

**ANNUAL BUILDING AND ROOM INVENTORY CHANGES
TO THE COMPUTERIZED SPACE INVENTORY**

The District is required to submit a space inventory report for each District-owned site to the California Community College Chancellor's Office annually in order to comply with Education Code Section 81821.

1. Three months prior to the report being due to the state Chancellor's Office, the Chief Facilities Planner will distribute the current authorized space inventory reports to each college business officer and Buildings and Grounds manager for review and revision.
2. Two months prior to the report being due, the college Buildings and Grounds manager and business officer shall indicate on the report the appropriate additions, changes or deletions and return proposed changes to the District. College staff proposing changes shall refer to the California Community Colleges Space Inventory Handbook for guidance in designating the appropriate Room Use codes and Taxonomy of Program and Service and Support (TOP/CSS) codes. The District will normally have the final decision on Room Use codes, while the colleges will normally have the final decision on TOP/CSS codes. Compliance with the handbook guidelines is required by Education Code Section 81821.
3. Upon receipt by the District of the proposed changes, District staff will review the proposals to verify compliance with the Space Inventory Handbook. If the District disagrees with the proposed changes, District staff will notify the colleges of the item and rationale for the disagreement, with reference to the handbook guidelines, and will provide the college with 14 days for rebuttal. College rebuttal must refer to the specific handbook guideline which justifies its position. District staff will enter the final changes into the computerized system using the state Chancellor's Office-approved software program.
4. One month prior to the report being due, printouts of the revised space inventory reports will be distributed to each college business officer and Building and Grounds manager for final review and file.
5. Changes to the space inventory program may be made at other times upon special request to the District.