**Roles, Responsibilities & Best Practices**

**Application Managers:**

Highest level of access in the system with full editing capabilities for all aspects of facilities inventory.

* Primary overseer for the Facilities Inventory System
  + Enables system access for Organization Administrators, Department Users, and Read-Only users
  + Manage and maintain the system
* Final system approval for all space inventory updates each year
  + Includes re-setting of system after each annual space inventory update cycle.
* Oversee system as the Official University Record for space inventory
* Communications to university community including system documentation

**Organization Administrators: Organizational Administrators are accountable for the certification of all spaces within their orgs.**

College-Division level of access in the system with editing capabilities for org codes within your organization and Read-Only for other orgs in facilities in which you have a presence.

* **Responsible for annual certification of inventory space data**
* Maintain current list of users, which includes adding and removing user privileges as roles change
* Assign org codes to new and renovated spaces
  + It is recommended that SharePoint information is disseminated to Department user within two weeks of notification by Lead Drafter
* Complete New Facility Code Request Form
  + It is recommended that New Facility Code request forms are completed within two weeks of being notified by Data Analyst
* Provide first line of support for Department Users for system training, troubleshooting, communicating Inventory deadlines and related communications
* Establish timely deadlines for Department Users to meet university established deadlines
* Provide org level review, approval, and submission of updated information for all subordinate orgs
* Transfer rooms to other orgs.
  + Recommended that all transfers are complete for the fiscal year by mid-May
* Provide support as required to Building Coordinators that are conducting the fall or spring building review of floor plans (this task is managed differently by colleges/divisions)
* Perform high level self-audit of room data using tools provided by Facilities Inventory.
* Coordinate the end of cycle audit with college/division finance officers for their sign off on the room data for budget purposes.
* College-Division representative to the Application Manager on various issues:
  + Questions and concerns
  + Suggesting improvements/enhancements
  + Problems with the system
  + Membership in the Inventory System Administrators list serve
* Attend annual kick-off meetings and training sessions

**Department Users:**

Department/Section level access to the system with editing capabilities for your orgs and Read-Only access for other orgs in facilities in which you have a presence.

* Responsible for annual updating of all space inventory, occupant, and organized research data for spaces within your orgs
* Membership in the Inventory System Users list serve

**Read-Only Users:**

Read-Only access to the facilities and rooms within the system based on a predetermined range is assigned by the Facilities Inventory Office. Currently there are two predetermined ranges:

* University level Read-Only (RO) will have access to all facilities/rooms. This is assigned to members of the Infrastructure, Property and Planning on an as needed basis
* College Officers and their Organization Administrators can be granted RO access to all academic facilities/rooms based on an agreement between the college officers that it was desirable for the members to share read access to each other’s academic space.
  + - Academic facilities room are defined by those rooms occupied by the following C Level organizations:

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| --- | --- |
| 0100 | CALS - College of Ag. & Life Sciences |
| 0200 | CALS- Cooperative Extension Association |
| 0300 | College of Human Ecology |
| 0400 | College of Veterinary Medicine |
| 0500 | Industrial & Labor Relations |
| 2000 | College of Architecture Art and Planning |
| 2100 | College of Arts and Sciences |
| 2200 | Johnson Graduate School of Management |
| 2300 | College of Engineering |
| 2400 | School Hotel Administration |
| 2500 | Cornell Law School |
| 3400 | Research Division |
| 3600 | Computing and Information Science |
| 3700 | Cornell University Library |
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