



CALIFORNIA STATE UNIVERSITY, CHICO

PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS
BUDGET AND ACADEMIC RESOURCES

How to Use FacilitiesLink™ to Help with Space Management

FacilitiesLink™

MetaBIM, Inc. is a software company that produces FacilitiesLink™ software. FacilitiesLink™ (FL) is a database that allows users to track all facilities and space related information for an organization. All facilities and space on our campus has been entered into this database and is used by various departments for tracking a variety of information. However, this is just the tip of the iceberg. FacilitiesLink is capable of handling myriad functions related to space, scheduling, property management, and tracking real estate just to name a few.

FL is used to assign space to a division, a college, a department, and an occupant. Floor plans are also available via FL. Information for the Space & Facilities Database (SFDB), an annual report required by the Chancellor's Office, is now generated from FL. This has streamlined the process considerably by having all SFDB information easily accessible in one place. Therefore, one of the goals of populating FL with current space information is to have all SFDB information easily accessible in one place to make that annual reporting far more efficient. Additional goals are to provide up-to-date, easy reporting of space usage for the campus, which includes office, lecture, and lab spaces.

We have added equipment information to spaces as appropriate and identified those classrooms which are "smart" with a technology check-box. All campus real estate has been entered. The schedule can now be seen for instructional spaces that are centrally managed and for events. You can email building occupants and building users. Instructional information is now included in space records as well as 360° photos of common spaces (no offices).

FAQ's

How do I log in to FacilitiesLink?

- There are a couple of different ways.
 - One is to click the FacilitiesLink login button on the Academic Affairs Space website homepage (<https://www.csuchico.edu/aaspace>).
 - Another is to click the link on the Facilities Management & Services website homepage (<https://www.csuchico.edu/fms>).
 - Also, you may go to the Chico State Data website (<https://www.csuchico.edu/data>) and scroll down to the bottom of the page where "Other Systems & Resources" is found.
- If you regularly verify your logins to campus databases via Duo, you will also have to verify your login to FL.

How can campus departments support this space management initiative?

- Departments can support this initiative by ensuring all personnel data is accurate in PS/HRIS, and by entering and regularly updating occupant data in FL for office space that is assigned to their department.

How often should departments update FL?

- We are recommending that departments update FL whenever they perform campus directory updates. The minimum requirement is the beginning of each semester.

What if I cannot find a contact in the database?

- Check to see if their Staff Action Form has been processed by Payroll. Since contacts are fed from PeopleSoft HR, they won't show up until they are officially entered/modified in it.

How do I add student employees to spaces they occupy?

- All student employment records have been brought into the Contact module. You should be able to find them by searching the Contact module for their name. You may find multiple appointments listed for them. Choose the one that is most applicable to you. We will work on eliminating the duplications.

How do I deal with office space that is temporarily vacant?

- Spaces that are empty for four months or less are considered "temporarily" vacant. Please add the "Vacant Employee" contact record to the office space that you want to show as unavailable. The first name is "Vacant" and the last name is "Employee" if you're trying to search for it. The contact is set with a 100% appointment percentage, so it will show that the space is fully occupied.
 - Spaces that are empty for longer than four months are considered available and may be re-appropriated to another department if needed.

What about changes that are required in the space accounting section of other space that a department schedules, such as classrooms and labs?

- Space accounting information for those spaces will be entered and updated by space management personnel in the provost's office, so please call 530-898-4535.

Is FL capable of layering the occupants name onto the floor plan so there is a visual representation of who is in which space?

- Yes, but only if you are viewing the floor plan in AutoCAD. Google earth can be used to provide a visual representation of many different aspects of the data, including occupants, but may not be exactly how you wish to see the information. Other layering is available as well via the layering table in the floor plans.

How do we request new accounts and/or changes for existing accounts?

- New accounts can be requested via the Public Portal page found here: <https://csuchico.metabim.com/public/Default.htm>. If changes are needed, contact space management personnel in the provost's office by calling 530-898-4535.

What do I do if I find an error of some kind?

- If changes are needed, contact space management personnel in the provost's office by calling 530-898-4535.

Are online tutorials available?

- We're working on it. In the meantime, please contact space management personnel in the provost's office for training needs by calling 530-898-4535.

Does FL interface with Astra?

- Yes, it does. You can view event and course information in the room records as well as the Schedule module. It is downloaded nightly, so today's changes aren't available until tomorrow.

Does FL interface with PeopleSoft?

- Yes, it does. Both academic scheduling (Schedule module) and instructional information (Instruction module) are available in FL. It is downloaded nightly, so today's changes aren't available until tomorrow.

Does FL interface with the online campus directory?

- Unfortunately not. We're working on a directory tree project with various constituents on campus.

What kind of HR information is downloaded from PS/HRIS into the Contact module and how often?

- Only names, emplids, classifications, departments, email, phone numbers, and appointment percentages are downloaded. No sensitive or confidential information is downloaded. The download is performed nightly.

Outlook does not automatically open a new email when I click "Continue" when using the Email the Building function. HELP!

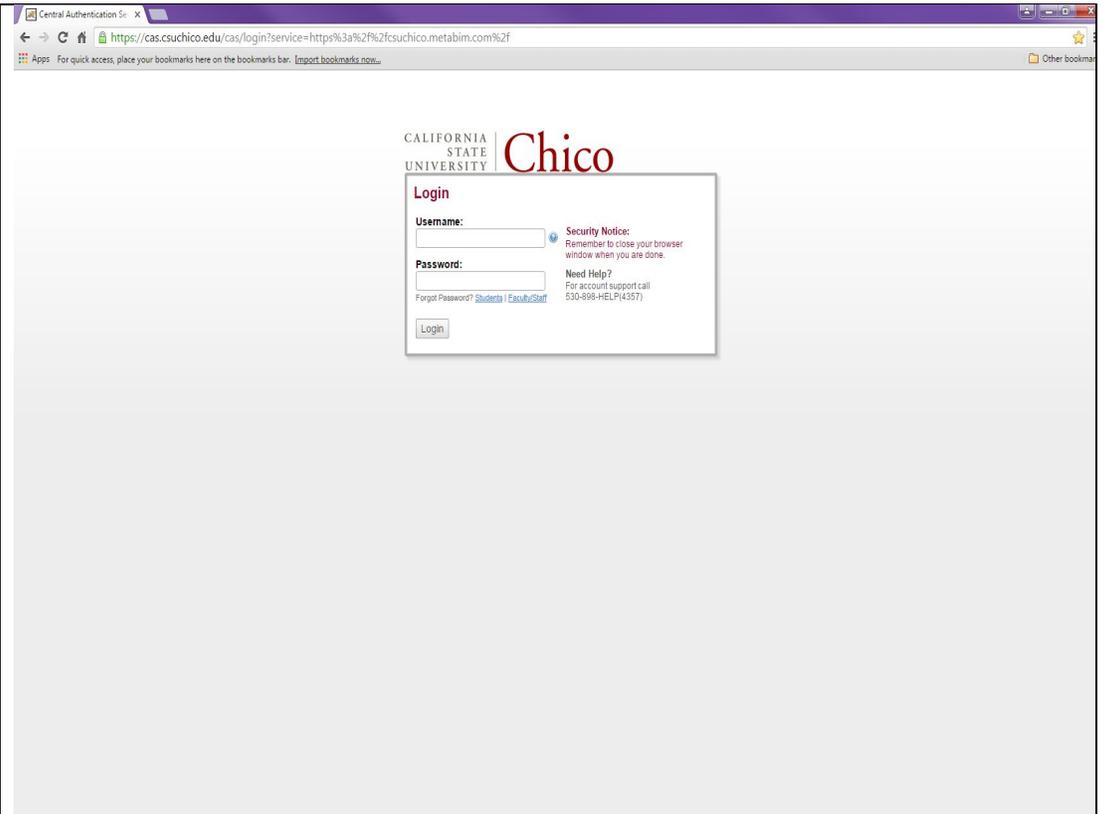
- First, click the "Click to Send Email" icon to the left of the recipient list. If Outlook opens and is working properly, proceed with sending your email.
- Sometimes Outlook will not automatically open a new email if there are too many emails in the Email Recipient List (the screen that opens after you click "Continue"). If it doesn't open a new email do this:
 - Open a new email in Outlook.
 - Hover in the list in FL and triple-click. This will select all of the email addresses. Then Copy and Paste in the "To" box in the new email.

Any other questions or concerns? Call 530-898-4535 for assistance.

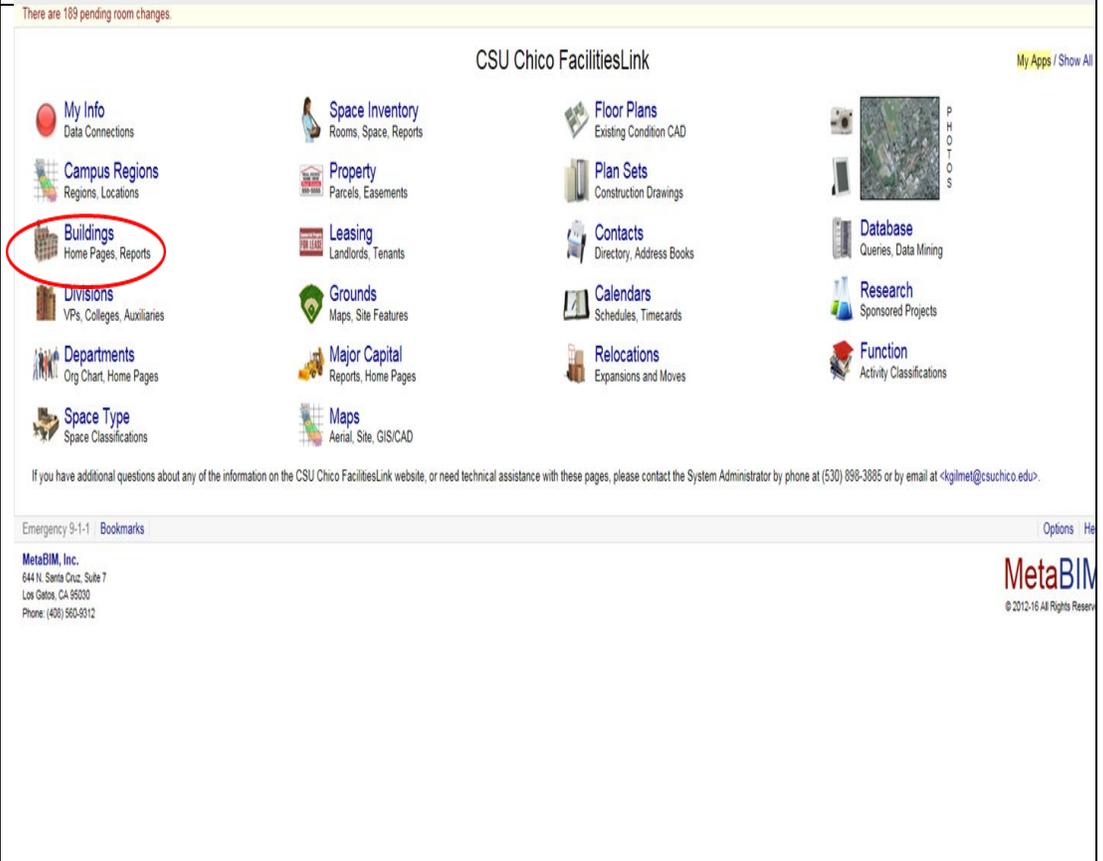
Populating Office Occupant Information

(your screen may look slightly different than the following screen shots depending upon your FL permissions)

- Log in to FL using your regular campus credentials.
- You may have to verify through Duo.



- First way to add an occupant to a space.
- Once logged in to FL, click on the Buildings module. This is where specific room information is entered and stored.
- This is the easiest way to enter occupancy information.
- It also allows you to easily check space information and report discrepancies.



- Click on the building in which you need to update occupants.

CSUC - Building Information

https://csuchico.metabim.com/bldg/Default.htm?Mode=Active&View=Directory

CALIFORNIA STATE UNIVERSITY Chico

Building Information

146 Active / 36 Retired / 182 All

Building: [] Category: [] Primary Use: [] Contact: []

SFDB: [] Code: [] Planning: [] Construction: [] Year Built: []

Region: [] Ownership: [] Condition: [] Min GSF: [] Max: []

Show All A B C D E F G H I J K L M N O P R S T U V W Y Z 36

25 Main Street (201) ATRC Sheep Feed Storage (364) John Selvester Cafe-By-The-Creek (051)

35 Main Street (200) ATRC Sheep Management Center (359) Selvester Management Center (094)

633 Brice Avenue (207) ATRC Sprinkler Storage (350) Kendall Hall (001)

Acker Gymnasium (009) ATRC Storage Building (Old Boiler House) (377) Kinkow Hall (071)

Administration Building (001) ATRC Surface Silo (319) Langston Engineering Center (028)

AEW (073) ATRC Swine Farming Barn (321) Lassen Hall (052)

Agricultural Teaching & Research Center (015) ATRC Swine Finishing Barn (345) Lasson Auditorium (016)

AJH (002) ATRC Swine Growing Barn (306) Library, Meriam (054)

Albert E. Warners Reception Center (073) ATRC Utility Storage Shed (353) Mechopop Hall (072N)

Alum House (012) ATRC Weather Station (301) Meriam Library (054)

Arthur L. Acker Gymnasium (009) Aymer Jay Hamilton Building (002) Modoc Hall (021)

Arts & Humanities Building (101) ATRC Veterinary Plant North (025A) Natural History Museum (122)

ATRC Ag Mechanics Shop (301) Bell Memorial Union & Bookstore (022) Nettleton Stadium (083)

ATRC Beef Breeding Barn (334) Biology Headhouse (086) Northern California Natural History Museum (122)

ATRC Beef Fattening Barn (323) BMU (022) O'Connell Mechanical Enclosure (056A)

ATRC Building Maintenance Shop (335) Boiler Field (089) O'Connell Technology Center (095)

ATRC Covered Storage #1 (351) Boiler-Chiller Plant (026) OF Campus (959)

ATRC Covered Storage #2 (352) Boiler-Chiller Plant North (025A) Outside Spaces (039)

ATRC Dairy Calf Barn (331) Bookstore (022) PAC (027)

ATRC Dairy Cow Wash Shed (332) Brice Avenue, 633 (207) Parking Structure 1 (1st & Cherry) (091)

ATRC Dairy Feed Barn (325) Butte Station (017) Parking Structure 2 and Office Building (2nd & Normal) (093E)

ATRC Dairy Freeder and Silo (329) Cafe-By-The-Creek (051) PE Mechanical Enclosure (035A)

ATRC Dairy Freestall Barn #1 (326) Center for Continuing Education (050) Performing Arts Center (027)

ATRC Dairy Freestall Barn #2 (327) Colusa Hall (010) Physical Education Storage (069)

ATRC Dairy Milk Barn (305) Continous Education (050) Physical Science Building (008)

ATRC Dairy Organic Research Office (375) Corporation Yard (082) Physical Science Greenhouse (065)

ATRC Dairy Show Barn (347) Deen House (078) Physical Science Headhouse (066)

ATRC Dairy Sick Barn (328) Distance Learning / Internet (958) Planetarium (054)

ATRC Dog Kennel (365) EHS Materials Storage (086) Plant Operations (082)

ATRC Domestic Well (338) EHS Waste Storage (086A) Plumas Hall (023)

ATRC Equipment Storage Building #1 (334) Ella Caroline Sapp Hall (012) President's Residence (073)

ATRC Farm Office (315) Eskien Hall (072S) Pump House (068)

ATRC Farm Repair Shop (302) Farm (015) Roth Planetarium (054A)

ATRC Fruit Crop Laboratory (339) Fields (097) Sapp Hall (012)

ATRC Grain Tank (344) FMS Administration (082) Selvester's Cafe (051)

ATRC Livestock Laboratory (Unoccupied) (357) FMS Central Supply (083) Shasta Hall (053)

ATRC Loading Shed (368) FMS Equipment Shed (087) Shumer Gymnasium (020)

ATRC Lumber Shop (Unoccupied) (318) FMS Garage (085) Sierra Hall and Annex (075)

ATRC Meats Laboratory (303) FMS Hazardous Chemicals (081) Softball Field (034)

ATRC Modular Classrooms & Restrooms (375) FMS Hazardous Materials Storage (086) Stadium East Restroom (045E)

ATRC Ornamental Horticulture Greenhouse #1 (310) FMS Plant Shop (080) Stadium & Track University (045)

ATRC Ornamental Horticulture Greenhouse #3 (314) FMS Storage Shed (037A) Stadium West Restroom (045W)

- Click on the floor where the occupants' office is located.

CSUC - Kendall Hall

https://csuchico.metabim.com/bldg/home/Default.htm?Bkey=240

CALIFORNIA STATE UNIVERSITY Chico

Kendall Hall

SFDB Number: 001 (Names)

Facility Code: KNDL

of Levels: 4

Year Built: 1927

Official Name: Glenn Kendall Hall

System Name: KENDALL HALL

Architect: Chester Cole (Romanesque)

Main Campus
400 West First Street
Chico, CA 95929
Butte County

Location Map
Coming Soon

Kendall Hall is a two-story Romanesque building constructed of brick and spanish tile with columns and arches. The architect was Chester Cole. It is located in the center of campus on the s... (more)

Space Inventory	Rooms	ASF	Stns	NASF	USF	BG	CIU	OGSF	OG50	MGSF
B - Basement	3	0 (0)	0	1,873 (3)	1,873	2,197	0	2,197	2,197	2,197
1 - First Floor	85	13,896 (71)	114	6,209 (14)	20,095	22,783	960	23,743	23,263	23,263
2 - Second Floor	67	12,557 (52)	183	7,576 (15)	20,133	22,787	0	22,787	22,787	22,787
3 - Third Floor	4	1,321 (2)	0	285 (2)	1,606	1,889	0	1,889	1,889	1,889
Building Record	159	27,764 (125)	297	15,943 (34)	43,707	49,666	960	50,616	50,136	50,136

CSU-Approved Custodial Area SQF4 Non-Farm: 51,232 SF SQF5 Farm: 0 SF Net Usable (USF) - Exclusions

Floor Plans

B - Basement 1 - First Floor 2 - Second Floor 3 - Third Floor

Classification	Value	Value	Value	Value	
Campus:	20 - Chico	UBC Code:	5 - Wood Frame	Constructed:	Jan 1, 1927
Center:	00 - Main Campus	Condition:	2 - Remodel (Costs < 25%)	Occupied:	Sep 1, 1929
Category:	01 - Administration	Primary Use:	OFF - Office	Last Reno:	N/A
Planning:	1 - Permanent	Financing:	SRB - State Revenue Bond	Vacated:	N/A
Ownership:	1 - State Owned, State Funded	Operations:	S - State Supported	Demolished:	N/A

Specifications (EM)

Space Type (Top 5) Spaces 1 ASF Departments (Top 5) Spaces 1 ASF

- Click on the room number for the space you are updating.

Kendall - Space Inventory

85 Results - 7,654 Active / 3,691 Retired / 11,345 All

Building	Room	Room Name	Area	Space Type	Stns	Department	OM
Kendall Hall	LAWN E	LAWN E	0	0063 - Recreation	0	Facilities Management and Services	S
Kendall Hall	LAWN W	LAWN W	0	0063 - Recreation	0	Facilities Management and Services	S
Kendall Hall	101	0041 - Administration - Support	273	0041 - Administration - Support	2	Academic Senate	S
Kendall Hall	101A	0040 - Administration - Professional	215	0040 - Administration - Professional	1	Academic Senate	S
Kendall Hall	101B	0042 - Administration - Service	94	0042 - Administration - Service	0	Academic Senate	S
Kendall Hall	101C	0042 - Administration - Service	26	0042 - Administration - Service	0	Academic Senate	S
Kendall Hall	101D	0042 - Administration - Service	72	0042 - Administration - Service	0	Academic Senate	S
Kendall Hall	102	0041 - Administration - Support	282	0041 - Administration - Support	1	Vice President for Academic Affairs	S
Kendall Hall	102A	0042 - Administration - Service	58	0042 - Administration - Service	0	Vice President for Academic Affairs	S
Kendall Hall	102B	0040 - Administration - Professional	172	0040 - Administration - Professional	1	Vice President for Academic Affairs	S
Kendall Hall	102C	0040 - Administration - Professional	101	0040 - Administration - Professional	1	Vice President for Academic Affairs	S
Kendall Hall	102D	0042 - Administration - Service	51	0042 - Administration - Service	0	Vice President for Academic Affairs	S
Kendall Hall	102E	0040 - Administration - Professional	132	0040 - Administration - Professional	1	Vice President for Academic Affairs	S
Kendall Hall	102F	0056 - General Storage	6	0056 - General Storage	0	Vice President for Academic Affairs	S
Kendall Hall	102H	1009 - Elevator	43	1009 - Elevator	0	Facilities Management and Services	S
Kendall Hall	102I	Multi-Occupancy - ADA Women	322	1003 - Restroom	0	Facilities Management and Services	S
Kendall Hall	102J		42	1000 - Electrical	0	Facilities Management and Services	S
Kendall Hall	103		532	0051 - Conference Room	18	Office of the President	S
Kendall Hall	104		347	0041 - Administration - Support	2	Office of Faculty Affairs	S
Kendall Hall	104A		138	0040 - Administration - Professional	1	Office of Faculty Affairs	S
Kendall Hall	104B		135	0040 - Administration - Professional	1	Office of Faculty Affairs	S
Kendall Hall	105		819	0041 - Administration - Support	6	Office of the President	S
Kendall Hall	105A		72	0056 - General Storage	0	Office of the President	S
Kendall Hall	105B		548	0040 - Administration - Professional	1	Office of the President	S
Kendall Hall	105C		187	0040 - Administration - Professional	1	Office of the President	S
Kendall Hall	105D		143	0042 - Administration - Service	0	Office of the President	S
Kendall Hall	105E		38	0042 - Administration - Service	0	Office of the President	S
Kendall Hall	105G		261	0040 - Administration - Professional	1	Office of the President	S
Kendall Hall	105H	Single Occupancy - Private	30	1003 - Restroom	0	Facilities Management and Services	S
Kendall Hall	106		445	0041 - Administration - Support	2	Vice President for Academic Affairs	S
Kendall Hall	106A		146	0040 - Administration - Professional	1	Office of Faculty Affairs	S

- Verify from the room screen that you're in the right space.
- Click on "Add" next to Occupants.

Kendall Hall - Room 102C

Room Name: KNDL-102C

Total Area: 101 SF

Perimeter: 41'-0"

Ceiling: 12'-0"

Volume: ~ 1212 FT³

Comments: 2.22.19kg; Changed from VPAA to BAR.

Space Accounting

Space 102C	Prorated Area:	101 SF (100%)
Room Use: 0040 - Administration - Professional (Y)	Department:	Budget and Academic Resources (S)
Stations: 1 Stations (Desk and Chair)	Division:	Vice President for Academic Affairs (AA)
Function: 630 - General Administrative Services	HEGIS Code:	90102 - Dean of Instruction (IR)
CPEC Code: 3 - Office Facilities	OM Funding:	State Supported (S)
NSF Survey: 9000 - Non-Sciences Discipline	Loaned From:	Not Applicable
SFDB ID: 2000001-0102C-		(Fix / Ignore)
Space Type: 0040 - Prof Adm	Department:	132 - All School
Stations: 04 - Dsk/Ch (00001)	School:	02 - Provost/Academic Affairs
Function: 630 - General Administrative Services	HEGIS Code:	90102 - Dean of Instruction

Instruction

- Research (Add)
- PI / Manager (Add)
- Occupants (Add)**

Specifications (Edit)

Chico State Space Code	0040 - Administration - Professional
Chico State Station Count	1
Maximum Occupancy per Fire Marshal	1

- Click on the name of the Occupant.

CSUC - Kendall - Room 102C - Select Contact

Select a name to add as an Occupant for Room 102C in Kendall Hall. Change departments using the Book drop-down list or enter a search string at the right. Occupants are usually from the department listed as the owner of the room.

Name: ID: Department: Vice President for Academic Affairs Address: Category:

Job: Organization: Phone: Email: Status:

Contact #	Position	Department	Organization
1	Admin Support Assistant 11/12	Vice President for Academic Affairs	CSU Chico
2	Admin Analyst/Specist 12 Mo	Vice President for Academic Affairs	CSU Chico
3	Int AVP Budg & Aca Res	Vice President for Academic Affairs	CSU Chico
4	Admin Support Coord 11/12	Vice President for Academic Affairs	CSU Chico
5	Space & Fac Utilization Spec	Vice President for Academic Affairs	CSU Chico
6	Admin Analyst/Specist 12 Mo	Vice President for Academic Affairs	CSU Chico

Total: 6 Contacts

If you have additional questions about any of the information on the CSU Chico FacilitiesLink website, or need technical assistance with these pages, please contact the System Administrator by phone at (530) 898-3885 or by email at <kgilmet@csuchico.edu>.

- If you do not see the person in the list that appears (see red circle), you may need to clear the default Department name by selecting the blank row at the top of the drop-down menu and then search for the occupant by entering their name in the Name field and hitting the Enter key.

CSUC - Kendall Hall - Room 102C - Select Contact

Select a name to add as an Occupant for Room 102C in Kendall Hall. Change departments using the Book drop-down list or enter a search string at the right. Occupants are usually from the department listed as the owner of the room.

Name: ID: Department: Budget and Academic Resources Address: Category:

Job: Organization: Phone: Email: Status:

Contact #	Position	Department	Organization
1			

Total: 0 Contacts

If you have additional questions about any of the information on the CSU Chico FacilitiesLink website, or need technical assistance with these pages, please contact the System Administrator by phone at (530) 898-3885 or by email at <kgilmet@csuchico.edu>.

- Click Create.
- It is not necessary to populate the "Occupied" and "Vacated" fields.
- This is also a great place to double-check the Occupant's data. If you see an error here, the correction should be made in PS/HRIS, which will feed to FL the next day.

Kendall - Room 102C - Add Occupant

Create an Occupant record for Room 102C in Kendall Hall. Review the contact information below and provide start and end dates for the term of assignment. Leave the dates blank if uncertain. Click Create button when finished, or press Cancel to return to the room page.

Name: Kathleen Gentry
Position: Admin Analyst/Spolst 12 Mo
Department: Vice President for Academic Affairs
Organization: CSU Chico

Address: 400 West First Street
 Chico, CA 95929
Phone: (530)898-4116
Email: kgentry@csuchico.edu

Occupied: [] / [] / []
Vacated: [] / [] / []

Create **Cancel**

If you have additional questions about any of the information on the CSU Chico FacilitiesLink website, or need technical assistance with these pages, please contact the System Administrator by phone at (530) 898-3885 or by email at <kgimel@csuchico.edu>.

- Voila!
- Repeat this process for all Occupants of all spaces.

Kendall - Room 102C

Kendall Hall (001)
 First Floor (1)
 Room 102C

Room Name: Not provided
Total Area: 101 SF
Perimeter: 41'-0"
Ceiling: 12'-0"
Volume: ~ 1212 FTP
Comments: Not provided

Space Accounting

Space 102C	Prorated Area: 101 SF (100%)
Space Type: 0040 - Administration - Professional (Y)	Department: Vice President for Academic Affairs (S)
Stations: 1 Stations (Desk and Chair)	Division: Vice President for Academic Affairs (AA)
Function: 630 - General Administrative Services	HEGIS Code: 90102 - Dean of Instruction (IR)
CPEC Code: 7 - Unclassified	OM Funding: State Supported (S)
NSF Survey: 9000 - Non-Sciences Discipline	Loaned From: Not Applicable
SFDB ID: 2000001-0102C-	
Space Type: 0040 - Prof Adm	Department: 132 - All School
Stations: 04 - Desk/Ch (00001)	School: 02 - Provost/Academic Affairs
Function: 630 - General Administrative Services	HEGIS Code: 90102 - Dean of Instruction

Instruction

Research (Add)

PI / Manager (Add)

Occupants (Add)

Kathleen Gentry Admin Analyst/Spolst 12 Mo	Vice President for Academic Affairs CSU Chico	Phone: (530)898-4116 Email: <kgentry@csuchico.edu>	Occupy: Release Unknown	(Update)
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Specifications (Edit)

Chico State Space Code	0040 - Administration - Professional
Chico State Station Count	1
Maximum Occupancy per Fire Marshal	1

- To remove a room Occupant, click Update.

Kendall - Room 102C

Kendall Hall (001)
First Floor (1)
Room 102C

Room Name: Not provided
Total Area: 101 SF
Perimeter: 41'-0"
Ceiling: 12'-0"
Volume: ~ 1212 FT³
Comments: Not provided

Space Accounting

Space Type: 0040 - Administration - Professional (Y)	Prorated Area: 101 SF (100%)
Stations: 1 Stations (Desk and Chair)	Department: Vice President for Academic Affairs (S)
Function: 630 - General Administrative Services	Division: Vice President for Academic Affairs (AA)
CPEC Code: 7 - Unclassified	HEGIS Code: 90102 - Dean of Instruction (IR)
NSF Survey: 9000 - Non-Sciences Discipline	OM Funding: State Supported (S)
SFDB ID: 2000001-0102C	Loaned From: Not Applicable
Space Type: 0040 - Prof Adm	Department: 132 - All School
Stations: 04 - Desk/Ch (000011)	School: 02 - Provost/Academic Affairs
Function: 630 - General Administrative Services	HEGIS Code: 90102 - Dean of Instruction

Instruction

Research (Add)

PI / Manager (Add)

Occupants (Add)

Kathleen Gentry	Vice President for Academic Affairs	Phone: (530)898-4116	Occupancy: Unknown	Update
Admin Analyst/Spclst 12 Mo	CSU Chico	Email: <kgenty@csuchico.edu>	Release: Unknown	

Specifications (Edit)

Chico State Space Code	0040 - Administration - Professional
Chico State Station Count	1
Maximum Occupancy per Fire Marshal	1

- Click Remove Occupant.
- Click Remove on the next screen to verify.

Kendall - Room 102C - Update Occupant

Update the Occupant assignment record for Room 102C in Kendall Hall. Review the contact information below. Revise the occupancy and vacancy fields. Leave these values if uncertain about the dates.

Name: Kathleen Gentry	Address: 400 West First Street
Position: Admin Analyst/Spclst 12 Mo	Chico, CA 95929
Department: Vice President for Academic Affairs	Phone: (530)898-4116
Organization: CSU Chico	Email: kgenty@csuchico.edu

Occupied: [] / [] / [] **Vacated:** [] / [] / []

Update **Cancel**

If you have additional questions about any of the information on the CSU Chico FacilitiesLink website, or need technical assistance with these pages, please contact the System Administrator by phone at (530) 898-3886 or by email at <kglmet@csuchico.edu>

Remove Occupant

- To move on to the next room record, either click Rooms in the breadcrumb to go back to the list, or click the direct link to the next room on the current screen.

CSUC - Kendall - Room 102C

https://csuchico.metabim.com/room/home/Default.htm

CALIFORNIA STATE UNIVERSITY Chico

Home Buildings Kendall Rooms 102C

Kendall - Room 102C

Retire Room

Update Room

(Click to add photo.)

Kendall Hall (001)
First Floor (1)
Room 102C

Room Name: Not provided
Total Area: 101 SF
Perimeter: 41'-0"
Ceiling: 12'-0"
Volume: ~ 1212 FT³
Comments: Not provided

Space Accounting << Room 102B Room 102D >>

Space 102C	Prorated Area: 101 SF (100%)
Space Type: 0040 - Administration - Professional (Y)	Department: Vice President for Academic Affairs (S)
Stations: 1 Stations (Desk and Chair)	Division: Vice President for Academic Affairs (AA)
Function: 630 - General Administrative Services	HEGIS Code: 90102 - Dean of Instruction (R)
CPEC Code: 7 - Unclassified	OM Funding: State Supported (S)
NSF Survey: 9000 - Non-Sciences Discipline	Loaned From: Not Applicable
SFDB ID: 2000001-0102C-	(Fix / grow)
Space Type: 0040 - Prof Adm	Department: 132 - All School
Stations: 04 - Dsk/Ch (00001)	School: 02 - Provost/Academic Affairs
Function: 630 - General Administrative Services	HEGIS Code: 90102 - Dean of Instruction

Instruction

Research (Add)

PI / Manager (Add)

Occupants (Add)

Kathleen Gentry	Vice President for Academic Affairs	Phone: (530)898-4116	Occupy: Unknown	(Update)
Admin Analyst/Spotl 12 Mo	CSU Chico	Email: <kentry@csuchico.edu>	Release: Unknown	

Specifications (Edit)

Chico State Space Code	0040 - Administration - Professional
Chico State Station Count	1
Maximum Occupancy per Fire Marshal	1

- When finished, always remember to click Logout and close the browser.

CSUC - Kendall - Room 102C

https://csuchico.metabim.com/room/home/Default.htm

CALIFORNIA STATE UNIVERSITY Chico

Home Buildings Kendall Rooms 102C

Kendall - Room 102C

Retire Room

Update Room

(Click to add photo.)

Kendall Hall (001)
First Floor (1)
Room 102C

Room Name: Not provided
Total Area: 101 SF
Perimeter: 41'-0"
Ceiling: 12'-0"
Volume: ~ 1212 FT³
Comments: Not provided

Space Accounting << Room 102B Room 102D >>

Space 102C	Prorated Area: 101 SF (100%)
Space Type: 0040 - Administration - Professional (Y)	Department: Vice President for Academic Affairs (S)
Stations: 1 Stations (Desk and Chair)	Division: Vice President for Academic Affairs (AA)
Function: 630 - General Administrative Services	HEGIS Code: 90102 - Dean of Instruction (R)
CPEC Code: 7 - Unclassified	OM Funding: State Supported (S)
NSF Survey: 9000 - Non-Sciences Discipline	Loaned From: Not Applicable
SFDB ID: 2000001-0102C-	(Fix / grow)
Space Type: 0040 - Prof Adm	Department: 132 - All School
Stations: 04 - Dsk/Ch (00001)	School: 02 - Provost/Academic Affairs
Function: 630 - General Administrative Services	HEGIS Code: 90102 - Dean of Instruction

Instruction

Research (Add)

PI / Manager (Add)

Occupants (Add)

Kathleen Gentry	Vice President for Academic Affairs	Phone: (530)898-4116	Occupy: Unknown	(Update)
Admin Analyst/Spotl 12 Mo	CSU Chico	Email: <kentry@csuchico.edu>	Release: Unknown	

Specifications (Edit)

Chico State Space Code	0040 - Administration - Professional
Chico State Station Count	1
Maximum Occupancy per Fire Marshal	1

- Second way to add an occupant to a space.
- CONTACTS:
- Use the Contact module to find people if you are unable to locate them via the room record as described.

The screenshot shows the CSU Chico FacilitiesLink website. The 'My Info' section contains several links, with 'Contacts' (Directory, Address Books) circled in red. Other links include My Info, Campus Regions, Buildings, Divisions, Departments, Space Type, Space Inventory, Property, Leasing, Grounds, Major Capital, Maps, Floor Plans, Plan Sets, Calendars, Relocations, Database, Research, and Function. A status bar at the top indicates 'There are 10 pending room changes. There are 1 pending floor changes. There are 2 pending building changes.'

- Select the person.

The screenshot shows the CSU Chico Contact Database search results page. The search criteria are: Dept: G, Divsn: H, Book: Contacts. The results table shows 4,453 active contacts. The contact 'Gentry, Kathleen' is circled in red. The table columns are Name, Position, Department, and Organization.

Name	Position	Department	Organization
Gavello, Denise	Accounting Technician III	Financial Accounting and Reporting	CSU Chico
Gebbo, Ashley	Pub Affairs/Comm Spec 12 Mo	Public Affairs and Publications	CSU Chico
Gebicke, Natalie	SSP III	UHFS Central Office & Allocatd	CSU Chico
Geddie, Morgan	Dept Chair 12 Mo	Recreation, Hospitality, and Parks Management Department	CSU Chico
Geddie, Morgan	Interim Assoc Dean - CME	College of Communication and Education	CSU Chico
Gee, Perry	Lecturer AY	School of Nursing	CSU Chico
Geise, Bradley	0100 - Administrative	0100 - Administrative	CSU Chico Auxiliaries
Gellinck, Tyler	0100 - Administrative	0100 - Administrative	CSU Chico Auxiliaries
Genaro, Robert	ISA - Student Assistant	ESL Resource Center	CSU Chico
Genato, Amber	Lecturer AY	School of Nursing	CSU Chico
Genito, Deborah	SSP Academic Related III 12 Mo	Student Health Services	CSU Chico
Gentry, Beverly	Prof Devel/Prog Mgt, Mgr	Human Resources Service Center	CSU Chico
Gentry, Ellen	0100 - Administrative	0100 - Administrative	CSU Chico Auxiliaries
Gentry, Kathleen	Spl Asst VP Budg/Acad Res	Vice President for Academic Affairs	CSU Chico
George, Cheryl	Nurse Practitioner	Student Health Services	CSU Chico
Gerard, Jeremy	0100 - Administrative	0100 - Administrative	CSU Chico Auxiliaries
Gerjeansen, Sean	0100 - Administrative	0100 - Administrative	CSU Chico Auxiliaries
Gervasi, Carl	Facilities Worker II	FMS Maintenance	CSU Chico
Gervasi, Crystal	Admin Support Coord 12 Mo	College of Business	CSU Chico
Gess, Wade	Instructional Studnt Asst OCWS	Educational Opportunity Program	CSU Chico
Gess, Wade	Instructional Studnt Asst	Educational Opportunity Program	CSU Chico
Geyer, Justin	0100 - Administrative	0100 - Administrative	CSU Chico Auxiliaries
Ghandakly, Aidi	Instr Fac AY	Electrical and Computer Engineering	CSU Chico
Ghimire, Badi	Teaching Associate AY	Biological Sciences Department	CSU Chico
Ghimire, Rishi	Teachn Associate AY	Biological Sciences Department	CSU Chico

- Click "Add" next to "Occupancy".

CSUC - Kathleen Gentry X

https://csuchico.metabim.com/names/home/Default.htm?Nkey=3450

Notes: New account application received March 6, 2008 at 1:18 pm.

	Kathleen Gentry Spl Asst VP, Budy/Acad Res Vice President for Academic Affairs CSU Chico 400 West First Street Chico, CA 95929 USA	Email: <kgentry@csuchico.edu> (530)898-4116 Mobile: N/A Home: N/A Other: N/A Web: N/A	Category: Management Status: Active Employee IDM Code: kgentry Employee: 20000062388 (100%) Appoint #: 2000006238800 (100%) Sync Data: Yes - Data Feed	Click to Add Profile Image
	Kathleen Gentry Accounting Tech II Facilities Management and Services CSU Chico 940 West First Street Chico, CA 95929 USA	Email: <KGentry@csuchico.edu> (530) 898-6222 Mobile: N/A Home: N/A Other: N/A Web: http://www.csuchico.edu/	Category: Investigator Status: Inactive / Unknown IDM Code: kgentry Employee: N/A (100%) Appoint #: N/A (100%) Sync Data: No - Hand Edit	Profile Image Not Available

Maps / Earth [Download: vcf](#)

Schedule (Add) [\(Schedule\)](#)

Hours	Code	Person	Event
No events found in the next 7 days...			
Total Hours:	0.00		Download: csv tab xls

Timecard (Add) [\(Timecard\)](#)

Hours	Code	Person	Event
No events found in the past 7 days...			
Total Hours:	0.00		Download: csv tab xls

Reminders (Edit)

Work Orders

Major Capital

Minor Projects

Leased Space

Instruction

Research

PI / Manager (Add)

Occupancy (Add) [\(Update\)](#)

Room	Area	Room Type	Date Range
Kendall Hall	102C	101 Administrative Office (0040)	Unavailable - Unavailable

- Click on the Building name link – **do not click the selection box.** It no longer is functional for this purpose and will throw an error. If that happens, click the back arrow in your browser and choose the link instead of the box.

CSUC - Gentry - Add Occ: X

https://csuchico.metabim.com/names/home/ocpt/UpdateBldg.htm?Nkey=3450

CALIFORNIA STATE UNIVERSITY | **Chico**

Navbar: Home | Contacts: Gentry: Occupant kgentry / 7/14/16 8:45 am CSU Logout

Check: All / None **Gentry - Add Occupant** [Clear Locations](#)

Use this page to specify building locations as occupied by Kathleen Gentry. Select buildings by clicking the checkboxes, or click on a specific building to select individual floors and rooms within a specific building.

[Regions](#) | [Grounds](#) | [Buildings](#) | [Floors](#) | [Rooms](#) Place a checkmark next to each building, or click the 'Building Name' to browse floors...

<input type="checkbox"/> 25 Main Street	<input type="checkbox"/> John F. O'Connell Technology Center
<input type="checkbox"/> 35 Main Street	<input type="checkbox"/> John Selvester Cafe-By-The-Creek
<input type="checkbox"/> 633 Brice Avenue	<input type="checkbox"/> John Morgan House
<input type="checkbox"/> AEV	<input type="checkbox"/> Kendall Hall
<input type="checkbox"/> AJH	<input type="checkbox"/> Kirkow Hall
<input type="checkbox"/> Acker Gymnasium	<input type="checkbox"/> Langdon Engineering Center
<input type="checkbox"/> Administration Building	<input type="checkbox"/> Lassen Hall
<input type="checkbox"/> Agricultural Teaching & Research Center	<input type="checkbox"/> Laxson Auditorium
<input type="checkbox"/> Albert E. Warrens Reception Center	<input type="checkbox"/> Library, Meriam
<input type="checkbox"/> Alumni House	<input type="checkbox"/> Mechoopa Hall
<input type="checkbox"/> Arthur L. Acker Gymnasium	<input type="checkbox"/> Meriam Library
<input type="checkbox"/> Arts & Humanities Building	<input type="checkbox"/> Modoc Hall
<input type="checkbox"/> Aymer Jay Hamilton Building	<input type="checkbox"/> Natural History Museum
<input type="checkbox"/> Ayres Hall	<input type="checkbox"/> Nettleton Stadium
<input type="checkbox"/> BMU	<input type="checkbox"/> Northern California Natural History Museum
<input type="checkbox"/> Bell Memorial Union & Bookstore	<input type="checkbox"/> O'Connell Mechanical Enclosure
<input type="checkbox"/> Biology Headhouse	<input type="checkbox"/> O'Connell Technology Center
<input type="checkbox"/> Bohler Field	<input type="checkbox"/> Off-Campus
<input type="checkbox"/> Boiler-Chiller Plant	<input type="checkbox"/> Outside Spaces
<input type="checkbox"/> Bookstore	<input type="checkbox"/> P.E. Mechanical Enclosure
<input type="checkbox"/> Brice Avenue, 633	<input type="checkbox"/> PAC
<input type="checkbox"/> Butte Hall	<input type="checkbox"/> Parking Structure 1 (1st & Cherry)
<input type="checkbox"/> Butte Station	<input type="checkbox"/> Parking Structure 2 (2nd & Normal)
<input type="checkbox"/> Cafe-By-The-Creek	<input type="checkbox"/> Paul L. Byrne Agricultural Teaching & Research Center
<input type="checkbox"/> Center for Continuing Education	<input type="checkbox"/> Performing Arts Center
<input type="checkbox"/> Colusa Hall	<input type="checkbox"/> Physical Education Storage
<input type="checkbox"/> Continuing Education	<input type="checkbox"/> Physical Science Building
<input type="checkbox"/> Coporation Yard	<input type="checkbox"/> Physical Science Greenhouse
<input type="checkbox"/> Deen House	<input type="checkbox"/> Physical Science Headhouse
<input type="checkbox"/> Distance Learning / Internet	<input type="checkbox"/> Planetarium
<input type="checkbox"/> EHS Materials Storage	<input type="checkbox"/> Plant Operations
<input type="checkbox"/> EHS Waste Storage	<input type="checkbox"/> Plumas Hall
<input type="checkbox"/> Eric Caroline Sapp Hall	<input type="checkbox"/> President's Residence
<input type="checkbox"/> Eskien Hall	<input type="checkbox"/> Rott Planetarium
<input type="checkbox"/> FMS Administration	<input type="checkbox"/> Sapp Hall
<input type="checkbox"/> FMS Central Supply	<input type="checkbox"/> Selvester's Cafe
<input type="checkbox"/> FMS Equipment Shed	<input type="checkbox"/> Shasta Hall
<input type="checkbox"/> FMS Garage	<input type="checkbox"/> Shumer Gymnasium
<input type="checkbox"/> FMS Hazardous Chemicals	<input type="checkbox"/> Sierra Hall
<input type="checkbox"/> FMS Hazardous Materials Storage	<input type="checkbox"/> Siskiyou Hall
<input type="checkbox"/> FMS Paint Shop	<input type="checkbox"/> Softball Field
<input type="checkbox"/> FMS Storage Shed	<input type="checkbox"/> Stadium & Track, University
<input type="checkbox"/> FMS Trades Workshop	<input type="checkbox"/> Stadium East Restroom
<input type="checkbox"/> FMS Warehouse	<input type="checkbox"/> Stadium West Restroom
<input type="checkbox"/> FMS Waste Storage	<input type="checkbox"/> Student Health Center
<input type="checkbox"/> Farm	<input type="checkbox"/> Student Services Center
<input type="checkbox"/> Fields	<input type="checkbox"/> Sutter Hall and Program Building
<input type="checkbox"/> Gateway Science Museum	<input type="checkbox"/> Taylor II Replacement

- Select the floor link – **do not select the selection box.** It no longer is functional for this purpose and will throw an error. If that happens, click the back arrow in your browser and choose the link instead of the box.

CSUC - Gentry - Add Occ: X

https://csuchico.metabim.com/names/home/ocpt/UpdateFlor.htm?Bldg=240&Nkey=3450

CALIFORNIA STATE UNIVERSITY Chico

Navbar: Home | Contacts | Gentry | Occupant

Check: All / None

Gentry - Add Occupant

Use this page to link floor locations to Kathleen Gentry as an occupant. Select floors by clicking the checkboxes, or click on a specific floor to browse a list of rooms on that floor. Click the Buildings tab to go back up a level.

Regions | Grounds | Buildings | Floors | Rooms

Kendall Hall

B - Basement 1 - First Floor 2 - Second Floor 3 - Third Floor

Update Cancel

If you have additional questions about any of the information on the CSU Chico FacilitiesLink website, or need technical assistance with these pages, please contact the System Administrator by phone at (530) 898-3885 or by email at <kgilmet@csuchico.edu>.

Emergency 9-1-1 Bookmarks

Options Help

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Los Gatos, CA 95030
Phone: (408) 550-9312

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- Select the room link – **do not select the selection box.** It no longer is functional for this purpose and will throw an error. If that happens, click the back arrow in your browser and choose the link instead of the box.

CSUC - Gentry - Add Occ: X

https://csuchico.metabim.com/names/home/ocpt/UpdateRoom.htm?Bldg=240&Flor=107&Nkey=3450

CALIFORNIA STATE UNIVERSITY Chico

Navbar: Home | Contacts | Gentry | Occupant

Check: All / None

Gentry - Add Occupant

Use this page to link room locations to to Occupant status for Kathleen Gentry. Select rooms by clicking the checkboxes next to the room number, or just click on a specific room number to select it. Click the Update button when finished

Regions | Grounds | Buildings | Floors | Rooms

Kendall Hall

Room	Room Name	Area	Space Type	Department
<input type="checkbox"/>	Room 101	273	0041 - Admin Office - Clerical	Academic Senate
<input type="checkbox"/>	Room 101A	215	0040 - Administrative Office	Academic Senate
<input type="checkbox"/>	Room 101B	94	0042 - Auxiliary Admin Office - Service	Academic Senate
<input type="checkbox"/>	Room 101C	26	0042 - Auxiliary Admin Office - Service	Academic Senate
<input type="checkbox"/>	Room 101D	72	0042 - Auxiliary Admin Office - Service	Academic Senate
<input type="checkbox"/>	Room 102	282	0041 - Admin Office - Clerical	Vice President for Academic Affairs
<input type="checkbox"/>	Room 102A	58	0042 - Auxiliary Admin Office - Service	Vice President for Academic Affairs
<input type="checkbox"/>	Room 102B	172	0040 - Administrative Office	Vice President for Academic Affairs
<input checked="" type="checkbox"/>	Room 102C	101	0040 - Administrative Office	Vice President for Academic Affairs
<input type="checkbox"/>	Room 102D	51	0042 - Auxiliary Admin Office - Service	Vice President for Academic Affairs
<input type="checkbox"/>	Room 102E	132	0040 - Administrative Office	Vice President for Academic Affairs
<input type="checkbox"/>	Room 102F	6	0056 - General Storage	Vice President for Academic Affairs
<input type="checkbox"/>	Room 102H	43	1009 - Elevator	Facilities Management and Services
<input type="checkbox"/>	Room 102I			
<input type="checkbox"/>	Room 102J	322	1003 - Restroom	Facilities Management and Services
<input type="checkbox"/>	Room 102K	42	0099 - Other General Use	Facilities Management and Services
<input type="checkbox"/>	Room 103	532	0051 - Conference Room	Office of the President
<input type="checkbox"/>	Room 104	347	0041 - Admin Office - Clerical	Office of Faculty Affairs
<input type="checkbox"/>	Room 104A	138	0040 - Administrative Office	Office of Faculty Affairs
<input type="checkbox"/>	Room 104B	135	0040 - Administrative Office	Office of Faculty Affairs
<input type="checkbox"/>	Room 105	819	0041 - Admin Office - Clerical	Office of the President
<input type="checkbox"/>	Room 105A	72	0042 - Auxiliary Admin Office - Service	Office of the President
<input type="checkbox"/>	Room 105B	548	0040 - Administrative Office	Office of the President
<input type="checkbox"/>	Room 105C	187	0040 - Administrative Office	Office of the President
<input type="checkbox"/>	Room 105D	141	0042 - Auxiliary Admin Office - Service	Office of the President
<input type="checkbox"/>	Room 105E	38	0042 - Auxiliary Admin Office - Service	Office of the President
<input type="checkbox"/>	Room 105F	130	0042 - Auxiliary Admin Office - Service	Office of the President
<input type="checkbox"/>	Room 105G	126	0040 - Administrative Office	Office of the President
<input type="checkbox"/>	Room 105H			
<input type="checkbox"/>	Room 105I	30	1003 - Restroom	Facilities Management and Services
<input type="checkbox"/>	Room 105J	445	0041 - Admin Office - Clerical	Vice President for Academic Affairs
<input type="checkbox"/>	Room 105A	146	0040 - Administrative Office	Office of Faculty Affairs
<input type="checkbox"/>	Room 105B	149	0040 - Administrative Office	Vice President for Academic Affairs

- Voila!
- Repeat this process for all Occupants for all spaces.

CSUC - Kathleen Gentry X

https://csuchico.metabim.com/names/home/Default.htm?Mode=AddRoom&Room.8264=Y&Cmd=Update&Level=Rooms&Page=Occupant&Bldg=240&Flor=107&Nkey=3450

Apps For quick access, place your bookmarks here on the bookmarks bar. Import bookmarks now... Other bookmarks

	KATHLEEN GENTRY Spl Asst VP Budg/Acad Res Vice President for Academic Affairs CSU Chico 400 West First Street Chico, CA 95929 USA Contact	Email: <kgentry@csuchico.edu> Work: (530)898-4116 Mobile: N/A Home: N/A Other: N/A Web: N/A	Category: Management Status: Active Employee IDM Code: kgentry Employee: 20000062388 (100%) Appoint #: 2000006238800 (100%) Sync Data: Yes - Data Feed	Click to Add Profile Image
	Kathleen Gentry Accounting Tech II Facilities Management and Services CSU Chico 940 West First Street Chico, CA 95929 USA Contact	Email: <KGentry@csuchico.edu> Work: (530) 898-6222 Mobile: N/A Home: N/A Other: N/A Web: http://www.csuchico.edu/	Category: Investigator Status: Inactive / Unknown IDM Code: kgentry Employee: N/A (100%) Appoint #: N/A (100%) Sync Data: No - Hand Edit	Profile Image Not Available

Maps / Earth [Download: vcf](#)

Schedule (Add) [\(Schedule\)](#)

Hours	Code	Person	Event
No events found in the next 7 days...			
Total Hours:	0.00		Download: csv tab ics

Timecard (Add) [\(Timecard\)](#)

Hours	Code	Person	Event
No events found in the past 7 days...			
Total Hours:	0.00		Download: csv tab ics

Reminders (Edit)

Work Orders

Major Capital

Minor Projects

Leased Space

Instruction

Research

PI / Manager (Add)

Occupancy (Add)

Room	Area	Room Type	Date Range
Kendall Hall	101	Administrative Office (0040)	Unavailable - Unavailable (Update)



Kendall - 1

Tips, Tricks, and Cool Stuff!

- Adding occupants to offices provides campus with the ability to email the residents of a specific building. They can also email faculty who teach in the building but don't occupy it.

Kendall Hall

SFDB Number: 001 (Names)
 Facility Code: KNDL
 # of Levels: 4
 Year Built: 1927
 Official Name: Clem Kendall Hall
 System Name: KENDALL HALL
 Architect: Chester Cole (Romanesque)

Kendall Hall is a two-story Romanesque building constructed of brick and spanish tiles with columns and arches. The architect was Chester Cole. It is located in the center of campus on the s...

Space Inventory	Rooms	ASF	Stns	NASF	USF	BG	CU	OGSF	OG50	MGSF
B - Basement	3	0 (0)	0	1,873 (3)	1,873	2,197	0	2,197	2,197	2,197
1 - First Floor	85	13,886 (71)	115	6,208 (14)	20,096	22,783	960	23,743	23,263	23,263
2 - Second Floor	67	12,657 (52)	183	7,576 (15)	20,133	22,787	0	22,787	22,787	22,787
3 - Third Floor	4	1,324 (2)	0	285 (2)	1,606	1,889	0	1,889	1,889	1,889
Building Record	159	27,764 (125)	298	16,943 (34)	43,707	49,666	960	50,616	50,136	50,136

CSU-Approved Custodial Area SQF4 Non-Farm: 51,232 SF SQF5 Farm: 0 SF Net Usable (USF) - Exclusions

Floor Plans Floor Plan Report **Email the Building** Maps / Earth

- Every item is pre-selected. The PI/Manager function is not currently used so it doesn't matter of that box is checked or not.
- Select/de-select as appropriate for your email. If you do not wish to send to faculty who are **not occupants**, de-select the "Instructors" check box.
- Click Continue at the bottom of the screen.

Acker Gymnasium - Email the Building

Use the form below to select the users you wish to contact. Once finished, continue via the buttons at the bottom of the page.

Org Unit: Building Contacts: PI / Manager: Occupants: Instructors: Term: 2019 Fall Term (2198)

Amaro, Cheyenne camaro4@csuchico.edu Kinesiology Department	<input checked="" type="checkbox"/> Azad, Farshad fazad@csuchico.edu Kinesiology Department	<input checked="" type="checkbox"/> Balasek, Kathi kbalasek@csuchico.edu Education	<input checked="" type="checkbox"/> Barker, Anita abarker@csuchico.edu Intercollegiate Athletics
Barker, William wbarker@csuchico.edu Intercollegiate Athletics	<input checked="" type="checkbox"/> Barry, Jolene jbarry@csuchico.edu Kinesiology Department	<input checked="" type="checkbox"/> Caniss, Daniel dcaniss@csuchico.edu Education	<input checked="" type="checkbox"/> Carter, Kristina kcarter@csuchico.edu Public Health & Health Services Administration
Cecon, Brian bcecon@csuchico.edu Intercollegiate Athletics	<input checked="" type="checkbox"/> Chavez, Colby cchavez38@csuchico.edu Kinesiology Department	<input checked="" type="checkbox"/> Christopherson, Jeanne jchristopherson1@csuchico.edu Kinesiology Department	<input checked="" type="checkbox"/> Ciapponi, Traci tciapponi@csuchico.edu Kinesiology Department
Clark, Jonathan jclark45@csuchico.edu Kinesiology Department	<input checked="" type="checkbox"/> Cross, Barbara bcross@csuchico.edu Kinesiology Department	<input checked="" type="checkbox"/> Cross, Don dross@csuchico.edu Kinesiology Department	<input checked="" type="checkbox"/> Fairchild, Sabina sfairchild@csuchico.edu Kinesiology Department
Fuhrs, David dfuhrs@csuchico.edu Information Security Office	<input checked="" type="checkbox"/> Gabriel, Kathleen kgabriel@csuchico.edu Education	<input checked="" type="checkbox"/> Kaiser, Benjamin bkaiser@csuchico.edu Kinesiology Department	<input checked="" type="checkbox"/> Knight, Parker pknight13@csuchico.edu FDW Student- Minors/Outside
Lowe, Deanna dmlowe@csuchico.edu Kinesiology Department	<input checked="" type="checkbox"/> Mckenzie, Wendy wmckenzie@csuchico.edu Kinesiology Department	<input checked="" type="checkbox"/> McLaughlin, Jalae jmlaughlin@csuchico.edu Kinesiology Department	<input checked="" type="checkbox"/> Stahl, Austin astahl1@csuchico.edu Kinesiology Department
Strommes, Rex rstrommes@csuchico.edu Kinesiology Department	<input checked="" type="checkbox"/> Tacla, Devin dtacla@csuchico.edu Kinesiology Department	<input checked="" type="checkbox"/> Trajkovski, Maya mtrajkovski@csuchico.edu Kinesiology Department	<input checked="" type="checkbox"/>

If you have additional questions about any of the information on the CSU Chico FacilitiesLink website, or need technical assistance with these pages, please contact the System Administrator by phone at (530) 898-3885 or by email at <lgjmet@csuchico.edu>.

Emergency Links Public Dashboard Add Bookmark Administrator Help Manuals

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Phone: (531) 316-7647

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- Click the "Click to Send Email" icon.
- A new email in Outlook should automatically open.
- If a new email does NOT open, open one manually. Then triple-click this list of recipients to select all, then copy and paste the list into the "To" box in the new email.

CALIFORNIA STATE UNIVERSITY **Chico** Print Version

Navbar Home Buildings: Acker Gymnasium: Email Kathleen Gentry 11/15/19 8:42 am CSU Logout

Acker Gymnasium - Email Recipient List Email Separator (,)

Select the 'Click to Send Email' link below to send an email to the list below, or simply copy the supplied list into your email client of choice. Use the download links to get the the emails in a tabulated format along with additional information for each previously selected contact record.

Optionally, triple click the email addresses and "Copy and Paste" the list into your favorite email program:

 [Click to Send Email](#)

aba@csuchico.edu; astahl1@csuchico.edu; bcocon@csuchico.edu; bcross@csuchico.edu; bkaiser@csuchico.edu; caman4@csuchico.edu; cchavez28@csuchico.edu; dcarrns@csuchico.edu; dduhs@csuchico.edu; dmlowe@csuchico.edu; dthaxla@csuchico.edu; faza@csuchico.edu; jchristophersonf@csuchico.edu; jclarke4@csuchico.edu; jimclaughlin@csuchico.edu; jrbam@csuchico.edu; klabsel@csuchico.edu; kfgabriel@csuchico.edu; krcater@csuchico.edu; mtrajkowski@csuchico.edu; plinight@csuchico.edu; rcross@csuchico.edu; rstromess@csuchico.edu; starker@csuchico.edu; stairchid@csuchico.edu; tciapponi@csuchico.edu; wmckenzie@csuchico.edu;

[Download: csv tab](#)

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Emergency Links Public Dashboard Add Bookmark Administrator Help Manuals

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- Note the new 360 degree photos that are available for public spaces.

CALIFORNIA STATE UNIVERSITY **Chico** Print Version

Navbar Home Buildings: Butte: Rooms: 101 kgentry 12/6/17 8:50 am CSU Logout

Butte - Room 101 Relive Room

Butte Hall (029)
First Floor (1)
Room 101

Room Name: Not provided
Total Area: 697 SF
Perimeter: 108'-0"
Ceiling: 12'-0"
Volume: ~ 8364 FT³
Comments: Not provided

Space Accounting CAD / Maps / Earth

Space 101 Prorated Area: 697 SF (100%)

Space Type:	0001 - Lecture (Y)	Department:	All School (S)
Stations:	49 Stations (Combination)	Division:	Vice President for Academic Affairs (AA)
Functions:	112 - Regular Instruction	HEGIS Code:	00001 - Interdiscipline (IR)
CPEC Code:	1 - Classroom Facilities	OM Funding:	State Supported (S)
NSF Survey:	9000 - Non-Sciences Discipline	Loaned From:	Not Applicable
SFDB ID:	2000029-0101--	SFDB Transaction Pending	(P) / ignore
Space Type:	0001 - Lecture	Department:	132 - All School
Stations:	06 - Two/Ovr Fx (00049) <= 12 - Combination (49)	School:	99 - All College <= 02 - Provost
Function:	112 - Regular Instruction	HEGIS Code:	00001 - Interdiscipline

PI / Manager (Add)

Instruction	Class Count	Hours	Enroll	Octp. %	WSH	WSCH	FTES
Actual	26 Classes	26.4	30 Avg	64% Avg	16.9	827.5	55.2
Standard	(Standard)	53	32	66%	35.0	1,714.0	114.3

Research (Add)
Occupants (Add)

Specifications (Est)

Maximum Occupancy: 49
Technology: #

Report Gallery
This section includes reports and additional information about Butte Hall - Room 101, including changes to space accounting and occupancy details.

- For academic spaces you now see the classes held in each space. You can select different terms and run space utilization reports.

Butte Hall - Room 101

Room Name: BUTE-101
 Total Area: 697 SF
 Perimeter: 108'-0"
 Ceiling: 12'-0"
 Volume: ~ 8364 FT³

Space Accounting

Space 101	Prorated Area:	697 SF (100%)
Room Use: 0001 - Lecture (Y)	Department:	All School (S)
Stations: 49 Stations (Combination)	Division:	Vice President for Academic Affairs (AA)
Function: 112 - Regular Instruction	HEGIS Code:	0001 - Interdisciplinary (R)
CPEC Code: 1 - Classroom Facilities	OM Funding:	State Supported (S)
NSF Survey: 9000 - Non-Sciences Discipline	Loaned From:	Not Applicable
SFOB ID: 2000029-0101-		
Space Type: 0001 - Lecture	Department:	132 - All School
Stations: 12 - Combination (00049)	School:	02 - Provost/Academic Affairs
Function: 112 - Regular Instruction	HEGIS Code:	0001 - Interdisciplinary

Instruction	Instructor	Format	Units	Enroll	Meets	Time	Term
2198-ANIS-444-01 Anat/Physiol Domestic Animals - 01	L.Smith	Lecture	3	38 / 49	MW	13:00 - 13:50	2019 Fall Term
2198-BIOL-416-01 Vertebrate Physiology - 01	R.Dubie	Discussion	4	39 / 49	TuTh	08:00 - 08:50	Butte Hall - Room 101
2198-ENGL-342W-05 Literature of the Child (W) - 05	K.Candelana	Lecture	3	32 / 49	TuTh	15:30 - 16:45	Butte Hall - Room 101
2198-GEOG-102-01 Peoples, Places, & Environments - 01	S.Brady	Lecture	3	30 / 49	MWF	10:00 - 10:50	Butte Hall - Room 101
2198-GEOG-106-01 The American West - 01	B.Smith-Peters	Lecture	3	39 / 49	TuTh	09:30 - 10:45	Butte Hall - Room 101
2198-GEOG-304-01 Sustainability Issues - 01	C.Stuart	Lecture	3	33 / 49	W	17:30 - 20:20	Butte Hall - Room 101
2198-GEOG-320-01 Intro Land Use Plng - 01	C.Stuart	Lecture	3	19 / 49	TuTh	17:00 - 18:15	Butte Hall - Room 101
2198-GEOG-405S-01 Consenation and Restoration - 01	D.Hankins	Lecture	3	12 / 49	F	11:00 - 13:50	Butte Hall - Room 101
2198-GEOG-439-01 American Cultural Landscapes - 01	S.Brady	Discussion	3	10 / 49	MWF	14:00 - 14:50	Butte Hall - Room 101
2198-MFSC-318-01 Nutrition & Disease - 01	D.Bellis McCafferty	Lecture	3	21 / 49	MWF	09:00 - 09:50	Butte Hall - Room 101
2198-POLS-155-08 Amer Gov: National/State/Local - 08	J.Mankley	Discussion	3	25 / 49	Th	14:00 - 14:50	Butte Hall - Room 101
2198-SOCH-440-01 Political Sociology - 01	S.Slusser	Lecture	3	14 / 49	TuTh	12:30 - 13:45	Butte Hall - Room 101

Totals: 12 Classes

Utilization Report

- Specifications, or Room Features, are now available in academic spaces and conference rooms. This data is also available in Astra.

Specifications (Edit)

Chicago State Space Code	0001 - Lecture
Chicago State Station Count	49
Maximum Occupancy per Fire Marshal	49
General Use Conference Room	<input type="checkbox"/>
Active Learning Space	<input type="checkbox"/>
Distance Learning Space	<input type="checkbox"/>
Smart Classroom	<input checked="" type="checkbox"/>
Access	
Schlage	
Medeco	x
Primus	
Card	x
Alarm	
Keypad	
Special 1	
Access - Door Hardware	
Knob w/lock	
Knob w/o lock	
Lever w/lock	x
Lever w/o lock	
Loop	
Deadbolt	
Special 2	
Access - Door - Interior	
Wood	
Wood w/glass	
Metal	
Metal w/glass	
Glass/Mimr	
Roll up	
Special 3	
Access - Door - Exterior	
Wood	f
Wood w/glass	
Metal	f

- Room schedules and equipment are now visible in FL.
- Reservations for events and/or classes must still go through the FRES office.

Room Schedule (Add)

	Sun 11/3	Mon 11/4	Tue 11/5	Wed 11/6	Thu 11/7	Fri 11/8	Sat 11/9
06:00 am							
07:00 am							
08:00 am			08:00 am - 08:50 am - 2198-BDL-418-01 - Vertebrate Physiology		08:00 am - 08:50 am - 2198-BDL-418-01 - Vertebrate Physiology		
09:00 am	09:00 am - 09:50 am - 2198-AFSC-318-01 - Nutrition & Disease	09:30 am - 10:45 am - 2198-GEQG-108-01 - The American West	09:30 am - 10:45 am - 2198-GEQG-108-01 - The American West	09:00 am - 09:50 am - 2198-AFSC-318-01 - Nutrition & Disease	09:30 am - 10:45 am - 2198-GEQG-108-01 - The American West	09:00 am - 09:50 am - 2198-AFSC-318-01 - Nutrition & Disease	
10:00 am	10:00 am - 10:50 am - 2198-GEQG-102-01 - Peoples, Places, & Environments			10:00 am - 10:50 am - 2198-GEQG-102-01 - Peoples, Places, & Environments		10:00 am - 10:50 am - 2198-GEQG-102-01 - Peoples, Places, & Environments	
11:00 am						11:00 am - 01:30 pm - 2198-GEQG-405-01 - Conservation and Restoration	
12:00 pm			12:30 pm - 01:45 pm - 2198-SOCC-440-01 - Political Sociology		12:30 pm - 01:45 pm - 2198-SOCC-440-01 - Political Sociology		
01:00 pm	01:00 pm - 01:50 pm - 2198-ANSC-440-01 - Anal/Physiol Domestic Animals			01:00 pm - 01:50 pm - 2198-ANSC-440-01 - Anal/Physiol Domestic Animals			
02:00 pm	02:00 pm - 02:50 pm - 2198-GEQG-438-01 - American Cultural Landscapes			02:00 pm - 02:50 pm - 2198-GEQG-438-01 - American Cultural Landscapes	02:00 pm - 02:50 pm - 2198-POLS-155-01 - Amer Gov/ National/States/Local	02:00 pm - 02:50 pm - 2198-GEQG-438-01 - American Cultural Landscapes	
03:00 pm	03:00 pm - 03:50 pm - SLCJ SI Program for Fall 2019 - BUTE 101 [S. Administrator]	03:30 pm - 04:45 pm - 2198-ENGL-342W-05 - Literature of the CHM (W)		03:00 pm - 03:50 pm - SLCJ SI Program for Fall 2019 - BUTE 101 [S. Administrator]	03:30 pm - 04:45 pm - 2198-ENGL-342W-05 - Literature of the CHM (W)		
04:00 pm	04:00 pm - 04:50 pm - SLCJ SI Program for Fall 2019 - BUTE 101 [S. Administrator]			04:00 pm - 04:50 pm - SLCJ SI Program for Fall 2019 - BUTE 101 [S. Administrator]			
05:00 pm	05:30 pm - 07:30 pm - SLLU Pre-Law Society [S. Administrator]	05:00 pm - 06:15 pm - 2198-GEQG-320-01 - Intro Land Use Prg		05:30 pm - 08:20 pm - 2198-GEQG-304-01 - Sustainability Issues		05:00 pm - 06:15 pm - 2198-GEQG-320-01 - Intro Land Use Prg	
Floating							
Day Totals	0.00 Hrs	6.98 Hrs	5.83 Hrs	7.81 Hrs	7.49 Hrs	5.32 Hrs	0.00 Hrs

Totals: Items / 0.00 Hours

Report Gallery

This section includes reports and additional information about Butte Hall - Room 101, including changes to space accounting and occupancy details.

Room Revisions Change History | PI / Manager Change History | Occupancy Change History

Equipment (Add / New)

Equipment	Asset ID	Class	Subclass	Department
Cpu Desktop	ID #00906	Asset Management	010 - IT Hardware	N/A
Cpu Desktop 3.3 Ghz	ID #551754	Asset Management	010 - IT Hardware	Creative Media and Technology
Spectrum	ID #537542	Asset Management	050 - Property	N/A
Switcher Presentation	ID #558003	Asset Management	050 - Property	N/A
Projector Data	ID #55907	Asset Management	050 - Property	IREs Admin Service Center
24 X 36 Drop Panel Ceiling	ID #13546	Ceiling Surfaces	24 x 36 Drop Panel Ceiling	N/A
Butte 12" Floor Tile 1	ID #13545	Floor Surfaces	12 x 12 Tile	N/A
Monitor	ID #	Instructional Support	Computers	Computing Technology & Support
Speakers	ID #	Instructional Support	PA / Sound System	Computing Technology & Support

- SELECT A THEME:
- When in a "List" view, you can click "Select a Theme" to change the way the data is displayed.

Modoc - Space Inventory

56 Results - 7,507 Active / 3,446 Retired / 10,953 All

Building: Modoc Hall | Space Type: | Min Area: | Max: | Room Name: | Equipment: | Room Specs: |

Floor: 1 - First Floor | Room: | Department: | Min Sns: | Max: | PI: | Occupant: |

Region: | Division: | Loan: | Occupant: |

Building	Room	Room Name	Area	Space Type	Sns	Department
Modoc Hall	100A	1004 - Corridor	3,243	1004 - Corridor	0	Facilities Management and Services
Modoc Hall	100B	22 100B - Miscellaneous NASF	22	100B - Miscellaneous NASF	0	Facilities Management and Services
Modoc Hall	100C	202 1006 - Stairway	202	1006 - Stairway	0	Facilities Management and Services
Modoc Hall	100D	Multi-Occupancy - ADA Men	269	1003 - Restroom	0	Facilities Management and Services
Modoc Hall	100E		42	1002 - Custodial Closet	0	Facilities Management and Services
Modoc Hall	100F		32	1000 - Electrical / Mechanical	0	Facilities Management and Services
Modoc Hall	100G		912	1000 - Electrical / Mechanical	0	Facilities Management and Services
Modoc Hall	101		146	0030 - Faculty Office	1	Child Development Department
Modoc Hall	101A		180	1006 - Stairway	0	Facilities Management and Services
Modoc Hall	102		157	0030 - Faculty Office	1	Child Development Department
Modoc Hall	103		158	0030 - Faculty Office	1	Child Development Department
Modoc Hall	104		152	0030 - Faculty Office	1	Psychology Department
Modoc Hall	105		158	0030 - Faculty Office	1	Child Development Department
Modoc Hall	106		152	0030 - Faculty Office	1	Psychology Department
Modoc Hall	107		158	0030 - Faculty Office	1	Child Development Department
Modoc Hall	108		152	0030 - Faculty Office	1	Psychology Department
Modoc Hall	109		158	0030 - Faculty Office	1	Psychology Department
Modoc Hall	110		152	0030 - Faculty Office	1	Psychology Department
Modoc Hall	111		158	0030 - Faculty Office	1	Psychology Department
Modoc Hall	112		156	0030 - Faculty Office	1	Psychology Department
Modoc Hall	113		158	0030 - Faculty Office	1	Psychology Department
Modoc Hall	114		999	0001 - Lecture	64	Psychology Department
Modoc Hall	114A		75	1002 - Custodial Closet	0	Facilities Management and Services
Modoc Hall	115		158	0030 - Faculty Office	1	Psychology Department
Modoc Hall	116		989	0010 - Teaching Laboratory (LD)	36	School of Education
Modoc Hall	117		158	0030 - Faculty Office	1	Psychology Department
Modoc Hall	118		991	0001 - Lecture	36	School of Education
Modoc Hall	118A		416	0001 - Lecture	18	Psychology Department
Modoc Hall	119		158	0030 - Faculty Office	1	Psychology Department
Modoc Hall	120		830	0001 - Lecture	49	Child Development Department

Select a Theme: Select a Theme

- Occupant Locations
- Office Space Utilization
- Office Space Exceptions
- PI / Manager Space
- Research / Awards
- Laboratory Report
- Loan Agreements
- CSU SFDB Format
- Major Capital Projects
- Minor Projects
- Lease Agreements
- Space Relocations
- ADA Deficiencies
- Equipment / Fixtures
- Architectural Details
- Asbestos Samples

- By selecting "Occupant Locations" from the "Select a Theme" drop-down list you can see all Occupants who have already been added to your rooms.

Kendall - Space Inventory

85 Results - 7,654 Active / 3,691 Retired / 11,345 All

Building: Kendall Hall | Space Type: | Min Area: | Max: | Room Name: |
 Floor: 1 - First Floor | Room: | Department: | Min Stns: | Max: | Equipment: |
 Region: | Division: | Loan: Occupant: PI: Room Specs: |

Building	Room #	Room Name	Area	Space Type	Stns	Department
Kendall Hall	LAWN E	LAWN E	0	0053 - Recreation	0	Facilities Management and Services
Kendall Hall	LAWN W	LAWN W	0	0053 - Recreation	0	Facilities Management and Services
Kendall Hall	101	0041 - Administration - Support	273	0041 - Administration - Support	2	Academic Senate
Traci Stumbaugh	Admin Support Coord 11/12	Academic Senate				CSU Chico
Kendall Hall	101A	0040 - Administration - Professional	215	0040 - Administration - Professional	1	Academic Senate
Jed Wyrick	Instr Fac AY	Comparative Religion and Humanities Department				CSU Chico
Kendall Hall	101B	0042 - Administration - Service	94	0042 - Administration - Service	0	Academic Senate
Kendall Hall	101C	0042 - Administration - Service	26	0042 - Administration - Service	0	Academic Senate
Kendall Hall	101D	0042 - Administration - Service	72	0042 - Administration - Service	0	Academic Senate
Kendall Hall	102	0041 - Administration - Support	282	0041 - Administration - Support	1	Vice President for Academic Affairs
Kimberly Williams	Admin Analyst/Spclst 12 Mo	Vice President for Academic Affairs				CSU Chico
Kendall Hall	102A	0042 - Administration - Service	58	0042 - Administration - Service	0	Vice President for Academic Affairs
Kendall Hall	102B	0040 - Administration - Professional	172	0040 - Administration - Professional	1	Vice President for Academic Affairs
Daniel Grassian	Vice Provost Academ Pgms	AURA				CSU Chico
Kendall Hall	102C	0040 - Administration - Professional	101	0040 - Administration - Professional	1	Vice President for Academic Affairs
Kathleen Gentry	Admin Analyst/Spclst 12 Mo	Vice President for Academic Affairs				CSU Chico
Kendall Hall	102D	0042 - Administration - Service	51	0042 - Administration - Service	0	Vice President for Academic Affairs
Kendall Hall	102E	0040 - Administration - Professional	132	0040 - Administration - Professional	1	Vice President for Academic Affairs
Jennifer Mays	Int A/P Budg & Aca Res	Vice President for Academic Affairs				CSU Chico
Kendall Hall	102F	0056 - General Storage	6	0056 - General Storage	0	Vice President for Academic Affairs
Kendall Hall	102H	1009 - Elevator	43	1009 - Elevator	0	Facilities Management and Services
Kendall Hall	102I	Multi-Occupancy - ADA Women	322	1003 - Restroom	0	Facilities Management and Services
Kendall Hall	102J	42 1000 - Electrical	42	1000 - Electrical	0	Facilities Management and Services
Kendall Hall	103	0051 - Conference Room	532	0051 - Conference Room	18	Office of the President
Kendall Hall	104	0041 - Administration - Support	347	0041 - Administration - Support	2	Office of Faculty Affairs
Marjorie Mitchell	Admin Support Coord 12 Mo	Office of Faculty Affairs				CSU Chico
Tamara Toon	Confnd Admin Support 12 Mo	Office of Faculty Affairs				CSU Chico
Kendall Hall	104A	0040 - Administration - Professional	138	0040 - Administration - Professional	1	Office of Faculty Affairs
Erinanne O'Donnell	Int A/P Academic Persnll	Office of Faculty Affairs				CSU Chico
Kendall Hall	104B	0040 - Administration - Professional	135	0040 - Administration - Professional	1	Office of Faculty Affairs

- By selecting "Office Space Utilization" from the "Select a Theme" drop-down list you can see all Occupants who have already been added to your rooms along with their appointment percentages and how that calculates to the overall utilization of the space.

Modoc - Space Inventory

23 Results - 7,700 Active / 3,542 Retired / 11,242 All

Building: Modoc Hall | Space Type: OFF - Office | Min Area: | Max: | Room Name: |
 Floor: 2 - Second Floor | Room: | Department: | Min Stns: | Max: | Equipment: |
 Region: | Division: | Loan: Occupant: PI: Room Specs: |

Building	Room #	Room Name	Area	Space Type	Stns	Department
Modoc Hall	201	0030 - Faculty Office - Professional	173	0030 - Faculty Office - Professional	1	Psychology Department
Kyle Horst	Instr Fac AY (100%)	Psychology Department				CSU Chico
Modoc Hall	202	0030 - Faculty Office - Professional	157	0030 - Faculty Office - Professional	1	Psychology Department
Neil Schwartz	Instr Fac AY (100%)	Psychology Department				CSU Chico
Modoc Hall	203	0030 - Faculty Office - Professional	158	0030 - Faculty Office - Professional	1	Psychology Department
Lawrence Herring	Instr Fac AY (100%)	Psychology Department				CSU Chico
Modoc Hall	204	0030 - Faculty Office - Professional	152	0030 - Faculty Office - Professional	1	Psychology Department
Mary Dolan	Lecturer AY (100%)	Psychology Department				CSU Chico
Terry Miller-Herringer	Lecturer AY (80%)	Psychology Department				CSU Chico
Modoc Hall	205	0030 - Faculty Office - Professional	158	0030 - Faculty Office - Professional	1	Psychology Department
Daniel Worthen	Instr Fac AY (100%)	Psychology Department				CSU Chico
Modoc Hall	206	0030 - Faculty Office - Professional	152	0030 - Faculty Office - Professional	1	Psychology Department
Patrick Johnson	Instr Fac AY (100%)	Psychology Department				CSU Chico
Modoc Hall	207	0030 - Faculty Office - Professional	158	0030 - Faculty Office - Professional	1	Psychology Department
Theodore Singels	Instr Fac AY (100%)	Psychology Department				CSU Chico
Modoc Hall	208	0030 - Faculty Office - Professional	152	0030 - Faculty Office - Professional	1	Psychology Department
Penelope Kuhn	Instr Fac AY (100%)	Psychology Department				CSU Chico
Modoc Hall	209	0030 - Faculty Office - Professional	158	0030 - Faculty Office - Professional	1	Psychology Department
Arthur Sanchez	Instr Fac AY (100%)	Psychology Department				CSU Chico
Modoc Hall	210	0030 - Faculty Office - Professional	152	0030 - Faculty Office - Professional	1	Psychology Department
Marlinus van den Berg	Instr Fac AY (100%)	Psychology Department				CSU Chico
Modoc Hall	212	0030 - Faculty Office - Professional	156	0030 - Faculty Office - Professional	1	Psychology Department
Modoc Hall	213	0036 - Faculty/Admin - Support	157	0036 - Faculty/Admin - Support	1	Psychology Department
Tusa Emanuel	Admin Support Coord 11/12 (100%)	Psychology Department				CSU Chico
Modoc Hall	215	0036 - Faculty/Admin - Support	169	0036 - Faculty/Admin - Support	1	Psychology Department
Modoc Hall	215A	0035 - Faculty/Admin - Professional	223	0035 - Faculty/Admin - Professional	1	Psychology Department
Linda Kline	Instr Fac AY (25%)	Psychology Department				CSU Chico
Modoc Hall	215B	0036 - Faculty/Admin - Support	162	0036 - Faculty/Admin - Support	1	Psychology Department

- SPACE INVENTORY:
- You can access a building, room, and/or Occupant record more quickly by clicking "Space Inventory" from the Home page.

The screenshot shows the CSUC Chico FacilitiesLink Home page. The page title is "CSUC Chico FacilitiesLink". There are several navigation menus and a grid of icons representing different facility management categories. The "Space Inventory" icon, which shows a building and a person, is circled in red. Other icons include My Info, Energy, Equipment, Events, Features, Floor Plans, Function, GIS Explorer, Grounds, Infrastructure, Instruction, Insurance, Leasing, Major Capital, Maps, Master Plans, Minor Projects, Pictures, Plan Sets, Relocations, Research, Roof Plans, Schedules, Space Type, Timecard, Work Orders, and ISES Corp.

- Choose the building you're looking for from the "Building" drop-down list.

The screenshot shows the CSUC Chico Space Inventory page. The page title is "Space Inventory". There are several filters and a table of room data. The "Building" dropdown menu is open, showing a list of buildings. "Modoc Hall" is circled in red. The table below shows room data with columns for Room Name, Area, Space Type, Stns, Department, and OIM.

Room Name	Area	Space Type	Stns	Department	OIM
733 0049 - Other Office	733	0049 - Other Office	12	Office of Research and Sponsored Programs	S
165 0049 - Other Office	165	0049 - Other Office	1	Office of Research and Sponsored Programs	S
138 0049 - Other Office	138	0049 - Other Office	1	Office of Research and Sponsored Programs	S
135 0049 - Other Office	135	0049 - Other Office	1	Office of Research and Sponsored Programs	S
540 0049 - Other Office	540	0049 - Other Office	1	Office of Research and Sponsored Programs	S
1 1000 - Electrical / Mechanical	1	1000 - Electrical / Mechanical	0	Facilities Management and Services	-
319 0049 - Other Office	319	0049 - Other Office	12	Associated Students Community Legal Information Center	S
110 0049 - Other Office	110	0049 - Other Office	1	Associated Students Community Legal Information Center	S
130 0049 - Other Office	130	0049 - Other Office	1	Associated Students Community Legal Information Center	S
125 0049 - Other Office	125	0049 - Other Office	1	Associated Students Community Legal Information Center	S
71 0049 - Other Office	71	0049 - Other Office	2	Associated Students Community Legal Information Center	S
123 0049 - Other Office	123	0049 - Other Office	2	Associated Students Community Legal Information Center	S
122 0049 - Other Office	122	0049 - Other Office	1	Associated Students Community Legal Information Center	S
120 0049 - Other Office	120	0049 - Other Office	1	Associated Students Community Legal Information Center	S
1 0049 - Other Office	1	0049 - Other Office	0	Non-Assignable	-
662 0049 - Other Office	662	0049 - Other Office	20	Office of Research and Sponsored Programs	S
214 0049 - Other Office	214	0049 - Other Office	1	Office of Research and Sponsored Programs	S
126 0049 - Other Office	126	0049 - Other Office	1	Office of Research and Sponsored Programs	S
126 0049 - Other Office	126	0049 - Other Office	1	Office of Research and Sponsored Programs	S
110 0049 - Other Office	110	0049 - Other Office	1	Office of Research and Sponsored Programs	S
206 0049 - Other Office	206	0049 - Other Office	1	Office of Research and Sponsored Programs	S
177 0049 - Other Office	177	0049 - Other Office	1	Office of Research and Sponsored Programs	S
78 0049 - Other Office	78	0049 - Other Office	1	Office of Research and Sponsored Programs	S
78 0049 - Other Office	78	0049 - Other Office	1	Office of Research and Sponsored Programs	S
256 0049 - Other Office	256	0049 - Other Office	1	Office of Research and Sponsored Programs	S
132 0049 - Other Office	132	0049 - Other Office	1	Office of Research and Sponsored Programs	S
269 0049 - Other Office	269	0049 - Other Office	1	Office of Research and Sponsored Programs	S
132 0049 - Other Office	132	0049 - Other Office	1	Office of Research and Sponsored Programs	S

- OR, enter a room number in the "Room" field and press the Enter key, then click the link for the room you're looking for.

CSUC - Space Inventory

https://csuchico.metabim.com/room/Default.htm?Theme=&Paging=0&Bkey=&Ukey=&QareaMin=&QareaMax=&Qname=&Fkey=&Qroom=103&Dkey=&QstnsMin=&QstnsMax=&Qdept=&Qreg=&Cmnd.x?x

California State University Chico

Navbar | Home | Rooms

There are 3 pending room changes. There are 1 pending building changes.

Create Room

Space Inventory

82 Results - 7,507 Active / 3,446 Retired / 10,953 All

Report Plans Photos

Building: [] Space Type: [] Min Area: [] Max: [] Room Name: []

Floor: [] Room: 103 Department: [] Min Stns: [] Max: [] Equipment: []

Region: [] Division: [] Loan: [] Occupant: [] Room Specs: []

Building	Room #	Room Name	Area	Space Type	Stns	Department	OM
25 Main Street	103		662	0049 - Other Office	20	Office of Research and Sponsored Programs	S
25 Main Street	103A		214	0049 - Other Office	1	Office of Research and Sponsored Programs	S
25 Main Street	103B		126	0049 - Other Office	1	Office of Research and Sponsored Programs	S
25 Main Street	103C		126	0049 - Other Office	1	Office of Research and Sponsored Programs	S
25 Main Street	103D		110	0049 - Other Office	1	Office of Research and Sponsored Programs	S
25 Main Street	103E		206	0049 - Other Office	1	Office of Research and Sponsored Programs	S
25 Main Street	103F		177	0049 - Other Office	1	Office of Research and Sponsored Programs	S
25 Main Street	103G		78	0049 - Other Office	1	Office of Research and Sponsored Programs	S
25 Main Street	103H		78	0049 - Other Office	1	Office of Research and Sponsored Programs	S
Albert E. Warners Reception Center	103		206	0099 - Other General Use	0	Office of the President	S
Arts & Humanities Building	103		30	1004 - Comdor	0	Facilities Management and Services	S
Arts & Humanities Building	103A		56	1007 - Telecom Closet	0	Computing and Communications Services	S
Arts & Humanities Building	103B		27	1009 - Elevator	0	Facilities Management and Services	S
Aymer Jay Hamilton Building	103		133	0029 - Other Special Instructional	2	Communication Arts and Sciences	S
Aymer Jay Hamilton Building	103A		163	0030 - Faculty Office	1	Communication Arts and Sciences	S
Aymer Jay Hamilton Building	103B		115	0029 - Other Special Instructional	2	Communication Arts and Sciences	S
Ayres Hall	103		887	0010 - Teaching Laboratory (G/D)	19	Department of Art and Art History	S
Ayres Hall	103A		154	1006 - Stairway	0	Facilities Management and Services	S
Bell Memorial Union & Bookstore	103		299	0051 - Auxiliary Conference Room	12	Associated Students	S
Bell Memorial Union & Bookstore	103A	Multi-Occupancy-Men	409	1003 - Restroom	0	Facilities Management and Services	S
Bell Memorial Union & Bookstore	103B	Multi-Occupancy Women	405	1003 - Restroom	0	Facilities Management and Services	S
Bell Memorial Union & Bookstore	103C		29	1002 - Custodial Closet	0	Facilities Management and Services	S
Biology Headhouse	103		488	0025 - Animal Quarters	0	Biological Sciences Department	S
Biology Headhouse	103A		221	0025 - Animal Quarters	0	Biological Sciences Department	S
Boiler-Chiller Plant	103		951	1000 - Electrical / Mechanical	0	Facilities Management and Services	S
Butte Hall	103		700	0001 - Lecture	49	Geography and Planning Department	S
Butte Station	103	Single Occupancy - ADA	44	1003 - Restroom	0	Associated Students	S
Center for Continuing Education	103		61	0049 - Other Office	1	Center for Regional and Continuing Education	S
Colusa Hall	103		268	0049 - Other Office	2	All School	S

- OR, enter an occupant's name in the "Occupant" field and press the Enter key to see if the Occupant has already been assigned to a space on campus.

CSUC - Space Inventory

https://csuchico.metabim.com/room/Default.htm

California State University Chico

Navbar | Home | Rooms

There are 3 pending room changes. There are 1 pending building changes.

Create Room

Space Inventory

7,507 Active / 3,446 Retired / 10,953 All

Report Plans Photos

Building: [] Space Type: [] Min Area: [] Max: [] Room Name: []

Floor: [] Room: [] Department: [] Min Stns: [] Max: [] Equipment: []

Region: [] Division: [] Loan: [] Occupant: [] Room Specs: []

Building	Room #	Room Name	Area	Space Type	Stns	Department	OM
25 Main Street	101		733	0049 - Other Office	12	Office of Research and Sponsored Programs	S
25 Main Street	101A		165	0049 - Other Office	1	Office of Research and Sponsored Programs	S
25 Main Street	101B		138	0049 - Other Office	1	Office of Research and Sponsored Programs	S
25 Main Street	101C		135	0049 - Other Office	1	Office of Research and Sponsored Programs	S
25 Main Street	101D		540	0049 - Other Office	1	Office of Research and Sponsored Programs	S
25 Main Street	101E		1	Unclassified	--	Non-Assignable	--
25 Main Street	101MC		1	1000 - Electrical / Mechanical	0	Facilities Management and Services	S
25 Main Street	102		319	0049 - Other Office	12	Associated Students Community Legal Information Center	S
25 Main Street	102A		110	0049 - Other Office	1	Associated Students Community Legal Information Center	S
25 Main Street	102B		130	0049 - Other Office	1	Associated Students Community Legal Information Center	S
25 Main Street	102C		125	0049 - Other Office	1	Associated Students Community Legal Information Center	S
25 Main Street	102D		71	0049 - Other Office	2	Associated Students Community Legal Information Center	S
25 Main Street	102E		123	0049 - Other Office	2	Associated Students Community Legal Information Center	S
25 Main Street	102F		122	0049 - Other Office	1	Associated Students Community Legal Information Center	S
25 Main Street	102G		120	0049 - Other Office	1	Associated Students Community Legal Information Center	S
25 Main Street	102H		1	Unclassified	--	Non-Assignable	--
25 Main Street	103		662	0049 - Other Office	20	Office of Research and Sponsored Programs	S
25 Main Street	103A		214	0049 - Other Office	1	Office of Research and Sponsored Programs	S
25 Main Street	103B		126	0049 - Other Office	1	Office of Research and Sponsored Programs	S
25 Main Street	103C		126	0049 - Other Office	1	Office of Research and Sponsored Programs	S
25 Main Street	103D		110	0049 - Other Office	1	Office of Research and Sponsored Programs	S
25 Main Street	103E		206	0049 - Other Office	1	Office of Research and Sponsored Programs	S
25 Main Street	103F		177	0049 - Other Office	1	Office of Research and Sponsored Programs	S
25 Main Street	103G		78	0049 - Other Office	1	Office of Research and Sponsored Programs	S
25 Main Street	103H		78	0049 - Other Office	1	Office of Research and Sponsored Programs	S
25 Main Street	104A		226	0049 - Other Office	1	Office of Research and Sponsored Programs	S
25 Main Street	104B		132	0049 - Other Office	1	Office of Research and Sponsored Programs	S
25 Main Street	104C		289	0049 - Other Office	1	Office of Research and Sponsored Programs	S
25 Main Street	104D		132	0049 - Other Office	1	Office of Research and Sponsored Programs	S

- OR, choose your department from the "Department" drop-down list to see all of the space that has been assigned to your department. Select a room from that list by clicking on the link.

CSUC - Space Inventory

https://csucho.metabim.com/room/Default.htm?Theme=&Paging=0&Bkey=&Ukey=&QareaMin=&QareaMax=&Qname=&Fkey=&Qroom=&Dkey=5&QstnsMin=&QstnsMax=&Qeqpt=&Qregin=&Vkey=&Q...

CALIFORNIA STATE UNIVERSITY Chico

Navbar Home Rooms

There are 3 pending room changes. There are 1 pending building changes.

Create Room

Space Inventory

44 Results - 7,507 Active / 3,446 Retired / 10,953 All

Report Plans Photos

Building: [Dropdown] Space Type: [Dropdown] Min Area: [Input] Max: [Input] Room Name: [Input]

Floor: [Dropdown] Room: [Input] Department: Vice President for Academic Affairs Min Stns: [Input] Max: [Input] Equipment: [Dropdown]

Region: [Dropdown] Division: [Dropdown] Loan: [Input] Occupant: [Input] PI: [Input] Room Specs: [Dropdown]

Building	Room #	Room Name	Area	Space Type	Stns	Department	OM
35 Main Street	003		1	0049 - Other Office	1	Vice President for Academic Affairs	S
35 Main Street	004		1	0049 - Other Office	1	Vice President for Academic Affairs	S
35 Main Street	005		1	0056 - General Storage	0	Vice President for Academic Affairs	S
35 Main Street	005A		1	0056 - General Storage	0	Vice President for Academic Affairs	S
35 Main Street	006		1	0049 - Other Office	1	Vice President for Academic Affairs	S
Kendall Hall	102		282	0041 - Admin Office - Clerical	1	Vice President for Academic Affairs	S
Kendall Hall	102A		58	0042 - Auxiliary Admin Office - Service	0	Vice President for Academic Affairs	S
Kendall Hall	102B		172	0040 - Administrative Office	1	Vice President for Academic Affairs	S
Kendall Hall	102C		101	0040 - Administrative Office	1	Vice President for Academic Affairs	S
Kendall Hall	102D		51	0042 - Auxiliary Admin Office - Service	0	Vice President for Academic Affairs	S
Kendall Hall	102E		132	0040 - Administrative Office	1	Vice President for Academic Affairs	S
Kendall Hall	102F		6	0056 - General Storage	0	Vice President for Academic Affairs	S
Kendall Hall	106		445	0041 - Admin Office - Clerical	2	Vice President for Academic Affairs	S
Kendall Hall	106B		149	0040 - Administrative Office	1	Vice President for Academic Affairs	S
Kendall Hall	106C		554	0040 - Administrative Office	1	Vice President for Academic Affairs	S
Kendall Hall	111A		86	0042 - Auxiliary Admin Office - Service	0	Vice President for Academic Affairs	S
Kendall Hall	111B		64	0042 - Auxiliary Admin Office - Service	0	Vice President for Academic Affairs	S
Kendall Hall	111C		115	0040 - Administrative Office	1	Vice President for Academic Affairs	S
Kendall Hall	202		219	0049 - Other Office	2	Vice President for Academic Affairs	S
Langdon Engineering Center	300		2,486	0001 - Lecture	120	Vice President for Academic Affairs	S
Langdon Engineering Center	302		2,164	0001 - Lecture	120	Vice President for Academic Affairs	S
Meriam Library	161		1,268	0049 - Auxiliary Other Office	49	Vice President for Academic Affairs	S
Meriam Library	161A		76	0049 - Other Office	1	Vice President for Academic Affairs	S
Meriam Library	161B		76	0049 - Other Office	1	Vice President for Academic Affairs	S
Meriam Library	161C		149	0049 - Other Office	1	Vice President for Academic Affairs	S
Meriam Library	161D		109	0049 - Other Office	1	Vice President for Academic Affairs	S
Meriam Library	161E		117	0040 - Administrative Office	1	Vice President for Academic Affairs	S
Meriam Library	161F		136	0040 - Administrative Office	1	Vice President for Academic Affairs	S
Meriam Library	161G		100	0056 - General Storage	0	Vice President for Academic Affairs	S

Totals: 7,680 Rooms (7,678 Spaces) 2,601,521 Access Report 33,118

Download: .xlsx .csv .tab .kml

- Several pages include the download feature. Choose .xlsx or .csv if you want to download to excel and then format to your liking.

Yolo Hall	264	YOLO-264	115	0030 - Faculty Office - Professional	1	Kinesiology Department	S
Yolo Hall	263	YOLO-263	112	0030 - Faculty Office - Professional	1	Kinesiology Department	S
Yolo Hall	262	YOLO-262	112	0030 - Faculty Office - Professional	1	Kinesiology Department	S
Yolo Hall	261	YOLO-261	369	0029 - Special Instructional	16	Recreation, Hospitality, and Parks Management Department	S
Yolo Hall	259	YOLO-259	611	0051 - Conference Room	24	Kinesiology Department	S
Yolo Hall	259A	YOLO-259A	176	0035 - Faculty/Admin - Professional	4	Kinesiology Department	S
Yolo Hall	258	YOLO-258	202	0035 - Faculty/Admin - Professional	4	Kinesiology Department	S
Yolo Hall	257	YOLO-257	114	0030 - Faculty Office - Professional	1	Kinesiology Department	S
Yolo Hall	256	YOLO-256	113	0030 - Faculty Office - Professional	1	Kinesiology Department	S
Yolo Hall	255	YOLO-255	113	0030 - Faculty Office - Professional	1	Kinesiology Department	S
Yolo Hall	254	YOLO-254	114	0030 - Faculty Office - Professional	1	Kinesiology Department	S
Yolo Hall	253	YOLO-253	123	0030 - Faculty Office - Professional	1	Kinesiology Department	S
Yolo Hall	252	YOLO-252	114	0030 - Faculty Office - Professional	1	Kinesiology Department	S
Yolo Hall	251	YOLO-251	112	0030 - Faculty Office - Professional	1	Kinesiology Department	S
Yolo Hall	250	YOLO-250	63	1002 - Custodian	0	Facilities Management and Services	S
Yolo Hall	248	YOLO-248	95	0037 - Faculty/Admin - Service	0	Kinesiology Department	S
Yolo Hall	247	YOLO-247	151	0035 - Faculty/Admin - Professional	1	Kinesiology Department	S
Yolo Hall	246	YOLO-246	145	0036 - Faculty/Admin - Support	1	Kinesiology Department	S
Yolo Hall	245	YOLO-245	180	0051 - Conference Room	8	Kinesiology Department	S
Yolo Hall	244	YOLO-244	195	0037 - Faculty/Admin - Service	0	Kinesiology Department	S
Yolo Hall	243	Department of Kinesiology	349	0036 - Faculty/Admin - Support	3	Kinesiology Department	S
Yolo Hall	237A	YOLO-237A	60	1009 - Elevator	0	Facilities Management and Services	S
Yolo Hall	237	YOLO-237	146	0056 - General Storage	1	Kinesiology Department	S
Yolo Hall	235B	YOLO-235B	93	1006 - Stairway	0	Facilities Management and Services	S
Yolo Hall	235A	YOLO-235A	94	1002 - Custodian	0	Facilities Management and Services	S
Yolo Hall	234A	YOLO-234A	12	1007 - Telecom Closet	0	Telecommunications Services	S
Yolo Hall	234	YOLO-234	1,552	0029 - Special Instructional	54	All School	S
Yolo Hall	231	YOLO-231	129	0011 - Teaching Laboratory Service (LTD)	0	Recreation, Hospitality, and Parks Management Department	S

Totals: 7,680 Rooms (7,678 Spaces) 2,601,521 Access Report 33,118

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Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 Show All

Report Gallery

This section includes reports and additional information about the space inventory, including reports on space utilization by division, department, room use and function. Click on the reports below to explore further.



- BUILDING PAGES:
- At the bottom of each building page, you can access reports. For instance, square footage abbreviations can be confusing – the Square Feet report helps define the many acronyms (ASF, NSF, etc.)

CSUC - Kendall Hall

https://csuchico.metabim.com/bldg/home/Default.htm?Bkey=240

17 Space Types Total

Space Inventory

Report Gallery

Square Feet Calculations

Square Feet - ASF

Square Feet - NSF

Divisions Rooms and ASF

Department Stack

Space Type Stack

Function Stack

Recalc Building

- BUILDING PAGES:
- At the very bottom of each building page, you can access 8-1/2 x 11 sized simple floor plans. Simply select the plan you need. They are numbered by floor it will open as a PDF and you can print as usual.

CSUC - 25 Main Street

https://csuchico.metabim.com/bldg/home/Default.htm?Bkey=330

Plan Sets

Plan Sets	Category	Disciplines	Date
1. Irigation Grid Maps c1970-1980 (30)	Miscellaneous	L	Nov 3, 2017
2. Elevator Schematics (3)	Shop Drawings	E	Oct 18, 2016
3. Plumber's Record Maps - Underground Utilities (62)	Project Drawings	P	Apr 1, 2011
4. 25 Main Remodel (37)	Project Drawings	A,M,E,P,C,T	Mar 13, 2003

Roof Areas

Equipment

Pictures

Documents

Documents	Owner	Date	Time	Size
25main-1.pdf	T. Uchimura	01/03/18	10:47 am	47,685
25main-2.pdf	T. Uchimura	09/08/16	02:57 pm	54,544

Notifications

Comments

System Log

05/24/17 - 10:04 am Building 25 Main Street was updated by Jenna Wright.

01/01/05 - 12:00 pm Building record for 25 Main (201) created by K. Gilmet.

MetaBIM, Inc.

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