the FIMS Standard reports, Ad Hoc tool and Microsoft Access.

Year End Processing

FIMS is used to generate an annual data submission of mandatory data fields for the Federal Real Property Profile (FRPP) as mandated by EO13327, "Federal Real Property Asset Management" and the interagency Federal Real Property Council (FRPC) of DOE's real property holdings. The Federal Real Property Profile (FRPP) is owned and operated by the General Services Administration (GSA). Data is extracted for the annual report around the middle of November from the FIMS year-end snapshot. It is recommended that all FIMS users ensure that the most current data is available for the FRPP annual submission.

Although the fiscal year ends on September 30, all FIMS users are given the opportunity to make year-end adjustments through mid November just prior to the data extract for the annual FRPP submission; however, data pertaining to the new fiscal year should not be entered until after the FIMS year-end snapshot is generated.

Prior to the FIMS year-end snapshot, an operating cost allocation process is executed. The allocation process takes the amount from the site level operating cost components and allocates values to each of the building and trailer assets based on square footage and hours of operation. Any asset level operating cost values that are input by the Sites will not be overwritten as part of this allocation process. No dollar amounts are allocated to Other Structures and Facilities (OSF's).

FIMS Deferred Maintenance data is reported into FIMS by September 30th of each year. This Deferred Maintenance data is reported to the DOE Chief Financial Officer and included on the Department's annual financial statement.

FIMS is used by the Department for the quarterly reporting of dispositions to OMB for the Real Property Goals.

The FIMS Archive is used to produce the DOE bank of square footage removed from the Department's inventory as required by Conference Committee Reports 107-258, Marking Appropriations for Energy and Water Development for the Fiscal Year Ending September 30, 2002.

FIMS data is captured by Project Performance Corporation (PPC) around February 1st, May 15th and August 30th of each year for the Office of Chief Financial Policy's Active Facilities Data Collection System (AFDCS).

The FIMS year-end schedule is available on the FIMS informational website at http://fimsinfo.doe.gov/hq_guidance.htm.

2 FIMS Basics

Accessing FIMS

The FIMS application is accessed from the internet using the [Microsoft Internet Explorer](#). Open your Internet Explorer browser and enter the following address:
<https://fimsweb.doe.gov>

Logging into FIMS

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

FIMS Facilities Information Management System

Please enter your login information to access the Facilities Information Management System.

User ID:

Password:

NOTICE TO USERS

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. **Users (authorized or unauthorized) have no explicit or implicit expectation of privacy.**

Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Energy, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. **By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Department of Energy personnel.**

Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

[Energy.gov](#) | [FIMS Informational Website](#) | [Privacy](#) | [Contact Us](#)

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

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

Use the **Reset** button to clear the User ID and Password field if you have entered information incorrectly.

Getting Help

FIMS Contacts/Hotline

For those who need assistance with FIMS, e-mail addresses as well as the FIMS Hotline phone number can be found under the **Contact Us** link in the footer of the FIMS application. E-mail is always encouraged for faster response.

FIMS Informational Website

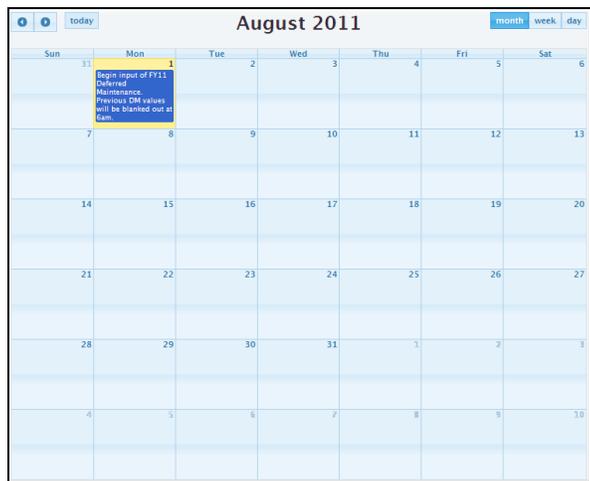
In the footer of the FIMS application, a link exists to the **FIMS Informational Website**. The URL for this website is <http://fimsinfo.doe.gov>. Individual users can find valuable information related to HQ guidance, excess elimination, data validations, change requests, system documentation, points of contact, and upcoming training and workshops.

Privacy Statement

The Privacy Statement can be viewed on-line in FIMS through the **Privacy Statement** link located in the footer of the FIMS application.

Schedule

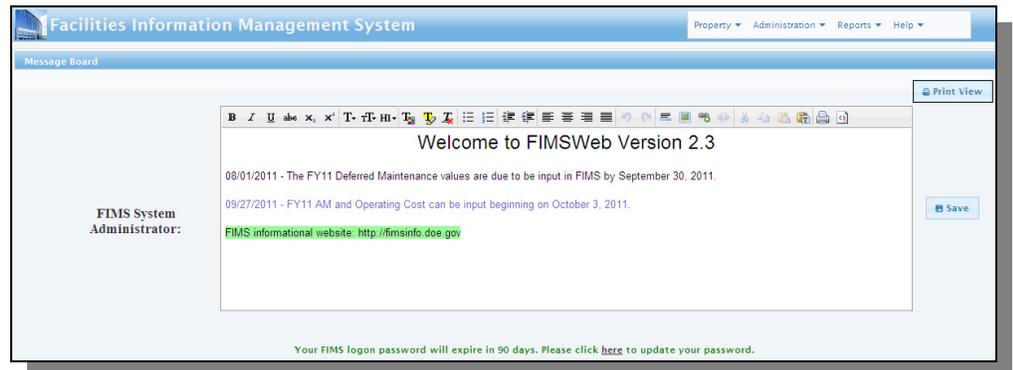
A **Schedule** link exists in the footer of the FIMS application. By clicking on this link, a graphical calendar will appear that will highlight dates of significance to FIMS. For example, all critical year-end schedule dates will be highlighted including the generation of Headquarters snapshots. In addition, the schedule will identify upcoming training, workshops, and monthly conference calls.



(Sample View)

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 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 Office System Administrator. The FIMS System Administrator (Headquarters) section is the same for all FIMS users, the Field Office System Administrator section is displayed based on user security Field Office restriction.

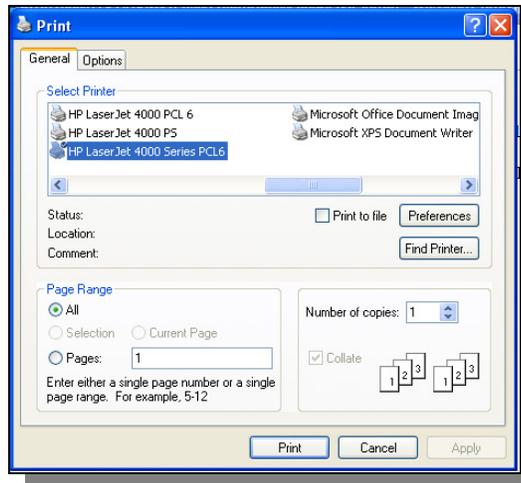
To access the FIMS Message Board, click [Administration](#) then [Message Board](#).

Updating the FIMS Message Board

If your security level is that of a FIMS System Administrator (Headquarters) or Field Office System Administrator, you can update the FIMS Message Board. When you open the FIMS Message Board, you will have a **Save** button. To update the FIMS Message Board, type the new message in the appropriate message area and click **Save**, otherwise click on any other link to cancel your changes. 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 View** button on the Message Board window. When the Print window appears, just click on the **Print** button.



Data Entry Concepts

Required Versus Optional

FIMS enables and disables/hides data fields/windows 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

Property Name:	Main Office Building
Alternate Name:	Main Office Bld -E16 rpv

(Example)

Some fields may be required for one property type or ownership designation and optional for another. In the example above, Property Name is a required field, while Alternate Name is identified as optional. There are very few optional fields in FIMS.

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.

Navigating Record to Record



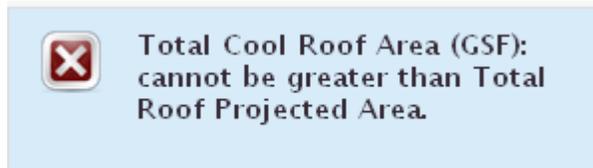
From a particular property record in FIMS, the **Previous** and **Next** buttons are available to allow you to page through records on a particular window if that window exists for each record. This enables you to easily review several records without having to return to the Property List window to make a selection. Remember, you must use the **Save** button to save changes to FIMS prior to navigating to another record.

Return to List Button

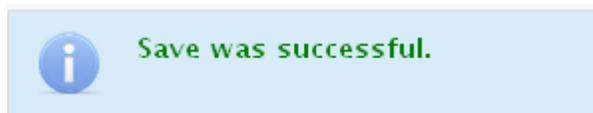


While viewing a particular property record, a **Return to List** button is available for your convenience. This button enables you to navigate back to the Property List window. The Property List window will include all of your filter selections that were made at the beginning of your session.

System Messages



As you begin to input data into the data entry windows, if appropriate, FIMS will display messages on the right side of the window to assist you in the data entry process. Once displayed, you can click on the large 'X' button to delete them or simply allow FIMS to remove them once the record is saved successfully. It is possible that more than one message will be displayed.



When a record is successfully saved in FIMS, you will receive a confirmation message indicating this.

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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 **Create 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	FRPP 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. To add a new Site record, click the **Create New Site** button on the Site List window. The New Site window is displayed. The New Site window contains the following fields:

Field Office	Site Name	Secretarial Office
Site Number		

To establish a new Site, enter the requested Site information and click the **Save** 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 and you will receive the message 'Save was successful.' to confirm that the updates have been saved to the database. 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:

The screenshot shows the 'Facilities Information Management System' interface. At the top, it displays 'Site Number: 20001' and 'Site Name: National Training Center'. Below this, there is a 'Site Info' section with a sidebar on the left containing 'Site Info', 'Operating Cost', and 'Maint History'. The main 'Site Info' form contains the following fields:

- Field Office: National Training Ctr (dropdown menu)
- Site Name: National Training Center (text input)
- Secretarial Office: Office of Health, Safety and Security (dropdown menu)
- State: NM (text input)
- City: Albuquerque (text input)
- Zip: 98118-5670 (text input)
- Seismicity: Medium (text input)

At the bottom of the form, there are buttons for 'Save', 'Delete', and two navigation arrows.

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

Site Info

The Site Info window maintains the following general Site information:

Field Office (display only)	State	Zip
Site Name	City	Seismicity (display only)
Secretarial Office (display only, except FIMS System Administrator)		

Operating Cost

The Operating Cost Report window maintains the following Site level information required for Federal Real Property Profile (FRPP) reporting:

Operating Cost - Electricity Cost	Operating Cost - Central Cooling Cost	Operating Cost - Recycle Cost
Operating Cost - Water/Sewer Cost	Operating Cost - Snow Removal Cost	Operating Cost - Grounds Cost
Operating Cost - Pest Control Cost	Operating Cost - Gas Cost	Operating Cost - Janitorial Cost
Operating Cost - Central Heating Cost	Operating Cost - Refuse Cost	

Maint History

The Maintenance History window displays site summary level deferred and maintenance information for the previous 5 fiscal years for buildings, OSF, and trailers. The Maintenance History window maintains the following Site information:

Maintenance Fiscal Year (display only)	Annual Required Maintenance (display only)	Site FCI (Facility Condition Index) (display only)
Deferred Maintenance (display only)	Annual Actual Maintenance (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 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 Site you wish to delete. It is important to note that deleting a Site will delete **all** associated Areas and Properties (i.e., building, land, OSF, and trailer records). Click the **Delete** button to delete the Site and associated records. After the Site is deleted you will be returned to the Site List.

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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 **Create 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.

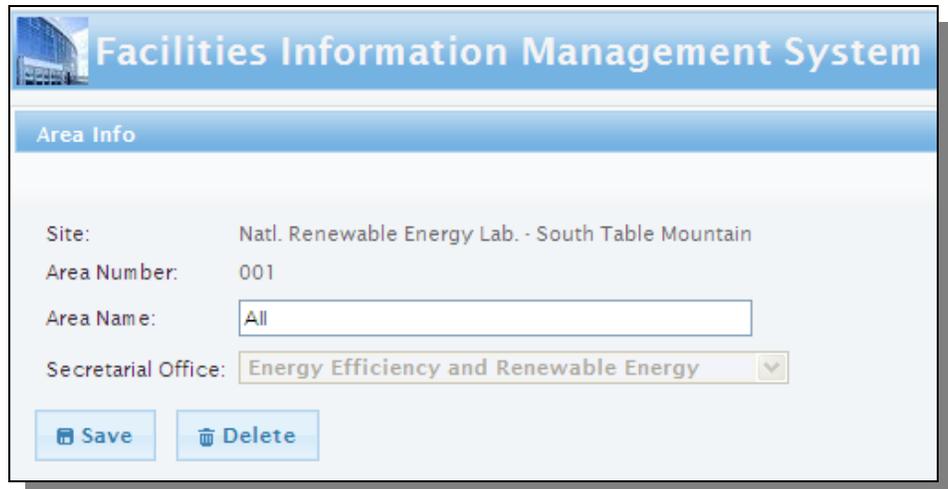
If you are a FIMS System Administrator (Headquarters), you can add a new Area by clicking [Administration](#) then [Area](#) to open the Area List. To add the new Area record, click the **Create New Area** button on the Area List window. The New Area window is displayed. The New Area window contains the following fields:

Field Office	Area Number	Secretarial Office
Site	Area Name	

To establish a new Area, enter the requested Area information and click the **Save** button. You will receive a confirmation message, 'Save was successful.' to confirm your Area was added.

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 and Site setting of the logged on user. Change the Field Office and/or Site picklists, 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 active.

Area Info

The Area Info window maintains the following general Area information:

Site (display only)	Area Name	Secretarial Office (display only)
Area Number (display only)		

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 and/or Site picklists, if needed. From the Area List window, click the [Area Name](#) 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** button to delete the Area and associated records. After the Area is deleted, you will be returned to the Area List.

5 Property Maintenance

Property Maintenance Overview

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

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 Navigation

One central menu is used within FIMS to navigate between Buildings, Other Structures and Facilities (OSF), Land and Trailers. This same menu also allows navigating from one Field Office, Site and/or Area to another. This navigation menu is the Property List.

To access the Property List, click [Property](#), then [Property List](#) from the menu. The Property List window opens navigated to your default Field Office, Site and Area settings as defined by your User ID. For more information on these default settings, please refer to *User Security, My Profile*. The following will assist with navigating the Property List:

- To change the Field Office, Site and /or Area location, simply use the available picklist on the Property List window.
- To navigate between Buildings, OSF, Land and Trailers, use the **Property Type** picklist. The appropriate list of chosen FIMS assets will display.
- The Property List window may be sorted by any of the listed column headings. Simply click the column heading to sort in  Ascending or  Descending order.
- To view the details of a particular record, simply click the [Prop ID](#) value for that record.

- If a user has update rights to the Current Location: Field Office, Site and Area, a “Create New ...” button will be displayed relative to the Property Type being viewed.

The following is a sample of the Property List window.

Property List

Current Location:

Field Office: Site: Area: Property Type:

Prop ID	Prop Name	Ownership	Program Office	Property Type
GR101-B	Grand Junction, CO, Office Space	DOE Leased	EM	Building
GR101-B-RAC	Grand Junction, CO, Office Space	Contractor Leased	EM	Building
MOA01-BA	Moab, UT, Site Building	DOE Owned	EM	Building
MOA01-BM	Moab, UT, Maint. Building	DOE Owned	EM	Building
MOA01-LS	Moab, UT, Lube Shed	DOE Owned	EM	Building

Property Search

FIMS provides a quick property search feature for locating FIMS records. Searches may be executed using Site, Property ID, Property Name and Real Property Unique ID. To access the search feature, click [Property](#), then [Property Search](#). The Property Search window is provided below.

Property Search

Site:

Property ID:

Property Name:

Real Property Unique ID:

Fuzzy Search

Results - (Limited to the first 1,000 records)

Prop ID	Prop Name	Program Office	Ownership	Property Type	Real Property Unique ID
No records found.					

Searches can be executed by entering any individual search item or by entering any combination of the 4 available search items. When using the ‘Fuzzy Search’ feature, the search is not case-sensitive and will look for the entered values anywhere within the data field value. The search is case-sensitive if the ‘Fuzzy Search’ feature is not used. Searches may be performed as follows:

- **By Site**
 - Choose a Site from the picklist

AND/OR

- **By Property ID**
 - Enter a FIMS Property ID into the Property ID field

OR

- Enter a partial Property ID into the Property ID field and click [Fuzzy Search](#) to check it

AND/OR

- By **Property Name**

- Enter a FIMS Property Name into the Property Name

OR

- Enter a partial Property Name into the Property Name field and click [Fuzzy Search](#) to check it

AND/OR

- By **Real Property Unique ID**

- Enter a FIMS Real Property Unique ID into the Real Property Unique ID field

OR

- Enter a partial FIMS Real Property Unique ID into the Real Property Unique ID field and click [Fuzzy Search](#) to check

- After all search items are entered, click



Basic information will be displayed for all matching properties located. To open the property processing windows for a specific FIMS record, click the [Prop ID](#) of that record.

Property Windows

Building Info

If you designate a property as a building, the Building Info window is available. Based on the ownership designation, certain fields on the Building Info window are optional or are disabled. A sample of the Building Info window is provided below.

The screenshot shows a 'Building Info' window with the following fields:

- Land Ownership:** Contractor Control (dropdown menu)
- Utilization:** 95 % (text input)
- Seismic Essential:** P1 - Perform. Cat. 1 (dropdown menu)
- Seismic Exemption:** (empty dropdown menu)
- Occupancy:**
 - Total No of Federal Employees: (empty text input)
 - Total No of Contractor Employees: (empty text input)
 - Total No of Other Personnel: (empty text input)
 - Total No of Occupants: 231 (text input)

Cap Adjust

If you designate a property as a building, OSF, land, or trailer, the Cap Adjust window is available. A sample of the Cap Adjust window is provided below.

Capital Adjustments					
Summary					
Initial Acquisition:	Total Adjustments:	Total Cost:			
\$4,339,087.00	\$1,994,669.16	\$6,333,756.16			
Details					
Delete	Capitalized	Cap Adjust Asset Type	Date	Cost	Description of Capital Adjustment
<input type="checkbox"/>	Yes <input type="button" value="v"/>	<input type="button" value="v"/>	05/10/2011	\$101,936.00	NML Transformer P12609 180S/180.2.7.4.1.1.1.44

Condition

If you designate a property as a building or trailer, the Condition window is available. A sample of the Condition window is provided below.

Condition

Summary Condition:

Year Acquired:

Year Built:

Model Building:

Deficiency Systems:

Seismic Comments:

Cool Roof

If you designate a property as a DOE owned, DOE leased or Contractor leased building or trailer the Cool Roof window is available. A sample of the Cool Roof window is provided below.

Cool Roof

Total Roof Projected Area (GSF):

Vegetative Area (GSF):

Reflective Area (GSF):

PhotoVoltaic Area (GSF):

Total Cool Roof Projected Area (GSF):

Planned Complete Cool Roof Date: (YYYY)

Cool Roof Not Economically Feasible:

Dimensions - Building

If you designate a property as a building, the Dimensions window for buildings is available. A sample of the building Dimensions window is provided below.

Dimensions

Gross Sqft: No of Floors:

Net Usable Sqft:

Energy Consuming

EC Buildings/Facilities (GSF):

EC Metered Process (Excluded) Facilities (GSF):

Non-EC Buildings/Facilities (GSF):

Exclusion Part: EMS4 Site:

Justification Comment:

Consumption Meters

Electricity: Steam/Hot Water:

Gas-Natural: Water-Chilled:

Gas-Other: Water-Potable:

Coal: Water-Non-Potable, Fresh:

Fuel Oil:

Dimensions - OSF

If you designate a property as an OSF, the Dimensions window for OSF's is available. A sample of the OSF Dimensions window is provided below.

Dimensions	
Primary Unit of Measure:	<input type="text" value="Feet"/>
Primary Quantity:	<input type="text" value="1"/>
Secondary Unit of Measure:	<input type="text" value="Square Yards"/>
Secondary Quantity:	<input type="text" value="1"/>
Roads	
Public Access Miles:	<input type="text"/>
Public Access Lane Miles:	<input type="text"/>
Non-Public Access Miles:	<input type="text"/>
Non-Public Access Lane Miles:	<input type="text"/>
Energy Consuming	
EC Buildings/Facilities (GSF):	<input type="text"/>
EC Metered Process (Excluded) Facilities (GSF):	<input type="text"/>
EMS4 Site:	<input type="text"/>
Consumption Meters	
<input type="button" value="Set All Meters to Not Used"/>	
Electricity:	<input type="text" value="Not Used"/>
Gas - Natural:	<input type="text" value="Not Used"/>
Gas - Other:	<input type="text" value="Not Used"/>
Coal:	<input type="text" value="Not Used"/>
Fuel Oil:	<input type="text" value="Not Used"/>
Steam / Hot Water:	<input type="text" value="Not Used"/>
Water - Chilled:	<input type="text" value="Not Used"/>
Water - Potable:	<input type="text" value="Not Used"/>
Water - Non Potable:	<input type="text" value="Not Used"/>

Dimensions - Trailer

If you designate a property as trailer, the Dimensions window for trailers is available. A sample of the trailer Dimensions window is provided below.

Dimensions

Gross Sqft: No of Floors:

Net Usable Sqft:

Energy Consuming

EC Buildings/Facilities (GSF):

EC Metered Process (Excluded) Facilities (GSF):

Non-EC Buildings/Facilities (GSF):

Exclusion Part: EMS4 Site:

Justification Comment:

Consumption Meters

Electricity:	<input type="text" value="Not Metered"/>	Steam/Hot Water:	<input type="text" value="Not Metered"/>
Gas-Natural:	<input type="text" value="Not Metered"/>	Water-Chilled:	<input type="text" value="Not Metered"/>
Gas-Other:	<input type="text" value="Not Metered"/>	Water-Potable:	<input type="text" value="Not Metered"/>
Coal:	<input type="text" value="Not Metered"/>	Water-Non-Potable, Fresh:	<input type="text" value="Not Metered"/>
Fuel Oil:	<input type="text" value="Not Metered"/>		

Disposition - Archive

If you designate a property as a DOE owned, DOE Leased, DOE Ingrant or Contractor Leased building, OSF, land, or trailer, or Withdrawn from Public Domain Land, the Disposition – Archive window is available. A sample of the Disposition – Archive window is provided below.

Disposition - Archive

Disposition data should only be input on this screen prior to Archiving the record.

Disposition Method:

Disposition Date: [Clear Date](#)

Disposition Value:

Net Proceeds:

Recipient:

GSA Assigned

Building properties designated as GSA Owned or GSA Leased have the GSA Assigned window available. A sample of the GSA Assigned window is provided below.

GSA Assigned

Total Bill (Annual) \$:

Occupants

Total No of Federal Employees:

Total No of Contractor Employees:

Total No of Other Personnel:

Total No of Occupants:

Space

Assigned Usable (SF):

Common Space (SF):

Shell Rental Rate (SF):

Ingrant 1

All property types designated as DOE Leased, Contractor Leased, DOE Ingrant, Contractor License, or Permit have the Ingrant 1 window available. Based on the property type, certain fields on the Ingrant 1 are optional or disabled. A sample of the Ingrant 1 window is provided below.

The Ingrant 1 window contains the following fields and sections:

- Contract No:** 133213
- Lease Authority:** [Dropdown menu]
- Grantor:** [Text box]
- Grantee:** [Dropdown menu]
- Other:** [Text box]
- (Either choose Grantee from the list or type a value in the Other box. The value in the Other box overwrites the list value.)*
- Cancel Rights/Notice** (Section Header)
- Effective Date:** 12/07/2011
- Annual Rent:** \$211,651.00
- Grantee:** [Dropdown] [] days
- Expiration Date:** 12/13/2011
- Other Cost:** [Text box]
- Grantor:** [Dropdown] [] days
- Initial Date:** [Text box]
- Rentable SF:** [Text box]

Ingrant 2

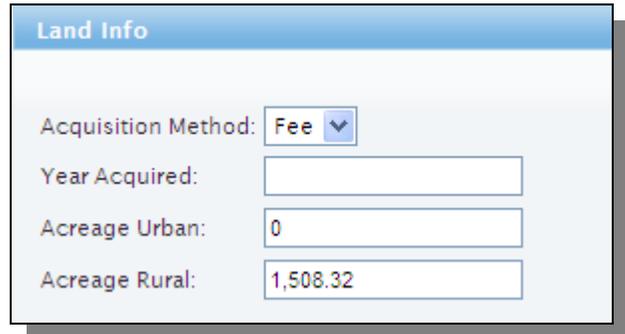
All property types designated as DOE Leased, Contractor Leased, DOE Ingrant, Contractor License, or Permit have the Ingrant 2 window available. Based on the property type, certain fields on the Ingrant 2 are optional or disabled. A sample of the Ingrant 2 window is provided below.

The Ingrant 2 window contains the following fields and sections:

- Contract No:** 9T-30761
- Renewal Options** (Section Header)
- Options:** 0
- Rent:** [Text box]
- Years:** [Text box]
- Notice:** [Text box] days
- Responsible Party** (Section Header)
- Interior:**
 - Grantee
 - Grantor
- Exterior:**
 - Grantee
 - Grantor

Land Info

If you designate a property as land, the Land Info window is available. Based on the ownership designation, certain fields on the Land Info may be optional or disabled. A sample of the Land Info window is provided below.

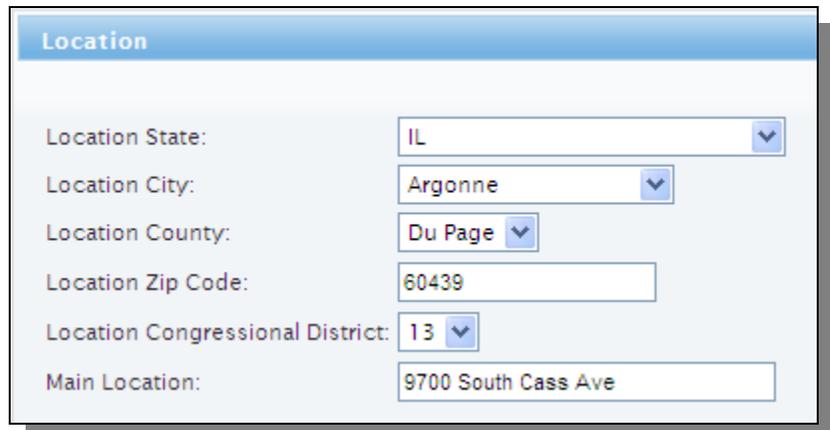


The screenshot shows a window titled "Land Info" with a light blue header. Below the header, there are four rows of input fields:

- Acquisition Method: Fee (dropdown menu)
- Year Acquired: (empty text box)
- Acreage Urban: 0 (text box)
- Acreage Rural: 1,508.32 (text box)

Location

All property types (buildings, land, other structures and facilities (OSF) and trailers) with an ownership designation of DOE Owned, DOE Leased, Contractor Leased, Contractor License, Permit, Withdrawn from Public Doman, land and DOE Ingrant land have the Location window available. A sample of the Location window is provided below.



The screenshot shows a window titled "Location" with a light blue header. Below the header, there are six rows of input fields:

- Location State: IL (dropdown menu)
- Location City: Argonne (dropdown menu)
- Location County: Du Page (dropdown menu)
- Location Zip Code: 60439 (text box)
- Location Congressional District: 13 (dropdown menu)
- Main Location: 9700 South Cass Ave (text box)

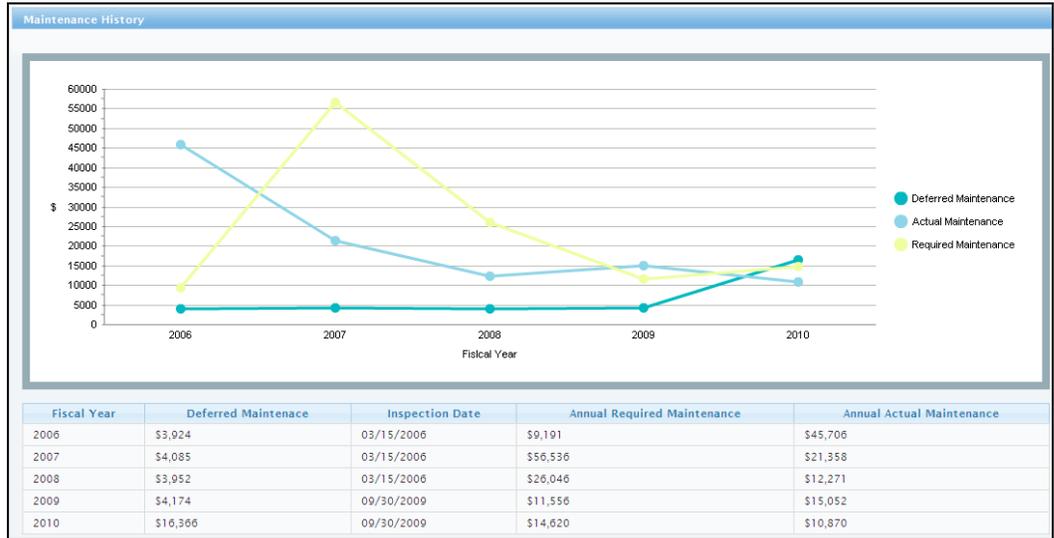
Maintenance

If you designate a property as a DOE Owned, DOE Leased, or Contractor Leased building, OSF, or trailer or a DOE Owned, DOE Ingrant, Contractor Leased or Withdrawn from Public Domain land, the Maintenance window is available. Based on the ownership designation, certain fields on the Maintenance window may be optional or disabled. A sample of the Maintenance window is provided below.

Maintenance			
Deferred Maintenance:	<input type="text" value="\$659,533"/>		
Inspection Date:	<input type="text" value="09/30/2008"/>		
Annual Required Maintenance:	<input type="text" value="\$166,889"/>		
Annual Actual Maintenance:	<input type="text" value="\$149,471"/>		
Conventional Facility Ind:	<input type="text" value="1"/> %		
Operating Cost			
Electricity Cost:	<input type="text" value="\$51,353"/>	Gas Cost:	<input type="text" value="\$0"/>
Water/Sewer Cost:	<input type="text" value="\$5,572"/>	Refuse Cost:	<input type="text" value="\$533"/>
Pest Control Cost:	<input type="text" value="\$99"/>	Recycle Cost:	<input type="text" value="\$133"/>
Central Heating Cost:	<input type="text" value="\$0"/>	Grounds Cost:	<input type="text" value="\$6,979"/>
Central Cooling Cost:	<input type="text" value="\$0"/>	Janitorial Cost:	<input type="text" value="\$23,779"/>
Snow Removal Cost:	<input type="text" value="\$2,073"/>	Hours of Operation Per Wk:	<input type="text" value="60"/>
Total Operating Cost:	<input type="text" value="\$90,521"/>		

Maintenance History

If you designate a property as a DOE Owned, DOE Leased, or Contractor Leased building, OSF, or trailer, the Maintenance History window is available. The Maintenance History window displays the previous 5 fiscal years of maintenance information and graphic illustration of the cost trends. A sample of the Maintenance History window is provided below.



Notes

All property types have the Notes window available. The Notes window contains miscellaneous information about the property in a free text format. A sample of the Notes window is provided below.

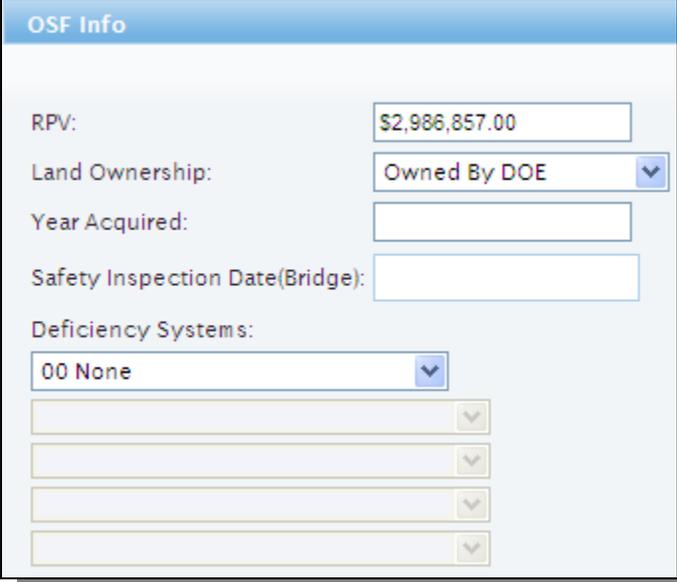
Notes

Notes: (limit 4000 characters)

9/26/05 ENVIRONMENTAL RESTRICTION FIELD CHANGED FROM NO TO YES-NON APPLICABLE FIELD CHANGED FROM YES TO NO
 11/5/03 OCCUPANT FIELD UPDATED
 10/15/99 DEFER MAINT, INSP METHODOLOGY, AND LAST INSP DATE UPDATED
 8/24/99 FACILITY STATUS UPDATED
 7/15/99 RESPONSIBILITY DATE FIELD UPDTED
 4/15/99 SAFETY DOCUMENT UPDATED-FSAR 12/2/98-HAZARD CATEGORY CHANGED FROM 04 TO 09
 10/15/98 SAFETY DOCUMENTS = FSAR 7/2/96
 10/7/98 CORRECTIONS DONE ON BOD
 9/11/98 9/11/98 SEPARATE DIFFERENT UNITS TO ONE ENTRY

OSF Info

If you designate a property as an Other Structure or Facility (OSF), the OSF Info window is available. Based on the ownership designation, certain fields on the OSF Info are optional or disabled. A sample of the OSF Info window is provided below.



The screenshot shows a window titled "OSF Info" with the following fields:

- RPV:
- Land Ownership: (dropdown arrow)
- Year Acquired:
- Safety Inspection Date(Bridge):
- Deficiency Systems: (dropdown arrow)
- Four additional empty dropdown menus below the Deficiency Systems field.

Outgrant

All property types designated as DOE Owned will have the Outgrant window available if the Outgrant Indicator on the Property Info window is set to 'Yes'. DOE Leased and Contractor Leased Buildings and OSF and DOE Ingrant Land will also have the Outgrant window available if the Outgrant Indicator on the Property 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. A sample of the Outgrant window is provided below.

Outgrant

Agreement Number: [Add New Outgrant](#)

Agreement Number:

Outgrant Type: ▼

Effective Date:

Expiration Date: [Set Perpetual Outgrant](#)

Renewal Options: ▼

Cancel Rights - Grantor: ▼

Cancel Rights - Grantee: ▼

Grantee Name:

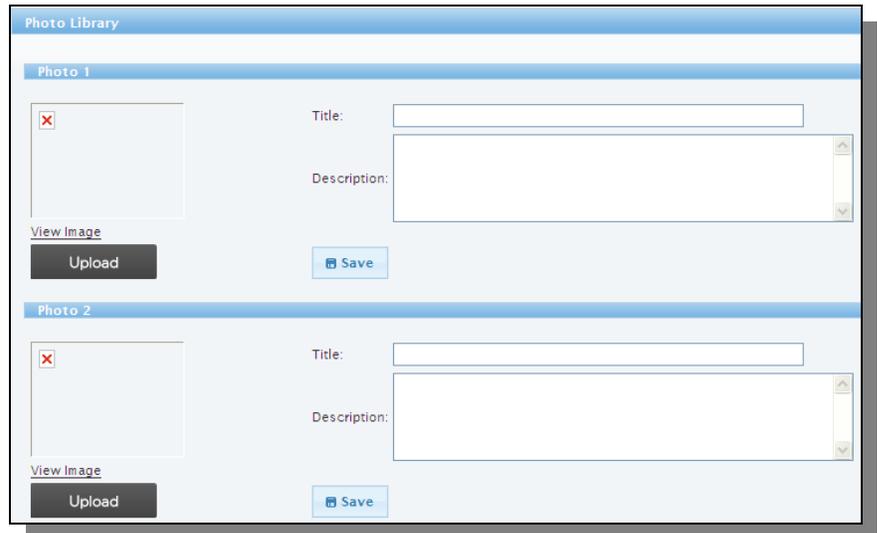
DOE Receipts:

Receipt Type: ▼

Outgrant Acres:

Photo Library

If you designate a property as a building the Photo Library window is available. The Photo Library allows two photos of the building to be uploaded to the FIMS database. Each photo file should be no larger than 10MB. A sample of the Photo Library window is provided below.



The screenshot displays the 'Photo Library' interface, which is organized into two distinct sections for 'Photo 1' and 'Photo 2'. Each section contains a placeholder for an image with a red 'X' icon, a 'View Image' link, an 'Upload' button, a 'Title' text input field, a 'Description' text area with a vertical scrollbar, and a 'Save' button. The interface uses a light blue header and section dividers.

Photo 1

View Image

Upload

Title:

Description:

Save

Photo 2

View Image

Upload

Title:

Description:

Save

Property Detail

All property types (buildings, land, other structures and facilities (OSF) and trailers) with an ownership designation of DOE Owned, DOE Leased, Contractor Leased, Withdrawn from Public Domain land, or DOE Ingrant land have the Property Detail window. A sample of the Property Detail window is provided below.

Property Detail

Status:

Status Date:

Using Organization:

Analytical Bldg Block:

Anticipated Disposition

Anticipated Disposition Method:

Restrictions

Environmental:	<input type="text" value="No"/> <input type="button" value="v"/>	Rights-of-Way:	<input type="text" value="No"/> <input type="button" value="v"/>
Natural Resource:	<input type="text" value="No"/> <input type="button" value="v"/>	Mineral Interest:	<input type="text" value="No"/> <input type="button" value="v"/>
Cultural Resource:	<input type="text" value="No"/> <input type="button" value="v"/>	Water Rights:	<input type="text" value="No"/> <input type="button" value="v"/>
Developmental (improvements):	<input type="text" value="No"/> <input type="button" value="v"/>	Air Rights:	<input type="text" value="No"/> <input type="button" value="v"/>
Reversionary Clauses from Deed:	<input type="text" value="No"/> <input type="button" value="v"/>	Other:	<input type="text" value="No"/> <input type="button" value="v"/>
Zoning:	<input type="text" value="No"/> <input type="button" value="v"/>	Easements:	<input type="text" value="No"/> <input type="button" value="v"/>
Non Applicable:	<input type="text" value="Yes"/> <input type="button" value="v"/>		

Property Info

All property types (buildings, land, other structures and facilities (OSF) and trailer) have the Property Info window. Based on both the property type and the ownership designation, certain fields on the Property Info are optional or disabled. A sample of the Property Info window is provided below.

The Property Info window contains the following fields and values:

Property ID:	200
Property Name:	Chemistry
Alternate Name:	Chemistry
Real Property Unique ID:	123515
HQ Program Office:	Science (Contact FIMS Support to update)
Area:	All
Usage Code:	712 Chemical Laboratory (Nuclear)
Initial Acquisition:	\$9,736,470.00
Capitalized:	Yes
Estimate:	No
Mission Dependency:	Mission Critical
Mission Dependent Program:	
Hazard Category:	04 Radiological Facility
Excess/Excess Year:	No 2010
Est Disposition Yr:	2060
Historic Designation:	National Register Eligible (NRE)
Outgrant Indicator:	No
Asset Type:	501 Buildings
Reporting Source:	CH7 UChicago Argonne LLC

RPV

If you designate a building property as a DOE owned, DOE leased or Contractor Leased building, the RPV window is available. A sample of the RPV window is provided below.

The RPV window contains the following fields and values:

RPV - HQ:	\$5,399,617.00	Calculate RPV
RPV Model (Unit Cost):	Labs-Physics/Comp (50/50) (\$264.75)	
Site Factor:	2.56	
Geographic Factor:	1.059	

Sustainability

If you designate a building or trailer property as DOE Owned or DOE Leased, the Sustainability window is available. A sample of the Sustainability window is provided below.

Sustainability

Compliance Approach: (Select a Compliance Approach)

Assessment Year: (Enter the Fiscal Year the building was Assessed)

Planned Compliance Year: (Enter the Planned Fiscal Year the building would comply with the Guiding Principles directly or through LEED Certification equivalence)

For LEED Certification Only -

USGBC Project ID:

Certification Level Received:

Guiding Principle Percentage:

Trailer Info

If you designate a property as a trailer, the Trailer Info window is available. Based on the ownership designation, certain fields on the Trailer Info are optional or disabled. A sample of the Trailer Info is provided below.

Trailer Info

RPV - Contractor: [Calculate RPV](#)

Site Factor:

Geographic Factor:

Utilization: %

Seismic Essential:

Seismic Exemption:

Occupancy

Total No of Federal Employees:

Total No of Contractor Employees:

Total No of Other Personnel:

Total No of Occupants:

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:

Property Info	Cap Adjust	Outgrant
Property Detail	Condition	Notes
Location	Sustainability	Disposition – Archive
Building Info	Maintenance	Photo Library
Dimensions	Maintenance History	
RPV	Cool Roof	

DOE Leased Building

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

Property Info	Cap Adjust	Outgrant
Property Detail	Condition	Ingrant 1
Location	Sustainability	Ingrant 2
Building Info	Maintenance	Notes
Dimensions	Maintenance History	Disposition – Archive
RPV	Cool Roof	Photo Library

Contractor Leased Building

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

Property Info	Cap Adjust	Ingrant 1
Property Detail	Condition	Ingrant 2
Location	Maintenance	Notes
Building Info	Maintenance History	Disposition – Archive
Dimensions	Cool Roof	Photo Library
RPV	Outgrant	

Contractor License Building

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

Property Info	Cap Adjust	Notes
Location	Condition	Photo Library
Building Info	Ingrant 1	
Dimensions	Ingrant 2	

Permit Building

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

Property Info	Cap Adjust	Notes
Location	Condition	Photo Library
Building Info	Ingrant 1	
Dimensions	Ingrant 2	

GSA Owned or GSA Leased Building

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

Property Info	Maintenance	Photo Library
GSA Assigned	Notes	

Adding a Building

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

Property ID	Gross Sqft or Ingrant Sqft
Property Name	Year Acquired
Alternate Name (optional)	Year Built
Usage Code	Site Factor
Ownership	RPV Model (Unit Cost)
Initial Acquisition Cost	Building RPV
Status	Contract No
HQ Program Office	Annual Rent
Asset Type	Effective Date
Reporting Source	Expiration Date

Based on the Ownership 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. Clicking the **Save** button on the New Building window will provide informational messages as to which fields are required to add the new building.

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 **Save** button to add the record to the database. You will be returned to the Building processing where you can continue to add Building information for the newly added building. Click the **Save** button on each window after you finish entering information for that window.

Updating a Building

To modify a Building, open the Property List by clicking Property then Property List. Your default Field Office, Site, and Area are displayed. Use the Field Office, Site and/or Area picklists to navigate to a different Field Office, Site, and/or Area, if necessary. From the Property List, click the **Prop ID** of the Building you wish to update. Information displayed on the various Building processing windows may be modified. Click the **Save** button on each window after you finish entering information for that window.

Deleting a Building

To request deletion of a building record, contact the FIMS Hotline or email the FIMS System Administrators (Headquarters). Only buildings created in error within the current fiscal year may be requested for deletion. All other buildings should be Archived.

OSF Maintenance Overview

When establishing an OSF, you must designate it as DOE Owned, DOE Leased, Contractor Leased, Contractor Licensed, or Permit. 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:

Property Info	Dimensions	Outgrant
Property Detail	Cap Adjust	Notes
Location	Maintenance	Disposition – Archive
OSF Info	Maintenance History	

DOE Leased OSF

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

Property Info	Dimensions	Outgrant
Property Detail	Cap Adjust	Ingrant 1
Location	Maintenance	Ingrant 2
OSF Info	Maintenance History	Notes
		Disposition – Archive

Contractor Leased OSF

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

Property Info	Dimensions	Outgrant
Property Detail	Cap Adjust	Ingrant 1
Location	Maintenance	Ingrant 2
OSF Info	Maintenance History	Notes
		Disposition – Archive

Contractor License OSF

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

Property Info	Dimensions	Ingrant 2
Location	Cap Adjust	Notes
OSF Info	Ingrant 1	

Permit OSF

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

Property Info	Dimensions	Ingrant 2
Location	Cap Adjust	Notes
OSF Info	Ingrant 1	

Adding an OSF

To add a new OSF, open the Property List by clicking [Property](#) then [Property List](#). Your default Field Office, Site, and Area are displayed and the new OSF will be created within this location. Use the Field Office, Site and/or Area picklist to navigate to a different Field Office, Site, and/or Area if your security access allows you to add records to other Sites and/or Areas. From the Property List window, click the **Create New OSF** button. The New OSF window will display and contains the following fields that are required to add a new OSF:

Property ID	Asset Type
Property Name	Reporting Source
Alternate Name (optional)	Year Acquired
Usage Code	Contract No
Ownership	Annual Rent
Initial Acquisition Cost	Effective Date
Status	Expiration Date
HQ Program Office	

Based on the Ownership 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. Clicking the **Save** button on the New OSF window will provide informational messages as to which fields are required to add the new OSF.

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 **Save** button to add the record to the database. You will be returned to the OSF processing where you can continue to add OSF information for the newly added OSF. Click the **Save** button on each window after you finish entering information for that window.

Updating an OSF

To modify an OSF, open the Property List by clicking Property then Property List. Your default Field Office, Site, and Area are displayed. Use the Field Office, Site and/or Area picklists to navigate to a different Field Office, Site, and/or Area, if necessary. From the Property List, click the **Prop ID** of the OSF you wish to update. Information displayed on the various OSF processing windows may be modified. Click the **Save** button on each window after you finish entering information for that window.

Deleting an OSF

To request deletion of an OSF record, contact the FIMS Hotline or email the FIMS System Administrators (Headquarters). Only OSF created in error within the current fiscal year may be requested for deletion. All other OSF assets should be Archived.

Land Maintenance Overview

When establishing a Land record, you must designate it as DOE Owned, DOE Ingrant, Contractor Leased, Contractor License, Withdrawn from Public Domain 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:

Property Info	Land Info	Outgrant
Property Detail	Cap Adjust	Notes
Location	Maintenance	Disposition – Archive

DOE Ingrant Land

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

Property Info	Cap Adjust	Ingrant 2
Property Detail	Maintenance	Notes
Location	Outgrant	Disposition – Archive
Land Info	Ingrant 1	

Contractor Leased Land

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

Property Info	Cap Adjust	Ingrant 2
Property Detail	Maintenance	Notes
Location	Outgrant	Disposition – Archive
Land Info	Ingrant 1	

Contractor License Land

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

Property Info	Cap Adjust	Notes
Location	Ingrant 1	
Land Info	Ingrant 2	

Institutional Control Land

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

Property Info	Cap Adjust	Notes
Land Info		

Withdrawn from Public Domain Land

For Land designated as Withdrawn from Public Domain, the following windows of information are enabled:

Property Info	Land Info	Outgrant
Property Detail	Cap Adjust	Notes
Location	Maintenance	Disposition - Archive

Adding Land

To add a new Land record, open the Property List by clicking [Property](#) then [Property List](#). Your default Field Office, Site, and Area are displayed and the new land record will be created within this location. Use the Field Office, Site and/or Area picklist to navigate to a different Field Office, Site, and/or Area if your security access allows you to add records to other Sites and/or Areas. From the Property List window, click the **Create New Land** button. The New Land window will display and contains the following fields that are required to add new land:

Property ID	Acquisition Method
Property Name	Year Acquired
Alternate Name (optional)	Acreage Urban
Usage Code	Acreage Rural
Ownership	Contract No
Initial Acquisition Cost	Annual Rent

Status	Effective Date
HQ Program Office	Expiration Date
Asset Type	
Reporting Source	

Based on the Ownership designation, certain fields on the New Land window may be optional or do not appear. To establish new Land, enter the requested Land information. Clicking the **Save** button on the New Land window will provide informational messages as to which fields are required to add the new Land.

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 **Save** button to add the record to the database. You will be returned to the Land processing where you can continue to add Land information for the newly added Land. Click the **Save** button on each window after you finish entering information for that window.

Updating Land

To modify Land, open the Property List by clicking [Property](#) then [Property List](#). Your default Field Office, Site, and Area are displayed. Use the Field Office, Site and/or Area picklists to navigate to a different Field Office, Site, and/or Area, if necessary. From the Property List, click the **Prop ID** of the Land you wish to update. Information displayed on the various Land processing windows may be modified. Click the **Save** button on each window after you finish entering information for that window.

Deleting Land

To request deletion of a Land record, contact the FIMS Hotline or email the FIMS System Administrators (Headquarters). Only Land created in error within the current fiscal year may be requested for deletion. All other Land records should be Archived.

Trailer Maintenance Overview

When establishing a Trailer, you must designate it as DOE Owned, DOE Leased, Contractor Leased, or Contractor Licensed. 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:

Property Info	Cap Adjust	Cool Roof
Property Detail	Condition	Outgrant
Location	Sustainability	Notes
Trailer Info	Maintenance	Disposition – Archive
Dimensions	Maintenance History	

DOE Leased Trailer

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

Property Info	Condition	Ingrant 1
Property Detail	Sustainability	Ingrant 2
Location	Maintenance	Notes
Trailer Info	Maintenance History	Disposition - Archive
Dimensions	Cool Roof	
Cap Adjust	Outgrant	

Contractor Leased Trailer

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

Property Info	Condition	Ingrant 2
Property Detail	Maintenance	Notes
Location	Maintenance History	Disposition - Archive
Trailer Info	Cool Roof	
Dimensions	Outgrant	
Cap Adjust	Ingrant 1	

Contractor License Trailer

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

Property Info	Dimensions	Ingrant 1
Location	Cap Adjust	Ingrant 2
Trailer Info	Condition	Notes

Adding a Trailer

To add a new Trailer, open the Property List by clicking [Property](#) then [Property List](#). Your default Field Office, Site, and Area are displayed and the new Trailer will be created within this location. Use the Field Office, Site and/or Area picklist to navigate to a different Field Office, Site, and/or Area if your security access allows you to add records to other Sites and/or Areas. From the Property List window, click the **Create New Trailer** button. The New Trailer window will display and contains the following fields that are required to add a new trailer:

Property ID	Reporting Source
Property Name	Gross Sqft or Ingrant Sqft
Alternate Name (optional)	Year Acquired
Usage Code	Year Built
Ownership	Contract No
Initial Acquisition Cost	Annual Rent
Status	Effective Date
HQ Program Office	Expiration Date
Asset Type	

Based on the Ownership 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. Clicking the **Save** button on the New Trailer window will provide informational messages as to which fields are required to add the new trailer.

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 **Save** button to add the record to the database. You will be returned to the Trailer processing where you can continue to add Trailer information for the newly added trailer. Click the **Save** button on each window after you finish entering information for that window.

Updating a Trailer

To modify a Trailer, open the Property List by clicking Property then Property List. Your default Field Office, Site, and Area are displayed. Use the Field Office, Site and/or Area picklists to navigate to a different Field Office, Site, and/or Area, if necessary. From the Property List, click the **Prop ID** of the Trailer you wish to update. Information displayed on the various Trailer processing windows may be modified. Click the **Save** button on each window after you finish entering information for that window.

Deleting a Trailer

To request deletion of a Trailer record, contact the FIMS Hotline or email the FIMS System Administrators (Headquarters). Only Trailers created in error within the current fiscal year may be requested for deletion. All other Trailer assets should be Archived.

6 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. Access to FIMS is granted based on certain expectations. These expectations are referred to as FIMS Rules of Behavior. When you log into FIMS and establish/modify your password, you will need to acknowledge that you have read and agree to these guidelines. FIMS is protected from unauthorized access through the use of passwords. Each FIMS user is assigned a User ID and password by their Field Office System Administrator. In regards to your password, you must adhere to these guidelines when changing your password.

- Password contains between 8 and 20 non-blank characters
- Password contains at least one number
- Password must contain a non-numeric in the first and last position
- Password must contain at least one special character
- Password does not contain the User ID
- Password does not include the user's own or to the best of his/her knowledge, close friends or relatives names, employee serial number, Social Security Number, birth date, phone number, or any information about him/her that the user believes could be readily learned or guessed.
- Password does not, to the best of the user's knowledge, include common words that would be in an English dictionary, or from another language which the user has familiarity
- Password does not, to the best of the user's knowledge, employ commonly used proper names, including the name of any fictional character or place
- Password does not contain any simple pattern of letters or numbers, such as "qwertyxx" or "xyz123xx".
- Password employed by the user on his/her unclassified system is different than the passwords employed on his/her classified systems.

Additionally, you agree to protect your password in the following manner:

- Must not share the password except in emergency circumstances or when there is an overriding operational necessity.

- Must not leave clear-text passwords in a location accessible to others or secured in a location whose protection is less than that required for protecting the information that can be accessed using the password.
- Must not enable applications to retain passwords for subsequent reuse.
- Password must be changed at least every 90 days, immediately after sharing, on direction from management, and as soon as possible, but within 1 business day after a password has been compromised, or after one suspects that a password has been compromised.

Upon logging into FIMS, a message will display with the days remaining before your password will expire. This message will change to red when your password is within 10 days of expiring. FIMS will notify you through an email 15 days prior to your password expiring and a second email within 5 days of your password actually expiring. If your password expires, FIMS will generate one additional email with the appropriate FIMS Administrator to contact to have your User ID unsuspended. It is highly recommended that you change your password immediately after receiving a reminder message.

FIMS also utilizes a suspend feature for individual with 3 invalid login attempts. Once the account has been suspended, you will need to contact your Field Office System Administrator to have the account unsuspended.

For any accounts that have been inactive for a period of 6 months, those accounts will automatically be suspended as well. Your Field Office System Administrator can be contacted to reactive suspended accounts.

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 Office System Administrator

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

Field Office User

- Update access to all sites and areas within the specified field office.

- Add and Update access to all Property records within the specified field office.

Site User

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

Guest

- View only access to all FIMS data.

Request for User ID

To request a FIMS User ID an email should be sent to the appropriate cognizant System Administrator. The email should include the following information for the individual requesting the User ID.

Name	Email address
DOE Organization or Contractor Name	Security Level requested
Phone Number	Site/Area logon defaults

The email should be sent to the appropriate cognizant System Administrator as identified in the table below. The cognizant System Administrator will acknowledge the request by assigning a User ID or denying the request.

If you are requesting security level:	Submit FIMS User ID request to:
Field Office System Administrator	FIMS System Administrator (Headquarters)
Field Office User	Field Office System Administrator
Site User	Field Office System Administrator
Guest	Field Office System Administrator

After receiving notification that your User ID has been created, you will logon to FIMS with the User ID and password supplied to you.

After logging on to the FIMS logon page, another page will popup requesting you to enter your Current Password, New Password, Confirm New Password and to Acknowledge the Rules of Behavior. After entering the requested information, click the **Change Password** button. You will then receive a window that acknowledges that you have successfully changed your password and to click [here](#) to login again. Click **here** and enter your FIMS User ID and the New Password you just created to access the system.

Request for Reinstating a Suspended User ID

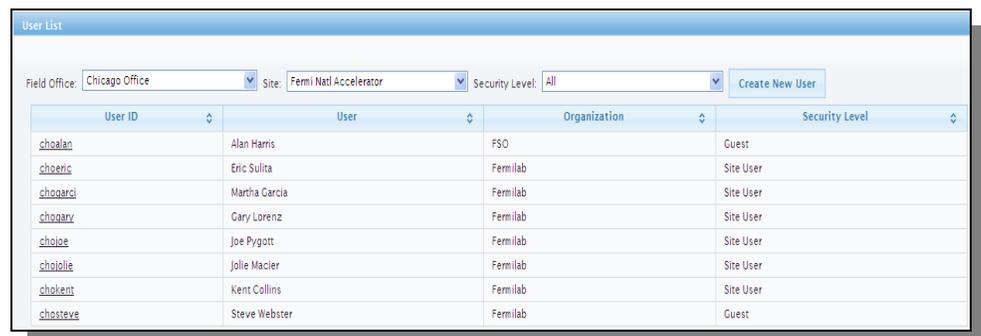
If your User ID becomes suspended and you can no longer access FIMS, you must send an email to the cognizant System Administrator as defined in the previous section requesting reinstatement.

After receiving notification that your User ID has been reinstated, you will logon to FIMS with your User ID and the new password supplied to you.

After logging on to the FIMS logon page, another page will popup requesting you to enter your Current Password, New Password, Confirm New Password and to Acknowledge the Rules of Behavior. After entering the requested information, click the **Change Password** button. You will then receive a window that acknowledges that you have successfully changed your password and to click [here](#) to login again. Click **here** and enter your FIMS User ID and the New Password to access the system.

User List

Field 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 ID	User	Organization	Security Level
choalan	Alan Harris	FSO	Guest
choeric	Eric Sulta	Fermilab	Site User
choagarc	Martha Garcia	Fermilab	Site User
choaganv	Gary Lorenz	Fermilab	Site User
choioje	Joe Pygott	Fermilab	Site User
choiolie	Jolie Macier	Fermilab	Site User
chokent	Kent Collins	Fermilab	Site User
chosteve	Steve Webster	Fermilab	Guest

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

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:

Name	Field Office Default
Organization	Site Default
Phone Number	Area Default
Email	

Responsibilities and Authorities

FIMS System Administrator (Headquarters)

- Authorizes the DOE Field 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 Office System Administrator.
- Adds, deletes, updates, and reinstates any User ID and password in the event the Field Office System Administrator is unavailable.

Field Office System Administrator

- Reviews and approves the request for User IDs and passwords from individuals under the purview of the specified field office.
- Adds, deletes, updates or reinstates field office, site, and guest users under the purview of the field office.
- Maintains a current record of all FIMS users under the purview of the field office.

Adding a User

The FIMS System Administrator (Headquarters) and the Field 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 Office System Administrator, you can add a new user by clicking [Administration](#) then [Users](#). From the User List, click the **Create New User** button. The New User window appears as follows:

The screenshot shows the 'New User' form within the 'Facilities Information Management System'. The form is titled 'New User' and contains the following fields and options:

- User ID: [Text Input]
- Security Level: [Dropdown Menu: FIMS System Admin]
- Password: [Text Input]
- Name: [Text Input]
- Organization: [Text Input]
- Phone Number: [Text Input]
- Email: [Text Input]
- Suspended: [Dropdown Menu: No]
- Field Office Restriction: [Dropdown Menu: Headquarters]
- Site Restrict: [Dropdown Menu: Headquarters]
- Field Office Default: [Dropdown Menu: Chicago Office]
- Site Default: [Dropdown Menu: Fermi Natl Accelerator]
- Area Default: [Dropdown Menu: All]

A 'Save' button is located at the bottom left of the form.

To establish a new user enter the requested information and click the **Save** button.

Updating a User

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

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

Security Level	Suspended
Password	Field Office Restriction
Name	Site Restriction
Organization	Field Office Default
Phone Number	Site Default
Email	Area Default

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

Reinstating a Suspended User ID:

If a user's User ID becomes suspended and they can no longer logon to FIMS, the FIMS System Administrator (Headquarters) or the Field Office System Administrator can unsuspend the User ID and change the password.

To unsuspend the User ID, on the User Detail window change the "Suspended" value to "No", change the Password, and click **Save**.

Deleting a User

The FIMS System Administrator (Headquarters) and the Field 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 Office System Administrator, you can delete a user by clicking [Administration](#) then [Users](#). From the User List, click the User ID of the user you wish to delete. Click the **Delete** button to delete the user record. A message appears confirming the delete operation.

7 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, OSF, and Trailers. These reports can be previewed and printed directly from your desktop within the FIMS application.

The FIMS application also has a FIMS Ad Hoc Reporting tool. This tool can be used to extract FIMS data to an Excel spreadsheet based on user defined criteria and column selection. Excel can then be used to further format these Ad Hoc reports.

FIMS provides Population reports that will identify missing or incomplete data. These reports create an Excel workbook that contains a summary page as well as more detailed data on additional Excel sheets.

FIMS custom reporting is available through the use of Microsoft Access. The custom reports are developed in a Microsoft Access database named fimswebmmdyy.mdb.

Standard Reports

Reference the FIMS Reporting Guide for additional information and one page samples of the FIMS Standard Reports. The FIMS Reporting Guide is available at <http://fimsinfo.doe.gov/documentation.htm>

To generate a standard report within FIMS, click Reports, then Standard. The Report List window will display.

The Report List window has several features to further sort the standard reports into more refined groupings. These features may be used individually or in any combination.

- The **Title** column has a feature where you can type in a key word(s) of the report name, i.e., owned or owned trailer, to refine the list of reports.
- The **Category** column has a picklist of values to choose from to refine the list of displayed reports. The picklist values are defined as follows:

Admin/Audit	Provides FIMS/Stars reconciliation reports, Expired Ingrant, User list, Field Office/Site and RPV Audit reports.
Archive	Reports of archived properties (buildings, land, OSFs, and trailers)

Basic Report	Detail and Summary level reports by specific property types (buildings, land, OSFs, and trailers)
Data Validation	Reports used for the FIMS Data Validation process
GSA Assigned	GSA Assigned properties report
Historical Maintenance	Reports that provide past fiscal year deferred, required and actual maintenance costs
Maintenance	Report that provide current deferred, required and actual maintenance costs
Measures	Asset Condition Index (ACI), Asset Utilization Index (AUI), and Sustainability Index reports
TYSP	Templates used for Ten Year Site Plans

- Use the **Building, Trailer, OSF** and/or **Land** columns to include/Yes or exclude/No each property type by choosing the appropriate Yes/No value from the picklist for each column.

The columns in the report window may also be sorted by clicking the ,  will sort in ascending order,  will sort in descending order.

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: Reports run for the entire database may be very large, you may wish to check the number of pages before printing.

Reports may be generated in Adobe Acrobat PDF and/or Microsoft Excel formats. The PDF format will provide a formal formatted report output. The Excel format outputs the data used to produce the report into a Microsoft Excel spreadsheet with English name column headings.

Select a Report Format using the buttons on the screen  and/or

.

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

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

Additional information along with one page samples of the FIMS Standard Reports can be found in the *FIMS Reporting Guide* available at <http://fimsinfo.doe.gov/documentation.htm>.

Ad Hoc Reporting

The Ad Hoc Report tool is built into the FIMS application. It provides list boxes of search criteria and columns that are chosen to create an Excel report. The Current Data selection extracts FIMS data from the current active database. The Historical

Data selection extracts data from the available past fiscal year snapshot databases. Reference the Fiscal Year list box on the Historical Data window for past fiscal years available.

To access the Ad Hoc Report window, click Reports then Ad Hoc Report. Choose the appropriate tool by clicking Current Data or Historical Data from the list on the left side of the window.

Additional information on the FIMS Ad Hoc Report tool can be found in the *FIMS Reporting Guide, FIMS Ad Hoc Report* section available at <http://fimsinfo.doe.gov/documentation.htm>.

Creating an Ad Hoc Report

The basic steps to run the Ad Hoc Report are below.

- 1) Select your desired selection criteria from the available list boxes and check boxes.
- 2) Select the columns you wish to display by moving them from the 'Available Display Columns' list to the 'Selected Display Columns' list.

Columns will appear in the Excel report in the same order as they are in the 'Selected Display Columns' list.

The columns in the 'Selected Display Columns' list may be reordered using the navigational arrows,  Move Up,  Move Top,  Move Down, and  Move Bottom, to the right of the list.

- 3) To generate the report, click on the  button. Large reports may take a few extra seconds to display.

Saving an Ad Hoc Report

To save the selection criteria setup for an Ad Hoc Report follow the steps below.

- 1) Click the  button.
- 2) To save a new report, click the Create New Report button.

Type a report name in the New Report Title box.

OR

To resave an existing report, click the Replace Existing Report button.

Select the report from the Existing Report Title picklist.

- 3) Click  to save the report criteria. Click  to cancel the Save operation.

Loading a Saved Ad Hoc Report

To load a saved Ad Hoc Report follow the steps below.

- 1) Click the  button.
- 2) Select a report from the Report Title picklist.
- 3) Click  to load the saved report criteria. Click  to cancel the Load operation.
- 4) To generate the Ad Hoc report, click the  button. Large reports may take a few extra seconds to display.

Deleting a Saved Ad Hoc Report

To delete a previously saved Ad Hoc report follow the steps below.

- 1) Click the  button.
- 2) Select a report from the Report Title picklist.
- 3) Click  to delete the saved Ad Hoc Report. Click  to cancel the Delete operation.

Population Queries

A Population Query tool is built into the FIMS application. It provides list boxes of search criteria that are chosen to create an Excel report.

These population queries should be used to ensure that all FIMS required data fields are populated. The FRPC Population queries should be used at year-end to ensure that the data fields reported to the Federal Real Property Profile (FRPP) database are fully populated. The FRPC Population queries should also be used prior to a Site's Data Validation to ensure 100% population.

The FIMS Population queries should be run at year end as well as throughout the year to ensure that all of a Site's data fields are fully populated.

A Site should generate both the FRPC Population queries and the FIMS Population queries to fully verify population for all their data fields.

Creating a Population Query

The basic steps to generate the Population Query are:

- 1) Login to FIMS.
- 2) Click Reports, then Population.
- 3) Select the desired selection criteria from the **Field Office** and **Site** list boxes.
- 4) To generate the report, click on either the FIMS Population or FRPC Population button.
- 5) At the prompt, choose either to Open or Save the generated Excel workbook.

The generated report is formatted in an Excel workbook. The first sheet, labeled “Summary” provides a summary of all the detailed report sheets and identifies Yes or No if the detailed sheet are 100% populated.

The detailed report sheets (the second sheet and beyond) can be viewed by clicking the tabs at the bottom of the opened Excel workbook. The detailed sheets provide either a message “No data was found for this report.” indicating that the data is 100% populated or a list of FIMS records with missing data. The list of FIMS records with missing data will identify the Property ID of the asset and display blank cells where there is missing data.

Custom Reports

Custom reports can be designed and generated using Microsoft Access. Use the `fimswebmddy.mdb` database file to design your custom queries. Refer to the Microsoft Access manuals and the FIMS Training Manual for assistance with developing queries. The `fimswebmddy.mdb` database file as well as the installation guidelines for this type of setup can be obtained from the FIMS website at <http://fimsinfo.doe.gov/downloads.htm>.

Additional information on the FIMS Custom Reports can be found in the *FIMS Reporting Guide* available at <http://fimsinfo.doe.gov/documentation.htm>.

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8 FIMS Help

Help Overview

The FIMS application provides a Help feature with links to FIMS User's Guide, FIMS Data Element Dictionary, FIMS Reporting Guide and the FIMS website HQ Guidance page. This help feature opens a popup window with the desired help feature allowing you to view FIMS while browsing the Help.

FIMS Help – User's Guide

To open the PDF version of the FIMS User's Guide while logged on to FIMS, click [Help](#), then [User's Guide](#). The FIMS User's Guide provides end-user assistance with Site, Area and Property processing. It defines the various security logon levels available in FIMS. It discusses FIMS reporting, uploading and archiving as well as definitions for all data fields and the building and OSF usage codes.

FIMS Help – Data Element Dictionary

To open the PDF version of the FIMS Data Element Dictionary while logged on to FIMS, click [Help](#), then [Data Element Dictionary](#). The FIMS Data Element Dictionary, which is Appendix A of the FIMS User's Guide, provides definitions for all the data fields on the FIMS property windows. The data fields are listed by the English Name displayed on the property windows. Reference the *Property Maintenance* chapter of this manual for more information on the property windows.

FIMS Help – Reporting Guide

To open the PDF version of the FIMS Reporting Guide while logged on to FIMS, click [Help](#), then [Reporting Guide](#). The FIMS Reporting Guide provides detailed information on the database tables used by FIMS, provides a list of the FIMS Standard Reports as well as a one page samples of each report. It also provides information on the Ad Hoc report tool and Custom Reports within FIMS.

FIMS Help – HQ Guidance

To open the FIMS informational website to the HQ Guidance page, access this link by clicking [Help](#), then [HQ Guidance](#). The HQ Guidance page provides guidance memorandums issued by DOE Headquarters as well as other informational items and the FIMS Year-End Schedule.

Once the FIMS informational website is open, you may access other pages within the website by using the navigational menu within the website.

FIMS Help – Lookup Code Description

FIMS maintains Lookup tables that contain support information for FIMS, for example, Usage Codes and Program Office. Basically, most picklist fields are linked to a lookup table in the FIMS database. All table maintenance is performed by the FIMS System Administrator (Headquarters) who are the only individuals who have update rights to these tables. All other security levels have read-only access to the table information.

Lookup Tables

To access the Lookup Tables, click on **Help** and then **Lookup Code Description**. The following window will be displayed.



To view a particular lookup table, simply click on the table name. A sample of a typical lookup table is provided below.

Facilities Information Management System		
Hazard Category		
Code	Short Description	Long Description
01	Nuc Fac Cat 1	01 Nuclear Facility Category 1
02	Nuc Fac Cat 2	02 Nuclear Facility Category 2
03	Nuc Fac Cat 3	03 Nuclear Facility Category 3
04	Radiologic Fac	04 Radiological Facility
05	Chem Haz Fac	05 Chemical Hazard Facility
06	Nuc 1/Chem	06 Nuclear Category 1 and Chemical Hazard Facility
07	Nuc 2/Chem	07 Nuclear Category 2 and Chemical Hazard Facility
08	Nuc 3/Chem	08 Nuclear Category 3 and Chemical Hazard Facility
09	Radio/Chem	09 Radiological Facility and Chem Hazard Facility
10	Not Applicable	10 Not Applicable

While viewing any of the lookup tables, you can sort the table using any of the columns simply by clicking on the column name (i.e. Code, Short Description), will sort in ascending order, will sort in descending order. By default, all tables will be sorted by the code.

Scroll bars will appear at the right if the table is larger than the current window can display.

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 tables, they are not included in that section.

Lookup Table	Intended Purpose
Acquisition Method	Code used to indicate method to acquire land.
Asset Type	Codes identifying the asset type that is assigned by the Standard Accounting and Reporting System (STARS).
Congressional District	Codes indicating the Congressional District of a property.
Deficiency Systems	Codes identifying inadequate subsystems in a building, OSF, or trailer based on the last condition assessment inspection.
Dimensions	Codes that provide OSF dimension descriptions.
Field Office	Codes identifying the various DOE Field Offices.
Geographic Location City	Codes identifying the GSA City codes.
Geographic Location	Codes identifying the GSA County codes.

Lookup Table	Intended Purpose
County	
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.
Land Ownership	Codes identifying the type of ownership or means of control of the land on which a DOE building or OSF is constructed.
Model Building	Codes that define the structural type of a building or trailer.
Mission Dependent Program Office	Codes identifying the predominant program office that uses a building or OSF asset. NNSA use only.
Ownership	Codes identifying the type of ownership DOE has on the real property.
Program Office	Codes identifying the DOE Program Offices.
Reporting Source	Codes identifying the institution or contract group who has financial management responsibility for the real property that is assigned by the Standard Accounting and Reporting System (STARS).
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, trailer, OSF or land record.
Usage Code	Codes identifying the various current real property usage. Each property type has a set of valid usage codes. In addition, the table also contains units of measure for OSFs. Land usage codes are two digits, building usage codes are three digits, and OSF usage codes are four digits.

FIMS Help – About FIMS

This option provides the version number of the current FIMS software release as well as a general overview of the FIMS application and its use.

9 Upload Processing

Upload Overview

A FIMS Upload Guide and sample files are available from the FIMS website at <http://fimsinfo.doe.gov/downloads.htm> under the FIMS Upload Process topic.

The FIMS Upload process provides a tool for updating multiple records in a single process versus individually accessing each record to make an update. The Upload process allows data collected from external sources to be loaded into FIMS in an Excel template format. FIMS provides a process for generating the Excel templates.

Data for Building, OSF, Land, and Trailer records may be uploaded via the FIMS Upload process. The upload will update existing FIMS database records. The Outgrant and Capital Adjustment templates will also add a record to the database if the record does not exist. Records cannot be deleted through the Upload process.

The Upload process is initiated from the FIMS application via a link that allows the generation of the Excel template. This link is also used to perform the upload and requests the location of the file 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 will generate detailed errors, such as column name is not correct, must be a numeric value, or validation messages.

It is important that you review and verify your data after the Upload process to ensure that the values were uploaded correctly.

There are exceptions to the Upload process as follows:

- Site and Area data may not be uploaded.
- New building, land, OSF, or trailer properties cannot be added through the Upload process. They must be added through the FIMS property maintenance process, reference the *Property Maintenance* chapter of this manual.
- Property ID is not a field that can be modified through the upload.
- Property Type, Ownership and HQ Program cannot be updated through the Upload process. You must call the FIMS Hotline for assistance.

Upload Template Creation

The FIMS application will generate a template to be used for the upload. A picklist of available templates is found on the **Upload** window. The upload templates are organized into the 4 categories defined below. The templates provide cross checks to ensure that data does not get uploaded to the wrong record type. For example, you cannot upload Utilization to OSF or Land records, Utilization is only input for Buildings and Trailers.

Template:	Use for:
General	Uploading all data fields for buildings, trailers, OSF and land excluding the specific Capital Adjustment, Outgrant and Ingrant data fields (which are found in the corresponding templates).
Capital Adjustment	Uploading/adding capital adjustments to buildings, trailers, OSF and land
Ingrant	Uploading ingrant/leased data to buildings, trailers, OSF and land
Outgrant	Uploading/adding outgrant data to buildings, OSF and land

To create a template,

- 1) While logged on to FIMS click Property, then Upload. Choose a template from the **Select Template** picklist.
- 2) The list of 'Available Columns' displays the specific FIMS data fields related to the template that is chosen. Use one of the following methods to move data fields from the 'Available Columns' list to the 'Selected Columns' list.
 - Double-click the data field
 - Drag and drop the data field by clicking the data field in the 'Available Columns' list and while holding the left mouse button drag the data field to the 'Selected Columns' list
 - Click the data field and use the navigational arrows between the 'Available Columns' list and the 'Selected Columns' list to move the data field
 - To select multiple data fields, Ctrl + Click each desired data field in the 'Available Columns' list. Use the  navigational arrow between the 'Available Columns' list and the 'Selected Columns' list to move the group of data fields to the 'Selected Columns' list.
- 3) After selecting all the data fields to be uploaded in your upload file, click



. At the prompt Save the Excel template file.

The template will contain key identifying data fields that you did not select as you generated the template. These key identifying data fields, such as site number, area number and property ID, allow the upload process to uniquely identify the record in FIMS that you intend to modify.

NOTE: Do not change the column headings generated in the Excel template file. Any changes to the column headings will cause the upload process to fail.

- 4) The Excel template should then be populated with your upload data to complete the creation of the upload file.

Data Formatting Guidelines

The following will assist with formatting the data to be uploaded in your upload template file.

- Date fields should be formatted as MM/DD/YYYY.
- To remove a value from a data field, place blanks in that cell in your Excel upload template. Do not leave cells blank if you don't intend to remove the data from the FIMS database.
- Numeric data fields should be formatted without dollar signs or commas. Decimal points may be used for numeric values defined as decimals.
- The upload process will recognize upper- and lower- case letters. All desired capitalization should be applied to the data in your upload template file.
- Picklist, radio buttons and check boxes used within FIMS usually store codes in the database. Reference the *FIMS Reporting Guide, Listing of FIMS tables* section to determine the values stored in the database for specific data fields. Use the 'Acceptable Values/Source Table' column of this section for reference. 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 B - Building Usage Codes, Appendix C - OSF Usage Codes, or 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, radio button or check box data field because the database validation rules will prohibit a blank value.

SPECIAL EXCEPTIONS

The following identifies special exceptions that you need to be aware of when uploading certain data fields to the FIMS database. Certain calculations that occur automatically when entering data through the FIMS data entry windows have to be accounted for manually when uploading data.

RPV – The RPV value is not automatically recalculated by the Upload process. If you upload the Gross Sqft, Site Factor, RPV Flag or RPV Model data fields, Headquarters generated RPVs will need to be recalculated. Contact the FIMS Hotline or email the FIMS System Administrators (Headquarters) to request a global RPV recalculation for your site.

Gross Sqft or Energy Consuming Buildings/Facilities gsf, Energy Consuming Metered Process (Excluded) Facilities gsf, and Non-Energy Consuming Building/Facilities gsf - When uploading the Gross Sqft or Energy Consuming data fields, the total of the three Energy Consuming gsf data fields should not exceed the Gross Sqft value of the property.

Initiating an Upload

To initiate an upload follow the steps below.

1) While logged onto FIMS, click [Property](#), [Upload](#) to open the Upload window.

2) Under the **Upload File** section of this window, click  to locate and [Open](#) the upload template file that is to be uploaded. The file name will be displayed.

3) Click the  upload button to initiate the process.

The upload process runs immediately upon clicking the upload button.

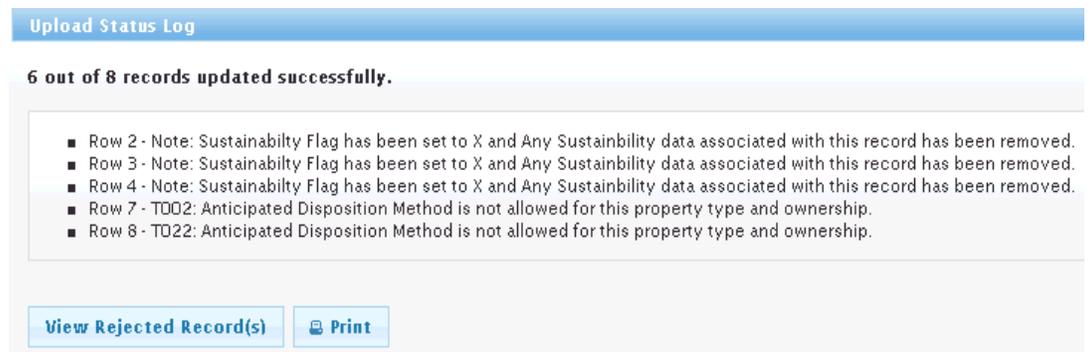
4) Upon completion of the upload, a message will be displayed with the number of records updated successfully as shown here.



5) If there were update errors, the View Status Log link becomes available. Click the [View Status Log](#) link to see the **Upload Status Log**. The Upload Status Log will identify how many records processed successfully and also provide detailed error messages and the rows in the Excel upload template file of any records that did not upload.

To print the Upload Status Log, click .

The following is a sample of the Upload Status Log.

A screenshot of the Upload Status Log interface. At the top is a blue header bar with the text "Upload Status Log". Below the header is a white box containing the message "6 out of 8 records updated successfully." in bold. Underneath is a list of four error messages, each preceded by a small square icon. At the bottom of the white box are two buttons: "View Rejected Record(s)" and "Print".

Upload Status Log

6 out of 8 records updated successfully.

- Row 2 - Note: Sustainability Flag has been set to X and Any Sustainability data associated with this record has been removed.
- Row 3 - Note: Sustainability Flag has been set to X and Any Sustainability data associated with this record has been removed.
- Row 4 - Note: Sustainability Flag has been set to X and Any Sustainability data associated with this record has been removed.
- Row 7 - TD02: Anticipated Disposition Method is not allowed for this property type and ownership.
- Row 8 - TD22: Anticipated Disposition Method is not allowed for this property type and ownership.

[View Rejected Record\(s\)](#) 

6) If visible, click the  button to open an Excel file with the rejected (not uploaded) records. Data values in error are highlighted by marking them in **red** text.

The following is a sample of the Rejected Record(s) Excel file.

	A	B	C	D	E	F
1	Site Number	Area Number	Property ID	Cool Roof-Not Economically Feasible	Cool Roof-Photovoltaic Area(GSF)	Cool Roof-Planned Complete Cool Roof Date
2	00999	001	01 bldg	Y	0	2015

If you Browse and retrieve a file for uploading and decide you want to remove it and not upload the data, click the  cancel button.

Remember, it is important that you review and verify your data after the Upload process to ensure that the values were uploaded correctly.

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10 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 disposed of each fiscal year.

This 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 active FIMS database. Archived records cannot be modified nor can they be retrieved back to the active 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 MA-652 with a copy to their Headquarters Program Office. Once the requested changes are implemented into the archive, MA-652 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, OSF, or trailers, ensure the Disposition Method on the Disposition - Archive window is correct and that all required information is input. The Disposition Method of Federal Transfer 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, contractors, or to local government or the public.
- Ensure the Disposition Date is correct for buildings, OSF, land, and trailers. This date is **CRITICAL** for the annual excess elimination report.
- The actual archive date is system generated.

- Please review the FIMS year-end schedule if archiving assets before the year-end snapshot is generated.

Archive Initiation

To initiate the archive process, click the Disposition – Archive link on the left hand side of the property windows. A sample of the Disposition Archive window is provided below.

Disposition - Archive

Disposition data should only be input on this screen prior to Archiving the record.

Disposition Method: (Changing Disposition Method will clear other values from this screen)

Disposition Date: [Clear Date](#)

Disposition Value:

Net Proceeds:

Recipient:

From the Disposition – Archive window, you will need to first select the Disposition Method from the picklist. The table below identifies the valid selections and the *Data Element Dictionary, Appendix A* of this document provides definitions for each.

Admin Correction/No Disposal	PBC: Negotiated Sale to Public Agency
Demolished	PBC: Port Facilities
Federal Transfer	PBC: Public Airports
In Situ Decommissioned	PBC: Public Parks/Recreation
Other Disposition	PBC: Self-help Housing
PBC: Correctional Facility Use	PBC: Wildlife Conservation
PBC: Health or Educational Use	Sale, Negotiated
PBC: Historic Monuments	Sale, Public
PBC: Homeless Assistance	Lease Early Termination
PBC: Law Enforcement/Emergency Resp	Lease Expiration

You will then need to input the Disposition Date. This date represents when the disposal action was complete.

The entry for the Disposition Value will be based on the Disposition Method that was selected. The table below identifies what should be reported.

Disposition Method	Disposition Value to be input
Public Benefit Conveyance (All) Federal Transfer Demolition In Situ Decommissioned Other Disposition	Replacement Plant Value (system will default the Disposition Value to the RPV automatically)
Sale (Negotiated and Public)	Sales Price
Lease Early Termination	Government's Cost Avoidance

The requirement to input the Net Proceeds and Recipient data fields will be driven by the Disposition Method you have input.

- Net Proceeds is only reported for assets disposed through Sale (Public or Negotiated) or Lease Early Termination.
- Recipient is only reported for assets disposed through Federal Transfer.



To initiate the archive of the record, click on the  button. The system will ensure that all required data has been entered on the Disposition window and will display a message to confirm that it is your intention to Archive and remove the current record from the active FIMS database. This is your opportunity to cancel the process. Once the archive process is complete, the record will no longer be accessible from the Property List window. Archived information can only be obtained through standard reports and custom queries.

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A. FIMS Data Element Dictionary

Overview

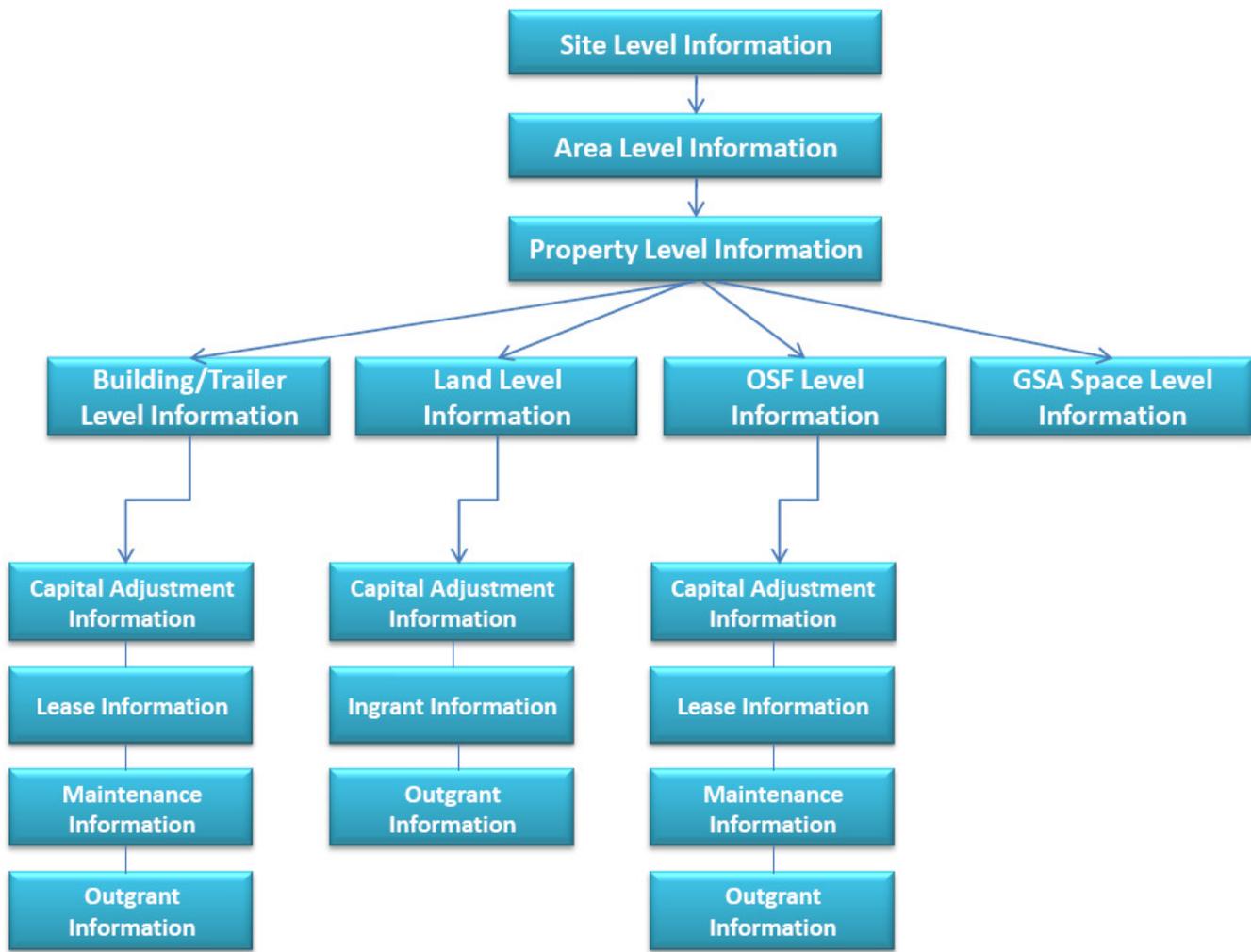
The FIMS Data Element Dictionary contains definitions/descriptions of all the data fields in FIMS. It also identifies the Headquarters program sponsor for each data field. As an additional aid to FIMS administrators, this dictionary identifies the data entry window that contains the data field. Some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

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

The FIMS Data Element Dictionary is presented in alphabetical order by English Names which are the data field names found within the FIMS application.

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FIMS Data Hierarchy



FIMS Data Element Dictionary

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
<p>Acknowledge Rules of Behavior</p> <p>Required when a logon password is changed</p>	<p><i>Password Change</i></p>	<p>CHAR(1)</p>	<p>A Yes/No indicator to acknowledge that a FIMS user has read and agrees to the FIMS Rules of Behavior.</p> <p>A link to the FIMS Rules of Behavior is available in the footer of every window when logged into FIMS.</p>
<p>Acquisition Method Code</p> <p>Required for DOE Owned, DOE Ingrant and Institutional Control Land</p>	<p>PLND_ ACQ_METHOD_CODE ACMD_ ACQ_METHOD_CODE</p> <p><i>Land Info, Lookup table</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>CHAR(2)</p> <p>MA</p>	<p>Indicates how the land was acquired. Valid choices are:</p> <p>DOE Lease - A possessory interest in real property that DOE acquired from the owner of the property.</p> <p>Easement – Gives permission of the owner for DOE or its contractors to use the owner’s real property.</p> <p>Fee - Fee title real property acquired through purchase, condemnation or donation.</p> <p>License – Formal permission for DOE or its contractors to use real property belonging to others for a specific purpose.</p> <p>Long Term Interest – Formal permission for DOE or its contractors to use real property belonging to others for an extended period of time.</p> <p>Other – Describes the use of land for a limited amount of time or for narrow, specialized uses, that does not fall into the category of easement, license, or long term interest.</p> <p>Permitted to DOE - A temporary right of exclusive or nonexclusive use of real property belonging to others.</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<i>(Real Estate Rep, Procurement, Area office)</i>
Acquisition Method Description–Long	ACMD_ACQ_LONG_DESC <i>Lookup Table</i>	CHAR(50)	Long description of the acquisition method code.
Acquisition Method Description–Short	ACMD_ACQ_SHORT_DESC <i>Lookup Table</i>	CHAR(15)	Abbreviated description of the acquisition method code.
Acreage Rural Required for all Land	PLND_ACREAGE_RURAL <i>Land Info</i> UPDATE FREQUENCY: As Needed	NUM(12,2) <i>MA</i> Reported to FRPP	Rural acreage is defined as a city, town, or unincorporated area that has a population of 50,000 inhabitants or less, other than an urbanized area immediately adjacent to a city, town, or unincorporated area that has a population in excess of 50,000 inhabitants. <i>(Procurement, Real Estate Rep, Area Office)</i>
Acreage Urban Required for all Land	PLND_ACREAGE_URBAN <i>Land Info</i> UPDATE FREQUENCY: As Needed	NUM(12,2) <i>MA</i> Reported to FRPP	An urbanized area is a statistical geographic area defined by the Census Bureau, consisting of a central place(s) and adjacent to densely settled territory that together contain at least 50,000 people, generally with an overall population density of at least 1,000 people per square mile. <i>(Real Estate Rep, Procurement, Area Office)</i>
Adjustment Cost Required for all Assets except GSA Owned and GSA Leased Buildings	CAPI_IMPROVE_COST <i>Cap Adjust</i> UPDATE FREQUENCY: Annual Update	NUM(14,2) <i>MA</i>	Cost of the capital adjustment/improvement. <i>(Finance/Accounting)</i>
Adjustment Date Required for all Assets except GSA Owned and GSA Leased Buildings	CAPI_IMPROVE_DATE <i>Cap Adjust</i> UPDATE FREQUENCY: Annual Update	DATE <i>MA</i>	Date the capital adjustment/improvement was made. <i>(Finance/Accounting)</i>
Adjustment Description Required for all Assets except GSA Owned and GSA Leased Buildings	CAPI_IMPROVE_DESC <i>Cap Adjust</i> UPDATE FREQUENCY: Annual Update	CHAR(50) <i>MA</i>	Description of the capital adjustment/improvement. <i>(Finance/Accounting)</i>
Adjustment Sequence Number	CAPI_IMPROVE_SEQ_NO	NUM(3)	Computer generated number used to uniquely identify multiple adjustments/improvements made on the same

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
	<i>System Generated</i>		date.
<p>Agreement Number</p> <p>Required for DOE Owned, DOE Leased, and Contractor Leased and Permit Buildings and OSF</p> <p>Required for DOE Owned, DOE Leased, and Contractor Leased Trailers</p> <p>Required DOE Owned, DOE Ingrant, Contractor Leased, Institutional Control and Withdrawn Land</p>	<p>OUTG_AGREEMENT</p> <p><i>Outgrant</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(25)</p> <p><i>MA</i></p>	<p>Unique number assigned to each Outgrant on a site-by-site basis.</p> <p><i>(Real Estate Rep)</i></p>
<p>Alternate Name</p> <p>Required for GSA and Optional for all other assets</p>	<p>PROP_NAME_ALT</p> <p><i>Property Info</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(30)</p> <p><i>Field</i></p>	<p>The alternate name assigned to a specific property. For GSA assigned properties, enter the City and State from the GSA rent bill. For OSFs using usage codes 4920, 4921, or 4922, enter the permit number.</p> <p><i>(Industrial Engineer or Building Mgr)</i></p>
<p>Analytical Bldg Block (ABB)</p> <p>Optional for DOE Owned, DOE Leased, and Contractor Leased Buildings, OSF and Trailers</p>	<p>PROP_ABB</p> <p><i>Property Detail</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(20)</p> <p><i>EM</i></p>	<p>The foundation utilized to conduct both planning and budget formulation for EM projects. ABB's rollup to project baseline summaries (PBS's). Any building, trailer, and/or OSF that is going to be cleaned up using EM money will be in an ABB.</p> <p>EM Headquarters is working with sites to group EM mission scope below the PBS level into Analytical Building Blocks (ABBs). These ABBs will form the underpinning of improved analysis and communication across the EM program. Specifically they will be used to:</p> <ul style="list-style-type: none"> • Effectively communicate EM Program goals, alternatives, and achievements – by linking dollars spent with quantitative measure of progress achieved. • Better understand, communicate, and evaluate costs associated with maintaining facilities in their existing status and the time and cost associated with achieving a non-operational existing min-safe status. • Identify EM scope that can realistically be rescheduled to create ‘headroom’ for accelerating existing scope or accommodating new clean up

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			scope – and assess impacts of such rescheduling.
<p>Annual Actual Maintenance</p> <p>Required for DOE Owned, DOE Leased, and Contractor Leased Buildings, Trailers, and OSF</p> <p>Required for GSA Owned and GSA Leased Buildings</p> <p>Required for DOE Owned, DOE Ingrant, Contractor Leased and Withdrawn from Public Domain Land</p>	<p>DEFM_AM</p> <p><i>Building/Trailer/OSF Maintenance</i></p> <p>UPDATE FREQUENCY: Annual Update</p>	<p>NUM(10)</p> <p>CF</p> <p>Reported to FRPP</p>	<p>The actual, burdened costs of all maintenance and repair activities in a given fiscal year for a building, real property trailer or other structure and facility (OSF).</p> <p><i>(Federal Maintenance Manager)</i></p>
<p>Annual Rent</p> <p>Required for DOE Leased, Contractor Leased, Permit and Contractor License Buildings and OSF</p> <p>Required for DOE Leased, Contractor Leased and Contractor License Trailers</p> <p>Required for DOE Ingrant, Contractor Leased, Withdrawn, Institutional Control and Contractor License Land</p>	<p>LSDT_ANNUAL_RENT</p> <p><i>Ingrant 1</i></p> <p>UPDATE FREQUENCY: Annual Update</p>	<p>NUM(13,2)</p> <p>MA</p> <p>Reported to FRPP</p>	<p>The current annual rent for a lease.</p> <p><i>(Procurement, Real Estate Rep)</i></p>
<p>Annual Required Maintenance</p> <p>Required for NNSA Sites only - DOE Owned Buildings, Trailers and OSF</p> <p>Optional for all other DOE Program Offices</p>	<p>DEFM_RM</p> <p><i>Building/Trailer/OSF Maintenance</i></p> <p>UPDATE FREQUENCY: Annual Update</p>	<p>NUM(10)</p> <p>NNSA</p>	<p>Estimates of all costs to perform maintenance activities for a building, real property 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 maintenance schedules. Included are preventive maintenance, predictive maintenance, corrective maintenance, and any other maintenance / repair activity required for which the current fiscal year is the optimum period of accomplishment.</p> <p>Maintenance costs should, in as much as practical, reflect the anticipated cost of the maintenance action. I.e., they should reflect the local prevailing wage rates and cost burdens as well as other related work necessary to resolve the deficiency. For example, if replacement of a compressor installed on a chiller would require a crane lift and relocation of a chilled water line, those costs should be included in the deficiency cost.</p> <p>Similarly, where maintenance efforts can be aggregated in</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>project bundles thereby reducing cost; that reduced cost should be captured. As an example, aggregating all paving into a large indefinite quantity paving contract typically offers significant savings over discrete repair actions through multiple paving contracts.</p> <p>Although corrective maintenance activities cannot be planned with certainty, include an estimate of these activities, based on historic costs in aggregate annual required maintenance costs at the asset level. For example, a fire protection system notification panel fails inspection and requires immediate replacement.</p> <p>Do not include maintenance requirements that were identified in the previous fiscal year deferred maintenance estimate unless they are reprogrammed for accomplishment in the current fiscal year and are not going to be deferred to next fiscal year or beyond.</p> <p><i>(Federal Maintenance Manager)</i></p>
<p>Anticipated Disposition Method</p> <p>Required when Estimated Disposition Year is populated for all DOE Owned, DOE Leased, and Contractor Leased Buildings, Trailers and OSF and DOE Owned, Contractor Leased, Withdrawn from Public Domain, and DOE Ingrant Land – Leased (Acq Method Code = 08)</p>	<p>PROP_ANT_DISP_METHOD</p> <p><i>Property Detail</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>CHAR(2)</p> <p>MA</p>	<p>If an Estimated Disposition Year value is entered in FIMS, select one of the following to indicate the anticipated disposition method of the asset.</p> <p>For DOE owned assets or Withdrawn from Public Domain land choose:</p> <p>PB – Public Benefit Conveyance</p> <p>FT – Federal Transfer (transfer to another federal agency, not internal transfers within DOE)</p> <p>SL – Sale</p> <p>DM – Demolition</p> <p>OT – Other</p> <p>UN – Unknown</p> <p>For DOE Leased and Contactor Leased assets or DOE Ingrant land choose:</p> <p>LX – Lease Early Termination</p> <p>LE – Lease Expiration</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)												
			UN – Unknown												
Area Default	<i>My Profile</i>	CHAR(3)	Specifies the Area to be active each time the user enters FIMS.												
Area Name Required for all assets	AREA_NAME <i>Area Info</i> UPDATE FREQUENCY: Static	CHAR(35) <i>MA</i>	A name that is assigned by the Field Office to identify an administrative subdivision of a Site. <i>(Field/Ops Admin, Plant Engineering)</i>												
Area Number Required for all assets	AREA_NUMBER PROP_AREA_NUMBER <i>Area Info</i> UPDATE FREQUENCY: Static	CHAR(3) <i>MA</i> Reported to FRPP	Three-digit number that identifies an administrative subdivision of a Site. <i>(Field/Ops Admin, Plant Engineering)</i>												
Asset Condition Index (ACI)	Report Generated	NUM (4,3) <i>MA</i>	<p>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 1 minus the Facility Condition Index (FCI) (i.e. ratio of deferred maintenance to replacement plant value). The cost of deficiencies is 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 surveys of the facilities. ACI ranges and ratings are as follows.</p> <table border="0"> <thead> <tr> <th>ACI Range</th> <th>ACI Rating</th> </tr> </thead> <tbody> <tr> <td>1.00 >= 0.98</td> <td>Excellent</td> </tr> <tr> <td>0.98 >= 0.95</td> <td>Good</td> </tr> <tr> <td>0.95 >= 0.90</td> <td>Adequate</td> </tr> <tr> <td>0.90 >= 0.75</td> <td>Fair</td> </tr> <tr> <td>0.75 >=</td> <td>Poor</td> </tr> </tbody> </table>	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
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														

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
<p>Asset Type</p> <p>Required for DOE Owned Buildings, Trailers and OSF</p> <p>Required for DOE Owned and Institutional Control Land</p> <p>Optional for DOE Leased, Contractor Leased, Permit and Contractor License Buildings and OSF</p> <p>Optional for DOE Ingrant, Contractor Leased, Withdrawn and Contractor License Land</p>	<p>FISA_ASSET_TYPE PROP_ASSET_TYPE</p> <p><i>Lookup Table, Property Info</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(3)</p> <p>MA</p>	<p>A code that identifies the Standard Accounting and Reporting System (STARS) asset type of the real property being reported. This is different from “Usage Code” which reports current use.</p> <p><i>(Finance/Accounting)</i></p>
<p>Asset Type Description-Long</p>	<p>FISA_LONG_DESC</p> <p><i>Lookup Table</i></p>	<p>CHAR(50)</p>	<p>Long description of the STARS asset type.</p>
<p>Asset Type Description-Short</p>	<p>FISA_SHORT_DESC</p> <p><i>Lookup Table</i></p>	<p>CHAR(15)</p>	<p>Abbreviated description of the STARS asset type.</p>
<p>Asset Utilization Index (AUI)</p>	<p>Report Generated</p>	<p>NUM(5,2)</p> <p>MA</p>	<p>Asset Utilization Index (AUI) is the Department’s corporate performance measure for measuring how well real property assets are being utilized.</p> <p>AUI is calculated for building and trailer assets.</p> <p>The formula to calculate AUI is:</p> <p>AUI = (Sum of Utilized GSF for a group of facilities/ Sum of total GSF for a group of facilities) X 100</p> <p>Utilized GSF = Utilization (%) x GSF of a facility.</p>
<p>Assigned Usable (SF)</p> <p>Required for GSA Owned and GSA Leased Buildings</p>	<p>PGSA_ASSIGN_USABLE</p> <p><i>GSA Assign</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>NUM(10)</p> <p>MA</p>	<p>The square feet of floor space actually occupied by the using agency. The assigned usable square feet are shown on the General Services Administration (GSA) rent bill in the Notes section.</p> <p><i>(Real Estate Division of the specific GSA regional office that provided the space)</i></p>
<p>Cap Adjust Asset Type</p> <p>Optional for all assets except GSA Owned and GSA Leased Buildings</p>	<p>CAPI_ASSET_TYPE</p> <p><i>Cap Adjust</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(3)</p> <p>MA</p>	<p>A code that identifies the Standard Accounting and Reporting System (STARS) asset type of the real property being reported. This is different from “Usage Code” which reports current use.</p> <p><i>(Finance/Accounting)</i></p>
<p>Capitalized Indicator</p>	<p>PROP_CAP_IND</p>	<p>CHAR(1)</p>	<p>Indicates (Yes/No) whether an assets initial acquisition</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
<p>Required for all assets except GSA Owned and GSA Leased Buildings</p>	<p>CAPI_CAP_IND <i>Property Info</i> <i>Cap Adjust</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>MA</p>	<p>cost and/or improvements are capitalized and therefore included in the Standard Accounting and Reporting System (STARS). Capitalization is the process whereby plant and equipment items, costing at least \$50000 and having an anticipated service life of 2 years or more, that are purchased, constructed, or fabricated in-house, including major modifications or improvements to any of these items, are recorded in the STARS 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 STARS cost data.</p>
<p>Common Space (SF) Required for GSA Owned and GSA Leased Buildings</p>	<p>PGSA_COMMON <i>GSA Assign</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>NUM(10) MA</p>	<p>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.</p> <p><i>(Real Estate Division of the specific GSA regional office that provided the space)</i></p>
<p>Congressional District Code</p>	<p>CONG_DISTRICT_CODE <i>Lookup Table</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(2)</p>	<p>A two character code that represents the Congressional District.</p>
<p>Contract No Required for DOE Leased, Contractor Leased, Permit, and Contractor License Buildings and OSF Required for DOE Leased, Contractor Leased, and Contractor License Trailers Required for DOE Ingrant, Contractor Leased, Withdrawn, Institutional Control and Contractor License Land</p>	<p>LSDT_INGRANT_CONTRACT_NO <i>Ingrant 1</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(27) MA</p>	<p>The number that appears on the lease, permit, agreement, etc. for a lease or in-grant property.</p> <p><i>(Procurement, Real Estate Rep)</i></p>
<p>Conventional Facility Indicator</p>	<p>DEFM_CONV_FAC</p>	<p>NUM (5,4)</p>	<p>Indicates the percentage of a FIMS property that is deemed</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
Optional for DOE Owned Buildings and OSF	<i>Building/OSF Maintenance</i> UPDATE FREQUENCY: As Needed	SC	<p>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.</p> <p>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).</p> <p><i>(Building or Maintenance Mgr, Plant Facilities Engineering)</i></p>
Cool Roof Not Economically Feasible Required for DOE Owned, DOE Leased, and Contractor Leased Buildings and Trailers	PBLD_CR_NOT_ECON <i>Cool Roof</i> UPDATE FREQUENCY: As Needed	CHAR(1) MA	<p>Click check box to designate a life cycle cost analysis has been performed and installation of a cool roof has been determined to be uneconomical.</p> <p>Cool roof data is required for DOE leased and Contractor leased facilities only if the entire building is leased. For partial building leases the Total Roof Projected Area (GSF) should be reported as zero with the Vegetative Area (GSF), Reflective Area (GSF), Photovoltaic Area (GSF), and Total Cool Roof Area (GSF) left to default to zero and the Planned Complete Cool Roof Date and Cool Roof Not Economically Feasible fields left blank. This allows the distinction between partial and full building/trailer leases when evaluating data completeness.</p>
Cool Roof Percent Complete	PBLD_CR_PCT_COMP <i>System generated</i>	NUM(3)	<p>Calculated by dividing Cool Roof Total Cool Roof Projected Area (which is the sum of Cool Roof Photovoltaic Area, Cool Roof Reflective Area and Cool Roof Vegetative Area) by Cool Roof Total Roof Projected Area.</p>
Cool Roof-Planned Complete Cool Roof Date Required for DOE Owned, DOE Leased, and Contractor Leased Buildings and Trailers	PBLD_CR_PLAN_COMPLETE <i>Cool Roof</i> UPDATE FREQUENCY: As Needed	NUM(4) MA	<p>The fiscal year (YYYY) that the <u>Total Roof Projected Area</u> will be comprised of cool roof technology. If a phased roof replacement is planned, report the completion data of the final phase. This data field is required only for work planned for the current fiscal year and two out-years. This is a planning field and cannot contain prior fiscal year values.</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>This data field is left blank if the <u>Cool Roof Not Economically Feasible</u> checkbox is checked.</p> <p>Cool roof data is required for DOE leased and Contractor leased facilities only if the entire building is leased. For partial building leases the Total Roof Projected Area (GSF) should be reported as zero with the Vegetative Area (GSF), Reflective Area (GSF), Photovoltaic Area (GSF), and Total Cool Roof Area (GSF) left to default to zero and the Planned Complete Cool Roof Date and Cool Roof Not Economically Feasible fields left blank. This allows the distinction between partial and full building/trailer leases when evaluating data completeness.</p>
<p>Cool Roof–Photovoltaic Area (GSF) Required for DOE Owned, DOE Leased, and Contractor Leased Buildings and Trailers</p>	<p>PBLD_CR_PV_ROOF <i>Cool Roof</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>NUM(10) <i>MA</i></p>	<p>A building roof covered with photovoltaic materials used as a principle or ancillary source of electric power. Additionally, cool roofs must provide a thermal resistance of at least R-30. A value should only be input into this field when the cool roof technology is in place.</p> <p>Cool Roof installations completed prior to the Secretary Chu memo, “Installation of Cool Roofs on Department of Energy Buildings” dated June 1, 2010, should be captured in FIMS as a cool roof without regard to the R-30 thermal resistance requirement.</p> <p>Cool roof data is required for DOE leased and Contractor leased facilities only if the entire building is leased. For partial building leases the Total Roof Projected Area (GSF) should be reported as zero with the Vegetative Area (GSF), Reflective Area (GSF), Photovoltaic Area (GSF), and Total Cool Roof Area (GSF) left to default to zero and the Planned Complete Cool Roof Date and Cool Roof Not Economically Feasible fields left blank. This allows the distinction between partial and full building/trailer leases when evaluating data completeness.</p>
<p>Cool Roof–Reflective Area (GSF) Required for DOE Owned, DOE Leased,</p>	<p>PBLD_CR_REFLECT_ROOF <i>Cool Roof</i></p>	<p>NUM(10) <i>MA</i></p>	<p>A building roof that strongly reflects sunlight and so is minimally heated by the sun. Low sloped roofs (pitch 2:12</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
and Contractor Leased Buildings and Trailers	UPDATE FREQUENCY: As Needed		<p>or less) must have a minimum 3-year aged solar reflectance of 0.55 and a minimum 3-year aged thermal emittance of 0.75 in accordance with the Cool Roof Rating Council program, or a minimum 3-year aged solar reflectance index (SRI) of 64 in accordance with ASTM Standard E1980-01. Steep sloped roofs (pitch greater than 2:12) must have a 3-year aged SRI of 29 or higher. Additionally, cool roofs must provide a thermal resistance of at least R-30. A value should only be input into this field when the cool roof technology is in place</p> <p>Cool Roof installations completed prior to the Secretary Chu memo, "Installation of Cool Roofs on Department of Energy Buildings" dated June 1, 2010, should be captured in FIMS as a cool roof without regard to the R-30 thermal resistance requirement.</p> <p>Cool roof data is required for DOE leased and Contractor leased facilities only if the entire building is leased. For partial building leases the Total Roof Projected Area (GSF) should be reported as zero with the Vegetative Area (GSF), Reflective Area (GSF), Photovoltaic Area (GSF), and Total Cool Roof Area (GSF) left to default to zero and the Planned Complete Cool Roof Date and Cool Roof Not Economically Feasible fields left blank. This allows the distinction between partial and full building/trailer leases when evaluating data completeness.</p>
Cool Roof--Total Cool Roof Projected Area (GSF)	PBLD_CR_TOTAL <i>Cool Roof – system generated</i>	NUM(10) <i>MA</i>	This is a system generated (display only) data field that contains the sum of the Vegetative Area (GSF), Reflective Area (GSF), and Photovoltaic Area (GSF). The sum of these three data fields cannot exceed the Cool Roof – Total Roof Projected Area (GSF).
Cool Roof--Total Roof Projected Area (GSF) Required for DOE Owned, DOE Leased, and Contractor Leased Buildings and Trailers	PBLD_CR_TOTAL_ROOF <i>Cool Roof</i> UPDATE FREQUENCY: As Needed	NUM(10) <i>MA</i>	Projected area is the two-dimensional area measurement of a three-dimensional object by projecting its shape on to an arbitrary plane. For reporting purposes, the total roof projected area is generally the same as the building footprint. The Cool Roof – Total Roof Projected Area

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>(GSF) must be greater than or equal to the value in the Cool Roof – Total Cool Roof Projected Area (GSF).</p> <p>Cool roof data is required for DOE leased and Contractor leased facilities only if the entire building is leased. For partial building leases the Total Roof Projected Area (GSF) should be reported as zero with the Vegetative Area (GSF), Reflective Area (GSF), Photovoltaic Area (GSF), and Total Cool Roof Area (GSF) left to default to zero and the Planned Complete Cool Roof Date and Cool Roof Not Economically Feasible fields left blank. This allows the distinction between partial and full building/trailer leases when evaluating data completeness.</p>
<p>Cool Roof–Vegetative Area (GSF) Required for DOE Owned, DOE Leased, and Contractor Leased Buildings and Trailers</p>	<p>PBLD_CR_VEG_ROOF <i>Cool Roof</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>NUM(10) MA</p>	<p>A building roof covered with vegetation and a growing medium, planted over a waterproofing membrane, absorbing rainwater, providing insulation, creating a habitat for wildlife, and helping to lower urban air temperatures and combat heat island effect. Additionally, cool roofs must provide a thermal resistance of at least R-30. A value should only be input into this field when the cool roof technology is in place</p> <p>Cool Roof installations completed prior to the Secretary Chu memo, “Installation of Cool Roofs on Department of Energy Buildings” dated June 1, 2010, should be captured in FIMS as a cool roof without regard to the R-30 thermal resistance requirement.</p> <p>Cool roof data is required for DOE leased and Contractor leased facilities only if the entire building is leased. For partial building leases the Total Roof Projected Area (GSF) should be reported as zero with the Vegetative Area (GSF), Reflective Area (GSF), Photovoltaic Area (GSF), and Total Cool Roof Area (GSF) left to default to zero and the Planned Complete Cool Roof Date and Cool Roof Not Economically Feasible fields left blank. This allows the distinction between partial and full</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
<p>Deferred Maintenance</p> <p>Required for DOE Owned, DOE Leased and Contractor Leased Buildings, OSF and Trailers</p>	<p>DEFM_DM</p> <p><i>Building/Trailer/OSF Maintenance</i></p> <p>UPDATE FREQUENCY: Annual Update</p>	<p>NUM(10)</p> <p>CF</p> <p>Reported to FRPP</p>	<p>building/trailer leases when evaluating data completeness.</p> <p>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.” Maintenance costs/work do not include the following:</p> <ul style="list-style-type: none"> • Regularly scheduled janitorial work such as cleaning and preserving facilities and equipment. • 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. <p>For leased assets, Deferred Maintenance should be calculated based on an inspection just as if the leased space were owned. In the case of a partial lease of a facility, the inspection should include only that portion of the facility that is leased.</p> <p>NOTE: This data field is protected from updating between the FIMS Deferred Maintenance database snapshot date (usually the first Monday in October) and the FRPC database snapshot date (usually around the middle of November). After the FRPC database snapshot date, the data field is once again made available for updating.</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)				
			<i>(Federal Maintenance Manager)</i>				
Deficiency Description-Long	COND_LONG_DESC <i>Lookup Table</i>	CHAR(50)	Long description of the deficiency system.				
Deficiency Description-Short	COND_SHORT_DESC <i>Lookup Table</i>	CHAR(15)	Abbreviated description of the deficiency system.				
Deficiency System (1-5) Deficiency System 1 is Required for DOE Owned Buildings, OSF and Trailers Deficiency Systems (2 -5) are Optional for DOE Owned Buildings, OSF and Trailers	PBLD_DEF1 PBLD_DEF2 PBLD_DEF3 PBLD_DEF4 PBLD_DEF5 POSF_DEF1 POSF_DEF2 POSF_DEF3 POSF_DEF4 POSF_DEF5 <i>Condition, OSF Info</i> 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'. The subsystems/work breakdown structure can be found on the FIMS website (http://fimsinfo.doe.gov/downloads.htm). Reference 'DOE Condition Assessment Work Breakdown Structure Uniformat II' on the Downloads page under the Tools topic. <i>(Bldg or Maintenance Mgr, Plant/Facilities Engineering)</i>				
Disposition Date Required for all assets that are being archived.	PROP_STATUS_DATE <i>Disposition - Archive</i> UPDATE FREQUENCY: As Needed	DATE MA Reported to FRPP	Identifies the date the disposal action was completed. The Disposition Date should not be beyond the end of the current fiscal year (cfy) and has been limited to 9/30/cfy until after the completion of year end processing. Provide the date of the selected Disposition Method according to the following table: <table border="1" data-bbox="1339 1279 1990 1391"> <thead> <tr> <th>Status</th> <th>Status Date value</th> </tr> </thead> <tbody> <tr> <td>8 – Federal Transfer (Archive)</td> <td>Date of letter of transfer</td> </tr> </tbody> </table>	Status	Status Date value	8 – Federal Transfer (Archive)	Date of letter of transfer
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English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)																
			<table border="1"> <tr> <td data-bbox="1333 241 1696 310">10 – Demolished (Archive)</td> <td data-bbox="1696 241 1992 310">Date demolition is complete</td> </tr> <tr> <td data-bbox="1333 310 1696 378">17 – Other Disposition (Archive)</td> <td data-bbox="1696 310 1992 378">Archive Date</td> </tr> <tr> <td data-bbox="1333 378 1696 446">IS – In Situ Decommissioned (Archive)</td> <td data-bbox="1696 378 1992 446">Date of In Situ Decommissioning</td> </tr> <tr> <td data-bbox="1333 446 1696 583">CF, HA, HE, HM, LW, NS, PA, PF, PR, SH, WC – All Public Benefit Conveyance (Archive) options</td> <td data-bbox="1696 446 1992 583">date of assignment letter to sponsoring agency or deed date to grantee</td> </tr> <tr> <td data-bbox="1333 583 1696 651">SN, SP – Negotiated and Public Sale (Archive)</td> <td data-bbox="1696 583 1992 651">Deed Date</td> </tr> <tr> <td data-bbox="1333 651 1696 719">TM – Lease Early Termination (Archive)</td> <td data-bbox="1696 651 1992 719">Lease termination date</td> </tr> <tr> <td data-bbox="1333 719 1696 787">XP – Lease Expiration (Archive)</td> <td data-bbox="1696 719 1992 787">Lease expiration date</td> </tr> <tr> <td data-bbox="1333 787 1696 924">XX – Administrative Correction/No Disposal of Asset (Archive)</td> <td data-bbox="1696 787 1992 924">Date of correction entry</td> </tr> </table> <p data-bbox="1333 924 1992 954"><i>(ES&H, Building Mgr, Plant Engineering)</i></p>	10 – Demolished (Archive)	Date demolition is complete	17 – Other Disposition (Archive)	Archive Date	IS – In Situ Decommissioned (Archive)	Date of In Situ Decommissioning	CF, HA, HE, HM, LW, NS, PA, PF, PR, SH, WC – All Public Benefit Conveyance (Archive) options	date of assignment letter to sponsoring agency or deed date to grantee	SN, SP – Negotiated and Public Sale (Archive)	Deed Date	TM – Lease Early Termination (Archive)	Lease termination date	XP – Lease Expiration (Archive)	Lease expiration date	XX – Administrative Correction/No Disposal of Asset (Archive)	Date of correction entry
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<p data-bbox="115 966 346 990">Disposition Method</p> <p data-bbox="199 998 514 1047">Required for all assets that are being archived.</p>	<p data-bbox="598 966 808 990">PROP_ STATUS</p> <p data-bbox="598 998 850 1031"><i>Disposition - Archive</i></p> <p data-bbox="598 1079 1018 1112">UPDATE FREQUENCY: As Needed</p>	<p data-bbox="1102 966 1228 990">CHAR(2)</p> <p data-bbox="1102 998 1165 1031">MA</p> <p data-bbox="1102 1079 1270 1112">Reported to FRPP</p>	<p data-bbox="1333 966 1984 1023">Reflects the method in which the real property asset left the Department’s inventory. The selections are as follows:</p> <p data-bbox="1333 1031 1984 1128">8 – Federal Transfer (Archive) – The building, trailer, land, or OSF has been designated for transfer to another federal agency.</p> <p data-bbox="1333 1136 1984 1291">The Status of Federal Transfer 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, contractors, or to local government or the public.</p> <p data-bbox="1333 1299 1984 1429">10 – Demolished (Archive) – Indicates the building, trailer or OSF has been demolished, torn down. This status is to be used for buildings, trailers, or OSF that no longer physically exists.</p>																

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>17 – Other Disposition (Archive) – This Status is to be used for all dispositions that don't fall into the other archive/disposition statuses (Federal Transfer, Public Sale, Negotiated Sale, Lease Early Termination, all PBC categories).</p> <p>CF - Public Benefit Conveyance: Correctional Facility Use (Archive) – This disposition method should be chosen for a building, trailer, land or OSF that has permanently left DOE's inventory for PBC Correctional Facility Use.</p> <p>HA - Public Benefit Conveyance: Homeless Assistance (Archive) – This disposition method should be chosen for a building, trailer, land or OSF that has permanently left DOE's inventory for PBC Homeless Assistance.</p> <p>HE - Public Benefit Conveyance: Health or Educational Use (Archive) – This disposition method should be chosen for a building, trailer, land or OSF that has permanently left DOE's inventory for PBC Health or Educational Use.</p> <p>HM - Public Benefit Conveyance: Historic Monuments (Archive) – This disposition method should be chosen for a building, trailer, land or OSF that has permanently left DOE's inventory for PBC Historic Monuments.</p> <p>IS – In Situ Decommissioned (Archive) - The permanent entombment of a facility where it stands. In many cases the facility may contain residual radiological and/or chemical contamination. It may involve various accepted engineering and regulatory approaches. ISD does not eliminate proper management of contaminated materials and structures, nor does it serve to abandon contaminated buildings or structures in place. Typically a standing building or structure will be filled with grout. In some cases a building may be collapsed, its remaining spaces filled with grout, and then capped with an earthen or concrete cover. In others, the building may be completely covered to create a large mound. In any ISD technology, radioactive contaminants and chemical residuals are entombed to mitigate release and migration consistent with</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>the regulatory requirements and demonstrated by risk-based performance analysis. The potential for accessing and spreading contaminants is essentially eliminated, ensuring long-term effectiveness.</p> <p>ISD would also apply to similar situations such as landfill caps, underground tanks, wells, septic systems etc, that are closed or abandoned in-place in compliance with CERCLA remediation requirements. Many of these facilities will remain in place, preventing further use of the land over or under their footprint and will require many years of surveillance and monitoring under CERCLA Long-Term Management requirements and Land-use Controls.</p> <p>Note: The asset should be archived without changing the current usage code, RPV, DM and so forth.</p> <p>LW - Public Benefit Conveyance: Law Enforcement and Emergency Management Response (Archive) – This disposition method should be chosen for a building, trailer, land or OSF that has permanently left DOE’s inventory for PBC Law Enforcement and Emergency Management Response.</p> <p>NS - Public Benefit Conveyance: Negotiated Sales to Public Agencies (Archive) – This disposition method should be chosen for a building, trailer, land or OSF that has permanently left DOE’s inventory for PBC Negotiated Sales to Public Agencies.</p> <p>PA - Public Benefit Conveyance: Public Airports (Archive) – This disposition method should be chosen for a building, trailer, land or OSF that has permanently left DOE’s inventory for PBC Public Airports.</p> <p>PF - Public Benefit Conveyance: Port Facilities (Archive) – This disposition method should be chosen for a building, trailer, land or OSF that has permanently left DOE’s inventory for PBC Port Facilities.</p> <p>PR - Public Benefit Conveyance: Public Parks and Public Recreational Area (Archive) – This disposition method should be chosen for a building, trailer, land or OSF that has permanently left DOE’s inventory for PBC Public</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>Parks and Public Recreational Area.</p> <p>SH - Public Benefit Conveyance: Self-help Housing (Archive) – This disposition method should be chosen for a building, trailer, land or OSF that has permanently left DOE’s inventory for PBC Self-help Housing.</p> <p>SN – Negotiated Sale (Archive) - Indicates the building, trailer or OSF has been sold/transferred (regardless of consideration), via a negotiated sale, to a private business, community, commercial development group or local governmental development authority.</p> <p>SP - Public Sale (Archive) - Indicates the building, trailer or OSF has been sold/transferred (regardless of consideration), via a public sale, to a private business, community, commercial development group or local governmental development authority.</p> <p>TM – Lease Early Termination (Archive) – To be used for an early termination of a lease for DOE leased or Contractor leased building, trailer, or OSF or DOE ingrant or Contractor leased land asset.</p> <p>WC - Public Benefit Conveyance: Wildlife Conservation (Archive) – This disposition method should be chosen for a building, trailer, land or OSF that has permanently left DOE’s inventory for PBC Wildlife Conservation.</p> <p>XP – Lease Expiration (Archive) – To be used for an expired lease that is not being renewed for DOE leased or Contractor leased building, trailer, or OSF or DOE ingrant or Contractor leased land asset.</p> <p>XX – Administrative Correction/No Disposal of Asset – This code is used to capture records that have been archived but do not represent the actual removal of a real property physical asset from DOE’s inventory. This is to be used primarily as a correction for entry errors, etc.</p> <p><i>(ES&H, Building Mgr, Plant Engineering)</i></p>
<p>Disposition Value Required when STATUS is updated to</p>	<p>PROP_DISP_VALUE <i>Disposition - Archive</i></p>	<p>NUM(10) <i>MA</i></p>	<p>Disposition Value should be reported as follows depending on the Status chosen for archiving the property. The</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)																												
<p>8,10,17,IS,SP,SN,TM,CF,HA,HE,HM, LW,NS,PA,PF,PR,SH or WC (prior to Archiving a Building, OSF, Land or Trailer)</p>	<p>UPDATE FREQUENCY: As Needed</p>	<p>Reported to FRPP</p>	<p>Disposition Value has to be greater than or equal to zero. Disposition Value is not required when the Status is set to XP – Lease Expiration or XX – Admin Correction/No Disposal prior to archiving the property. Where RPV is designated as the required Disposition Value in the following table, FIMS will automatically populate the field with the RPV and protect the field from changes.</p> <table border="1" data-bbox="1339 548 1986 1414"> <thead> <tr> <th data-bbox="1339 548 1665 592">STATUS</th> <th data-bbox="1665 548 1986 592">DISPOSITION VALUE</th> </tr> </thead> <tbody> <tr> <td data-bbox="1339 592 1665 636">8 - Federal Transfer</td> <td data-bbox="1665 592 1986 636">RPV</td> </tr> <tr> <td data-bbox="1339 636 1665 680">SP – Sale, Public</td> <td data-bbox="1665 636 1986 680">Sales Price</td> </tr> <tr> <td data-bbox="1339 680 1665 724">SN – Sale, Negotiated</td> <td data-bbox="1665 680 1986 724">Sales Price</td> </tr> <tr> <td data-bbox="1339 724 1665 768">10 – Demolished</td> <td data-bbox="1665 724 1986 768">RPV</td> </tr> <tr> <td data-bbox="1339 768 1665 836">CF – PBC: Correctional Facility Use</td> <td data-bbox="1665 768 1986 836">RPV</td> </tr> <tr> <td data-bbox="1339 836 1665 904">HA – PBC: Homeless Assistance</td> <td data-bbox="1665 836 1986 904">RPV</td> </tr> <tr> <td data-bbox="1339 904 1665 979">HE – PBC: Health or Educational Use</td> <td data-bbox="1665 904 1986 979">RPV</td> </tr> <tr> <td data-bbox="1339 979 1665 1053">HM – PBC: Historic Monuments</td> <td data-bbox="1665 979 1986 1053">RPV</td> </tr> <tr> <td data-bbox="1339 1053 1665 1128">IS – In Situ Decommissioned</td> <td data-bbox="1665 1053 1986 1128">RPV</td> </tr> <tr> <td data-bbox="1339 1128 1665 1230">LW – PBC: Law Enforcement/Emergency Mgmt Response</td> <td data-bbox="1665 1128 1986 1230">RPV</td> </tr> <tr> <td data-bbox="1339 1230 1665 1305">NS – PBC: Negotiated Sales to Public Agencies</td> <td data-bbox="1665 1230 1986 1305">RPV</td> </tr> <tr> <td data-bbox="1339 1305 1665 1380">PA – PBC: Public Airports</td> <td data-bbox="1665 1305 1986 1380">RPV</td> </tr> <tr> <td data-bbox="1339 1380 1665 1414">PF – PBC: Port Facilities</td> <td data-bbox="1665 1380 1986 1414">RPV</td> </tr> </tbody> </table>	STATUS	DISPOSITION VALUE	8 - Federal Transfer	RPV	SP – Sale, Public	Sales Price	SN – Sale, Negotiated	Sales Price	10 – Demolished	RPV	CF – PBC: Correctional Facility Use	RPV	HA – PBC: Homeless Assistance	RPV	HE – PBC: Health or Educational Use	RPV	HM – PBC: Historic Monuments	RPV	IS – In Situ Decommissioned	RPV	LW – PBC: Law Enforcement/Emergency Mgmt Response	RPV	NS – PBC: Negotiated Sales to Public Agencies	RPV	PA – PBC: Public Airports	RPV	PF – PBC: Port Facilities	RPV
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English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)										
			<table border="1"> <tr> <td data-bbox="1333 241 1665 310">PR – PBC: Public Parks/ Recreation</td> <td data-bbox="1665 241 1992 310">RPV</td> </tr> <tr> <td data-bbox="1333 310 1665 378">SH – PBC: Self-help Housing</td> <td data-bbox="1665 310 1992 378">RPV</td> </tr> <tr> <td data-bbox="1333 378 1665 446">WC – PBC: Wildlife Conservation</td> <td data-bbox="1665 378 1992 446">RPV</td> </tr> <tr> <td data-bbox="1333 446 1665 514">TM - Lease Early Termination</td> <td data-bbox="1665 446 1992 514">Government’s cost avoidance</td> </tr> <tr> <td data-bbox="1333 514 1665 583">17 - Other Disposition</td> <td data-bbox="1665 514 1992 583">RPV</td> </tr> </table> <p data-bbox="1333 583 1992 613"><i>(Real Estate Rep)</i></p>	PR – PBC: Public Parks/ Recreation	RPV	SH – PBC: Self-help Housing	RPV	WC – PBC: Wildlife Conservation	RPV	TM - Lease Early Termination	Government’s cost avoidance	17 - Other Disposition	RPV
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E-mail	<i>My Profile</i>	CHAR(40)	Electronic Internet mail address of the FIMS user.										
<p data-bbox="115 706 283 738">Effective Date</p> <p data-bbox="199 747 556 820">Required for DOE Owned, DOE Leased, and Contractor Leased and Permit Buildings and OSF</p> <p data-bbox="199 828 556 885">Required for DOE Owned, DOE Leased, and Contractor Leased Trailers</p> <p data-bbox="199 893 556 966">Required DOE Owned, DOE Ingrant, Contractor Leased, Institutional Control and Withdrawn Land</p>	<p data-bbox="598 706 924 771">LSDT_EFFECTIVE_DATE OUTG_EFFECTIVE_DATE</p> <p data-bbox="598 779 829 812"><i>Ingrant 1, Outgrant</i></p> <p data-bbox="598 860 1018 893">UPDATE FREQUENCY: As Needed</p>	<p data-bbox="1102 706 1186 738">DATE</p> <p data-bbox="1102 747 1165 779"><i>MA</i></p>	<p data-bbox="1333 706 1984 836">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”.</p> <p data-bbox="1333 844 1690 876"><i>(Procurement, Real Estate Rep)</i></p>										
<p data-bbox="115 977 241 1010">EMS4 Site</p> <p data-bbox="199 1018 556 1091">Required for DOE Owned, DOE Leased and Contractor Leased Buildings, OSF and Trailers</p> <p data-bbox="199 1099 504 1156">Optional for Permit and Contractor License Buildings and OSF</p> <p data-bbox="199 1164 546 1188">Optional for Contractor License Trailers</p>	<p data-bbox="598 977 819 1010">PBLD_EMS_SITE</p> <p data-bbox="598 1018 808 1050">POSF_EMS_SITE</p> <p data-bbox="598 1058 976 1091"><i>Building/Trailer/OSF Dimensions</i></p> <p data-bbox="598 1140 955 1172">UPDATE FREQUENCY: Static</p>	<p data-bbox="1102 977 1207 1010">NUM(4)</p> <p data-bbox="1102 1018 1165 1050">EE</p>	<p data-bbox="1333 977 1984 1221">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 (OSF).</p> <p data-bbox="1333 1229 1963 1261"><i>(In-House Energy Management, EMS4 Site Coordinator)</i></p>										
<p data-bbox="115 1274 409 1339">Energy Consuming Buildings/Facilities (GSF)</p> <p data-bbox="199 1347 556 1421">Required for DOE Owned, DOE Leased and Contractor Leased Buildings, OSF and Trailers</p>	<p data-bbox="598 1274 871 1307">PBLD_EC_BLDG_FAC</p> <p data-bbox="598 1315 871 1347">POSF_EC_BLDG_FAC</p> <p data-bbox="598 1356 976 1388"><i>Building/Trailer/OSF Dimensions</i></p>	<p data-bbox="1102 1274 1228 1307">NUM(10)</p> <p data-bbox="1102 1315 1165 1347"><i>EE</i></p>	<p data-bbox="1333 1274 1984 1429">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 (OSF) and facilities space with energy being consumed for</p>										

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
<p>Optional for Permit and Contractor License Buildings and OSF</p> <p>Optional for Contractor License Trailers</p>	<p>UPDATE FREQUENCY: Annual Update</p>		<p>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 Metered Process (Excluded) Facilities, but without additional metering can only be placed in this category.</p> <p>If no square footage is reported in this category for a property, zero (0) must be entered.</p> <p>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.</p> <p>NOTE: This data field is protected from updating between the FIMS Deferred Maintenance database snapshot date (usually the first Monday in October) and the FRPC database snapshot date (usually around the middle of November). After the FRPC database snapshot date, the data field is once again made available for updating.</p> <p><i>(In-House Energy Management)</i></p>
<p>Energy Consuming Metered Process (Excluded) Facilities (GSF)</p> <p>Required for DOE Owned, DOE Leased and Contractor Leased Buildings, OSF and Trailers</p> <p>Optional for Permit and Contractor License Buildings and OSF</p> <p>Optional for Contractor License Trailers</p>	<p>PBLD_EC_METERED</p> <p>POSF_EC_METERED</p> <p><i>Building/Trailer/OSF Dimensions</i></p> <p>UPDATE FREQUENCY: Annual Update</p>	<p>NUM(10)</p> <p><i>EE</i></p>	<p>Square footage reported under the Metered Process (Excluded) 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 (OSF) space that is excluded from building energy intensity reduction goals established by EPACT 2005 and Executive Order 13423. Each site prepared or updates a list of excluded buildings each year. Buildings on the Excluded list must meet the requirements outlined in the FEMP publication Guidelines Establishing Criteria for Excluding Buildings dated January 27, 2006. Only buildings on the Excluded list are to be reported in this category.</p> <p>If no square footage is reported in this category for a property, zero (0) must be entered.</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>NOTE: This data field is protected from updating between the FIMS Deferred Maintenance database snapshot date (usually the first Monday in October) and the FRPC database snapshot date (usually around the middle of November). After the FRPC database snapshot date, the data field is once again made available for updating.</p> <p><i>(In-House Energy Management)</i></p>
<p>Estimate Indicator</p> <p>Required for DOE Owned Buildings, OSF, Land and Trailers</p>	<p>PROP_ESTIMATE_IND</p> <p><i>Property Info</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>CHAR(1)</p> <p><i>Field</i></p>	<p>Indicates (Yes/No) if the initial acquisition cost entered for an owned building, OSF, land, or trailer is an estimate.</p> <p><i>(Finance/Accounting)</i></p>
<p>Est Disposition Yr</p> <p>Required for DOE Owned Buildings, OSF and Trailers</p> <p>Required for DOE Owned and Institutional Control Land</p>	<p>PROP_EST_DISP_YR</p> <p><i>Property Info</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(4)</p> <p><i>MA</i></p> <p>Reported to FRPP</p>	<p>The estimated fiscal year that disposition of a real property asset will be completed (e.g. For Demolition it would be the estimated contract completion year. For Transfers outside the Department, the estimated year the property transfer will be completed).</p> <p>Est Disposition Yr is not required to be populated for assets that are “not excess”.</p> <p>This data field is required to develop the Department’s Disposition Plan. Disposition Plans typically include the current fiscal year plus the next ten fiscal years to align with the site Ten Year Site Plans (TYSP).</p> <p>This data field is used for Sustainability screening to determine which assets will be disposed of by 2015.</p> <p>Est Disposition Year must be reviewed and updated yearly.</p> <p>Est Disposition Year should not reflect a past fiscal year.</p> <p>Estimated Disposition year should not be populated for internal Department transfers.</p> <p><i>(Field/Ops Admin)</i></p>
<p>Excess Indicator</p> <p>Required for DOE Owned Buildings, OSF and Trailers</p>	<p>PROP_EXCESS_IND</p> <p><i>Property Info</i></p>	<p>CHAR(1)</p> <p><i>MA</i></p> <p>Reported to FRPP</p>	<p>This field is a (Yes/No) indicator. This field should be set to Yes, if no one at the site has a mission need and if screening (see the FIMS website “Excess Elimination”</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
<p>Required for DOE Owned, Withdrawn and Institutional Control Land</p>	<p>UPDATE FREQUENCY: As Needed</p>		<p>topic for more information on the screening process) with other DOE HQ programs has been completed by MA-652 (an email will be sent from MA-652 indicating that screening is complete and the Excess Indicator can be changed to 'Yes').</p> <p>When the Excess Indicator is set to Yes, the Excess Year field will default to the current Fiscal Year upon saving the record and is not available for update. The Excess Year should reflect the actual excess fiscal year for the property. If needed call the FIMS Hotline to request a prior fiscal year value to be input into the field.</p> <p><i>(Field/Ops Admin)</i></p>
<p>Excess Year</p> <p>Required for DOE Owned Buildings, OSF and Trailers</p> <p>Required for DOE Owned, Withdrawn and Institutional Control Land</p>	<p>PROP_EXCESS_YR</p> <p><i>Property Info</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(4)</p> <p>MA</p>	<p>When the Excess Indicator is set to No, the Excess Year in FIMS is the fiscal year in which the current TYSP for the site has identified the property as being planned for excess. If the property is not being planned for excess, the Excess Year field would be left blank.</p> <p>When the Excess Indicator is set to Yes, the Excess Year field will default to the current Fiscal Year upon saving the record and is not available for update. The Excess Year should reflect the actual excess fiscal year for the property. If needed call the FIMS Hotline to request a prior fiscal year value to be input into the field.</p> <p><i>(Field/Ops Admin)</i></p>
<p>Exclusion Part</p> <p>Required for DOE Owned, DOE Leased and Contractor Leased Buildings and Trailers when the Energy Consuming Metered Process (Excluded) Facilities gsft is greater than zero</p> <p>Optional for Contractor License and Permit Buildings</p> <p>Optional for Contractor License Trailers</p>	<p>PBLD_EC_EXCL_PART</p> <p><i>Building/Trailer Dimensions</i></p> <p>UPDATE FREQUENCY: Annual Update</p>	<p>CHAR(30)</p> <p>EE</p>	<p>Select the category that best describes the justification for excluding a facility for the energy performance requirements of Section 543 of the National Energy Conservation Policy Act and other legislation, Executive Orders and DOE Orders. The FEMP Publication provides general guidelines. The annual reminder to update the FIMS listing will provide additional guidance for selecting the proper Exclusion Part. Choose one of the following:</p> <p>B – Privately owned – Buildings that are privately owned but happen to be co-located on Federal land or military</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>installation.</p> <p>C – Fully serviced lease – Buildings with a Full_Serviced Lease</p> <p>D – Essentially only lighting – Structures/OSF such as outside parking garages which consume essentially only lighting energy, yet are classified as buildings.</p> <p>E – Skewed energy usage – Buildings where energy usage is skewed significantly due to reasons such as: buildings entering or leaving inventory during the year, buildings down-scaled operationally to prepare for decommissioning and disposal, and buildings undergoing major renovation.</p> <p>F – Lease some energy provided – This applies to leased spaces where the Government may pay for some but not all, the space comprises only part of the building, or the lease limits the ability to undertake energy conservation measures.</p> <p>G – Metered intensive loads – Separately –metered energy intensive loads that are driven by mission and operational requirements, not necessarily buildings, and not influenced by conventional building energy conservation measures.</p> <p>H – Impracticability – This applies to buildings where there is a finding of impracticability. (There are other requirements that must be met before this Exclusion Part may be used.)</p> <p>NOTE: This data field is protected from updating between the FIMS Deferred Maintenance database snapshot date (usually the first Monday in October) and the FRPC database snapshot date (usually around the middle of November). After the FRPC database snapshot date, the data field is once again made available for updating.</p> <p><i>(In-House Energy Management)</i></p>
Expiration Date	LSDT_EXPIRATION_DATE	DATE	The date that the current ingrant/outgrant is scheduled to

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
<p>Required for DOE Owned, DOE Leased, and Contractor Leased and Permit Buildings and OSF</p> <p>Required for DOE Owned, DOE Leased, and Contractor Leased Trailers</p> <p>Required DOE Owned, DOE Ingrant, Contractor Leased, Institutional Control and Withdrawn Land</p>	<p>OUTG_EXPIRATION_DATE</p> <p><i>Ingrant 1 Tab</i> <i>Outgrant Tab</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>MA</p> <p>Reported to FRPP</p>	<p>end.</p> <p>For outgrants that are not scheduled to end, enter 01/01/9999 to represent that a perpetual right was granted. Click the <u>Set Perpetual Outgrant</u> button to populate the field.</p> <p><i>(Procurement, Real Estate Rep)</i></p>
Facility Condition Index (FCI)	<i>Report Generated</i>	MA	<p>The ratio of Deferred Maintenance to Replacement Plant Value (RPV).</p> <p>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.</p>
Field Office	<p>FLDO_FIELD_OFFICE</p> <p>SITE_FIELD_OFFICE</p> <p><i>Lookup Table, Internal</i></p>	CHAR(2)	Code used to identify the DOE Operations Office. Under the Operations Office there are Field Offices and Area Offices. The first two digits of the Site Number identify the Field Office.
Field Office Default	<i>My Profile</i>	CHAR(2)	Specifies the Field Office to be active each time the user enters FIMS.
Field Office Description-Long	<p>FLDO_LONG_DESC</p> <p><i>Lookup Table</i></p>	CHAR(50)	Long description of the Field Office.
Field Office Description-Medium	<p>FLDO_MED_DESC</p> <p><i>Lookup Table</i></p>	CHAR(22)	Medium sized description of the Field Office.
Field Office Description-Short	<p>FLDO_SHORT_DESC</p> <p><i>Lookup Table</i></p>	CHAR(15)	Abbreviated description of the Field Office.
Field Office Restriction	<i>My Profile</i>	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	<p>MBRD_MESSAGE</p> <p><i>Message Board</i></p>	CHAR(2000)	The message entered by a system administrator

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
Geographic City Description	GEOC_LOC_DESC_CITY <i>Lookup Table</i>	CHAR(30)	Description associated with the geographic location code for the city.
Geographic Cost Factor	SITE_GEOCOST_FACTOR <i>RPV, Trailer Info</i> <i>Internal</i>	NUM(4,2)	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 <i>Lookup Table</i>	CHAR(30)	Description associated with the geographic location code for the county. <i>(Real Estate Rep)</i>
Geographic State Description	GEOS_LOC_DESC_ST <i>Lookup Table</i>	CHAR(30)	Description associated with the geographic location code for the state.
Grantee Required for DOE Owned, DOE Leased, and Contractor Leased and Permit Buildings and OSF Required for DOE Owned, DOE Leased, and Contractor Leased Trailers Required DOE Owned, DOE Ingrant, Contractor Leased, Institutional Control and Withdrawn Land	LSDT_GRANTEE_NAME OUTG_GRANTEE <i>Ingrant1, Outgrant</i> UPDATE FREQUENCY: As Needed	CHAR(30) MA	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. <i>(Procurement, Real Estate Rep)</i>
Grantee Cancellation Rights Optional (NNSA sites Required) for DOE Leased, Contractor Leased, Permit and Contractor License Buildings and OSF Optional (NNSA sites Required) for DOE Leased, Contractor Leased and Contractor License Trailers Optional (NNSA sites Required) DOE Ingrant, Contractor Lease, Withdrawn, Institutional Control, Contractor License Land	LSDT_GRANTEE_CAN_RIGHTS_IND OUTG_CANCEL_RIGHTS_GRANTEE <i>Ingrant 1, Outgrant</i> UPDATE FREQUENCY: As Needed	CHAR(1) MA	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. <i>(Procurement, Real Estate Rep)</i>
Grantee Cancellation Rights–Days Optional (NNSA sites Required) for DOE Leased, Contractor Leased, Permit and Contractor License Buildings and OSF Optional (NNSA sites Required) for DOE	LSDT_GRANTEE_CAN_RIGHTS_DAYS <i>Ingrant 1</i>	NUM(3) MA	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 days notice is required.

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
<p>Leased, Contractor Leased and Contractor License Trailers</p> <p>Optional (NNSA sites Required) DOE Ingrant, Contractor Lease, Withdrawn, Institutional Control, Contractor License Land</p>	<p>UPDATE FREQUENCY: As Needed</p>		<p>(Procurement, Real Estate Rep)</p>
<p>Grantor</p> <p>Required for DOE Owned, DOE Leased, and Contractor Leased and Permit Buildings and OSF</p> <p>Required for DOE Owned, DOE Leased, and Contractor Leased Trailers</p> <p>Required DOE Owned, DOE Ingrant, Contractor Leased, Institutional Control and Withdrawn Land</p>	<p>LSDT_GRANTOR_NAME</p> <p><i>Ingrant 1</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(30)</p> <p>MA</p>	<p>Name of the grantor (landlord) as it appears on the lease.</p> <p>(Procurement, Real Estate Rep)</p>
<p>Grantor Cancellation Rights</p> <p>Optional (NNSA sites Required) for DOE Leased, Contractor Leased, Permit and Contractor License Buildings and OSF</p> <p>Optional (NNSA sites Required) for DOE Leased, Contractor Leased and Contractor License Trailers</p> <p>Optional (NNSA sites Required) DOE Ingrant, Contractor Lease, Withdrawn, Institutional Control, Contractor License Land</p>	<p>LSDT_GRANTOR_CAN_RIGHTS_IND OUTG_CANCEL_RGHTS_GRANTOR</p> <p><i>Ingrant 1, Outgrant</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(1)</p> <p>MA</p>	<p>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.</p> <p>(Procurement, Real Estate Rep)</p>
<p>Grantor Cancellation Rights–Days</p> <p>Optional (NNSA sites Required) for DOE Leased, Contractor Leased, Permit and Contractor License Buildings and OSF</p> <p>Optional (NNSA sites Required) for DOE Leased, Contractor Leased and Contractor License Trailers</p> <p>Optional (NNSA sites Required) DOE Ingrant, Contractor Lease, Withdrawn, Institutional Control, Contractor License Land</p>	<p>LSDT_GRANTOR_CAN_RIGHTS_DAYS</p> <p><i>Ingrant 1</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>NUM(3)</p> <p>MA</p>	<p>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.</p> <p>(Procurement, Real Estate Rep)</p>
<p>Gross Sqft</p> <p>Required for DOE Owned, Permit and Contractor License Buildings</p>	<p>PBLD_GROSS_SQFT</p> <p><i>Building/Trailer Dimensions</i></p>	<p>NUM(10)</p> <p>MA</p>	<p>The total floor area of an owned building/trailer in square feet measured between exterior finished surfaces and multiplied by the number of levels per ANSI/BOMA</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
Required for DOE Owned and Contractor License Trailers	UPDATE FREQUENCY: As Needed	Reported to FRPP	Z65.1-1996. (<i>Plant Engineering, Building Mgr</i>)
Hazard Category Required for DOE Owned Buildings, OSF, and Trailers	PROP_HAZ_CAT HAZD_HAZARD_CODE <i>Property Info, Lookup Table</i> UPDATE FREQUENCY: As Needed	CHAR(2) SC	Identifies the hazard category associated with a building, trailer, or OSF. The valid selections are: <ol style="list-style-type: none"> 1. 01 Nuclear Facility Category 1 – Hazard analysis shows the potential for significant <i>off-site</i> 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 <i>on-site</i> 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 <i>localized</i> 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) 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,

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>Nuclear Safety Analysis Reports. An example is the National Tritium Labeling Facility at LBNL.</p> <ol style="list-style-type: none"> 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. <p><i>(ES&H, Risk Management, Plant Engineering)</i></p>
Hazard Description-Long	HAZD_LONG_DESC <i>Lookup Table</i>	CHAR(50)	Long description of the hazard category code.
Hazard Description-Short	HAZD_SHORT_DESC <i>Lookup Table</i>	CHAR(15)	Abbreviated description of the hazard category code.
<p>Historic Designation</p> <p>Required for DOE Owned, DOE Leased, Contractor Leased Buildings, OSF, and Trailers</p> <p>Required for DOE Owned, Withdrawn, DOE Ingrant and Contractor Leased Land</p>	<p>PROP_HIST_DES <i>Property Info</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(38)</p> <p>MA</p> <p>Reported to FRPP</p>	<p>Identify the building, land, trailer, or OSF as:</p> <ol style="list-style-type: none"> 1) National Historic Landmark (NHL) – The property has been formally listed in the National Register of Historic Places, and the National Park Service has—at the recommendation of the State Historic Preservation Office (SHPO), or where the authority has been delegated, the Tribal Historic Preservation Officer (THPO), DOE, and or/interested party—designated the property as a National Historic Landmark, thereby affording it a greater level of protection. This determination is made by the Secretary of the

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>Interior/National Park Service, NOT DOE or the SHPO (or THPO).</p> <p>2) National Register Listed (NRL) – The property has been evaluated for eligibility for inclusion in the National Register (as defined in National Register Eligible), and DOE has completed the required National Register nomination forms with supporting documentation and the SHPO (or THPO) has concurred and submitted this information to the Keeper of the National Register (Department of Interior/National Park Service), and the Keeper has approved and listed the property in the National Register of Historic Places.</p> <p>3) National Register Eligible (NRE) – The property has been evaluated according to the criteria in 36CFR60, and DOE has determined that the property is eligible for inclusion in the National Register, AND the SHPO (or THPO) has concurred. Properties can be evaluated under either a site-wide 110 related effort or under a project-driven section 106 evaluation. NOTE: There is no difference under the law between a property eligible for listing in the National Register and a property that is formally listed on the National Register.</p> <p>4) Non-contributing element of NHL/NRL District – Although the property is within a geographical area determined to be a NHL or NRL historic district in consultation with the SHPO (or THPO) [historic district consultation differing in that it is considering multiple rather than a single properties], it is either not historically related to the district (constructed at a later date) or does not retain sufficient integrity (heavily modified) to be considered a contributing element to the historic district. Although located within a historic district, this property is not eligible. NOTE: A contributing element of NHL or NRL historic distinct, is a property located within a geographical area that may or may not be a NRL</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>property if evaluated individually, but considered in the makeup of the geographical district contributes to the historical significance of the district. A contributing element of a NHL or NRL historic district is either a National Register Eligible property or Not Eligible depending on the results of the formal consultation process.</p> <p>5) Not Evaluated – The property has not been formally evaluated under the National Register criteria in 36CFR60 by DOE and in consultation with the SHPO (or THPO). If you do not have a statement from DOE that this property is or is not eligible AND a concurrence from the SHPO (or THPO), then the property is NOT EVALUATED.</p> <p>6) Evaluated, Not Historic – The property has been evaluated according to the criteria in 36CFR60, and DOE has determined that the property is not eligible for inclusion in the National Register, and the SHPO (or THPO) has concurred. Properties can be evaluated under either a site wide section 110 related effort or under a project-driven section 106 evaluation.</p> <p><i>(Plant Engineering)</i></p>
<p>Hours of Operation Per Week Required for all Buildings and Trailers except Permit and Contractor License</p>	<p>DEFM_HRS_OF_OPER <i>Maintenance</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>NUM(3) <i>MA</i></p> <p>Reported to FRPP</p>	<p>This field is initially system defaulted to 60 hours per week. This is an approximation of the “lights on” hours for a building that operates a single shift, five days per week. This field should be updated if the hours of operation differ substantially from the norm.</p>
<p>HQ Program Office Required for all assets</p>	<p>PROP_PROGRAM <i>Property Info</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(4) <i>EM</i></p>	<p>The DOE headquarters program office responsible for the building, trailer, land, or OSF and its operations (SC, EM, etc.).</p> <p>This data field is required but is not updatable through the FIMS Property Info window.</p> <p>HQ Program Office may be entered when creating a new record in FIMS.</p> <p>To change the value in the HQ Program Office data field, an official request will have to be emailed to FIMS Support.</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>The email should contain supporting documentation/concurrence from the HQ program offices involved with the transferring asset to confirm that there is agreement between the transferring program offices.</p> <p><i>(Field/Ops Admin, Finance/Accounting)</i></p>
<p>Ingrant Sqft</p> <p>Required for DOE Leased, Contractor Leased Buildings and Trailers</p>	<p>PBLD_GROSS_SQFT</p> <p><i>Building/Trailer Dimension, Ingrant1 (display only)</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>NUM(10)</p> <p>MA</p> <p>Reported to FRPP</p>	<p>The total area ingranted under the current agreement. Also known as Rentable Area.</p> <p><i>(Real Estate Rep)</i></p>
<p>Initial Acquisition Cost</p> <p>Required for DOE Owned Buildings, OSF and Trailers</p> <p>Required for DOE Owned and Institutional Control Land</p>	<p>PROP_ACQ_COSTS</p> <p><i>Property Info</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>NUM(14,2)</p> <p>MA</p>	<p>Purchase price plus all support costs for land. Total estimate cost on the project data sheets for buildings, trailers, and OSFs.</p> <p><i>(Finance/Accounting)</i></p>
<p>Initial Lease Date</p> <p>Required for DOE Leased, Contractor Leased, Permit and Contractor License Buildings and OSF</p> <p>Required for DOE Leased, Contractor Leased and Contractor License Trailers</p> <p>Required for all Land records except DOE Owned</p>	<p>LSDT_INITIAL_LEASE_DATE</p> <p><i>Ingrant 1</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>DATE</p> <p>MA</p>	<p>The date of original occupancy for the leased property.</p> <p><i>(Procurement, Real Estate Rep)</i></p>
<p>Inspection Date</p> <p>Required for DOE Owned, DOE Leased, and Contractor Leased Buildings, Trailers, and OSF</p>	<p>DEFM_INSPECT_DATE</p> <p><i>Building/Trailer/OSF Maintenance</i></p> <p>UPDATE FREQUENCY: Annual Update</p>	<p>DATE</p> <p>CF</p>	<p>The date of the most recent Deferred Maintenance /CAS 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 reporting period. As an alternative, if multiple inspections are done a date of - January 1, <i>fy</i> (replace <i>fy</i> 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.</p> <p>For new assets, the date of beneficial occupancy can be used for the Inspection Date until it is CAS inspected.</p> <p><i>(Federal Maintenance Manager)</i></p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
<p>Justification Comment</p> <p>Required for DOE Owned, DOE Leased and Contractor Leased Buildings and Trailers when the Energy Consuming Metered Process (Excluded) Facilities gsft is greater than zero</p> <p>Optional for Contractor License and Permit Buildings</p> <p>Optional for Contractor License Trailers</p>	<p>PBLD_EC_JUST</p> <p><i>Building/Trailer Dimensions</i></p> <p>UPDATE FREQUENCY: Annual Update</p>	<p>CHAR(400)</p> <p>EE</p>	<p>This field is used to provide a narrative justification as to why the building has been excluded. The justification should be brief but yet provide enough detail to allow senior management to understand the reason for the exclusion. A justification should be provided for each excluded building.</p> <p>NOTE: This data field is protected from updating between the FIMS Deferred Maintenance database snapshot date (usually the first Monday in October) and the FRPC database snapshot date (usually around the middle of November). After the FRPC database snapshot date, the data field is once again made available for updating.</p> <p><i>(In-House Energy Management)</i></p>
<p>Land Ownership Code</p> <p>Required for DOE Owned and DOE Leased and Permit Buildings and OSF</p> <p>Optional for Contractor Leased and Contractor License Buildings and OSF</p>	<p>PBLD_LAND_OWNER_CODE POSF_LAND_OWNER_CODE LNDO_LAND_OWNER_CODE</p> <p><i>Building Info, OSF Info, Lookup Table</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>CHAR (1)</p> <p>MA</p>	<p>The type of ownership or means of control of the land on which a DOE building or OSF is constructed.</p> <p>Contractor Control – land that is controlled by the contractor</p> <p>Easement – land that belongs to another that DOE has the right to use for a specific purpose, with the owner retaining title</p> <p>Leased by DOE – land with an agreement that gives DOE exclusive possessory interest for a specified time, in exchange for payment of rent to the owner</p> <p>Other – describes land that does not fall into the other defined Land Ownership categories</p> <p>Owned by DOE – land with fee title (full and unconditional ownership of surface, subsurface and air rights)</p> <p>Permit Land – land with a temporary right of exclusive or nonexclusive use</p> <p>Withdrawn Public Domain – land that has been withdrawn from the public domain for DOE’s use</p> <p><i>(Real Estate Rep, Area Office)</i></p>
<p>Land Ownership Description</p>	<p>LNDO_LAND_OWNER_DESC</p> <p><i>Lookup Table</i></p>	<p>CHAR(20)</p>	<p>Description of the type of land ownership.</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
<p>Lease Authority</p> <p>Required for DOE Leased and Contractor Leased, Permit and Contractor License Buildings and OSF</p> <p>Required for DOE Leased and Contractor Leased and Contractor License Trailers</p> <p>Required for DOE Leased, Contractor Leased, Withdrawn, Institutional Control and Contractor License Land</p>	<p>LSDT_LEASE_AUTH</p> <p><i>Ingrant 1</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>CHAR (2)</p> <p>MA</p> <p>Reported to FRPP</p>	<p>The Lease Authority is used to indicate the authority used to execute a lease. This is a picklist field that contains the following options.</p> <p>Independent Statutory Authority (IS) – Authority to acquire leased space that originates in a statute enacted into law. This may be an agency-wide standing authority to acquire leased space or it may be singular authority granted to acquire leased space for a specific activity of a Federal agency.</p> <p>Contractor Leases (where the contractor is reimbursed for the lease by DOE) would fall under this category.</p> <p>Categorical Space – Delegation from GSA (CS) – A standing delegation of authority from the Administrator of General Services to a Federal agency to acquire a type of space, such as antennas, depots, piers, and greenhouses. The full list of space types included in the categorical space delegation may be found at FMR 102-73.155.</p> <p>Special Purpose Space – Delegation from GSA (SP) – A standing delegation of authority from the Administrator of General Services to specific Federal agencies to lease their own special purpose space. The full list of agencies that have special purpose space delegations and the type of special purpose space they can lease may be found at FMR 102-73.170 through FMR 102-73.225.</p> <p>Provider of Choice Authority – Delegation from GSA (PC) – The Administrator of General Services has issued a standing delegation of authority (under a program formerly known as “Can’t Beat GSA Leasing”, now referred to as “Provider of Choice”) to the heads of all Federal agencies to accomplish all functions relating to leasing of general purpose space for terms of up to 20 years and below prospectus level requirements, regardless of geographic location. General purpose space is defined as office and related space, as well as warehouse space.</p> <p><i>(Procurement, Real Estate Rep)</i></p>
<p>Location City</p>	<p>PROP_GEO_CITY</p>	<p>CHAR(4)</p>	<p>The 4-digit Geographic Location Code (GLC) for the City</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
<p>Required for all Buildings except GSA Owned and GSA Leased</p> <p>Required for all OSF and Trailer assets</p> <p>Required for all Land assets except Institutional Control</p>	<p><i>Location</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>MA</p> <p>Reported to FRPP</p>	<p>or town associated with the reported Main Location in which the land, building, trailer or OSF is located.</p> <p><i>(Procurement, Real Estate Rep)</i></p>
<p>Location Congressional District</p> <p>Required for all Buildings except GSA Owned and GSA Leased</p> <p>Required for all OSF and Trailer assets</p> <p>Required for all Land assets except Institutional Control</p>	<p>PROP_DISTRICT_1</p> <p><i>Location</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>CHAR(2)</p> <p>MA</p> <p>Reported to FRPP</p>	<p>The value for the Congressional District associated with the reported Main Location in which the land, building, trailer or OSF is located.</p> <p>If the DOE Owned property is located in a foreign country, this field is to be left blank.</p> <p><i>(Procurement, Real Estate Rep)</i></p>
<p>Location County</p> <p>Required for all Buildings except GSA Owned and GSA Leased</p> <p>Required for all OSF and Trailer assets</p> <p>Required for all Land assets except Institutional Control</p>	<p>PROP_GEO_COUNTY</p> <p><i>Location</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>CHAR(3)</p> <p>MA</p> <p>Reported to FRPP</p>	<p>The 3-digit Geographic Location Code (GLC) for the County associated with the reported Main Location in which the land, building, trailer or OSF is located.</p> <p><i>(Procurement, Real Estate Rep)</i></p>
<p>Location State</p> <p>Required for all Buildings except GSA Owned and GSA Leased</p> <p>Required for all OSF and Trailer assets</p> <p>Required for all Land assets except Institutional Control</p>	<p>PROP_GEO_ST</p> <p><i>Location</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>CHAR(2)</p> <p>MA</p> <p>Reported to FRPP</p>	<p>The 2-digit Geographic Location Code (GLC) for the State or District of Columbia associated with the reported Main Location in which the land, building, trailer or OSF is located.</p> <p><i>(Procurement, Real Estate Rep)</i></p>
<p>Location Zip Code</p> <p>Required for all Buildings except GSA Owned and GSA Leased</p> <p>Required for all OSF and Trailer assets</p> <p>Required for all Land assets except Institutional Control</p>	<p>PROP_ZIP</p> <p><i>Location</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>CHAR(10)</p> <p>MA</p> <p>Reported to FRPP</p>	<p>The 5 digit zip code associated with the reported Main Location in which the land, building, trailer or OSF is located.</p> <p><i>(Procurement, Real Estate Rep)</i></p>
<p>Main Location</p> <p>Required for all Buildings except GSA Owned and GSA Leased</p> <p>Required for all OSF and Trailer assets</p> <p>Required for all Land assets except Institutional Control</p>	<p>PROP_MAIN_LOC</p> <p><i>Property Detail</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>CHAR(30)</p> <p>MA</p> <p>Reported to FRPP</p>	<p>Main Location refers to the street/delivery address for the real property asset. For assets with no street address, report the street address of the main gate. For records not located at a site, report the zip code. For linear assets that span multiple zip codes, report the zip code at the beginning or end point of the asset.</p> <p>Do not use the following in this field:</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<ul style="list-style-type: none"> • Mailing address that is different than the location address • Building Name • Street corner (e.g. 19th & F Streets) • Other Descriptions (such as a Post Office box number) • Symbols such as a double quote (“), underline (_), plus (+), percent (%), and ampersand (&). <p><i>(Building Manager, Real Estate Officer)</i></p>
Maintenance Fiscal Year	MHIS_FISCAL_YEAR <i>Maintenance History – System Generated</i>	CHAR(2)	The DOE Fiscal Year (Oct-Sept) of the Deferred Maintenance/Maintenance data.
<p>Meters –</p> <ul style="list-style-type: none"> Electricity Gas – Natural Gas – Other Coal Fuel Oil Steam/Hot Water Water – Chilled Water – Potable Water – Non-Potable, Fresh <p>Required for DOE Owned, DOE Leased, and Contractor Leased Buildings, Trailers and OSF</p> <p>Optional for Permit and Contractor License Buildings and OSF</p> <p>Optional for Contractor License Trailer</p>	<p>BOSF_METER_ELECTRIC BOSF_METER_GAS_NATURAL BOSF_METER_GAS_OTHER BOSF_METER_COAL BOSF_METER_FUEL_OIL BOSF_METER_STEAM_HOT_WATER BOSF_METER_WATER_CHILLED BOSF_METER_WATER_POTABLE BOSF_METER_WATER_NON_POTABLE</p> <p><i>Building/Trailer/OSF Dimensions</i></p> <p>UPDATE FREQUENCY: As Needed</p>	CHAR(16) EE	<p>If the asset uses any of the following utilities or fuels, select how its consumption is individually metered.</p> <p>Where a mixture of standard and advanced meters track an asset's consumption of a particular utility, choose between "Metered-Standard" and "Metered-Advanced" based on the majority of either the meters serving the asset or consumption passing through each meter type.</p> <p>For utilities and fuels fed in aggregates such as coal, users may consider scales equivalent to meters.</p> <p>‘Gas – Other’ should include only those gases used for energy.</p> <p>Picklist choices are:</p> <p>Not Used – The asset does not consume the identified utility or fuel.</p> <p>De Minimus Use – Asset-level consumption amounted to 0.1% or less of site usage of any particular utility or fuel. The sum total of all de minimus use of the identified utility or fuel across a site should not exceed 10% of site usage.</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>Not Metered – The asset-level consumption of the identified utility or fuel is not directly measured in its entirety through one or more meters dedicated to the asset, i.e., there are no meters in place, any meters in place measure partial consumption, or any meters in place serve multiple assets.</p> <p>Metered-Standard – The asset’s consumption of the identified utility or fuel is measured in its entirety through one or more electromechanical or solid state devices that cumulatively measure, record and store aggregated data pertaining to the subject asset and no other.</p> <p>Metered-Advanced – The asset’s consumption of the identified utility or fuel is measured in its entirety through one or more electromechanical or solid state devices with the capability to record interval data pertaining to the subject asset and no other, and communicate the data to a remote location at least once daily. <i>(In-House Energy Management)</i></p>
<p>Mission Dependency</p> <p>Required for DOE Owned, DOE Leased, Contractor Leased Buildings, OSF, and Trailers</p> <p>Required for DOE Owned, Withdrawn from Public Domain, DOE Ingrant ,and Contractor Leased Land</p>	<p>PROP_MISSION_ESSENTIAL</p> <p><i>Property Info</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(1)</p> <p>MA</p> <p>Reported to FRPP</p>	<p>The value an asset brings to the performance of the mission as determined by DOE in one of the following categories:</p> <ol style="list-style-type: none"> 1) Mission Critical – Land or constructed assets deemed necessary to perform the primary missions assigned to a particular Site. This would encompass any facility or infrastructure predominantly used to perform scientific, production, environmental restoration or stockpile stewardship and without which, operations would be disrupted or placed at risk. 2) Mission Dependent, Not Critical – Land or constructed assets that play a supporting role in meeting the primary missions assigned to a particular Site. Loss of Mission Dependent, Not Critical assets would not immediately disrupt operations and can be reasonable restored or otherwise addressed prior to impacting operations. 3) Not Mission Dependent – Land or constructed assets that are not in support of the primary missions

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>assigned to a particular Site but support secondary missions and/or quality of workplace initiatives. Loss of a Not Mission Dependent asset results in inconvenience and indirectly impacts operations if unavailable for an extended period. Further, assets determined to be excess to the site mission fall under this category.</p> <p><i>(HQ Program Office, Real Estate Rep, Procurement)</i></p>
<p>Mission Dependent Program</p> <p>Optional for DOE Owned, DOE Leased, and Contractor Leased Buildings and Trailers</p>	<p>PROP_MIS_DEP_PROGRAM MDPM_CODE</p> <p><i>Property Info</i></p> <p>UPDATE FREQUENCY: Annual Update</p>	<p>CHAR(7) NNSA</p>	<p>The predominant Program Office that uses a facility or OSF asset and the specific GPRA program activity (from Government Performance and Results Act) within that office that is supported by the use of that asset. To make this linkage the Department “GPRA unit” designations shall be entered to identify the predominant Program Office and the program activity. Some GPRA Units are not provided as they are HQ support in nature and would not be principal program user for an asset. Where no clear predominate program activity exists, Not Applicable may be utilized.</p> <p>Population of this field is only required for NNSA sites. The information will provide NNSA improved insight into mission criticality, the facility and infrastructure linkages to specific programs and the facility related costs to support program missions.</p> <p><i>(Field Ops./Admin, Building Manager)</i></p>
<p>Mission Dep Program Description</p>	<p>MDPM_DESC</p>	<p>CHAR(65)</p>	<p>Description of the mission dependency program code.</p>
<p>Model Building Description-Long</p>	<p>MDBG_LONG_DESC</p> <p><i>Lookup Table</i></p>	<p>CHAR(50)</p>	<p>Long description of the model building type code.</p>
<p>Model Building Description-Short</p>	<p>MDBG_SHORT_DESC</p> <p><i>Lookup Table</i></p>	<p>CHAR(25)</p>	<p>Abbreviated description of the model building type code.</p>
<p>Model Building Type</p> <p>Required for DOE Owned, DOE Leased, Contractor Leased, Permit and Contractor License Buildings</p>	<p>PBLD_MODEL_BLDG MDBG_TYPE</p> <p><i>Condition, Lookup Table</i></p>	<p>CHAR(4) MA</p>	<p>Identifies the model building construction code as defined in FEMA 178.</p> <p>MB01 - WOOD LIGHT FRAME - These buildings are typically</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
<p>Required for DOE Owned, DOE Leased, Contractor Leased and Contractor License Trailers</p>	<p>UPDATE FREQUENCY: Static</p>		<p>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.</p> <p>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.</p> <p>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 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.</p> <p>MB04- STEEL BRACED FRAME - These buildings are similar</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>to MB03 buildings except that the vertical components of the lateral-force-resisting system are braced frames rather than moment frames.</p> <p>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.</p> <p>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.</p> <p>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 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.</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>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.</p> <p>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.</p> <p>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.</p> <p>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 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.</p> <p>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</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>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.</p> <p>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.</p> <p>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.</p> <p>MB15 - UNREINFORCED MASONRY BEARING WALL BUILDINGS - These buildings include structural elements that 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</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>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.</p> <p>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.</p> <p><i>(Seismic Engineer, Plant Engineering)</i></p>
Name	<i>My Profile</i>	CHAR(50)	Name of the FIMS user (last name, first name).
<p>Net Proceeds</p> <p>Required for DOE Owned, DOE Leased and Contractor Leased Buildings, Trailers and OSF when STATUS is updated to SP, SN, or TM (prior to Archiving)</p> <p>Required for DOE Owned, DOE Leased, Contractor Leased and Withdrawn Land when STATUS is updated to SP, SN, or TM (prior to Archiving)</p>	<p>PROP_DISP_PROCEEDS</p> <p><i>Disposition - Archive</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>NUM(10)</p> <p>MA</p> <p>Reported to FRPP</p>	<p>For assets with a Disposition Method set to SP – Sale Public, SN – Sale Negotiated, or TM - Lease Early Termination prior to archive the property. Report the proceeds less disposal costs. For Lease Early Terminations, report the cost avoidance from early termination less the costs incurred to prepare the leased property for return to the owner.</p> <p>Net Proceeds can be zero or negative in cases where the disposal costs exceed proceeds.</p> <p><i>(Real Estate Rep)</i></p>
<p>Net Usable Sqft</p> <p>Required for DOE Owned, DOE Leased, Contractor Leased and Contractor License Buildings</p>	<p>PBLD_NET_OCC_SQFT</p> <p><i>Building Dimensions</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>NUM(10)</p> <p>MA</p>	<p>Gross SQFT less common areas such as bathrooms, stairways, elevator shafts, corridors, lobbies, equipment (that supports the building) rooms, janitor rooms, pipe and vent shafts, exterior walls, and telephone closets. Also known as Usable Space.</p> <p><i>(Building Mgr, Plant Engineering)</i></p>
<p>No. of Floors</p> <p>Required for DOE Owned, DOE Leased,</p>	PBLD_NUM_FLOORS	NUM(2)	The number of floors in a building including below grade floors. A floor may be defined as an internal structure

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
Contractor Leased, Permit and Contractor License Buildings	<i>Building Dimensions</i> UPDATE FREQUENCY: Static	MA	designed to support personnel and/or equipment that covers at least 40% of the available area, i.e., not a “catwalk”. <i>(Plant Engineering, Building Mgr)</i>
Non-Energy Consuming Buildings/Facilities Required for DOE Owned, DOE Leased and Contractor Leased, Permit and Contractor License Buildings Required for DOE Owned, DOE Leased and Contractor Leased and Contractor License Trailers	PBLD_NON_EC_BLDG_FAC <i>Building/Trailer Dimensions</i> UPDATE FREQUENCY: Annual Update	NUM(10) <i>EE</i>	Any square footage remaining after the Energy Consuming Buildings/Facilities and Energy Consuming Metered Process (Excluded) Facilities square footage is subtracted from the total Gross SQFT. For DOE Owned buildings and trailers, the sum of the three Energy Consuming subcategories must equal the total Gross square footage. For DOE Leased and Contractor Leased buildings, this category may reflect a negative value if the Energy Consuming sqft is greater than the Ingrant Sqft reported in FIMS. 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. NOTE: This data field is protected from updating between the FIMS Deferred Maintenance database snapshot date (usually the first Monday in October) and the FRPC database snapshot date (usually around the middle of November). After the FRPC database snapshot date, the data field is once again made available for updating. <i>(In-House Energy Management)</i>
Notes Optional for all assets	PNTE_NOTES <i>Notes</i> UPDATE FREQUENCY: As Needed	CHAR(4000) <i>Field</i>	Free form text field to accommodate any special comments about a property. <i>(Plant Engineering)</i>
Operating Cost - Electricity Cost Water/Sewer Cost Pest Control Cost	DEFM_ELEC_COST DEFM_WATER_COST DEFM_PEST_CONT_COST DEFM_CENT_HEAT_COST DEFM_CENT_COOL_COST	Num(10) Num(10) Num(10) Num(10) Num(10)	Operating cost includes the following: 1. Utilities (include plant operations and purchase of energy). 2. Cleaning and/or janitorial costs (includes pest

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>programmatic assets. In many cases programmatic assets will consume large amounts of utilities (especially electricity). The allocation model can accommodate this by allowing an actual or calculated cost to be entered at the asset level (e.g. OSF 3000).</p> <p>Sites will populate site level costs for each element of operating cost, update the operating hours field for buildings and trailers that operate other than normal operating hours, and populate asset level costs if available. The allocation routine will be run and the system will generate values for reporting of asset level operating costs.</p> <p>For leased real property, operating and maintenance cost is defined as total contract costs which would correspond to the lease cost for a fully-serviced lease, or lease cost plus any additional operating or maintenance contracts for other than fully-serviced leases. The FIMS Annual Rent, Annual Actual Maintenance and Operating Cost fields will collect lease operating costs.</p>
Operations Cost Index (OCI)	Report Generated	NUM(4,3) MA	<p>The metric/measure of the amount of money spent annually on operating assets divided by the Replacement Plant Value (RPV).</p> <p>Operations Cost Index = Operations Costs* / RPV</p> <p>* Operation Costs = FRPC Operating Cost less utilities and maintenance/repair.</p> <p>Includes</p> <ul style="list-style-type: none"> • Cleaning and/or janitorial costs (includes pest control, refuse collection and disposal to include recycling operations) • Roads/grounds expenses (includes grounds maintenance, landscaping and snow and ice removal from roads, piers and airfields)

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>Excludes</p> <ul style="list-style-type: none"> Utilities (plant operation and purchase of energy – electricity, water/sewer, central heating/cooling, gas) Recurring maintenance and repair
Organization	<i>My Profile</i>	CHAR(50)	Organization to which the user belongs.
<p>Other Costs</p> <p>Required for DOE Leased, Contractor Leased, Permit and Contractor License Buildings and OSF</p> <p>Required for DOE Leased, Contractor Leased and Contractor License Trailers</p> <p>Required for DOE Ingrant, Contractor Leased, Withdrawn, Institutional Control and Contractor License Land</p>	<p>LSDT_OTHER_COSTS_YR</p> <p><i>Ingrant 1</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>NUM(11,2)</p> <p>MA</p>	<p>Indicates any costs, other than maintenance or any other defined operating cost, for which the tenant is responsible but not included in the annual rent.</p> <p>A 0 (zero) should be entered if there are no other expenses.</p> <p><i>(Procurement, Real Estate Rep)</i></p>
<p>Outgrant Acres</p> <p>Required for all Outgrant Land assets</p>	<p>OUTG_ACREAGE</p> <p><i>Outgrant</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>NUM(12,2)</p> <p>MA</p>	<p>Number of acres outgranted (land window only). Do not subtract the acres outgranted from the DOE owned land urban/rural acreage.</p> <p><i>(Real Estate Rep)</i></p>
<p>Outgrant DOE Receipts</p> <p>Required for all Outgrant assets</p>	<p>OUTG_RECEIPTS</p> <p><i>Outgrant</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>NUM(10)</p> <p>MA</p>	<p>Revenue received by DOE as a result of the Outgrant agreement.</p> <p><i>(Real Estate Rep)</i></p>
<p>Outgrant Indicator</p> <p>Required for DOE Owned, DOE Leased, Contractor Leased Buildings, OSF, and Trailers</p> <p>Required for DOE Owned, DOE Ingrant, Contractor Leased, and Withdrawn Land</p>	<p>PROP_OUTGRANT</p> <p><i>Property Info</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(1)</p> <p><i>Field</i></p> <p>Reported to FRPP</p>	<p>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 or leased 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 indicator is set to Yes (Y), the data on the Outgrant window</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			must be provided. <i>(Real Estate Rep)</i>
Outgrant Sqft Required for all Outgrant Building, Trailer and OSF	OUTG_SQFT <i>Outgrant</i> UPDATE FREQUENCY: As Needed	NUM(10) <i>MA</i>	The total area in square feet of a building, trailer, or other structure and facility (OSF) that was outgranted. <i>(Real Estate Rep)</i>
Outgrant Type Required for all Outgrant assets	OUTG_TYPE <i>Outgrant</i> UPDATE FREQUENCY: As Needed	CHAR(8) <i>MA</i>	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. <i>(Real Estate Rep)</i>
Ownership Required for all Buildings, OSF, Trailers and Land assets	PROP_OWNED_INGRANT <i>New Building, New Land, New OSF, New Trailer</i> UPDATE FREQUENCY: Static	CHAR(1) <i>MA</i> Reported to FRPP	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), and Withdrawn Land (W). <i>(Field/Ops Admin, Area Office, Finance/Accounting, Procurement)</i>
Ownership Description	OWNL_IND_DESC <i>Lookup Table</i>	CHAR(18)	Description of the ownership codes.
Password (Current, New, Confirm)	<i>Password Change</i>	CHAR(20)	A sequence of characters used to logon to the FIMS application. The password may consist of eight to twenty alphanumeric characters. It must start and end with a nonnumeric character. It must contain at least one number and one of the following special characters. ! # \$ % & ' () *
Phone Number	<i>My Profile</i>	CHAR(14)	Telephone number and extension of the FIMS user.
Photo Library Description Optional for all Buildings	PHTO_DESC <i>Photo Library</i> UPDATE FREQUENCY: As Needed	CHAR(255) <i>MA</i>	Free form text description of the photo associated with a building.

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
Photo Library Title Optional for all Buildings	PHTO_TITLE <i>Photo Library</i> UPDATE FREQUENCY: As Needed	CHAR(50) MA	Free form text title to identify the photo associated with a building.
Physical Barriers Preventing Inspection (PBPI) Required for DOE Owned OSF	DEFM_PBPI <i>OSF Maintenance</i> UPDATE FREQUENCY: As Needed	CHAR(1) CF	Indicates (Y/N) 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. <i>(Federal Maintenance Manager)</i>
Primary Quantity Required for all OSF	POSF_PRI_QUANTITY <i>OSF Dimensions</i> UPDATE FREQUENCY: As Needed	NUM(16,3) MA Reported to FRPP	A numeric value representing the measurement for an OSF based upon the unit of measure generated by FIMS from the OSF usage code. <i>(Plant Engineering)</i>
Primary Unit of Measure	POSF_DIMEN_CODE_1 <i>System Generated, OSF Dimensions (display only)</i>	CHAR(5) Reported to FRPP	Dimension code that designates the primary unit of measure. The label displayed on the window is based on the usage code for the OSF. <i>(Plant Engineering, Finance/Accounting)</i>
Program Office	PROG_PROGRAM_OFFICE <i>Lookup Table</i>	CHAR(2)	Code that identifies a program office (i.e. SC).
Program Office Description-Long	PROG_LONG_DESC <i>Lookup Table</i>	CHAR(50)	Long description of the program office.
Program Office Description-Short	PROG_SHORT_DESC <i>Lookup Table</i>	CHAR(15)	Abbreviated description of the program office.

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
Property ID Required for all assets	PROP_PROPERTY_ID <i>Property Info</i> UPDATE FREQUENCY: Static	CHAR(20) <i>MA</i>	A unique control number assigned to a property. For GSA assigned properties, use the CBR number from the GSA rent bill. <i>(Facilities Rep, Plant Engineering)</i>
Property Name Required for all assets	PROP_NAME <i>Property Info</i> UPDATE FREQUENCY: Static	CHAR(40) <i>MA</i>	The name assigned to a specific property. For GSA assigned properties, use the Street Address from the GSA rent bill. <i>(Building Mgr, Plant Engineering)</i>
Property Type	PROP_PROPERTY_TYPE <i>System Generated</i>	CHAR(1) Reported to FRPP	Code that identifies an asset by B - Building, L - Land, S - Other Structures and Facilities (OSF), and T - Trailer.
Property Type Code	PTYP_PROPERTY_TYPE <i>Lookup Table</i>	CHAR(1)	One character code identified by B – Building, L – Land, S – Other Structures and Facilities (OSF), and T - Trailer.
Property Type Description	PTYP-DESC <i>Lookup Table</i>	CHAR(9)	Description of the Property Type code.
Real Property Unique Id (Property Sequence Number)	PROP_SEQ_NO PBLD_PROP_SEQ_NO PLND_PROP_SEQ_NO POSF_PROP_SEQ_NO CAPI_PROP_SEQ_NO DEFM_PROP_SEQ_NO LSDT_PROP_SEQ_NO OUTG_PROP_SEQ_NO <i>System Generated</i>	NUM(12) Reported to FRPP	Computer generated number used to uniquely identify a property. Reported to the Federal Real Property Profile to identify each record uniquely.
Receipt Type Required for all Outgrant assets	OUTG_RECEIPT_TYPE <i>Outgrant</i> UPDATE FREQUENCY: As Needed	CHAR(20) <i>MA</i>	Identifies the DOE receipts of the outgrant as Annual Amount, One Time Fee, or Other (Use Notes window). <i>(Real Estate Rep)</i>
Recipient	PROP_DISP_RECIPIENT <i>Disposition - Archive</i>	CHAR(30) <i>MA</i>	When the Disposition Method is set to one of the following in the table below, report the name of the Federal Agency or the name of the non-Federal organization that received

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)													
<p>Required when STATUS is updated to 8, CF,HA,HE,HM,LW,NS,PA,PF,PR,SH or WC (prior to Archiving a building, OSF, land or trailer)</p>	<p>UPDATE FREQUENCY: As Needed</p>		<p>the asset. Use 'Private' for recipients covered by the Privacy Act.</p> <table border="1" data-bbox="1339 347 1934 927"> <tr> <td>STATUS</td> </tr> <tr> <td>8 - Federal Transfer</td> </tr> <tr> <td>CF – PBC: Correctional Facility Use</td> </tr> <tr> <td>HA – PBC: Homeless Assistance</td> </tr> <tr> <td>HE – PBC: Health or Educational Use</td> </tr> <tr> <td>HM – PBC: Historic Monuments</td> </tr> <tr> <td>LW – PBC: Law Enforcement/Emergency Mgmt Response</td> </tr> <tr> <td>NS – PBC: Negotiated Sales to Public Agencies</td> </tr> <tr> <td>PA – PBC: Public Airports</td> </tr> <tr> <td>PF – PBC: Port Facilities</td> </tr> <tr> <td>PR – PBC: Public Parks/ Recreation</td> </tr> <tr> <td>SH – PBC: Self-help Housing</td> </tr> <tr> <td>WC – PBC: Wildlife Conservation</td> </tr> </table> <p>(Real Estate Rep)</p>	STATUS	8 - Federal Transfer	CF – PBC: Correctional Facility Use	HA – PBC: Homeless Assistance	HE – PBC: Health or Educational Use	HM – PBC: Historic Monuments	LW – PBC: Law Enforcement/Emergency Mgmt Response	NS – PBC: Negotiated Sales to Public Agencies	PA – PBC: Public Airports	PF – PBC: Port Facilities	PR – PBC: Public Parks/ Recreation	SH – PBC: Self-help Housing	WC – PBC: Wildlife Conservation
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SH – PBC: Self-help Housing																
WC – PBC: Wildlife Conservation																
<p>Rentable SF</p> <p>Required for DOE Leased, Contractor Leased, Permit and Contractor License Buildings</p> <p>Required for DOE Leased, Contractor Leased and Contractor License Trailers</p>	<p>LSDT_RENTABLE_SF</p> <p><i>Ingrant 1</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>NUM(10)</p> <p>MA</p>	<p>The area, measured to the inside finished surface of the permanent outer building walls, excluding any major vertical penetrations of the floor. Areas of columns and building projections are included in rentable area. Excluded are exterior walls, major vertical penetrations (stairs, elevator shafts, flues, pipe shafts, vertical ducts), and interior parking spaces. The rentable area is useful as a consistent basis for comparison with other buildings.</p>													
<p>Renewal Options</p> <p>Required for all Outgrant assets</p> <p>Optional for DOE Lease, Contractor Lease, Permit and Contractor License Building and OSF Ingrants</p> <p>Optional for DOE Lease, Contractor Lease and Contractor License Trailers</p>	<p>LSDT_RENEWAL_NO_OPTIONS OUTG_RENEWAL_OPTIONS</p> <p><i>Ingrant 2, Outgrant</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>NUM(2)</p>	<p>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.</p> <p>For outgrants, indicate (Yes/No) whether the Outgrant can be renewed. Refer to the file for details regarding renewal</p>													

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
Ingrants Optional for DOE Ingrant, Contractor Lease and Contractor License Land Ingrants			options, if any. <i>(Procurement, Real Estate Rep)</i>
Renewal Options-Additional Years Optional for DOE Lease, Contractor Lease, Permit and Contractor License Building and OSF Optional for DOE Lease, Contractor Lease and Contractor License Trailers Optional for DOE Ingrant, Contractor Lease and Contractor License Land	LSDT_RENEWAL_ADD_YRS <i>Ingrant 2</i> UPDATE FREQUENCY: As Needed	NUM(2) MA	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. <i>(Procurement, Real Estate Rep)</i>
Renewal Options-Days Notice Optional for DOE Lease, Contractor Lease, Permit and Contractor License Building and OSF Optional for DOE Lease, Contractor Lease and Contractor License Trailers Optional for DOE Ingrant, Contractor Lease and Contractor License Land	LSDT_RENEWAL_DAYS_NOTICE <i>Ingrant 2</i> UPDATE FREQUENCY: As Needed	NUM(3) MA	Number of days notice required to exercise a renewal option. This field is required if the number of renewal options are greater than zero. <i>(Procurement, Real Estate Rep)</i>
Renewal Rent Next Optional for DOE Lease, Contractor Lease, Permit and Contractor License Building and OSF Optional for DOE Lease, Contractor Lease and Contractor License Trailers Optional for DOE Ingrant, Contractor Lease and Contractor License Land	LSDT_RENEWAL_RENT_NEXT <i>Ingrant 2</i> UPDATE FREQUENCY: As Needed	NUM(13,2) MA	Annual rent specified for the next available option. This field is required if the number of renewal options are greater than zero. <i>(Procurement, Real Estate Rep)</i>
Reporting Source Required for DOE Owned Buildings, OSF, Land and Trailers	FISR_REPORTING_SOURCE PROP_REPORTING_SOURCE <i>Lookup Table, Property Info</i> UPDATE FREQUENCY: As Needed	CHAR(3) MA	A code that identifies the Standard Accounting and Reporting System (STARS) institution or contract group who has financial management responsibility for the property. <i>(Finance/Accounting)</i>
Reporting Source Description-Long	FISR_LONG_DESC <i>Lookup Table</i>	CHAR(50)	Long description of the STARS reporting source.
Reporting Source Description-Short	FISR_SHORT_DESC	CHAR(15)	Abbreviated description of the STARS reporting source.

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
	<i>Lookup Table</i>		
Responsible Party–Exterior Required for DOE Lease, Contractor Lease, Permit and Contractor License Building and OSF Required for DOE Lease, Contractor Lease and Contractor License Trailers Required for DOE Ingrant and Contractor Lease Land	LSDT_SERV_EXT_MAINT <i>Ingrant 2</i> UPDATE FREQUENCY: As Needed	CHAR(1) MA	Code that indicates which party (1 - Grantee or 2 - Grantor) pays for exterior maintenance. <i>(Procurement, Real Estate Rep)</i>
Responsible Party–Interior Required for DOE Lease, Contractor Lease, Permit and Contractor License Building and OSF Required for DOE Lease, Contractor Lease and Contractor License Trailers Required for DOE Ingrant and Contractor Lease Land	LSDT_SERV_INTERIOR_MAINT <i>Ingrant 2</i> UPDATE FREQUENCY: As Needed	CHAR(1) MA	Code that indicates which party (1 - Grantee or 2 - Grantor) pays for interior maintenance. <i>(Procurement, Real Estate Rep)</i>
Restrictions - Environmental Natural Resource Cultural Resource Developmental (improvements) Reversionary Clauses from Deed Zoning Easements Rights-of-Way Mineral Interests Water Rights Air Rights Other Non Applicable Required for DOE Owned, DOE Leased, Contractor Leased Buildings, Trailers and OSF Required for DOE Owned, DOE Ingrant , Contractor Leased and Withdrawn Land	PROP_RES_ENVIRON PROP_RES_NATURAL PROP_RES_CULTURAL PROP_RES_DEVELOP PROP_RES_DEED PROP_RES_ZONING PROP_RES_EASEMENT PROP_RES_RIGHT_WAY PROP_RES_MINERAL PROP_RES_WATER PROP_RES_AIR PROP_RES_OTHER PROP_RES_NA <i>Property Detail</i> UPDATE FREQUENCY: As Needed	CHAR(1) CHAR(1) CHAR(1) CHAR(1) CHAR(1) CHAR(1) CHAR(1) CHAR(1) CHAR(1) CHAR(1) CHAR(1) CHAR(1) CHAR(1) MA	Indicate Yes or No if each of the restrictions apply to an asset. 1) Environmental: (clean-up based restriction, etc.): Legally enforceable placed on the use of real property or any of its natural resources (e.g., surface water or ground water) due to the presence of hazardous substances, pollutants or contaminants (terms that are defined in the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), 42 U.S.C. 9601 (14) and (33)), and the need to protect human health and the environment from exposure to such hazardous substances, pollutants or contaminants. These restrictions could also be necessary due to the presence of petroleum, which is a type of contaminant that is not regulated to allow the cleanup to safely proceed. These restrictions can also be permanent such as in the case where the cleanup is complete but at a level that allows for low levels of contamination to continue to be present as long as the full use of the property is curtailed (e.g. the property is cleaned to allow commercial or industrial uses, but not residential). 2) Natural Resource: Legally enforceable restrictions placed

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>on the use of real property or any of its natural resources to protect a given resource from harm (e.g., an endangered species or its habitat), or its to protect activities on the real property or the use of any of its natural resources from the harm caused by outside, natural forces (e.g., floodplains). In either case, the need to restrict the use of the property may be compelled either by a determination that such restrictions are necessary to achieve the purpose compelled by the applicable law, regulation or Executive Order (e.g., the Endangered Species Act), or due to a written agreement with other federal agencies or state or local government, that compel such restrictions (e.g., the terms of any authorization from the Army Corps of Engineers to build in a certain wetlands)</p> <p>3) Cultural Resource (archeological, historic, Native American resources, etc.): Legally enforceable restrictions placed on the use of real property by the owner of the property to protect and preserve historic or Tribal resources deemed worthy of preservation giving a government agency or preservation organization the right to review and approve changes to the historically or culturally significant property before they are undertaken.</p> <p>4) Developmental (improvements): Legally enforceable restrictions on land use to protect the health, safety and welfare of the community such as the kind of buildings that can be built on the property, what size the buildings may be and which materials can be used in their construction.</p> <p>5) Reversionary clauses from deed: Interest that exists when the grant is limited such that it may possibly terminate on the occurrence of a condition subsequent and title to the property returns to the original owner.</p> <p>6) Zoning: Municipal regulations having to do with structural and architectural designs of buildings and prescribing the use to which buildings within designed districts may be put.</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>7) Easements (including access for maintenance rights, etc.): A non-possessor interest in the land of another that gives the party a right of use over the other person's property for a designated purpose.</p> <p>8) Rights-of-way: A right belonging to a party to pass over land of another. The interest is the same as an easement with the owner of the soil retaining all other rights and benefits of ownership consistent with the easement. The phrase is also used to describe that strip of land upon which railroad companies construct their road bed and, when so used, the term refers to the land itself, not just the right of passage over it.</p> <p>9) Mineral Interests: An interest in minerals in land, with or without ownership of the surface of the land, and the right to take minerals or a right to receive a royalty.</p> <p>10) Water Rights: A legal right to use the water of a natural stream or water furnished through a ditch or canal, for general or specific purposes, such as irrigation, mining, power, or domestic use, either to its full capacity or a measured extent or during a defined period of time.</p> <p>11) Air Rights: The right to use all or a portion of the air space above real property. Such right is vested by grant (e.g., fee simple, lease or other conveyance).</p> <p>12) Other: All other restrictions that cannot be classified elsewhere.</p> <p>13) Non Applicable: Restrictions are non-applicable to the real property asset. If restrictions 1 – 12 above are set to 'No', this 13th restriction should be set to 'Yes'. If any of the restrictions 1 – 12 are set to 'Yes', then this 13th restriction should be set to 'No'.</p>
Roads–Non-Public Access Lane Miles	POSF_LANE_MILES_NPA	Num(16,3)	Only required for OSF records where the Usage Code is

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
<p>Required for OSF where the Usage Code is (1729,1739, or 1749)</p>	<p><i>OSF Dimensions</i></p>	<p>MA</p>	<p>1729 – Primary Roads, 1739 – Secondary Roads, or 1749 – Tertiary Roads.</p> <p>Record the subset of the OSF Secondary Quantity lane miles that are non-public access. Public Access Lane Miles plus Non-Public Access Lane Miles should total to the OSF Secondary Quantity lane miles.</p> <p>The road is publicly accessible if it is available, except during scheduled periods, extreme weather or emergency condition, passable by four-wheel standard passenger cars, and open to the general public for use without restrictive gates, prohibitive signs, or regulations other than restrictions based on size, weight, or class of restriction. Toll plazas are not considered restrictive gates.</p> <p>If the record contains no non-public accessible roads, then populate the “Non-Public Access Lane Miles” data field with 0 (zero).</p>
<p>Roads–Non-Public Access Miles</p> <p>Required for OSF where the Usage Code is (1729,1739, or 1749)</p>	<p>POSF_MILES_NPA</p> <p><i>OSF Dimensions</i></p>	<p>Num(16,3)</p> <p>MA</p>	<p>Only required for OSF records where the Usage Code is 1729 – Primary Roads, 1739 – Secondary Roads, or 1749 – Tertiary Roads.</p> <p>Record the subset of the OSF Primary Quantity miles that are non-public access. Public Access Miles plus Non-Public Access Miles should total to the OSF Primary Quantity miles.</p> <p>Lane Miles = miles of road X number of lanes</p> <p>The road is publicly accessible if it is available, except during scheduled periods, extreme weather or emergency condition, passable by four-wheel standard passenger cars, and open to the general public for use without restrictive gates, prohibitive signs, or regulations other than restrictions based on size, weight, or class of restriction. Toll plazas are not considered restrictive gates.</p> <p>If the record contains no non-public accessible roads, then populate the “Non-Public Access Miles” data field with 0</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
<p>Roads–Public Access Lane Miles Required for OSF where the Usage Code is (1729,1739, or 1749)</p>	<p>POSF_LANE_MILES_PA <i>OSF Dimensions</i></p>	<p>Num(16,3) <i>MA</i></p>	<p>(zero).</p> <p>Only required for OSF records where the Usage Code is 1729 – Primary Roads, 1739 – Secondary Roads, or 1749 – Tertiary Roads.</p> <p>Record the subset of the OSF Secondary Quantity lane miles that are public access. Public Access Lane Miles plus Non-Public Access Lane Miles should total to the OSF Secondary Quantity lane miles.</p> <p>Lane Miles = miles of road X number of lanes</p> <p>The road is publicly accessible if it is available, except during scheduled periods, extreme weather or emergency condition, passable by four-wheel standard passenger cars, and open to the general public for use without restrictive gates, prohibitive signs, or regulations other than restrictions based on size, weight, or class of restriction. Toll plazas are not considered restrictive gates.</p> <p>If the record contains no publicly accessible roads, then populate the “Public Access Lane Miles” data field with 0 (zero).</p>
<p>Roads–Public Access Miles Required for OSF where the Usage Code is (1729,1739, or 1749)</p>	<p>POSF_MILES_PA <i>OSF Dimensions</i></p>	<p>Num(16,3) <i>MA</i></p>	<p>Only required for OSF records where the Usage Code is 1729 – Primary Roads, 1739 – Secondary Roads, or 1749 – Tertiary Roads.</p> <p>Record the subset of the OSF Primary Quantity miles that are public access. Public Access Miles plus Non-Public Access Miles should total to the OSF Primary Quantity miles.</p> <p>The road is publicly accessible if it is available, except during scheduled periods, extreme weather or emergency condition, passable by four-wheel standard passenger cars, and open to the general public for use without restrictive gates, prohibitive signs, or regulations other than restrictions based on size, weight, or class of restriction. Toll plazas are not considered restrictive gates.</p> <p>If the record contains no publicly accessible roads, then</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>populate the “Public Access Miles” data field with 0 (zero).</p>
<p>RPV (Replacement Plant Value)</p> <p>Required for DOE Owned, DOE Leased, and Contractor Leased Buildings, OSF, and Trailers</p>	<p>DEFM_RPV</p> <p><i>RPV (Buildings)</i></p> <p><i>Trailer Info (Trailers)</i></p> <p><i>OSF Info (OSF's)</i></p> <p>UPDATE FREQUENCY: Annual Update</p>	<p>NUM(14,2)</p> <p>MA</p> <p>Reported to FRPP</p>	<p>BUILDINGS -</p> <p>HQ (System Generated) – Current cost to replace an existing building with a new building based on comparable size and current usage using current technology, codes, standards and materials. 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.</p> <p>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.</p> <p>For leased space, the RPV is the cost to build a new facility the size of the leased space based on the current usage.</p> <p>TRAILERS -</p> <p>Current cost to replace an existing trailer with a new trailer based on comparable size and current usage using current technology, codes, standards and materials. This value does not include the cost of the underlying land. The RPV is automatically calculated by FIMS using the unit cost,</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>gross sqft, geographic cost factor, and a local site factor. A unit cost of \$142.24 is used for real property trailers (see RPV Model, Trailer, Real Property).</p> <p>Each site has the option to input a site/contractor derived RPV, if desired.</p> <p>For leased space, the RPV is the cost to build a new facility the size of the leased space based on the current usage.</p> <p>OSF –</p> <p>Cost to replace the existing OSF with a new OSF of comparable size using current technology, codes, standards, and materials based on the current usage. This value is a manual entry that is developed at the Field Office/Site.</p> <p>For leased space, the RPV is the cost to build a new facility the size of the leased space based on the current usage.</p>
RPV Description	RPVM_DESC <i>Lookup Table, RPV</i>	CHAR(25) MA	Description of the RPV model.
RPV Detail	RPVM_DETAIL <i>Lookup Table, RPV</i>	CHAR(300) MA	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 Flag	PBLD_RPV_FLAG <i>System Generated</i>	CHAR(1)	This is a system generated data field that indicates if the Headquarters generated Replacement Plant Value for 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.
RPV Model Required for DOE Owned, DOE leased and Contractor Leased Buildings	RPVM_MODEL PBLD_RPV_MODEL <i>Lookup Table, RPV</i> UPDATE FREQUENCY: As Needed	CHAR(3) MA	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.

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
RPV Unit Cost	RPVM_UNIT_COST <i>Lookup Table</i>	NUM(6,2) MA	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.
Safety Inspection Date Required for DOE Owned OSF where the Usage Code is (1468, 1469, 1768; optional for 1168, 1169, 1769) Used for DOE Owned OSF inspected to the standards stated in the definition where the Usage Code is (1168,1169,1769)	POSF_BR_SAFETY_INSPECT <i>OSF Info</i>	Date MA	The Department wants to ensure the safety of all bridges. Safety Inspection Date (see note 1 below): a) Required for operational (Status = 1,2,6 or 7) OSFs with usage codes: <ul style="list-style-type: none"> • 1468 Public Access Bridges (Trains) • 1469 Controlled Access Bridges (Trains) • 1768 Public Access Bridges (Vehicular) meeting the criteria in Note 2. b) Used for OSFs with usage codes: 1168 Public Access Bridges (Walking), 1169 Controlled Access Bridges (Walking), and 1769 Controlled Access Bridges (Vehicular) inspected to the standards of Note 1. c) Leave this date blank for OSFs with usage codes: 1168 Public Access Bridges (Walking), 1169 Controlled Access Bridges (Walking), and 1769 Controlled Access Bridges (Vehicular) inspected to other standards. The frequency of required bridge safety inspections are as follows: <ul style="list-style-type: none"> • Train bridges – one inspection per calendar year, with not more than 540 days between successive inspections • Publicly accessible vehicular bridges – regular intervals not to exceed twenty-four months Note 1: The date of the most recent safety inspection conducted in accordance with 23 CFR 650.301 for vehicular bridges or with 49 CFR Part 213 and for train bridges or with a customized inspection plan based on American Association of State Highway and Transportation Officials (AASHTO) MBE-1, <u>Manual for Bridge Evaluation, 1st Edition</u> , for pedestrian bridges. Note2: A structure including supports erected over a

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>depression or an obstruction, such as water, highway, or railway, and having a passageway for carrying traffic or other moving loads, and having an opening measured along the center of the roadway of more than 20 feet (6.1 meter) between undercopings of abutments or spring lines of arches, or extreme ends of openings for multiple boxes; it may also include multiple pipes, where the clear distance between openings is less than half of the smaller contiguous opening.</p> <p>Note 3: Operational public access vehicle bridges meeting the criteria in Note 2 will be included in the National Bridge Inventory (NBI).</p> <p>For required inspections, this date field must be changed to represent the most current inspection date within thirty (30) days of inspection completion.</p> <p>POC for Safety Inspection Policy: Cindy Hunt, 202-586-4539, Cynthia.Hunt@hq.doe.gov</p>
<p>Secondary Quantity Required for OSF if a Secondary Unit of Measure if displayed.</p>	<p>POSF_SEC_QUANTITY <i>OSF Dimensions</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>NUM(16,3) <i>MA</i></p> <p>Reported to FRPP</p>	<p>A numeric value representing a secondary measurement for an OSF based upon the secondary unit of measure generated by FIMS from the OSF usage code. <i>(Plant Engineering)</i></p>
<p>Secondary Unit of Measure</p>	<p>POSF_DIMEN_CODE_2 <i>System Generated, OSF Dimensions (display only)</i></p>	<p>CHAR(5)</p> <p>Reported to FRPP</p>	<p>Dimension code that designates the secondary unit of measure. The label displayed on the window is based on the usage code for the OSF. <i>(Plant Engineering, Finance/Accounting)</i></p>
<p>Secretarial Office Required for all Areas and Sites</p>	<p>AREA_PROGRAM_OFFICE SITE_PROGRAM_OFFICE <i>Area Info, Site Info</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(4) <i>MA</i></p>	<p>The DOE program office that has been assigned landlord responsibilities for the Site/Area and the Site/Area buildings/facilities. Secretarial Office can be assigned at either the Site or Area level. <i>(Field/Ops Admin, Budget)</i></p>
<p>Security Level</p>	<p><i>My Profile</i></p>	<p>CHAR(1)</p>	<p>Determines the Add, Update, and Delete capability of the user. The level of FIMS security are FIMS System Administrator (Headquarters), Field Office System</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			Administrator, Field Office User, Site User, and Guest.
<p>Seismic Comments</p> <p>Optional for DOE Owned, DOE Leased, Contractor Leased and Contractor License Buildings and Trailers</p>	<p>PBLD_SEIS_COMMENTS</p> <p><i>Condition</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(255)</p> <p><i>EH</i></p>	<p>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.</p> <p><i>(Seismic Engineer, Plant Engineering)</i></p>
<p>Seismic Essential</p> <p>Required for DOE Owned Buildings and Trailers</p> <p>Optional for DOE Leased, Contractor Leased and Contractor License Buildings and Trailers</p>	<p>PBLD_SEIS_ESSENTIAL</p> <p><i>Building/Trailer Info</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(2)</p> <p><i>EH</i></p>	<p>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:</p> <p>P1 – General Use Buildings. (Examples include administrative buildings, cafeterias, storage buildings, repair shops, etc) Note: Equivalent Performance Category code is PC-1 (Life Safety)</p> <p>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)</p> <p>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)</p> <p>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 Category code is PC-4 (Essential)</p> <p><i>(Seismic Engineer, Plant Engineering)</i></p>
<p>Seismic Exemption</p> <p>Required for DOE Owned Buildings and</p>	<p>PBLD_SEIS_REASON_EXEMPT</p> <p>EXEMPT_CODE</p>	<p>CHAR(2)</p> <p><i>EH</i></p>	<p>The code that classifies the building/trailer as exempt from seismic evaluation in accordance with EO 12941. If a</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
<p>Trailers</p> <p>Optional for DOE Leased, Contractor Leased and Contractor License Buildings and Trailers</p>	<p><i>Building/Trailer Info, Lookup Table</i></p> <p>UPDATE FREQUENCY: As Needed</p>		<p>building/trailer is not exempt, the code E0 should be selected.</p> <p>E0 – Building is not exempt</p> <p>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)</p> <p>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)</p> <p>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)</p> <p>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)</p> <p>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)</p> <p>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)</p> <p>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)</p> <p>E8 – The remaining useful life of the building has been identified as being less than 5 years.</p> <p>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);</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			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. <i>(Seismic Engineer, Plant Engineering)</i>
Seismic Exemption Description-Long	EXEMPT_LONG_DESC <i>Lookup Table</i>	CHAR(50)	Long description of the seismic exemption code.
Seismic Exemption Description-Short	EXEMPT_SHORT_DESC <i>Lookup Table</i>	CHAR(25)	Abbreviated description of the seismic exemption code.
Seismicity	SITE_SEISMICITY <i>FRPP Report - System Generated</i>	CHAR(1) <i>EH</i>	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) <i>GSA Assign</i>	NUM(10) <i>MA</i>	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 City Required for all Sites	SITE_CITY <i>Site Info</i> UPDATE FREQUENCY: Static	CHAR(23) <i>MA</i>	Name of the city or town to which mail should be sent. For leased properties, this also serves as the grantee city. <i>(Field/Ops Admin, Area Office, Procurement, Real Estate Rep)</i>
Site Default	<i>My Profile</i>	CHAR(5)	Specifies the Site to be active each time the user enters FIMS.
Site Factor Required for DOE Owned, DOE Leased and Contractor Leased Buildings and Trailers	PBLD_SITE_FACTOR <i>RPV, Trailer Info</i> UPDATE FREQUENCY: As Needed	NUM(5,4) <i>MA</i>	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

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			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 for all assets	SITE_NAME <i>Site Info</i> UPDATE FREQUENCY: Static	CHAR(50) MA Reported to FRPP	Name assigned to a Site. A site is a geographic location that is a subdivision of the Field Office. <i>(Field/Ops Admin, Area Office)</i>
Site Number Required for all assets	SITE_NUMBER AREA_SITE_NUMBER PROP_SITE_NUMBER <i>Site Info</i> UPDATE FREQUENCY: Static	CHAR(5) MA Reported to FRPP	Five-digit number assigned by DOE headquarters that uniquely identifies the Site. <i>(Field/Ops Admin, Area Office)</i>
Site Restriction	<i>My Profile</i>	CHAR(5)	Specifies the Site that a user with Site User level security may access.
Site State Required for all Sites	SITE_STATE <i>Site Info</i> UPDATE FREQUENCY: Static	CHAR(2) MA	Two-character state mailing code for the Site. For leased properties, this also serves as the grantee state. <i>(Field/Ops Admin, Area Office)</i>
Site Zip Required for all Sites	SITE_ZIP <i>Site Info</i> UPDATE FREQUENCY: Static	CHAR(10) MA	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). <i>(Field/Ops Admin, Area Office)</i>
State Name	STAT_NAME <i>Lookup Table</i>	CHAR(20)	Description of State Names.
Status Required for DOE Owned, DOE Leased, and Contractor Leased Buildings, Trailers and OSF Required for DOE Owned, DOE Ingrant,	PROP_STATUS <i>Property Detail</i> UPDATE FREQUENCY: As Needed	CHAR(2) SC Reported to FRPP	Reflects programmatic intentions as well as the predominant physical/operational status of an asset. The selections are as follows: 1 - Operating – A building, trailer or OSF that is required for DOE's current and ongoing needs and responsibilities.

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
Contractor Leased and Withdrawn Land			<p>2 - Operational Standby - If there is any future programmatic use of the building, trailer, or OSF (other than cleanup) expected.</p> <p>3 - Shutdown Pending Transfer - Indicates the building, trailer or OSF is to be planned for eventual transfer to another programmatic office or organization.</p> <p>4 - Shutdown Pending D&D - Indicates the building, trailer or OSF has been shutdown for the purpose of eventual D&D (decontamination and decommissioning), regardless of when D&D activities are slated to start. This status designation may also be used for historical assets that are shutdown but cannot be disposed of.</p> <p>5 - D&D in Progress - D&D activities are underway for the building, trailer or OSF. This activity would be identified once funds have been budgeted and approved for expenditure.</p> <p>6 – Operating Pending D&D – Indicates the building, trailer or OSF has been transferred to the programmatic office or organization responsible for D&D activities. The building, trailer or OSF is being used for site clean up activities.</p> <p>7 – Operating under an Outgrant – A building, trailer or OSF being used by another party through means of a lease, easement, license, or permit.</p> <p>11 – Deactivation – A building, trailer or OSF 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,</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)																				
			<p>e.g., removal of contamination remaining in the fixed structures and equipment after deactivation. Not all deactivated building, trailer or OSF will be declared as excess facilities.</p> <p>12 – Shutdown Pending Disposal – Indicates the building, trailer or OSF has been shutdown and has been identified for eventual disposition. The process to report the building, trailer or OSF as excess to the Department’s needs has been either started or completed.</p> <p>13 – Active – Land currently assigned a mission by DOE.</p> <p>14 – Inactive – Land not currently being used but may have a future need. Includes real property in a caretaker status (closed pending disposal, for example facilities that are pending a BRAC action) and closed installations with no assigned current federal mission or function.</p> <p><i>(ES&H, Building Mgr, Plant Engineering)</i></p>																				
Status Code	CMST_STATUS <i>Lookup Table</i>	CHAR(2)	Code that indicates the status of a building/trailer.																				
<p>Status Date</p> <p>Required for DOE Owned, DOE Leased, and Contractor Leased Buildings, Trailers and OSF when the Status is not = ‘1 – Operating’</p> <p>Required for DOE Owned, DOE Ingrant, Contractor Leased and Withdrawn Land when the Status is not ‘13 – Active Land’ or ‘14 – Inactive Land’.</p> <p>Optional for DOE Owned, DOE Leased, and Contractor Leased Trailers when the Status is ‘1’- Operating’</p> <p>Optional for DOE Owned, DOE Ingrant, Contractor Leased and Withdrawn Land when the Status is ‘13 – Active Land’ or ‘14 – Inactive Land’.</p>	PROP_STATUS_DATE <i>Property Detail</i> UPDATE FREQUENCY: As Needed	DATE SC	<p>Provide the date of the selected Status field according to the following table:</p> <table border="1" data-bbox="1339 943 1986 1456"> <thead> <tr> <th data-bbox="1339 943 1692 987">Status</th> <th data-bbox="1692 943 1986 987">Status Date value:</th> </tr> </thead> <tbody> <tr> <td data-bbox="1339 987 1692 1031">1 - Operating</td> <td data-bbox="1692 987 1986 1031">no Status Date entered</td> </tr> <tr> <td data-bbox="1339 1031 1692 1075">2 – Operational Standby</td> <td data-bbox="1692 1031 1986 1075">Date of Status change</td> </tr> <tr> <td data-bbox="1339 1075 1692 1143">3 – Shutdown Pending Transfer</td> <td data-bbox="1692 1075 1986 1143">Date of Status change</td> </tr> <tr> <td data-bbox="1339 1143 1692 1187">4 – Shutdown Pending D&D</td> <td data-bbox="1692 1143 1986 1187">Date of Status change</td> </tr> <tr> <td data-bbox="1339 1187 1692 1230">5 – D&D in Progress</td> <td data-bbox="1692 1187 1986 1230">Date of Status change</td> </tr> <tr> <td data-bbox="1339 1230 1692 1274">6 – Operating Pending D&D</td> <td data-bbox="1692 1230 1986 1274">Date of Status change</td> </tr> <tr> <td data-bbox="1339 1274 1692 1343">7 – Operating Under an Outgrant</td> <td data-bbox="1692 1274 1986 1343">Date of Status change</td> </tr> <tr> <td data-bbox="1339 1343 1692 1386">11 – Deactivation</td> <td data-bbox="1692 1343 1986 1386">Date of Status change</td> </tr> <tr> <td data-bbox="1339 1386 1692 1456">12 – Shutdown Pending Disposal</td> <td data-bbox="1692 1386 1986 1456">Date of Status change</td> </tr> </tbody> </table>	Status	Status Date value:	1 - Operating	no Status Date entered	2 – Operational Standby	Date of Status change	3 – Shutdown Pending Transfer	Date of Status change	4 – Shutdown Pending D&D	Date of Status change	5 – D&D in Progress	Date of Status change	6 – Operating Pending D&D	Date of Status change	7 – Operating Under an Outgrant	Date of Status change	11 – Deactivation	Date of Status change	12 – Shutdown Pending Disposal	Date of Status change
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English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)				
			<table border="1" data-bbox="1333 241 1992 324"> <tr> <td data-bbox="1333 241 1694 277">13 – Active Land</td> <td data-bbox="1694 241 1992 277">no Status Date entered</td> </tr> <tr> <td data-bbox="1333 277 1694 313">14 – Inactive Land</td> <td data-bbox="1694 277 1992 313">no Status Date entered</td> </tr> </table> <p data-bbox="1333 370 1801 402"><i>(ES&H, Building Mgr, Plant Engineering)</i></p>	13 – Active Land	no Status Date entered	14 – Inactive Land	no Status Date entered
13 – Active Land	no Status Date entered						
14 – Inactive Land	no Status Date entered						
Status Date Required	CMST_DATE_REQUIRED <i>Lookup Table</i>	CHAR(1)	Indicates (Y/N) if a date is required by the building/trailer status.				
Status Description	CMST_DESC <i>Lookup Table</i>	CHAR(30)	Description of the building/trailer status code.				
Summary Condition	PBLD_SUMMARY_CONDITION <i>Condition – System Generated</i>	CHAR(20) SC	<p data-bbox="1333 586 1992 1190">Each Operating, Operational Standby and Operating Pending D&D 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.</p> <ul data-bbox="1333 1206 1992 1409" style="list-style-type: none"> • 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. 				

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<ul style="list-style-type: none"> • 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 \geq60% of replacement plant value. • 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. <p>For buildings and trailers that fall into one of the following Status categories, the Summary Condition will be blank</p> <ul style="list-style-type: none"> • Operating Under an Outgrant • Transfer to Another Federal Agency • Sale • Demolished <p><i>(Building or Maintenance Mgr, Plant Engineering)</i></p>
Suspended	<i>My Profile</i>	CHAR(1)	Visible on the User Details window only to Field Office System Administrators and FIMS System Administrators (Headquarters). Indicates whether a user's account is suspended, meaning the user is unable to logon to FIMS.
Sustainability–Assessment Year Required for DOE Owned, DOE Leased and Contractor Leased Buildings and Trailers	PBLD_SUST_YR_ASSESS <i>Sustainability</i> UPDATE FREQUENCY: As Needed	NUM(4) <i>EE</i> Reported to FRPP	Enter the fiscal year in which an assessment for compliance with the Guiding Principles for High Performance Sustainable as outlined in the current OMB implementation guidance last occurred Valid fiscal year range is 2007 through the current fiscal year. Leave the field empty when no assessment has occurred or the building/trailer has attained a third-party certification.
Sustainability–Certification Level Received Required for DOE Owned, DOE Leased and Contractor Leased Buildings and	PBLD_SUST_CERT_RECEIVED <i>Sustainability</i>	CHAR(9) <i>EE</i>	Select the LEED certification received from the picklist choices of: None Certified

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
Trailers	UPDATE FREQUENCY: As Needed		Silver Gold Platinum
Sustainability–Compliance Approach Required for DOE Owned, DOE Leased and Contractor Leased Buildings and Trailers	PBLD_SUST_APPROACH <i>Sustainability</i> UPDATE FREQUENCY: As Needed	CHAR(2) <i>EE</i>	Available choices are: Existing Building (EB) New Construction (NC)
Sustainability–Guiding Principle Percentage Required for DOE Owned, DOE Leased and Contractor Leased Buildings and Trailers	PBLD_SUST_PRIN_PTS <i>Sustainability</i> UPDATE FREQUENCY: As Needed	NUM(3) <i>EE</i> Reported to FRPP	Enter the percentage of Guiding Principles met. Value must be between 0 and 100.
Sustainability–HPSB Goal	PBLD_SUST_GOAL <i>Sustainability</i> <i>System Generated</i>	CHAR(1) <i>EE</i> Reported to FRPP	Y – Yes, the asset will count toward the 15% Sustainability goal N – No, the asset will not count towards the 15% Sustainability goal X – The asset is not included in the population to be evaluated for Sustainability. This include asset meeting at least one of the following criteria: Gross Sqft ≤ 5,000 Estimated Disposition Year ≤ 2015
Sustainability–Planned Compliance Year Required for DOE Owned, DOE Leased and Contractor Leased Buildings and Trailers	PBLD_SUST_YR_COMPLIANCE <i>Sustainability</i> UPDATE FREQUENCY: As Needed	NUM(4) <i>EE</i> Reported to FRPP	Mandatory for buildings/trailers intended to comply with the Guiding Principles by the end of FY 2015. Enter the anticipated fiscal year in which the building/trailer would comply with the Guiding Principles directly or through equivalence by attaining a specified level of certification. The field will accept the current fiscal year through any future fiscal year. Users may leave the field empty where no plans to bring the building/trailer into compliance exist Users may input a value of “9999” to indicate “not worth a full assessment.”

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
Sustainability–USGBC Project ID Required for DOE Owned and DOE Leased Buildings and Trailers	PBLD_SUST_USGBC_ID <i>Sustainability</i> UPDATE FREQUENCY: As Needed	CHAR(20) EE	Enter the Project ID assigned by the U. S. Green Buildings Council (USGBC) to the building when the building wishes to comply with the Guiding Principles through LEED Certification. For buildings/trailers not seeking compliance through LEED certification, the field would be left blank. The USGBC has a public Website with a downloadable spreadsheet containing key milestones and performance data on each registered building organized by the project ID. The website is http://www.usgbc.org/Docs/Archive/PublicLEEDProjectDirectory.xls The project ID will eliminate the need to validate other HPSB data elements and will provide the project registration date, important for demonstrating compliance with the December 2008 OMB implementation guidance on meeting the Guiding Principles.
Sustainability Index Building Count	<i>Report Generated</i>	MA	The total number of DOE owned and DOE leased buildings and trailers that will count toward the 15% Sustainability goal (Sustainability – 15% Goal flag equals ‘Y’) divided by the total number of DOE owned and DOE leased buildings and trailers where the Sustainability flag equals “Y” or “N”.
Sustainability Index Square Feet	<i>Report Generated</i>	MA	The total DOE owned and DOE leased building and trailer square feet of the assets that will count toward the 15% Sustainability goal (Sustainability – 15% Goal flag equals ‘Y’) divided by the total DOE owned and DOE leased buildings and trailers square feet where the Sustainability flag equals “Y” or “N”.
Total Adjustments	PROP_IMPROVE_COST_TOTAL <i>System Generated</i>	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 <i>GSA Assign</i>	NUM(11,2) MA	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

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
	UPDATE FREQUENCY: As Needed		FIMS by multiplying the monthly Total Bill value by 12. <i>(Real Estate Division of specific GSA regional office that provided the space)</i>
Total Costs	(calculated field) <i>Cap Adjusts</i>	NUM(14,2)	The total of all capital adjustments/improvements to the property plus the initial acquisition costs.
Total No of Contractor Employees Required for DOE Owned, DOE Leased and Contractor Leased Buildings and Trailers where the Usage Code is Office or Laboratory Required for GSA Owned and GSA Leased Buildings	PBLD_TOTAL_NO_CONTR_EMPL <i>Building Info</i> <i>Trailer Info</i> UPDATE FREQUENCY: Annual Update	Num(4) <i>MA</i> Reported to FRPP	Report the number of contractor employees assigned to the building/trailer. A contractor employee is an employee working under a contract as defined by Part 2.101 of the Federal Acquisition Regulation (FAR). The sum of Total No of Federal Employees, Total No of Contractor Employees, and Total No of Other Personnel is required to equal the value entered for the Total No of Occupants.
Total No of Federal Employees Required for DOE Owned, DOE Leased and Contractor Leased Buildings and Trailers where the Usage Code is Office or Laboratory Required for GSA Owned and GSA Leased Buildings	PBLD_TOTAL_NO_FED_EMPL <i>Building Info</i> <i>Trailer Info</i> UPDATE FREQUENCY: Annual Update	Num(4) <i>MA</i> Reported to FRPP	Report the number of federal employees (including teleworkers, even if full time) assigned to the building/trailer in full time equivalents (FTE's). Consult OMB Circular A-11 for guidance on defining FTE's. The sum of Total No of Federal Employees, Total No of Contractor Employees, and Total No of Other Personnel is required to equal the value entered for the Total No of Occupants.
Total No of Occupants Required for DOE Owned, DOE Leased and Contractor Leased buildings and trailers Required for GSA Owned and GSA Leased Buildings Required for GSA Owned and GSA Leased Buildings	PBLD_TOTAL_NO_OCC PGSA_TOTAL_OCCUPANTS <i>Building Info</i> <i>Trailer Info</i> <i>GSA Assign (System Generated)</i> UPDATE FREQUENCY: Annual Update	Num(4) Num(5) <i>MA</i>	Report the total number of federal, contractor and other personnel assigned to the building/trailer. For DOE Owned, DOE Leased and Contractor Leased, the sum of Total No of Federal Employees, Total No of Contractor Employees, and Total No of Other Personnel is required to equal the value entered for the Total No of Occupants. For GSA Owned and GSA Leased buildings, this field is system generated.

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<i>(Building Mgr, Plant Engineering, Industrial Engineer, Space Mgmt)</i>
Total No of Other Personnel Required for DOE Owned, DOE Leased and Contractor Leased Buildings and Trailers where the Usage Code is Office or Laboratory Required for GSA Owned and GSA Leased Buildings	PBLD_TOTAL_NO_OTHER_PERS <i>Building Info</i> <i>Trailer Info</i> UPDATE FREQUENCY: Annual Update	Num(4) MA Reported to FRPP	Report the number of other personnel assigned to a building/trailer that are not federal employees or contractor employees – includes interns and those performing volunteer work. The sum of Total No of Federal Employees, Total No of Contractor Employees, and Total No of Other Personnel is required to equal the value entered for the Total No of Occupants.
Total Operating Cost	<i>Maintenance (display only)</i>		Display only total of the asset-level Operating Cost – Electricity, Water/Sewer, Pest Control, Central Heating, Central Cooling, Snow Removal, Gas, Refuse, Recycle, Grounds and Janitorial.
Usage Code Required for all Buildings, OSF, Trailers and Land	USCD_USAGE_CODE PROP_USAGE_CODE <i>Lookup Table, Property Info</i> UPDATE FREQUENCY: As Needed	CHAR(4) MA Reported to FRPP	Code which designates the predominant current use of a real property asset. For example, buildings used for office purposes are classified as office even though certain smaller portions of them may be used for storage or research. Land usage codes consist of 2 characters, Building/Trailer usage codes consist of 3 characters, and OSF usage codes consist of 4 characters. <i>(Building Mgr, Industrial Engineer, Plant Engineering)</i>
Usage Code Description-Long	USCD_LONG_DESC <i>Lookup Table</i>	CHAR(50)	Long description of the usage code.
Usage Code Description-Short	USCD_SHORT_DESC <i>Lookup Table</i>	CHAR(15)	Abbreviated description of the usage code.
User ID	<i>My Profile</i>	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.
Using Organization	PROP_USING_ORG	CHAR(4)	Using Organization refers to the predominant Federal

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
<p>Required for DOE Owned, DOE Leased, Contractor Leased Buildings, OSF, and Trailers</p> <p>Required for DOE Owned, DOE Ingrant, Contractor Leased and Withdrawn Land</p>	<p><i>Property Detail</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>MA</p> <p>Reported to FRPP</p>	<p>Government Agency or other non-Federal Government entity occupying the property.</p> <p>If DOE or DOE's contractors occupy the property, the code "8900 Department of Energy" should be selected.</p> <p>If the property is occupied by a non-Federal Government entity, then code "9999 Non-Federal Entities (Private Sector)" should be selected for the Using Organization value.</p> <p><i>(Building Mgr, Real Estate Officer)</i></p>
<p>Using Organization Description</p>	<p>USOR_DESC</p> <p><i>Lookup Table</i></p>	<p>CHAR(50)</p>	<p>Description of the using organization.</p>
<p>Utilization</p> <p>Required for DOE Owned, DOE Leased, and Contractor Leased Buildings and Trailers</p>	<p>PBLD_PERCENT_UTILIZATION</p> <p><i>Building Info, Trailer Info</i></p> <p>UPDATE FREQUENCY: Annual Update</p>	<p>NUM(3)</p> <p>SC</p> <p>Reported to FRPP</p>	<p>That portion of an asset in use. Utilization is independent of Status and must be reported for all FIMS Status designations. Facilities that are fully shutdown will generally have a Utilization of 0 (zero). However, because the reported Status is the predominate status, a facility that is 51 percent shutdown and 49 percent operating would be properly reported as "Shutdown" but the Utilization would be 49% (if the operating portion is fully utilized).</p> <p>Utilization is not a reflection of space assignment but rather a measure of how "full" the space is. That is how utilized the space is. As an example, if a building with four floors is fully assigned/charged to an organization but one floor is empty with the other three floors fully utilized, the Utilization would be 75%.</p> <p>For programmatic facilities such as laboratories or accelerators, the Utilization can be considered to be 100% if the mission requires 100% of the facility, even though there may be times when the facility is not fully utilized, or even unutilized.</p> <p>Utilization = (Utilized GSF of an asset / Total GSF of an asset) X 100. Expressed as a percentage in FIMS.</p> <p><i>(Building Mgr, Plant Engineering)</i></p>
<p>Year Acquired</p> <p>Required for DOE Owned Buildings,</p>	<p>PROP_YEAR_ACQUIRED</p>	<p>CHAR(4)</p>	<p>Identifies the fiscal year (YYYY) when a building or trailer was acquired rather than built by DOE. For new</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
Trailers and OSF Required for DOE Owned and Institutional Control Land	<i>Condition, OSF Info, Land Info</i> UPDATE FREQUENCY: Static	<i>MA</i>	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 acquired. If the fiscal year is unknown or facilities are grouped together, use the date that signifies when the largest sections/additions were acquired. For Land, the year will represent the year of the earliest land parcel acquisition. The Year Acquired edit allows years to be input from 1800 through the current fiscal year. <i>(Plant Engineering, Finance/Accounting)</i>
Year Built Required for DOE Owned, DOE Leased, Contractor Leased and Contractor License Buildings Required for DOE Owned Trailers	PBLD_YEAR_BUILT <i>Condition</i> UPDATE FREQUENCY: Static	CHAR(4) <i>MA</i>	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 1800 through the current fiscal year. <i>(Plant Engineering, Finance/Accounting)</i>

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 Property Info window.

Real property holdings are reported to the FRPP by the use of each building. These FRPP 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 FRPP data files will summarize the FIMS three-digit codes to their appropriate two-digit FRPP codes.

The FRPP requires that all building measurements be entered in square feet.

10 ADMINISTRATIVE (No entry)

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)

- 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.
- 21 HOSPITAL (No entry)**
- 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 outpatient diagnosis, treatment, and therapy. This includes medical, dental, mental health, substance abuse, and emergency treatment.
- 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)**
- 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)**
- 230 TRADITIONAL CLASSROOM BUILDINGS
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
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.
- 235 **DAY CARE CENTER**
An establishment operated and maintained for the purpose of providing daytime care to children of employees at or near the place of employment.
- 29 OTHER INSTITUTIONAL USES (No entry)**
- 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 **DATA CENTER**

- Buildings that store and/or manage server, network, and computer or telecommunications equipment.
- 298 COMFORT STATION/RESTROOMS
- Buildings with the primary purpose of providing toilet and lavatory facilities for pedestrian use. May include showering facilities.
- 299 OTHER INSTITUTIONAL BUILDINGS
- Institutional buildings that do not fit in the categories above.
- 30 HOUSING (No entry)**
- 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.
- 303 FAMILY HOUSING
- Buildings primarily used as dwellings for families/dependents. Includes apartment houses, single houses, row houses, public housing, military personnel housing, federal employee and housing for institutional personnel.
- 304 DORMITORIES/BARRACKS
- Buildings primarily used as dwellings for housing individuals (without families/dependents).
- 40 STORAGE (No entry)**
- 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. These structures should be included in this category, not as an "Other Structure and Facility (OSF)." This category should also encompass small types of sheds between 80 and 1200 gross square feet. These small sheds could be prefabricated.
- 50 INDUSTRIAL BUILDINGS (No entry)**
- 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.
- 595 ELECTRICAL POWER SUPPLY/DISTRIBUTION
Buildings used to house electrical distribution equipment, or components of an electrical distribution system parallel to electrical transformers, breakers and electrical gauges.
- 599 OTHER INDUSTRIAL FACILITIES
Industrial buildings that are not identified in any of the categories above.
- 60 SERVICE BUILDINGS (No entry)**
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.
- 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.
- 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.

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.

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.

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.
- 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.
- 661 COMMUNICATION SYSTEMS
Buildings used for telephone and telegraph systems, data transmission, satellite communications, and/or associated with radio towers or other communications facilities.
- 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.
- 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.
- 684 NAVIGATION AND TRAFFIC AIDS
Includes buildings that house aircraft or ship navigation and traffic aids, such as beacon lights, antenna systems, ground control approach systems, and obstruction lighting.
- 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 (No entry)**
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.
- 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.
- 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.
- 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.

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 731, but specialized for communications equipment.

739 OTHER ELECTRICAL/ELECTRONICS LABORATORY

Electrical/electronics laboratories that do not fit in the categories above.

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.

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.
- 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.
- 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 buildings housing the reactor 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.
- 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)
- 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)

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 Property Info window. The OSF codes are subdivided into 8 categories.

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

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, Secondary Unit of Measure = Square Yards)

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.

1168 PUBLIC ACCESS BRIDGES (WALKING) (Primary Unit of Measure = Linear Feet, Secondary Unit of Measure = Square Yards)

Bridges used exclusively for walking. A traveler could traverse the bridge without ever passing thru a staffed entry point or presenting identification. This category does not include vehicular bridges that have sidewalks;

bridges used by both vehicles and pedestrians should be counted in the vehicular category.

- 1169 CONTROLLED ACCESS BRIDGES (WALKING) (Primary Unit of Measure = Linear Feet, Secondary Unit of Measure = Square Yards)
Bridges used exclusively for walking. A traveler must pass through a staffed entry point and present proper identification to traverse this bridge. 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, Secondary Unit of Measure = Square Yards)
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, Secondary Unit of Measure = Square Yards)
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, Secondary Unit of Measure = Square Yards)
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, Secondary Unit of Measure = Square Yards)
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, Secondary Unit of Measure = Square Yards)
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, Secondary Unit of Measure = Square Yards)
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.
- 1468 PUBLIC ACCESS BRIDGES (TRAINS) (Primary Unit of Measure = Linear Feet)
A structure including supports erected over a depression or an obstruction, such as water, highway or railway, and having a track for carrying moving loads and used exclusively by trains. A traveler could traverse the bridge without ever passing thru a staffed entry point or presenting identification.
- 1469 CONTROLLED ACCESS BRIDGES (TRAINS) (Primary Unit of Measure = Linear Feet)
A structure including supports erected over a depression or an obstruction, such as water, highway or railway, and having a track for carrying moving loads and used exclusively by trains. A traveler must pass thru a staffed entry point and present proper identification to traverse this bridge.
- 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, Secondary Unit of Measure = Lane Miles, also required Public Access Miles, Public Access Lane Miles, Non-Public Access Miles and Non-Public Access Lane 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.
- The road is publically accessible if it is available, except during scheduled periods, extreme weather or emergency conditions, passable by four-wheel standard passenger cars, and open to the general public for use without restrictive gates, prohibitive signs, or regulations other than restrictions based on size, weight, or class of restriction. Toll plazas are not considered restrictive gates.
- If the record contains no publicly accessible roads, then populated the “Public Access Miles” and “Public Access Lane Miles” data fields with 0 (zero).
- Likewise if no non-public accessible roads exist, then populate the “Non-Public Access Miles” and “Non-Public Access Lane Miles” data fields with 0 (zero).
- Lane Miles is the product of centerline miles and the number of lanes. A four-lane road, two miles long has eight lane miles.
- 1739 SECONDARY ROADS(Primary Unit of Measure = Linear Miles, Secondary Unit of Measure = Lane Miles, also required Public Access Miles, Public Access Lane Miles, Non-Public Access Miles and Non-Public Access Lane 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.
- The road is publically accessible if it is available, except during scheduled periods, extreme weather or emergency conditions, passable by four-wheel standard passenger cars, and open to the general public for use without restrictive gates, prohibitive signs, or regulations other than restrictions based on size, weight, or class of restriction. Toll plazas are not considered restrictive gates.
- If the record contains no publicly accessible roads, then populated the “Public Access Miles” and “Public Access Lane Miles” data fields with 0 (zero).
- Likewise if no non-public accessible roads exist, then populate the “Non-Public Access Miles” and “Non-Public Access Lane Miles” data fields with 0 (zero).
- Lane Miles is the product of centerline miles and the number of lanes. A four-lane road, two miles long has eight lane miles.
- 1749 TERTIARY ROADS (Primary Unit of Measure = Linear Miles, Secondary Unit of Measure = Lane Miles, also required Public Access Miles, Public Access Lane Miles, Non-Public Access Miles and Non-Public Access Lane Miles)

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

The road is publically accessible if it is available, except during scheduled periods, extreme weather or emergency conditions, passable by four-wheel standard passenger cars, and open to the general public for use without restrictive gates, prohibitive signs, or regulations other than restrictions based on size, weight, or class of restriction. Toll plazas are not considered restrictive gates.

If the record contains no publicly accessible roads, then populate the "Public Access Miles" and "Public Access Lane Miles" data fields with 0 (zero).

Likewise if no non-public accessible roads exist, then populate the "Non-Public Access Miles" and "Non-Public Access Lane Miles" data fields with 0 (zero).

Lane Miles is the product of centerline miles and the number of lanes. A four-lane road, two miles long has eight lane miles.

1768 PUBLIC ACCESS BRIDGES (VEHICULAR) (Primary Unit of Measure = Linear Feet, Secondary Unit of Measure = Square Yards)

A structure including supports erected over a depression or an obstruction, such as water, highway or railway, and having a passageway for carrying traffic or other moving loads. A traveler could traverse the structure without ever passing thru a staffed entry point or presenting identification.

1769 CONTROLLED ACCESS BRIDGES (VEHICULAR) (Primary Unit of Measure = Linear Feet, Secondary Unit of Measure = Square Yards)

A structure including supports erected over a depression or an obstruction, such as water, highway or railway, and having a passageway for carrying traffic or other moving loads. A traveler must pass thru a staffed entry point and present identification to traverse this structure.

1771 TUNNELS (VEHICULAR) (Primary Unit of Measure = Square Yards)

Vehicular tunnels.

1788 PARKING STRUCTURES (Primary Unit of Measure = Square Yards)

Independent structures for non-residential parking of more than two vehicles.

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.

2008 IN SITU DECOMMISSIONED (Primary Unit of Measure = Each)

Represent the asset remaining after the completion of in situ decommissioning. Reference Data Dictionary, Disposition Method code IS for definition of In Situ Decommissioned.

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 (Primary Unit of Measure = Linear Feet)
A structure serving as an enclosure, a barrier, or a boundary, usually made of posts or stakes joined together by boards, wire, or rails. 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.
- 2449 RECREATIONAL (Primary Unit of Measure = Each)
Outdoor recreational structures such as athletic fields and courts, stadiums, golf courses, and ski slopes.
- 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 AND LATERALS (RECLAMATION) (Primary Unit of Measure = Linear Feet)
A man-made waterway, side ditch, or conduit for draining land.
- 2629 CULVERT (Primary Unit of Measure = Linear Feet)
A structure or series of multiple pipes constructed to convey water or utilities under a road or railway, or through an embankment.
FHWA-IP-86-2, Culvert Inspection Manual provides industry inspection standard.
Note: Apply Usage Code 1768 or 1769 when the structure meets the definition of a bridge per 23 CFR 650. Apply Usage Code 1468 or 1469 when the structure meets the definition of a bridge per 49 CFR 237.
- 2639 PUMPING STATIONS (RECLAMATION) (Primary Unit of Measure = Gallons per minute)
A structure 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.
- Acres-Feet is defined as the volume of water that would cover one acre of land (43,560 square feet) to a depth of one foot, equivalent to 325,851 gallons of water. An acres-feet is the basic measure of agricultural water use. (source: <http://www.agriculturedictionary.com/term/acre-foot>)
- 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 structures erected in remembrance of persons or events.
- 2920 SLABS USED AS A PROTECTIVE CAP (Primary Unit of Measure = Square Feet)
- This usage code should be used for a slab (constructed of any material) that remains after the demolition of an asset or for a newly constructed slab, with the purpose of protecting underlying contaminants. This usage code differs from 6779 Paving, which is just simply a covered land area with no further requirement.
- 2921 TUNNEL (RESEARCH AND DEVELOPMENT) (Primary Unit of Measure = Square Feet)
- A unique underground test bed or experimental complex used to conduct research and development activities.
- 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 including the ring accelerator.

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

Structures related to linear accelerators including the linear accelerator.

3261 RESEARCH REACTORS (Primary Unit of Measure = Each)

Structures related to research reactors including the research reactor.

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.

4010 STORAGE (OPEN PAVEMENT) (Primary Unit of Measure = Square Yards)

Open, paved areas used to store or stage materials.

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. This category is to also include contaminated ground water.
- 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.
- 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 STRUCTURE (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 UMTCA 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.

- 4923 ENGINEERED WASTE CONTAINMENT STRUCTURE – NON REGULATED (Primary Unit of Measure = Acres)
A non-regulated engineered waste containment structure.
- 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.
- 5007 MONITORING WELL(S) (Primary Unit of Measure = Each)
A well or group of wells designed and installed to obtain representative ground water quality samples. Provides controlled access to ground water samples for analysis, such as to determine the amount, type, and spread of contaminants.
- 5008 PUMPING STATIONS (Primary Unit of Measure = Each)
A structure 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 = Tons)
Plants used to process industrial, but not hazardous, waste that cannot be processed or treated by a sewage treatment plant. This plant is also used to treat coal fired steam plant ash.
- 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 (HAZARDOUS, CONTAMINATED) (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. This category is to also include contaminated ground water.
- 5461 STRUCTURES, INDUSTRIAL, STACK (GASEOUS WASTE DISPOSAL) (Primary Unit of Measure = Cubic Feet per Minute)

Stacks used to create negative pressure in buildings, and to collect and dispose processed gaseous waste to the atmosphere.

- 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.
- 5770 STORM WATER, LAGOON, PONDS, OR RESERVOIRS (Primary Unit of Measure = Thousands of Gallons)
An open area used to store, treat, or process storm water.
- 5789 COOLING PONDS OR RESERVOIRS (Primary Unit of Measure = Thousands of Gallons)
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.
- 5827 PLANTS (COGENERATION) (Primary Unit of Measure = British Thermal Unit Per Hour)
- Plants that simultaneously produce heat, usually in the form of hot water or steam, and power utilizing typically one fuel.
- 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.
- 5904 ELECTRIC GENERATORS (BIOFUEL) (Primary Unit of Measure = Thousands of WATTS)
- Devices that convert mechanical energy to electrical energy through biobased fuels including blends of biodiesel and ethanol.
- 5905 WIND TURBINES (Primary Unit of Measure = Thousands of WATTS)
- Turbines with vanes that the wind rotates to generate electricity, usually similar in appearance to a giant aircraft propeller but mounted on a tall slim tower.
- 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 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.
- 5928 PLANTS (BIOMASS) (Primary Unit of Measure = British Thermal Unit Per Hour)
Plants that through either combustion or gasification of wood or other organic waste produce energy fuels, commodity chemical production, steam, or electricity.
- 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.

6461 STRUCTURES, INDUSTRIAL, FILTER PIT (GASEOUS WASTE DISPOSAL) (Primary Unit of Measure = Cubic Feet)

Pits, Filter banks, or enclosed structures (roughing filters, absolute filters, electrostatic scrubbers, caustic scrubbers, polishing filters, etc) used to process or filter gaseous waste before discharging through the stack to the atmosphere.

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 = Each)

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 is 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) (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) (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, CONTAMINATED) (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. This category is to also include contaminated ground water.
- 8451 PUMPING OR LIFT STATIONS (HAZARDOUS, CONTAMINATED) (Primary Unit of Measure = Gallons per Minute)
Pumping or other support structures used to maintain the flow or other characteristics in the network system for waste that cannot be processed by a sewage treatment plant. These pumps ensure the waste will be transported between points of origination to processing or disposal. This category is to also include contaminated ground water.

- 8461 STRUCTURE, INDUSTRIAL, DUCT (GASEOUS WASTE DISPOSAL) (Primary Unit of Measure = Feet)
Ducts or duct banks used to create negative pressure in buildings and to collect gaseous waste at point of origin and distribute it to the exhaust stack.
- 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.

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D Standard Accounting and Reporting System (STARS) 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.

Users may not select STARS Asset Type 460, Site Preparation, Grading, and Landscaping for Asset Type when adding real property records as these costs do not meet any of the definitions of real property types appearing in this appendix. Users may select this asset type when entering Capital Adjustments to real property records including land.

- 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, is 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 point 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) - **NOT TO BE USED IN FIMS**
- 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 thereof 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

Acq	Long Desc	Own/Lease
02	Fee	O
03	Easement	N
04	Permitted To DOE	N
05	License	N
06	Long Term Interest	I
06	Long Term Interest	N
07	Other	N
08	DOE Lease	N

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
E10	Equipment
E20	Furnishings
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

Field Office

Field Office Code	Long Desc
01	NNSA Albuquerque Complex
02	Los Alamos National Lab Site Office
03	Chicago Office
04	Office of Civilian Radioactive Waste Management
05	Golden Field Office
06	Idaho Operations Office
07	EM Consolidated Business Center
08	Legacy Management
09	Nevada Site Office
10	Oak Ridge Office
11	National Energy Technology Laboratory
12	Naval Reactors Laboratory Field Office
13	Richland Operations Office
14	Livermore Site Office
15	Savannah River Site
17	Carlsbad Field Office
18	Kansas City Site Office
19	Office of Secure Transportation
20	National Training Center
21	Pantex Site Office
22	Sandia Site Office
23	Southwestern Power Administration
24	Western Area Power Administration
25	Southeastern Power Administration
26	Naval Petroleum Reserves
27	Strategic Petroleum Reserves
28	Y-12 Site Office
HQ	DOE Headquarters

Hazard Category

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

Land Ownership

Land Ownership Code	Land Ownership Desc
1	Owned By DOE
2	Permit Land
3	Contractor Control
4	Withdrawn Public Domain
5	Leased By DOE
6	Other
7	Easement

Mission Dependent Program

Mission Dep Program	Desc
DSW	NA10 – Directed Stockpile Work
SCI	NA10 – Science Campaign
ENG	NA10 – Engineering Campaign
ICF	NA10 – Inertial Confinement Fusion and High Yield Campaign
ASC	NA10 – Advanced Simulation and Computing Campaign
PMC	NA10 – Pit Manufacturing and Certification Campaign
RC	NA10 – Readiness Campaign
STA	NA10 – Secure Transportation Asset
RTBF	NA10 – Readiness in Technical Base and Facilities
NPV	NA20 – Nonproliferation and Verification R and D
HEU-TIP	NA20 – Highly Enriched Uranium Transparency
EWGPP	NA20 – Elimination Weapons-Grade Plutonium
NIS	NA20 – Nonproliferation and International Security
GIPP	NA20 – Global Initiatives for Proliferation Prevention
MPCA	NA20 – Intl. Nuclear Materials Protection and Cooperation
FMD	NA20 – Fissile Materials Disposition
GTRI	NA20 – Global Threat Reduction Initiative
NR	NA30 – Naval Reactors
NWIR	NA40 – Nuclear Weapons Incident Response
DNS	NA70 – Defense Nuclear Security
DHS	Department of Homeland Security (DHS)
DOD	Department of Defense (DOD)
OFO	Other Federal Office (OFO)
SC	Office of Science (SC)
EM	Office of Environmental Management (EM)
LM	Office of Legacy Management (LM)
OTHER	Other
NA	Not Applicable

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 Dphm
MB14	Reinforced Masonry Bear Walls/Precast Concr Diaphm
MB15	Unreinforced Masonry Bearing Walls
MB16	Other-Describe briefly in comments field/supp doc

Ownership

Ownership 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
W	L	Withdrawn Land

Program Office

Program Office Code	Long Desc
EE	Energy Efficiency and Renewable Energy
EH	Environmental, Safety and Health
EM	Environmental Management
FE	Fossil Energy
HS	Office of Health, Safety, and Security
LM	Legacy Management
MA	Engineering and Construction Management
NE	Nuclear Energy
NNSA	National Nuclear Security Administration
NR	Naval Reactors
PA	Power Administrations
RW	Civilian Radioactive Waste Management
SC	Science

Reporting Source

Reporting Source	Long Desc
ALH	Lockheed Martin - Sandia National Labs
ALP	BWXT – Pantex, LLC
ALW	Westinghouse Electric Co. - Wipp
CH1	Ames Laboratory
CH3	Brookhaven National Laboratory
CH5	Stanford Linear Accelerator Center
CH6	Lawrence Berkeley Laboratory
CH7	UChicago Argonne LLC
CH9	Chicago Operations Office
CHP	Princeton Plasma Physics Lab.
FRA	Fermilab Research Alliance

Reporting Source	Long Desc
FT8	Alliance for Sustainable Energy, LLC
FT9	National Energy Technology Laboratory
IDA	Battelle Energy Alliance (BEA)
IDB	Bechtel B and I Idaho (BBWI)
LM1	Legacy Management
NR9	Naval Reactor Laboratory Field Office
NRB	Bechtel Marine Propulsion Corp
NS4	Los Alamos National Security, LLS (LANS)
NS9	NNSA
NSN	NSTec
NST	Honeywell
OH1	Fluor Daniel Fernald
OH2	Mound
OR2	Pacific Northwest Lab
OR4	Oak Ridge National Lab (UT-Battelle, LLC)
OR9	Oak Ridge Ops Office
ORC	UDS – Portsmouth
ORD	Bechtel Jacobs Company at Paducah
ORE	Swift and Staley – Paducah
ORF	UDS – Paducah
ORM	WEMS - Portsmouth
ORN	Oak Ridge Associated Universities
ORP	LATA/Parallax - Portsmouth
ORR	Bechtel Jacobs Company at Oak Ridge
ORS	SLAC
ORX	URS/CH2M Oak Ridge LLC (UCOR)
ORY	B&W Y-12
RF1	Kaiser-Hill Rocky Flats
RL9	Richland Operations Office
RP1	Office of River Protection
RP9	Western Area Power Administration
SF1	Lawrence Livermore National Lab
SF9	Oakland Operations Office
SFB	Rockwell International Corp, Atomics Intl A
SP9	Strategic Petroleum Reserve Operations Office
SR9	Savannah River Operations Office
SW9	Southwestern Power Administration
US0	USEC
WA9	Washington Office Headquarters
WAC	Lawrence Allison
WAF	Bechtel Petroleum Operations
YMT	Yucca Mountain Project

Seismic Exemption

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

Status

Status Code	Date Required	Status Desc	Property Type
1	N	Operating	B,S,T
2	Y	Operational Standby	B,S,T
3	Y	Shutdown Pending Transfer	B,S,T
4	Y	Shutdown Pending D&D	B,S,T
5	Y	D&D in Progress	B,S,T
6	Y	Operating Pending D&D	B,S,T
7	Y	Operating under an Outgrant	B,S,T
8	Y	Federal Transfer (Archive)	B,S,T,L
10	Y	Demolished (Archive)	B,S,T,L
11	Y	Deactivation	B,S,T
12	Y	Shutdown Pending Disposal	B,S,T
13	N	Active Land	L
14	N	Inactive Lane	L
17	Y	Other Disposition	B,S,T,L
CF	Y	PBC: Correctional Facility Use	B,S,T,L
HA	Y	PBC: Homeless Assistance	B,S,T,L
HE	Y	PBC: Health or Educational Use	B,S,T,L
HM	Y	PBD: Historic Monuments	B,S,T,L
IS	Y	In Situ Decommissioned	B,S,T,L
LW	Y	PBC: Law Enforce/Emergency Mgmt	B,S,T,L
NS	Y	PBC: Negotiated Sales to Public Agy	B,S,T,L
PA	Y	PBC: Public Airports	B,S,T,L
PF	Y	PBC: Port Facilities	B,S,T,L
PR	Y	PBC: Public Parks/Recreational Area	B,S,T,L
SH	Y	PBC: Self-help Housing	B,S,T,L
SN	Y	Sale, Negotiated	B,S,T,L
SP	Y	Sale, Public	B,S,T,L
TM	Y	Lease Early Termination (Archive)	B,S,T,L
WC	Y	PBC: Wildlife Conservation	B,S,T,L
XP	Y	Lease Expiration (Archive)	B,S,T,L
XX	Y	Admin Correction/No Disp (Archive)	B,S,T,L

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

Usage Code	Long Desc	Definitions
01	Agricultural	Land under cultivation for food or fiber production.
04	Grazing	Conservation lands primarily administered to preserve, protect, manage, or develop grass and other forage resources suitable for livestock. Exclude Wilderness Areas from this classification.
07	Forest And Wildlife	Conservation lands primarily administered to preserve, protect, manage, or develop timber, wildlife, watershed, and recreational resources. Exclude Wilderness Areas from this classification.
08	Parks And Historic Sites	Land administered for cemeteries, memorials, monuments, parks (national, historical, military, memorial, and national capital), sites (battlefield and historic), parkways, and recreation areas. Exclude Wilderness Areas from this classification.
09	Wilderness Areas	Land designated by Congress as a part of the National Wilderness Preservation System
10	Office Building Location	Land containing office buildings or future planned office buildings, to include military headquarters buildings.
11	Military	Department of Defense (DOD) and US Coast Guard (USCG) controlled land used for military functions that cannot be classified elsewhere.
12	Airfields	Land used for military air bases or air stations, and military or civilian land fields.
13	Harbors And Port Terminals	Land used for harbor and port facilities.
14	Post Offices	Land used in conjunction with a Post Office and used predominately as a general service and access area.
15	Power Development And Distribution	Land used for power development and distribution projects.
16	Reclamation And Irrigation	Land used for reclamation and irrigation projects.
18	Flood Control And Navigation	Land used for flood control and navigation projects.
19	Vacant	Land not being used.
20	Institutional	Land used for institutional purposes such as hospitals, prisons, schools, libraries, chapels, and museums.
30	Housing	Land used primarily for public housing projects, military personnel quarters, and dwellings for other federal personnel.
40	Storage	Land used primarily for supply depots and other storage.
50	Industrial	Land used for physical plants engaged in producing and manufacturing ammunition, aircraft, ships, vehicles, electronic equipments, chemicals, aluminum, magnesium, etc.
70	Research And Development	Land used directly in basic or applied research such as in science, medicine, and engineering.
72	Communication Systems	Land used for telephone and telegraph lines, data transmission lines, satellite communications, and other communications facilities or towers.
73	Navigation and Traffic Aids	Land used for aircraft and ship navigation aids, such as beacon lights, antenna systems, ground control approach systems, and obstruction lighting.
80	Other Land	Land that cannot be classified elsewhere.
81	Training Land	Land containing training buildings, or land that is used to conduct outdoor training, such as firefighting, weapons training, or other military training activities.

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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

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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.

$$\text{RPV} = \text{Gross SF} \times \text{RPV Unit Price (\$/SF)} \times \text{Geographical Cost Factor} \times \text{Site Factor}$$

The original version of this paper, dated Oct 31, 2001, resulted in a FIMS default Site Factor of 1.460. Initial 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. A subsequent decision was made to include site burden. The revised default Site Factor is 1.568 based on including site burden. 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 Version 3.8 (released 8/27/03) and later, users will need to select the building model from the pick list of model buildings. In Version 3.7 (released 8/28/02) and prior 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 Foot 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 Standard Accounting and Reporting System (STARS) 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:

$$\begin{aligned} & \$ \text{ per SF of the appropriate RPV Model } \times \text{ Gross SF of the asset for which RPV} \\ & \text{is being estimated} = \text{Sub-Total for Material and Installation of the asset for} \\ & \text{which RPV is being estimated.} \end{aligned}$$

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:

$$\text{RPV} = \text{Sub-Total for Material and Installation} \times \text{Geo. Factor} \times \text{Site Factor}$$

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.

$$\text{SF} = \frac{\text{RPV (Bottom Line Total Costs on the Site Factor format)}}{\text{Sub-Total for Material and Installation (Top Line of Format) } \times \text{Geo Factor}}$$

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 types 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.

** A decision was made that site burden should be included. Line 17 would be \$242,241 based on BNL data.

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.

$$\text{Site Factor} = \frac{\text{Line 20 (bottom line)}}{\text{Line 1 (top line) x Geographical Factor}} = \frac{\text{Line 20}}{\text{Line 3}}$$

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

When site burden is included the generic default Site Factor = 1.568

Highest Site Factor based on High % with site burden included = 1.916

Lowest Site Factor based on Low % with site burden included = 1.301

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-contractors. 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-contractors. 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 contracts, 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%
<i>After Award of Fixed Price Contract</i>	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				
Building Types	Total Project Size in Millions			
	\$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 is 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 be 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. Initially a decision was made to exclude site burden, but a subsequent decision was made to include it as explained on page F-2.

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://fimsinfo.doe.gov/downloads.htm>) 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 <u>Site Name</u>

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.

$$\text{Site Factor} = \frac{\text{Line 20 (bottom line)}}{\text{Line 1 (top line)} \times \text{Geographical Factor}} = \frac{\text{Line 20}}{\text{Line 3}}$$

Site Factor =

Highest Site Factor based on High % = Lowest Site Factor based on Low % =

FIMS Usage Code – RPV Model Crosswalk

FIMS USAGE CODES - Buildings			
FIMS Usage Code	Usage Code Description	SUGGESTED FIMS RPV Model	RPV Model
101	Office	Classroom-Small	E05
		Fire Station	E07
		Office-Small	E15
		Office-Medium	E16
		Office-Large	E17
		Security/Badging	E24
		Office 1-story	E28
		Labs-Hard Engineered (80/20)	N08
		Labs-Physics / Computer (80/20)	N11
		Maintenance Shops	N14
		Labs-Chemistry (50/50)	N23
		Labs-Physics / Computer (50/50)	N24
		Office with Atrium	N30
140	Post Office	Post Office / Mail Handling	E21
210	Hospital	Medical Facility / Clinic	E14
211	Medical Clinics	Office/Lab	E11
		Medical Facility / Clinic	E14
212	Exam & Testing Facilities	Medical Facility / Clinic	E14
213	Veterinary Clinics	Medical Facility / Clinic	E14
214	Other Medical or Hospital Facilities	Office/Lab	E11
		Medical Facility / Clinic	E14
220	Prison (owned only)	No Model	
230	Traditional Classroom Buildings	Classroom-Small	E05
		Classroom-Medium	E06
		Office-Small	E15
231	Specialized Training Bldgs.	Classroom-Small	E05
		Classroom-Medium	E06
		Fire Station	E07
		Warehouse Storage	E25
232	Auditorium, Theater	Auditorium / Meeting	E03

FIMS Usage Code	Usage Code Description	SUGGESTED FIMS RPV Model	RPV Model
233	Tech Transfer Classroom Bldg.	Auditorium / Meeting	E03
234	Other School Bldgs.	Classroom-Small	E05
		Classroom-Medium	E06
235	Day Care Center	Daycare	N04
290	Library	Library	E13
291	Cafeteria	Cafeteria, Dining Hall	E04
292	Visitors Center	Visitor Center	E27
293	Museums, Shrines, Nat. Landmarks	No Model	
294	Recreational Facility	Recreation Center / Gym	E22
		Warehouse Storage	E25
295	Physical Fitness	Recreation Center / Gym	E22
296	Security Hdqrs. Badge Issuance / Gate Houses	Security / Badging	E24
297	Computer Bldgs	Computer Center	N03
299	Other Institutional Bldgs	Office-Small	E15
		Office-Medium	E16
		Office-Large	E17
		Security / Badging	E24
		Office with Atrium	N30
300	Visitor Housing	Housing-Small	E01
		Housing-Large	E02
		College, Dormitory 2-3 Story	E31
		Lodge/Guest House	E33
		Apartment 1-3 Story	E34
		Apartment 4-7 Story	E35
		Hotel 4-7 Story	E37
301	Motel / Hotel / Lodges	Housing-Small	E01
		Housing-Large	E02
		College, Dormitory 2-3 Story	E31
		Lodge/Guest House	E33
		Hotel 4-7 Story	E37
303	Family Housing	College, Dormitory 2-3 Story	E31
		Apartment 1-3 Story	E34
		Apartment 4-7 Story	E35
		Hotel 4-7 Story	E37

FIMS Usage Code	Usage Code Description	SUGGESTED FIMS RPV Model	RPV Model
304	Dormitories/Barracks	College, Dormitory 2-3 Story	E31
		Apartment 1-3 Story	E34
		Hotel 4-7 Story	E37
400	General Storage	Warehouse / Storage	E25
		Bunkers / Magazines	N01
		Maintenance Shops	N14
		Process Bldg-Small	N17
401	Programmatic Gen. Storage	Warehouse / Storage	E25
		Warehouse Mini	E29
		Hardened Storage	N06
		Labs-Hard Engineered (80/20)	N08
		Process Bldg-Small	N17
		Labs-Hard Engineered (50/50)	N21
410	Hazardous Flammable Storage	Warehouse / Storage	E25
		Explosives Handling	N05
		Hardened Storage	N06
411	Nuclear Contaminated Storage	Warehouse / Storage	E25
		Explosives Handling	N05
		Hardened Storage	N06
		Process Bldg. w/pool	N16
412	Special Nuclear Material Storage	No Model	
415	Nuclear Waste Storage Facility	Warehouse / Storage	E25
		Explosives Handling	N05
		Hardened Storage	N06
		Process Bldg. w/pool	N16
421	Secure Storage Facility	Records Storage / Vault	N19
422	Automated Warehousing	Warehouse / Storage	E25
423	Temperature & Humidity Controlled	Records Storage / Vault	N19
424	Magazine Igloo Staging Facility	Bunkers Magazines	N01
		Explosives Handling	N05
425	Magazine Igloo Staging Facility	Bunkers Magazines	N01
440	Environmental Controlled Storage	Warehouse / Storage	E25
		Records Storage / Vault	N19

FIMS Usage Code	Usage Code Description	SUGGESTED FIMS RPV Model	RPV Model
450	Shed Storage	Warehouse / Storage	E25
		Warehouse Mini	E29
501	Production, Manufacturing Facilities	Process Bldg-Small	N17
		Process Bldg-Large	N18
		Multi-Purpose Facility-Large	N32
		SNM Component Facility	N36
		Assembly Cell	N37
502	Production, Manufacturing Bldgs. (Nuclear)	Labs-Chemistry (80/20)	N10
		Process Bldg-Small	N17
		Process Bldg-Large	N18
503	Hazardous Production, Manufacturing Bldgs.	Labs-High Radiation Examination	N31
511	Production Reactors	No Model	
521	Uranium Enrichment (Diffusion)	No Model	
522	Uranium Enrichment (Centrifuge)	No Model	
523	Uranium Enrichment (Alvis)	No Model	
541	Fabrication Facility	Labs-Hard Engineered (80/20)	N08
		Process Bldg-Small	N17
		Process Bldg-Large	N18
542	Fabrication Facility (Nuclear)	Labs-Hard Engineered (80/20)	N08
		Labs-Test / Blast (80/20)	N12
		SNM Component Facility	N36
		Assembly Cell	N37
551	Assembly Facilities	Labs-Hard Engineered (80/20)	N08
		Process Bldg-Small	N17
		Process Bldg-Large	N18
		Assembly Cell	N37
552	Assembly (Nuclear)	Labs-High Radiation Examination	N31
		Labs-Hard Engineered (80/20)	N08
		SNM Component Facility	N36
		Assembly Cell	N37
		High Explosive Subassembly	N38
561	Manufacturing/Production Related Laboratories	Warehouse/Storage	E25
		Labs-Hard Engineered (80/20)	N08

FIMS Usage Code	Usage Code Description	SUGGESTED FIMS RPV Model	RPV Model
561	Manufacturing/Production Related Laboratories (cont)	Process Bldg-Small	N17
		Process Bldg-Large	N18
		Labs-Hard Engineered (50/50)	N21
		Multi-Purpose Facility-Large	N32
562	Demonstration Facility	Labs-Hard Engineered (80/20)	N08
		Labs-Hard Engineered (50/50)	N21
571	Manufacturing Inspection Bldg.	Process Bldg-Small	N17
		Process Bldg-Large	N18
591	Materials Handling or Processing Facilities	Explosives Handling	N05
		Machine Shop	N13
		Process Bldg-Small	N17
		Process Bldg-Large	N18
592	Nuclear Chemical Process Facilities	No Model	
593	Nuclear Waste Processing and or Handling Bldg.	Maintenance Shops	N14
		Process Bldg-Small	N17
595	Electrical Power Supply/Distribution	Warehouse / Storage	E25
		Warehouse Mini	E29
		Communication Center/ Telephone	N02
		Maintenance Shops	N14
599	Other Ind. Facilities	Process Bldg-Small	N17
		Process Bldg-Large	N18
		Base Bldg Steam Pwr Plant	N42
601	Maintenance Shops	Warehouse / Storage	E25
		Maintenance Shops	N14
		Garage (Repair)	E08
602	Paint Shops	Paint Shop	N15
603	Welding Shops	Machine Shop	N13
		Maintenance Shops	N14
604	Pipe Fitting & Plumbing Shop	Warehouse / Storage	E25
		Warehouse Mini	E29
		Maintenance Shops	N14
605	Carpentry Shops	Warehouse / Storage	E25
		Maintenance Shops	N14

FIMS Usage Code	Usage Code Description	SUGGESTED FIMS RPV Model	RPV Model
606	HVAC Shops	Retail Store	E23
		Warehouse / Storage	E25
		Maintenance Shops	N14
607	Other Bldg. Trades Shops	Warehouse / Storage	E25
		Warehouse Mini	E29
		Machine Shops	N13
		Maintenance Shops	N14
611	Machine Shops	Machine Shops	N13
		Maintenance Shops	N14
612	Electronics Shops	Warehouse / Storage	E25
		Maintenance Shops	N14
613	Computer/ Communications Repair Shops	Warehouse / Storage	E25
		Maintenance Shops	N14
614	Equipment Calibration Shops	Warehouse / Storage	E25
		Maintenance Shops	N14
615	Electric / Motor Repair Shops	Warehouse / Storage	E25
		Maintenance Shops	N14
621	Vehicle Repair Shops	Garage (Repair)	E08
		High-Bay Facility	N07
		Maintenance Shops	N14
622	Heavy Equipment Repair Shops	Garage (Repair)	E08
		High-Bay Facility	N07
		Maintenance Shops	N14
623	Railroad Repair Shops	Garage (Repair)	E08
		High-Bay Facility	N07
		Maintenance Shops	N14
631	Change Houses	Office-Small	E15
		Recreation Center / Gym	E22
		Security / Badging	E24
641	Guard Houses	Security / Badging	E24
		Warehouse Storage	E25

FIMS Usage Code	Usage Code Description	SUGGESTED FIMS RPV Model	RPV Model
642	Communications / Control Centers	Security / Badging	E24
		Warehouse / Storage	E25
		Telephone Exchange	E39
		Bunkers / Magazines	N01
		Communication Center / Telephone	N02
		Explosives Handling	N05
		Hardened Storage	N06
643	Indoor Firing Ranges	Indoor Firing Ranges	E10
644	Physical Fitness Facilities	Recreation Center / Gym	E22
651	Gas Stations	No Model	
652	Banks & Credit Unions	Bank / Credit Union	E26
661	Communication Systems	Security / Badging	E24
		Warehouse / Storage	E25
		Telephone Exchange	E39
		Bunkers / Magazines	N01
		Communication Center / Telephone	N02
		Explosives Handling	N05
		Hardened Storage	N06
671	Tool Cribs / Dispensing / Control	Retail Store	E23
		Warehouse / Storage	E25
		Warehouse Mini	E29
		Maintenance Shops	N14
672	Work in Process / Ready Bldg.	Warehouse / Storage	E25
		Warehouse Mini	E29
		Maintenance Shops	N14
673	Quality Assurance Shops	Retail Store	E23
		Warehouse / Storage	E25
		Maintenance Shops	N14
681	Helicopter & Aircraft Hangars	Hangar	E09
682	Airport Terminal Bldgs.	Auditorium / Meeting	E03
		Visitor Center	E27
		Office with Atrium	N30
683	Other Air Service Bldgs.	Warehouse / Storage	E25
		Maintenance Shops	N14

FIMS Usage Code	Usage Code Description	SUGGESTED FIMS RPV Model	RPV Model
684	Navigation and Traffic Aids	No Model	
691	Laundry	Laundry	E12
692	Laundry (Contaminated)	Laundry	E12
693	Fire Station	Fire Station	E07
694	Other Service Bldgs.	Fire Station	E07
		Retail Store	E23
		Security/Badging	E24
		Warehouse / Storage	E25
		Hardened Storage	N06
		High-Bay Facility	N07
		Labs-Physics / Computer (80/20)	N11
		Maintenance Shops	N14
		Process Bldg-Small	N17
701	Metrology & Calibration Lab.	Labs-Biology / Environmental (80/20)	N09
		Labs-Physics / Computer (80/20)	N11
		Labs-Physics / Computer (50/50)	N24
702	Computation Laboratory	Labs-Physics / Computer (80/20)	N11
		Labs-Physics / Computer (50/50)	N24
703	Applied Science Lab.	Labs-Physics / Computer (80/20)	N11
		Labs-Physics / Computer (50/50)	N24
704	Calibration Lab.	Labs-Physics / Computer (80/20)	N11
		Labs-Physics / Computer (50/50)	N24
		Labs-Test / Blast (50/50)	N25
709	Other Support Labs	High-Bay Facility	N07
		Labs-Hard Engineered (80/20)	N08
		Labs-Biology / Environmental (80/20)	N09
		Labs-Chemistry (80/20)	N10
		Labs-Physics / Computer (80/20)	N11
		Labs-Test / Blast (80/20)	N12
		Labs-Hard Engineered (50/50)	N21
		Labs-Biology / Environmental (50/50)	N22
		Labs-Chemistry (50/50)	N23
		Labs-Physics / Computer (50/50)	N24
		Labs-Test / Blast (50/50)	N25

FIMS Usage Code	Usage Code Description	SUGGESTED FIMS RPV Model	RPV Model
711	Chemistry Labs. (Non Nuclear)	Labs-Chemistry (80/20)	N10
		Labs-Chemistry (50/50)	N23
712	Chemistry Labs (Nuclear)	Labs-Chemistry (80/20)	N10
		Labs-Chemistry (50/50)	N23
719	Other Chemistry Labs.	Labs-Chemistry (80/20)	N10
		Labs-Chemistry (50/50)	N23
721	Physics Laboratory	Labs-Physics / Computer (80/20)	N11
		Labs-Physics / Computer (50/50)	N24
722	Optics Laboratory	Labs-Physics / Computer (80/20)	N11
		Labs-Physics / Computer (50/50)	N24
723	Applied Physics Laboratory	Labs-Physics / Computer (80/20)	N11
		Labs-Physics / Computer (50/50)	N24
724	Nuclear Physics Laboratory	Labs-Physics / Computer (80/20)	N11
		Labs-Test / Blast (80/20)	N12
		Labs-Physics / Computer (50/50)	N24
729	Other Physics Laboratory	Labs-Physics / Computer (80/20)	N11
		Labs-Physics / Computer (50/50)	N24
731	Electrical / Electronics Lab.	Hardened Storage	N06
		Labs-Physics / Computer (80/20)	N11
		Labs-Physics / Computer (50/50)	N24
732	Communications Laboratory	Communication Center / Telephone	N02
		Computer Center	N03
		Telephone Exchange	N39
739	Other Electrical / Electronics Lab.	Communication Center / Telephone	N02
		Hardened Storage	N06
741	Biological Research Lab.	Labs-Biology / Environmental (80/20)	N09
		Labs-Biology / Environmental (50/50)	N22
742	Medical Research Laboratory	Labs-Biology / Environmental (80/20)	N09
		Labs-Biology / Environmental (50/50)	N22
743	Human Factors Laboratory	Labs-Biology / Environmental (80/20)	N09
		Labs-Biology / Environmental (50/50)	N22

FIMS Usage Code	Usage Code Description	SUGGESTED FIMS RPV Model	RPV Model
745	Animal Research Facility	Labs-Biology / Environmental (80/20)	N09
		Labs-Biology / Environmental (50/50)	N22
746	Animal House	Labs-Biology / Environmental (80/20)	N09
		Labs-Biology / Environmental (50/50)	N22
749	Other Bio-Med Buildings	Labs-Biology / Environmental (80/20)	N09
		Labs-Biology / Environmental (50/50)	N22
751	Materials Laboratory	Labs-Test / Blast (80/20)	N12
		Labs-Test / Blast (50/50)	N25
759	Other Materials R&D Test Bldgs.	Bunkers / Magazines	N01
		Explosives Handling	N05
		Labs-Hard Engineered (80/20)	N08
		Labs-Biology / Environmental (80/20)	N09
		Labs-Test / Blast (80/20)	N12
		Labs-Biology / Environmental (50/50)	N22
761	Environmental Laboratory	Labs-Biology / Environmental (80/20)	N09
		Labs-Biology / Environmental (50/50)	N22
765	Radiation Effects Laboratory	Labs-Biology / Environmental (80/20)	N09
		Labs-Biology / Environmental (50/50)	N22
769	Other Environmental R&D Test Bldgs.	Labs-Biology / Environmental (80/20)	N09
		Labs-Biology / Environmental (50/50)	N22
781	Large Scale Demonstration / Research Bldg.	Labs-Hard Engineered (80/20)	N08
		Labs-Hard Engineered (50/50)	N21
		Multi-Purpose Facility-Large	N32
782	Hot Cells	Labs-Hard Engineered (50/50)	N21
		Labs-High Radiation Examination	N31
		Assembly Cell	N37
783	Research Reactor .	No Model	

FIMS Usage Code	Usage Code Description	SUGGESTED FIMS RPV Model	RPV Model
784	Reactor Bldgs	No Model	
785	Accelerator Bldg.	Hardened Storage	N06
		Labs-Hard Engineered (80/20)	N08
		Labs-Physics/ Computer (80/20)	N11
791	Labs., General (Non Nuclear)	Labs-Hard Engineered (80/20)	N08
		Labs-Hard Engineered (50/50)	N21
792	Laboratories, General (Nuclear)	Labs-Hard Engineered (80/20)	N08
		Labs-Hard Engineered (50/50)	N21
793	Multifunction Research/Lab Bldg.	Labs-Hard Engineered (80/20)	N08
		Labs-Hard Engineered (50/50)	N21
801	Other	Warehouse / Storage	E25
		Warehouse Mini	E29
		Bunker / Magazines	N01
		Hardened Storage	N06
991	Trust Buildings	No Model	

FIMS Usage Codes – Trailers			
FIMS Usage Code	Usage Code Description	SUGGESTED FIMS RPV Model	RPV Model
Any usage code	Trailers	Trailers, Real Property	N33

FIMS Usage Codes - Other Structures and Facilities (OSF)			
FIMS Usage Code	Usage Code Description	SUGGESTED FIMS RPV Model	RPV Model
1788	Parking Structures	Parking Above Ground	E18
		Parking Below Ground	E19
1789	Parking (Vehicular)	Parking Above Ground	E18
		Parking Below Ground	E19
2639	Pumping Stations (Reclamation)	Pump Station	N35
3221	Accelerators , Ring	Accelerator Ring	N34
4521	Tanks (Sewage Storage)	Swimming Pool	E20
5008	Pumping Stations	Pump Station	N35
5129	Plants (Water Treatment)	Generic Treatment Plant Bldg	N46
5529	Plants (Sewer, Primary Treatment)	Generic Treatment Plant Bldg	N46
5539	Plants (Sewer, Secondary Treatment)	Generic Treatment Plant Bldg	N46
5549	Plants (Sewer, Tertiary Treatment)	Generic Treatment Plant Bldg	N46
5621	Plants (Stormwater, Primary Treatment)	Generic Treatment Plant Bldg	N46
5729	Plants (Chill Water)	Chilled Water Plant - Centrifugal	N40
	Plants (Chill Water)	Chilled Water Plant - Absorption	N41
5789	Cooling Ponds or Reservoirs	Swimming Pool	E20
5819	Other Boilers	Base Bldg Steam Pwr Plant	N42
5829	Plants (Gas-Fired)	Base Bldg Steam Pwr Plant	N42
		Steam Plant (Gas)	N44
5839	Plants (Oil-Fired)	Base Bldg Steam Pwr Plant	N42
		Steam Plant (Oil)	N45
5849	Plants (Coal-Fired)	Base Bldg Steam Pwr Plant	N42
		Steam Plant (Coal)	N43
8169	Pumping Stations (Potable Water)	Pump Station	N35
8171	Pumping Stations (NonPotable Water)	Pump Station	N35
8181	Pumping Stations (Fire Protection Water)	Pump Station	N35
8661	Pumps (Stormwater)	Pump Station	N35

G FIMS Administrative Guide

TABLE OF CONTENTS

I.	PURPOSE	2
II.	DATA RESOURCES	2
III.	FIMS DATA ADMINISTRATION	2
	A. DEFINITIONS OF REAL PROPERTY, RELATED PERSONAL PROPERTY, AND PERSONAL PROPERTY	2
	B. DEFINITIONS OF REAL PROPERTY TYPES	3
	C. DEFINITIONS OF DOE OWNED, DOE LEASED, DOE INGRANT, CONTRACTOR LEASED, CONTRACTOR LICENSE, INSTITUTIONAL CONTROL, LAND AGREEMENT, WITHDRAWN LAND, PERMIT, GSA OWNED, AND GSA LEASED	4
	D. DATA ENTRY AND MAINTENANCE	5
	• ESTABLISHING/DELETING A SITE	5
	• ESTABLISHING/DELETING AN AREA	5
	• ESTABLISHING A PROPERTY RECORD	5
	• DELETING A PROPERTY RECORD	6
	• CAPITALIZATION	6
	• RECONCILIATION OF FIMS CAPITALIZED VALUES WITH STARS	8
	• STANDARD ACCOUNTING AND REPORTING SYSTEM (STARS) ASSET TYPES	8
	• DISPOSAL OF TRAILERS	8
	• CONCRETE SLABS REMAINING AFTER AN ASSET HAS BEEN DEMOLISHED	9
	E. DATA VALIDATION	9
	F. RESPONDING TO REQUESTS	9
	G. OTHER FREQUENTLY DISCUSSED ISSUES	9
	• LANDSCAPING	9
	• BUILDINGS THAT HOUSE PROGRAMMATIC REAL PROPERTY (OSF USAGE CODES 3000 SERIES)	9
	• CEMETERIES	9
	• ARCHIVING PARTIAL DISPOSITION/DEMOLITIONS IN FIMS (OECM POLICY)	9

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, and FIMS/STARS reconciliation.

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.

III. FIMS DATA ADMINISTRATION

FIMS tracks a variety of data associated with each property including its size and/or capacity, condition, use, hazard category, deferred maintenance, actual maintenance, 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.

- 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 (OSF)* (real), *Land* (real), and *Trailers* (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 (OSF) 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 an OSF is designed solely to house utilities and meets building criteria, it may be capitalized and included in FIMS as a building (*Asset Type 501*), or alternatively, as an OSF that's part of the larger utility system. The option is left to the discretion of the site. All owned, leased, licensed, and permit OSF should be included in FIMS.

- **LAND**

All owned, ingrant, withdrawn from public domain, and institutional controlled leased land should be included in FIMS.

- **TRAILERS**

The attribute that distinguishes real property trailers from personal property trailers is permanence. A trailer that is permanently affixed to the ground is properly classified as real property and should be entered into FIMS. Trailers which are not permanently attached to the ground are properly classified as personal property and therefore not entered into FIMS. Recognizing there are no hard and fast rules that would allow a definitive determination to be made in all cases, sites should be granted latitude to make the decision on a case by case basis. In making the real vs. personal property decision, sites should consider how permanent is the trailer. Indicators of permanence may include one or more of the following:

- Permanent utility connection(s)

- Attachment to the ground in such a way that does not facilitate quick or easy relocation

Site should not reclassify real property trailers assets that remain in use (i.e. that are not being disposed of) as personal property without the concurrence of their headquarters Program Office.

Personal property trailers (asset type = 725) were removed from FIMS on April 15, 2010.

C. DEFINITIONS OF DOE OWNED, DOE LEASED, DOE INGRANT, CONTRACTOR LEASED, CONTRACTOR LICENSE, INSTITUTIONAL CONTROL, WITHDRAWN LAND, PERMIT, GSA OWNED, AND GSA LEASED

- **DOE OWNED (BUILDINGS, TRAILERS, OSF AND LAND)**
Fee title real property acquired through purchase, condemnation or donation.
- **DOE LEASED (BUILDINGS, TRAILERS, AND OSF)**
A possessory interest in real property that DOE acquired from the owner of the property.
- **DOE INGRANT (LAND)**
A right acquired by DOE or its contractors for the use of real property of others by means such as a lease, license, easement, or permit.
- **CONTRACTOR LEASED (BUILDINGS, TRAILERS, OSF AND LAND)**
A possessory interest in real property that a contractor acquires from the owner of the property and DOE reimburses the contractor for the rent paid to the owner.
- **CONTRACTOR LICENSE (BUILDINGS, TRAILERS, OSF AND LAND)**
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 (LAND)**
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.
- **WITHDRAWN LAND (LAND)**
Land withdrawn from the public domain for DOE's use is to be inventoried in this category.
- **PERMIT (BUILDINGS AND OSF)**
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 (BUILDINGS)**
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 (BUILDINGS)**
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.

- **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 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 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 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.

- OSF:
- 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:

- If the property 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 OSF property types can be input into FIMS as either detail or summary level FIMS property records. Detail level records contain an individual/single OSF input as a single FIMS property record, e.g. one water treatment plant. Summary level records allow like OSFs to be grouped together in a single FIMS property record, e.g. a group of cooling towers.

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 *FIMSWeb User'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 can only be deleted by contacting the FIMS Hotline or emailing the FIMS System Administrators (Headquarters).

- CAPITALIZATION

Capitalization is the process whereby plant and capital equipment items, costing at least \$500,000 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 Standard Accounting and Reporting System (STARS) by the site Accounting/Finance. Capitalization of assets in STARS is subsequently mirrored in FIMS, that is the same acquisition or improvement costs is reported in FIMS. Total capitalized values in STARS and FIMS are periodically compared and reconciled to insure concordance. STARS capitalization includes real and personal property, however, only real property costs are reconciled with FIMS (see *Reconciliation of FIMS Capitalized Values with STARS*).

For new construction, capitalization occurs in STARS 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.
- OSF: • 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: • If the property 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 STARS

Capitalization of real property assets in STARS is mirrored in FIMS. To insure concordance between the systems, STARS and FIMS total capitalized values for each Asset Type are periodically compared and reconciled. This requirement can be found in the DOE Accounting Handbook, Chapter 10 section 2.1 (letter I) 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 office and the site.

Reconciliation occurs when STARS total capitalized values for each Asset Type are compared to the same values in FIMS. STARS total capitalized values can be obtained from Finance/Accounting. FIMS values can be obtained by generating the FIMS *Standard Report #60 - Owned STARS Information Report (incl cap / not cap cost)* or *Standard Report #76 - Owned STARS Capitalization Information Report* which excludes all properties that have been marked as "Not Capitalized". These reports total acquisition and improvement costs by STARS Asset Type. STARS and FIMS total dollar amounts should reconcile. It is understood that totals may not balance but differences should be explainable. At reconciliation, a STARS/FIMS Reconciliation Report listing asset types, respective STARS and FIMS total values, and relevant explanations should be transmitted to the field office.

- STANDARD ACCOUNTING AND REPORTING SYSTEM (STARS) 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 *Standard Accounting and Reporting System (STARS) Asset Types* appendix of this manual.

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.

- DISPOSAL OF TRAILERS

It is acceptable to dispose of trailers without land they occupy as personal property. This is in accordance with Federal Management Regulation 102-75-160 and 102-75-165.

If the trailer is in FIMS as real property when it becomes excess you should archive the trailer using disposal method "Other" and in the notes field indicate the trailer was converted to personal property for disposal.

The trailer does not need to be screened through DOE's Request for Disposition (RFD) process since the trailer has been converted to personal property.

All rules in disposal of personal property trailers now apply including screening through GSA and HUD if applicable.

Sites should inform their headquarters program office prior to making any changes to trailer determination.

- CONCRETE SLABS REMAINING AFTER AN ASSET HAS BEEN DEMOLISHED

If the concrete slab is not serving any defined purpose archive the building and do not create an OSF record for the slab.

If the concrete slab is serving a purpose (i.e. cap to protect contaminants, parking lot, storage area, etc.), archive the building and create a new FIMS OSF record using a usage code that best describes how the slab is being utilized.

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 the site perform an annual validation to assess overall accuracy of FIMS data.

F. RESPONDING TO REQUESTS

On occasion, the site will be requested by Headquarters, the field 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 OSF with which it is most closely associated. For newly constructed facilities, landscaping should be included in the acquisition cost.

- BUILDINGS THAT HOUSE PROGRAMMATIC REAL PROPERTY (OSF USAGE CODES 3000 SERIES)

For the purpose of analyzing RPV, DM and sustainment funding levels, it is important to break the building proper from interior real property only in the case of programmatic real property (OSF usage codes 3000 series). The programmatic real property is the only real property omitted from IFI analysis.

- CEMETERIES

Cemeteries existing on parcels of land recorded in FIMS should be noted on the Notes window. The cemetery (grave markers, vaults, caskets, fencing enclosing a small group of plots, or a structure surrounding a plot/plots) itself is not owned by DOE, therefore no record is created in FIMS for the cemetery. The cemetery name/location/identifying information should be recorded on the Notes window of the FIMS Land record.

- ARCHIVING PARTIAL DISPOSITIONS/DEMOLITIONS IN FIMS (OECM POLICY)

Definition: A partial disposition/demolition with respect to FIMS is when a portion of a real property asset is demolished or disposed of and a new FIMS record is generated and archived to capture the portion of the real property asset that has been demolished or disposed of.

Policy: It is OECM's policy to allow new FIMS records to document partial dispositions/demolitions when the remainder of the real property asset will remain for five or more years.

Examples:

1. In the case where a large building is being demolished over several years and one wing of the building is being demolished each year, it would not be appropriate to generate a new FIMS record each year and archive it to take credit for the square footage demolished in that year. The correct procedure would be to wait until the entire building is demolished and archive the FIMS record.
 - a. **FIMS Documentation:** If disposition/demolition of a real property asset will take multiple years, partial disposition/demolition documentation in FIMS is not appropriate. Sites should:
 - i. Retain the original GSF, RPV, etc. in FIMS during disposition/demolition and archive the record when disposition/demolition is complete. If during a FIMS data validation it is noted that the real property asset being disposed of/demolished does not have the same GSF, RPV, Etc. as the FIMS record, explain to the validation team that you will archive when the asset is completely demolished in accordance with OECM policy.
2. A building has three wings. Wing 1 is demolished. There are no plans on disposing of the other two wings. It would be appropriate to develop a new FIMS record for the demolished wing and archive the record. Another similar example would be if 100 acres of a 500 acre land parcel is being disposed of. There are no plans to dispose of the remaining 400 acres. It would be appropriate to develop a new FIMS record for the acreage that is being disposed of and archive the new record.
 - a. **FIMS Documentation:** Developing a FIMS record for the partial disposition/demolition is appropriate. Sites should:
 - i. Generate a new FIMS record, for the portion of the real property asset, after disposition/demolition is completed. The Property ID for the new record should be similar to the existing record (i.e. if a portion of Property ID 100 were disposed of/demolished, the Property ID of the new record documenting the disposition/demolition could be 100DEMO). Use the Notes field in FIMS to document the partial disposition on both the original and new records.
 - ii. It is important that once the new FIMS record is generated and archived, that both the source data and the FIMS data fields (such as GSF, Net Usable Sqft, RPV ...) for the original FIMS record be updated to reflect the partial disposition/demolition.

