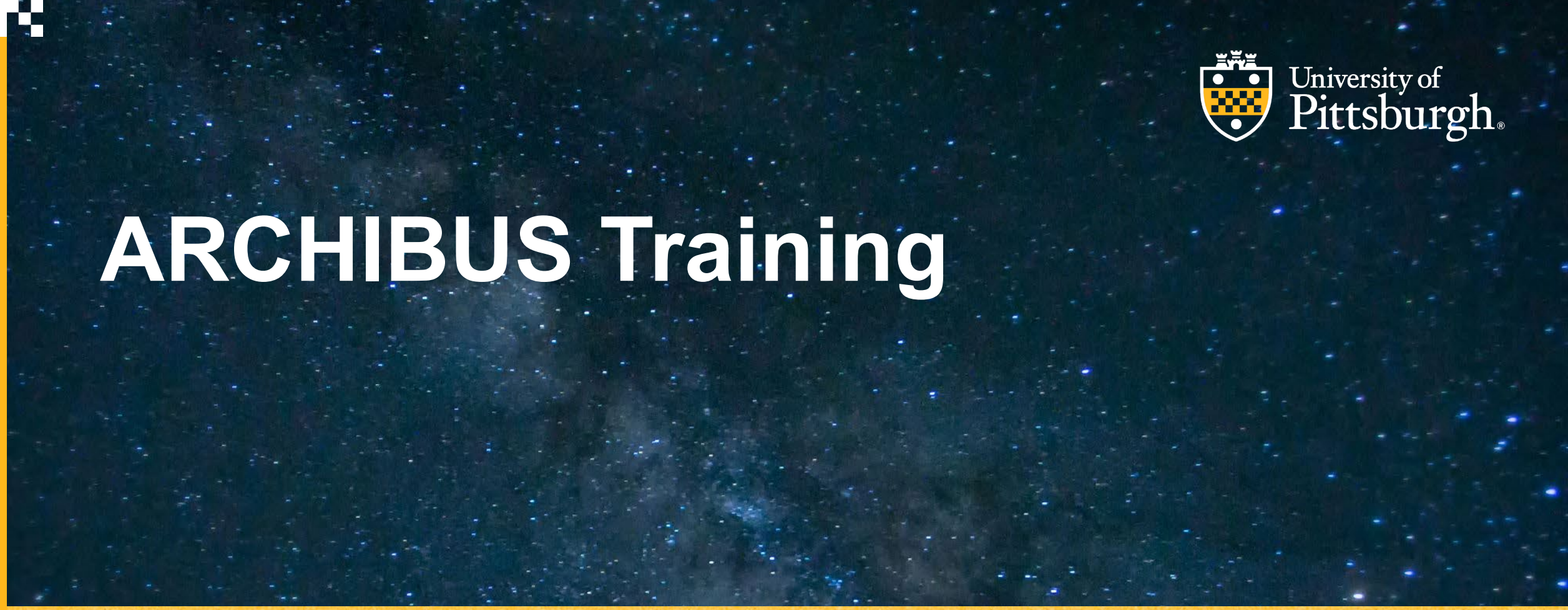

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ARCHIBUS Training

2025

Agenda

- ARCHIBUS - What is it?
- Space – How do we track it?
- Data Elements & FICM Codes
- ARCHIBUS Demo

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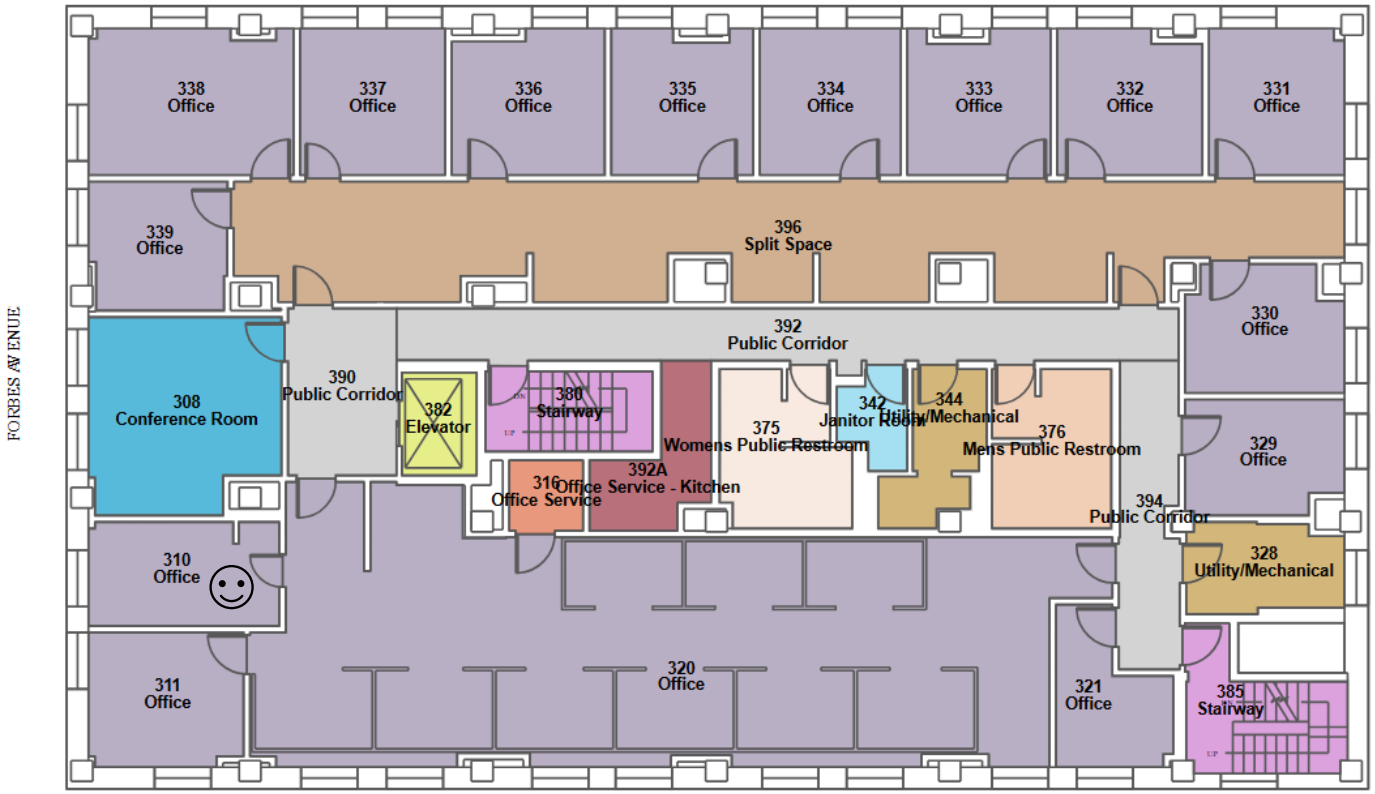
ARCHIBUS – What is it?

ARCHIBUS is Pitt's new space management system.

- Building Data
- Space Data
- Floor Plans
- Asset Data



ARCHIBUS view of Eureka Building 3rd Floor

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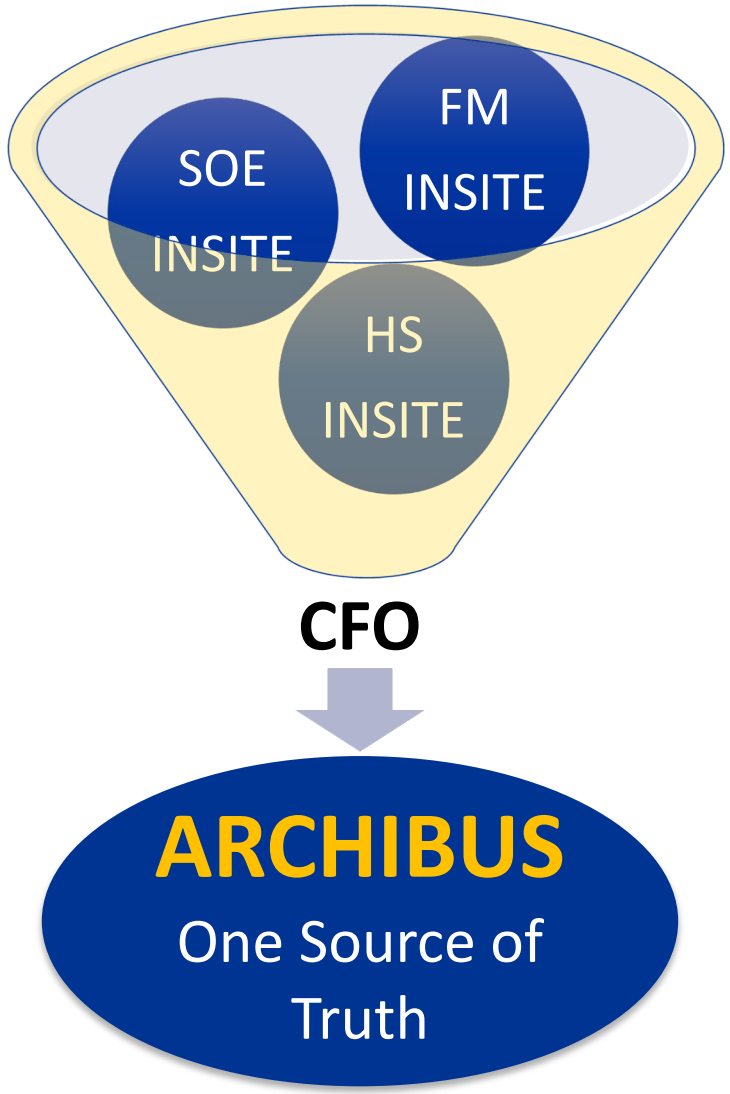
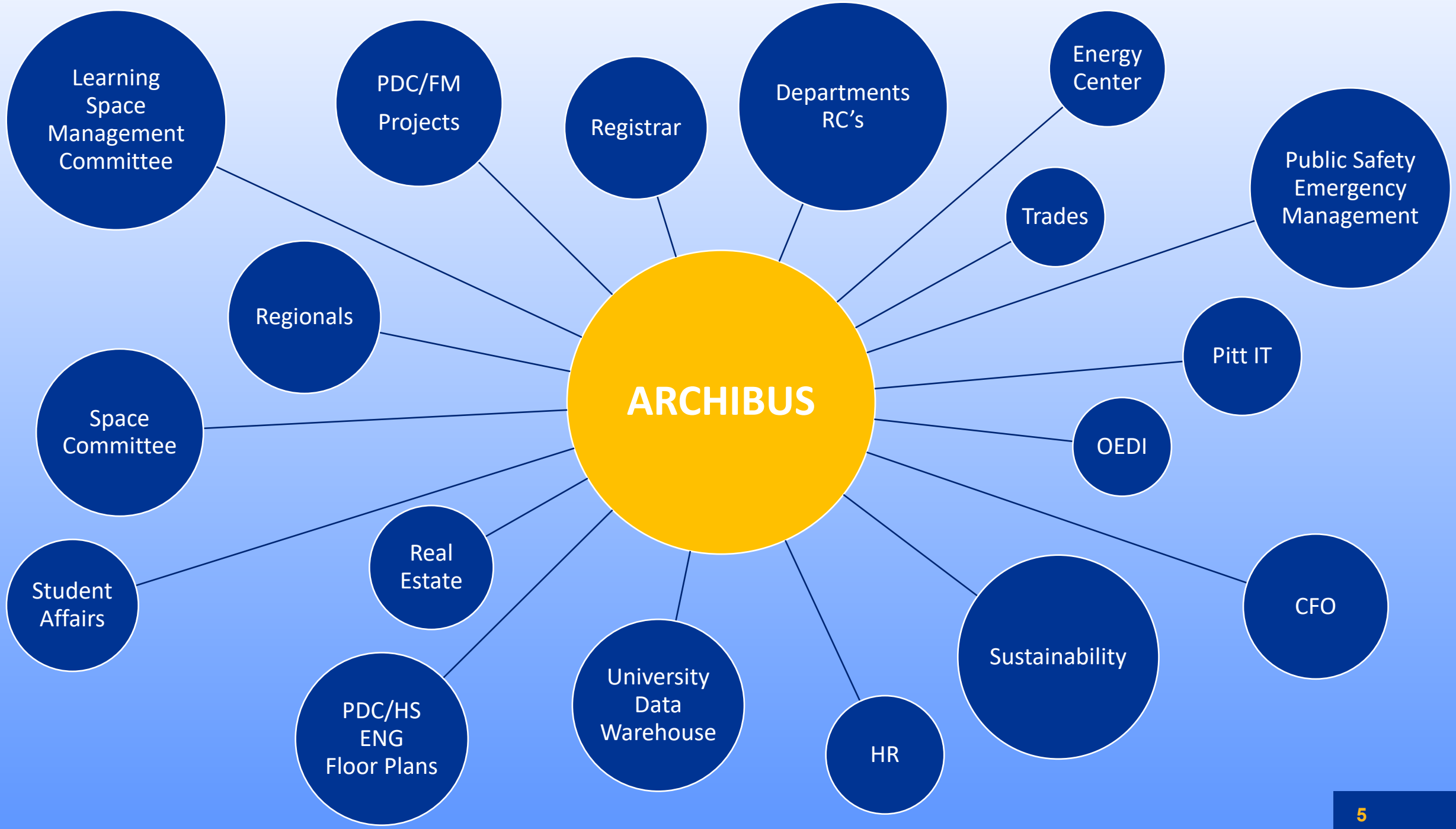
INSITE –1995-2024

INSITE is Pitt's old space inventory management system.

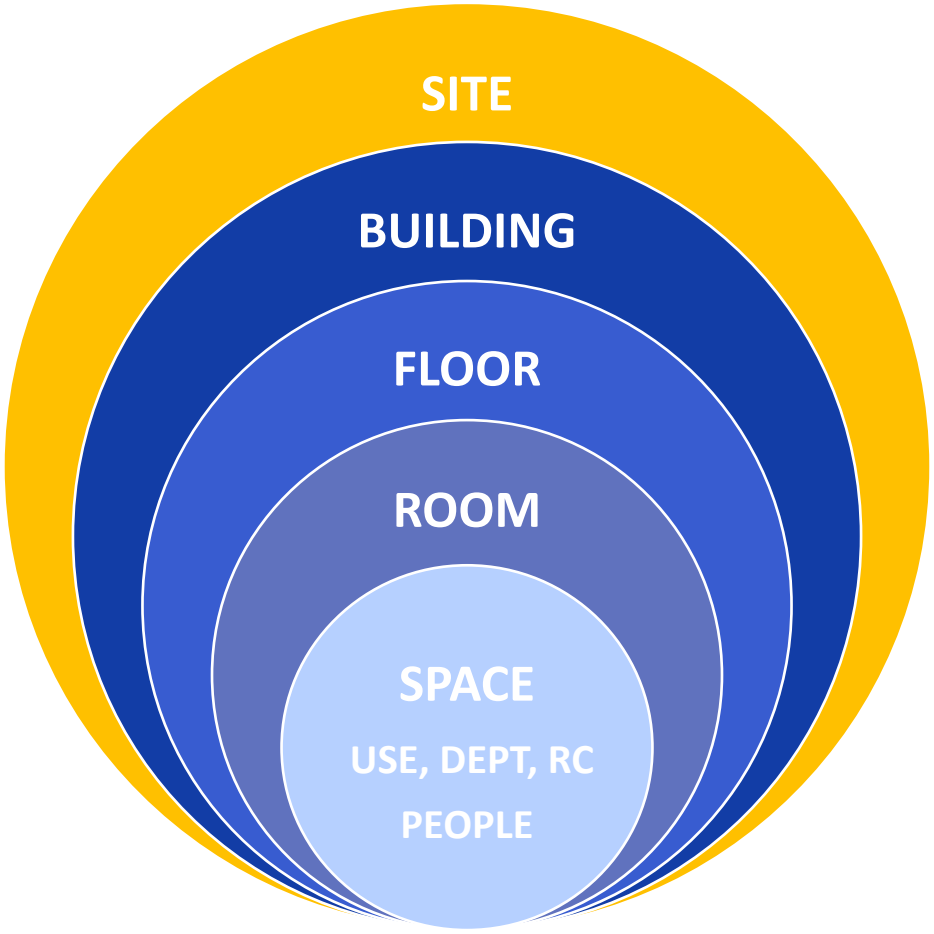
Three INSITE systems were being used on our campus

- FM - Tech Services
- HS – Health Sciences
- SOE – School of Engineering




Learning Space Management Committee
PDC/FM Projects
Registrar
Departments RC's
Energy Center
Public Safety Emergency Management
Trades
Regionals
Space Committee
ARCHIBUS
Pitt IT
OEDI
Student Affairs
Real Estate
PDC/HS ENG Floor Plans
University Data Warehouse
HR
Sustainability
CFO

Data Hierarchy



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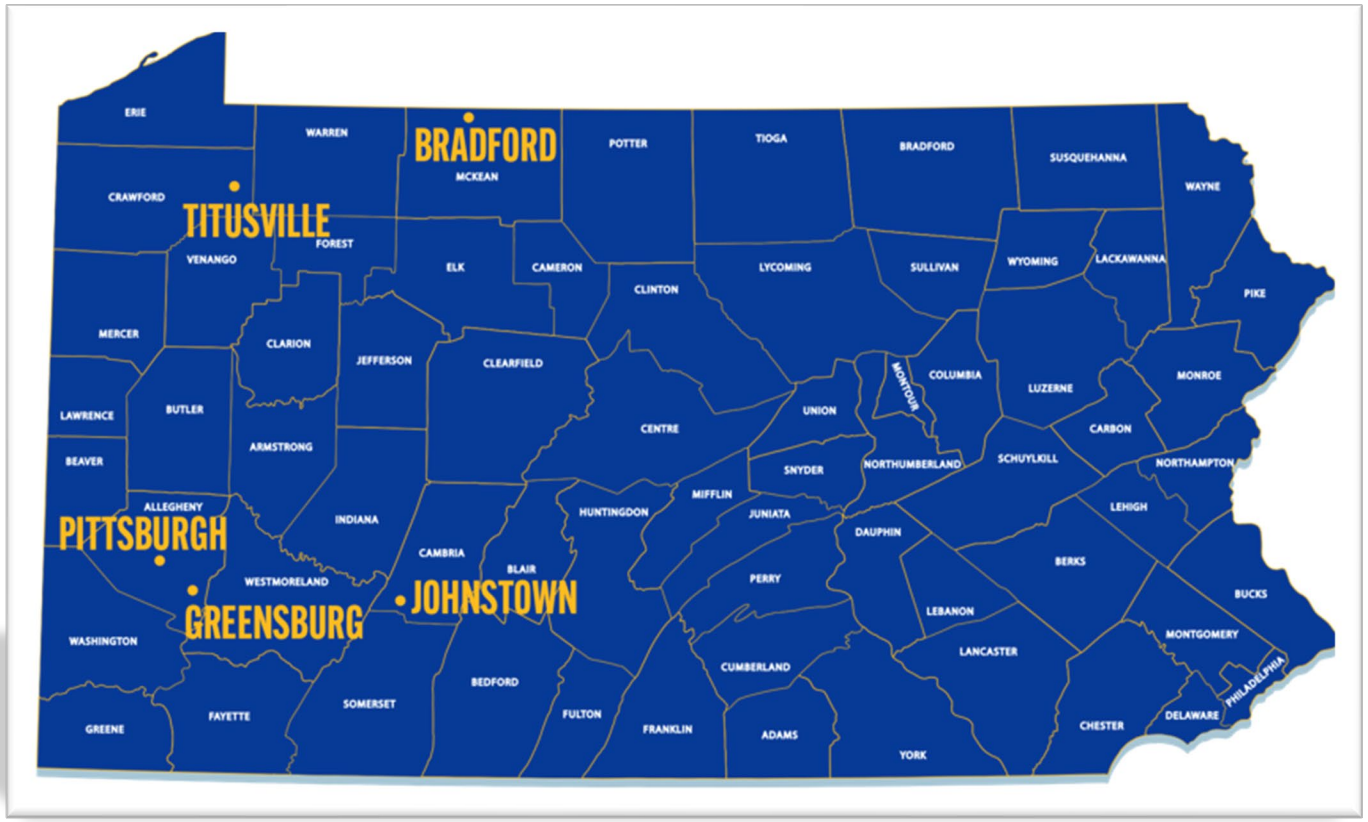
Site

- PITT (Main)
- Johnstown
- Greensburg
- Titusville
- Bradford



Note: Buildings are being tracked by the campus that they are associated with NOT always their physical location – example: Pymatuning Research Cabins

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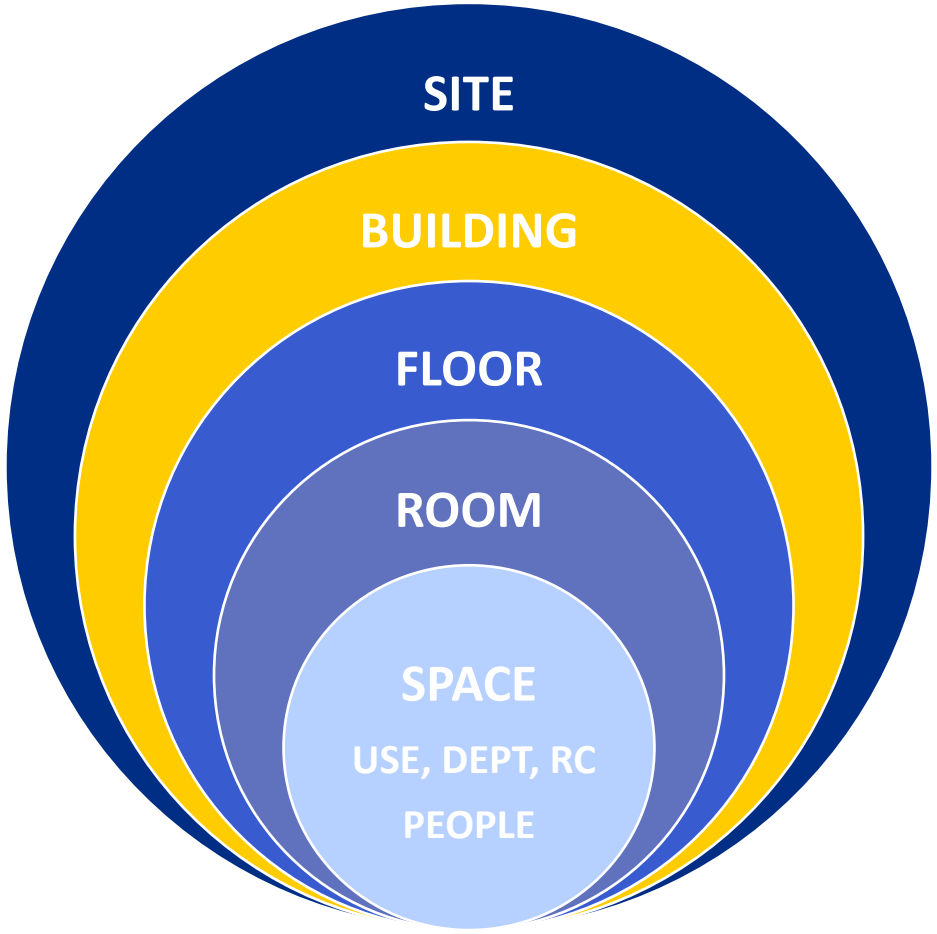
Building



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Building – Data Elements

- Building Code (unique 3-digit Code)
- Building Name (formal name or address)
- Location (Address, On/Off Campus)
- Status (Owned, Leased, Demolished, Sold)
- Area (GSF of every floor of a building minus OTB))
- Dates (Date Built, Date Acquired, Date Disposed)
- Cost to Replace
- Comments

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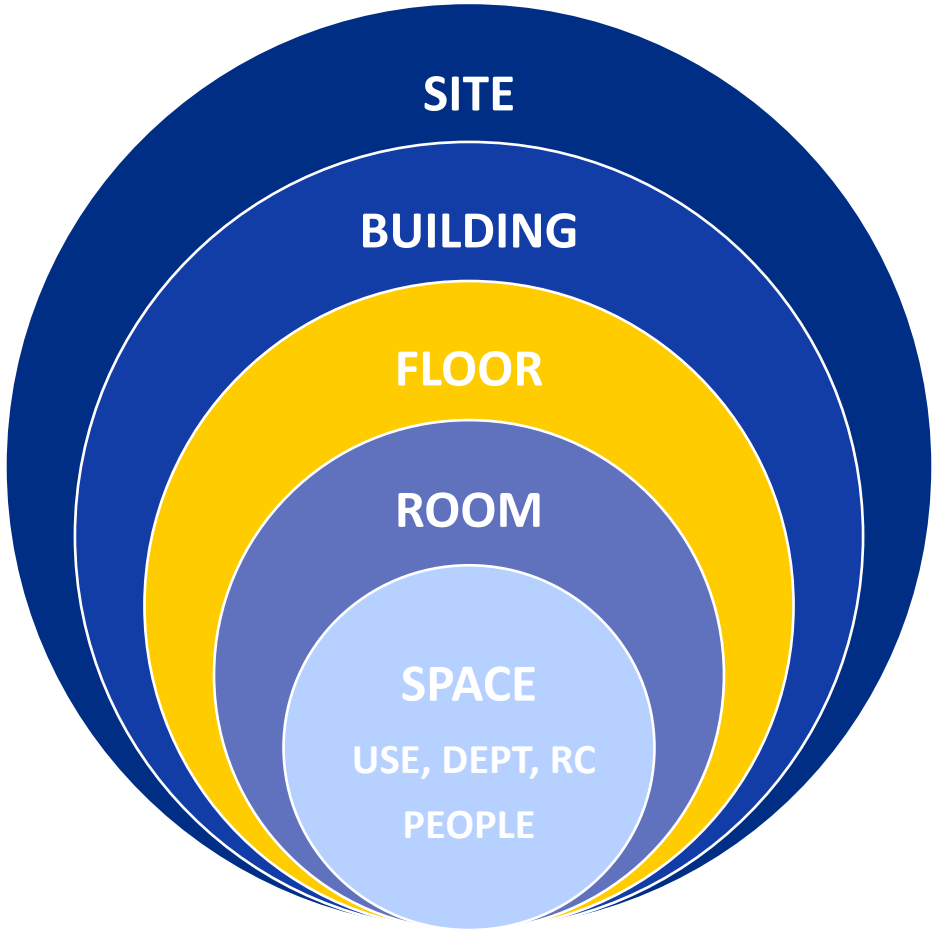
Floor



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Floor – Data Elements

- **Floor Code** – B, 01, 01M
- **Floor Name** – Basement Floor, First Floor, First Floor Mezzanine
- **Floor Areas**
  - Area - GSF
  - Net Usable Area
  - Structural Area
  - Assignable Area
  - Nonassignable Area

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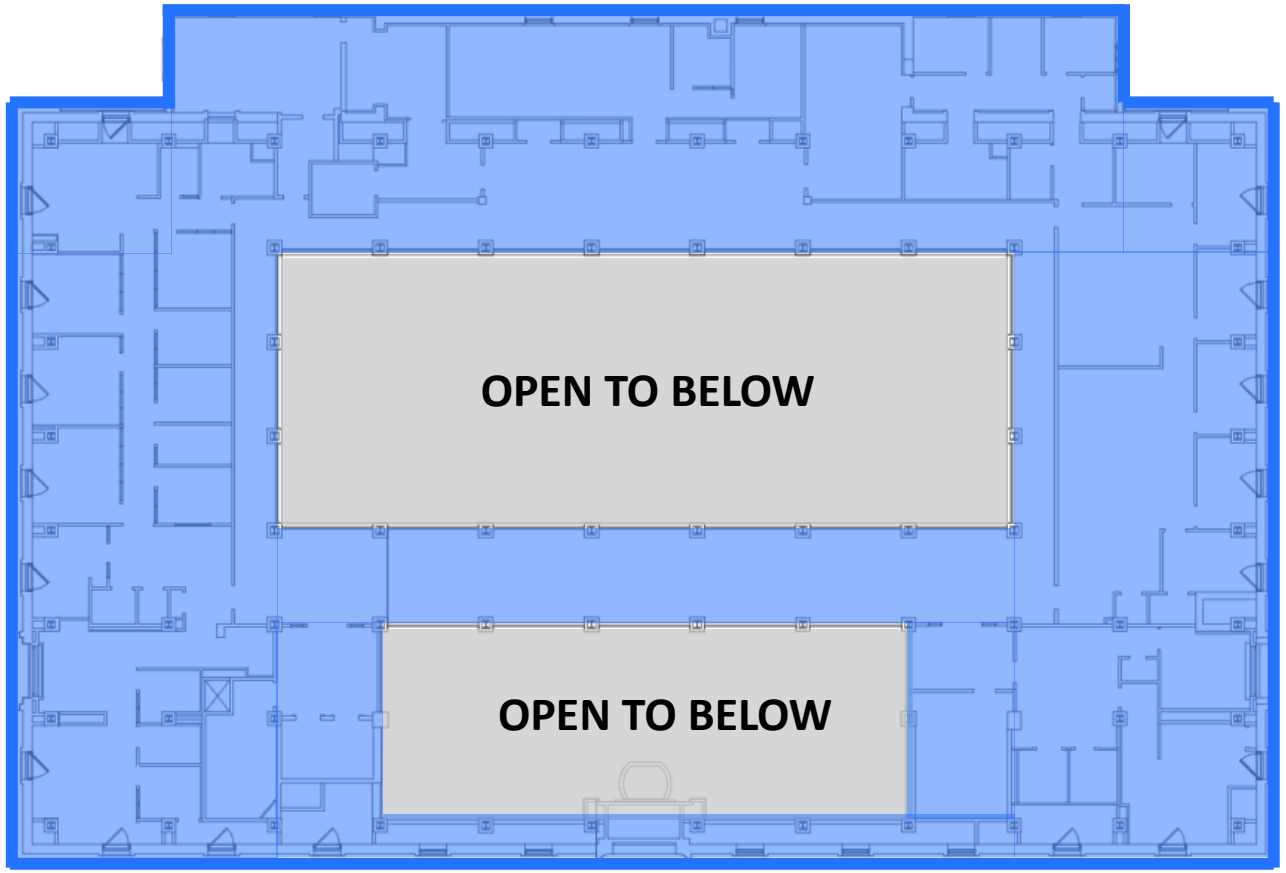
Floor - Area Calculations

Gross Square Footage (GSF)

is calculated by drawing an outline around the exterior face of the building on each floor level. Everything within that area is calculated as GSF.

Note:

Open-to-Below is subtracted from the calculation



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Floor - Area Calculations

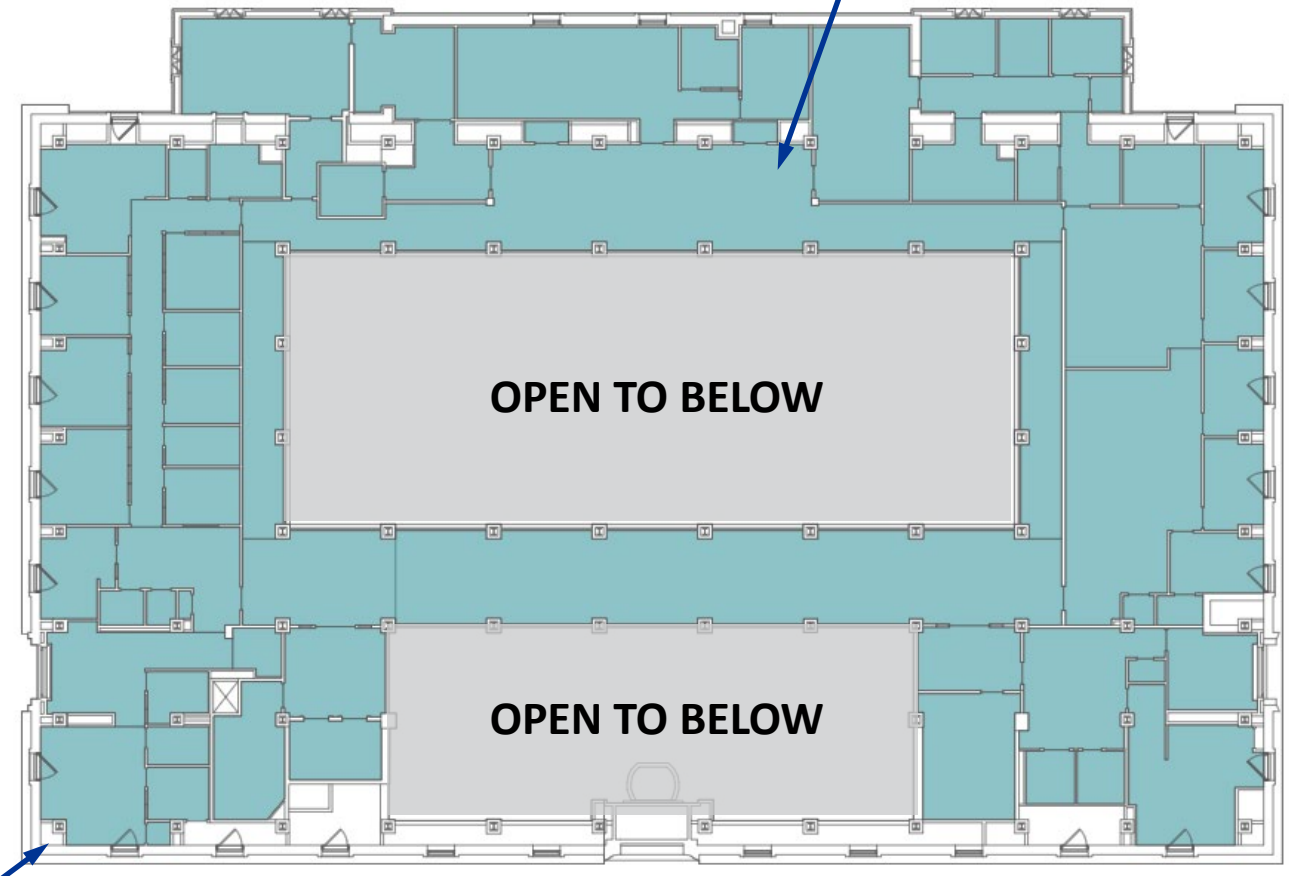
NUSF
Blue

Net Usable Area (NUSF)
is the sum of all rooms on the floor

Note:

NUSF is also known by Net Square Feet (NSF)

Structural Area
GSF minus NUSF



Structural Area
White

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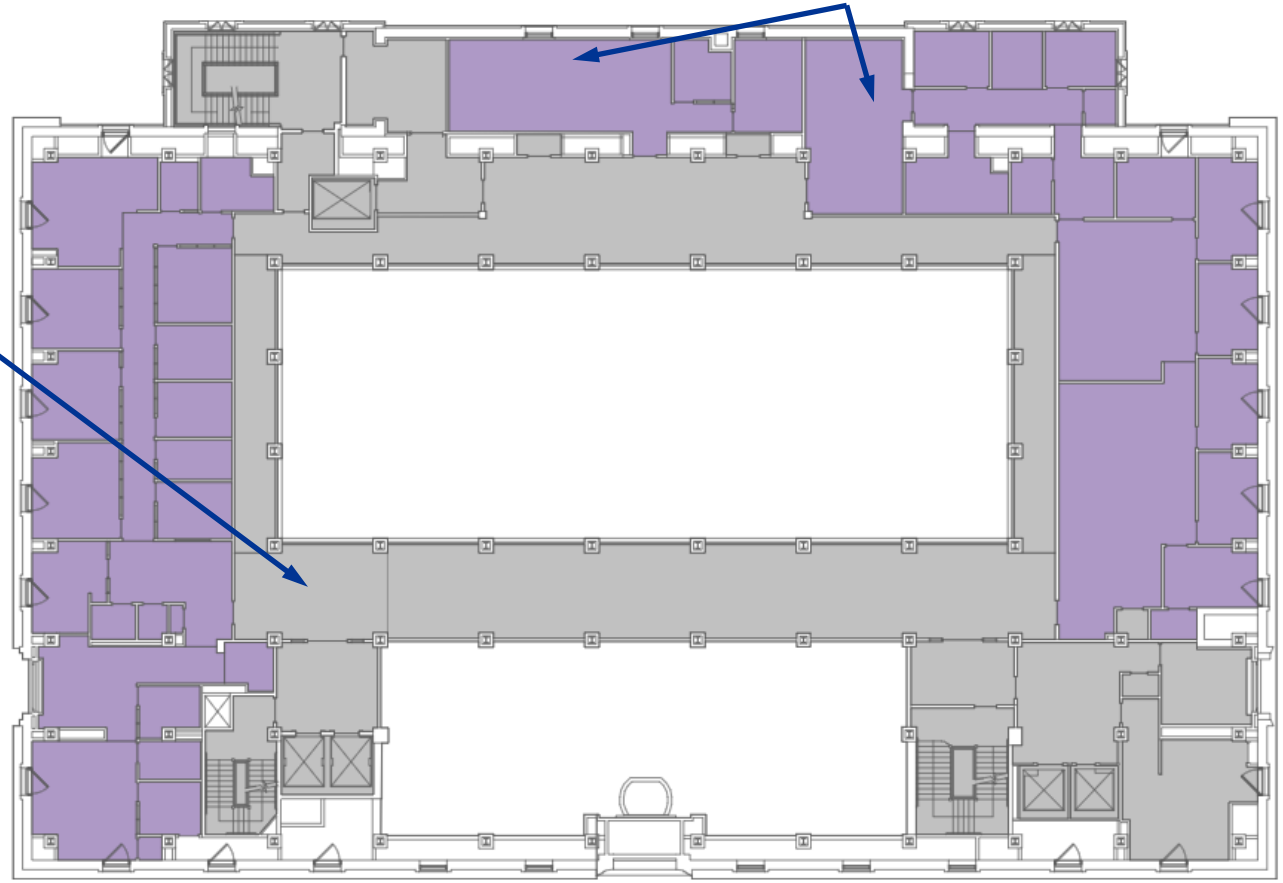
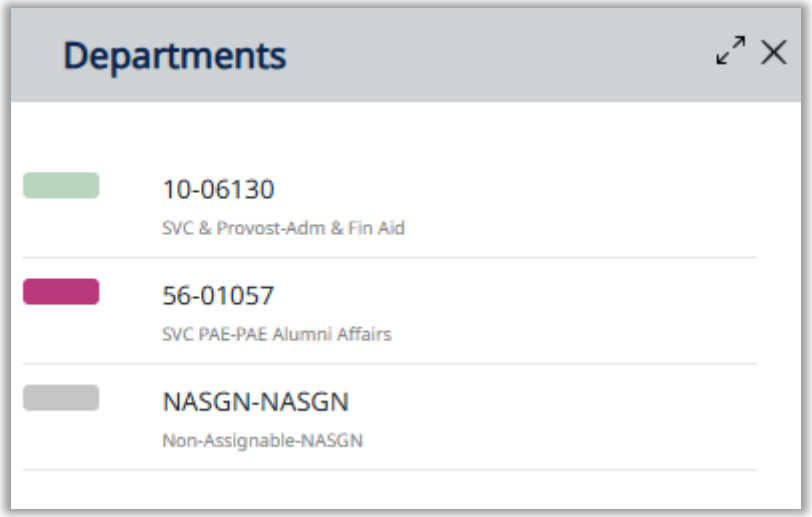
Floor Area - Calculations

Assignable Area (NASF) (Purple) *offices, classrooms, labs, etc*

Nonassignable Area (NASGN) (Gray) *public circulation, building service, and mechanical*





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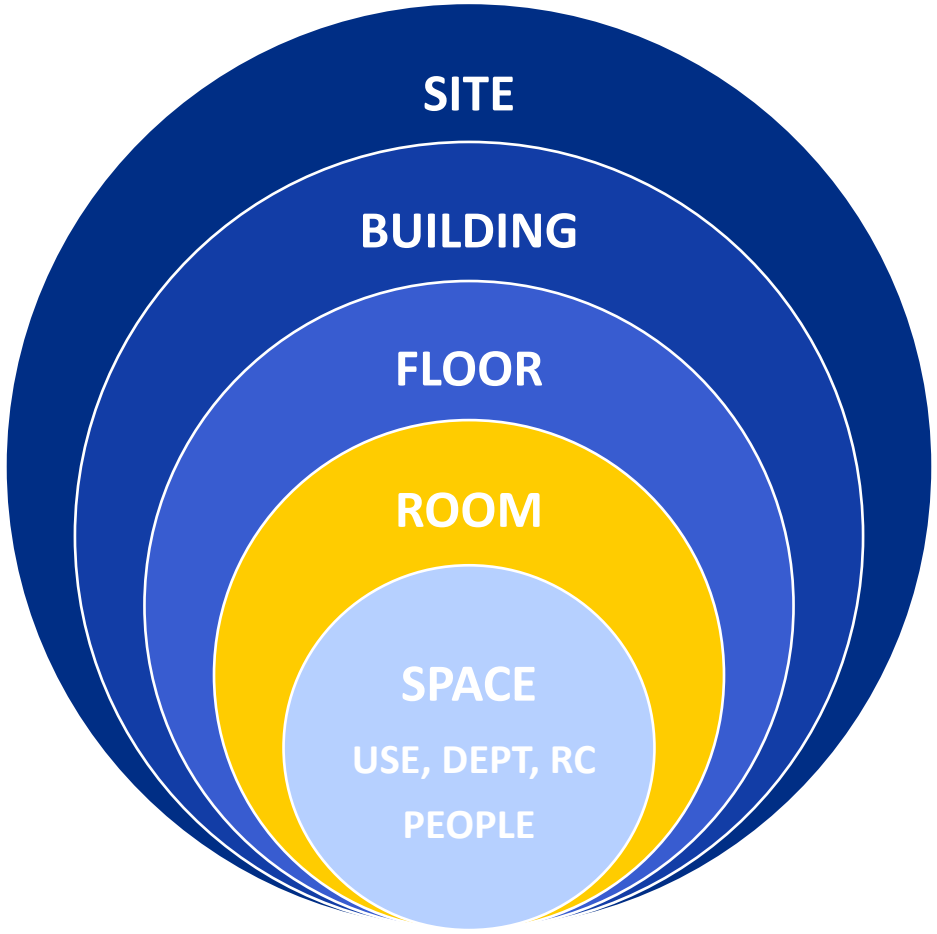
Room

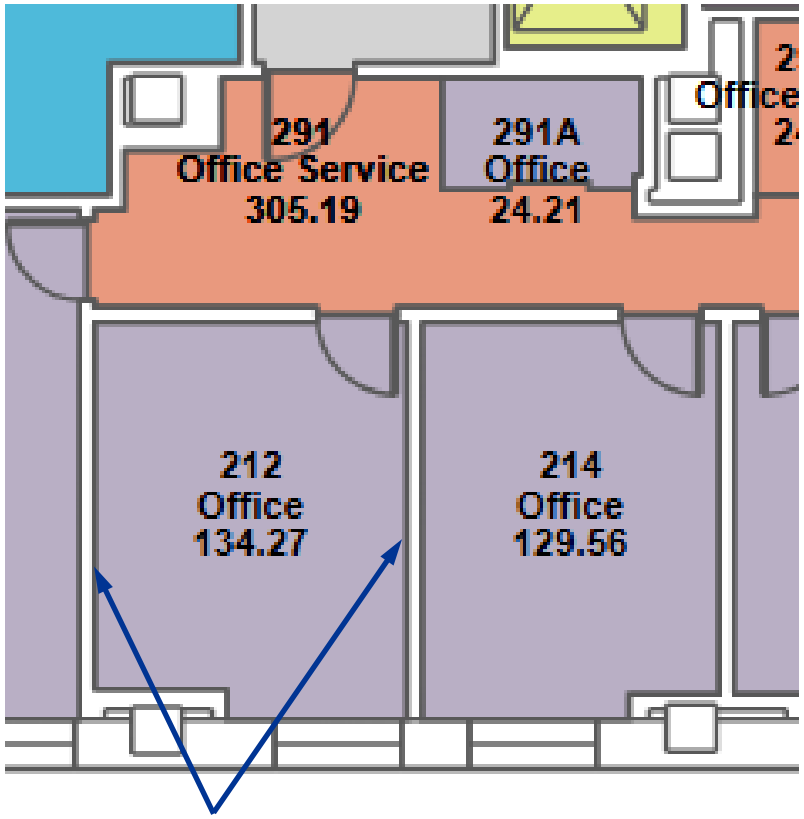


Room – Code & Area

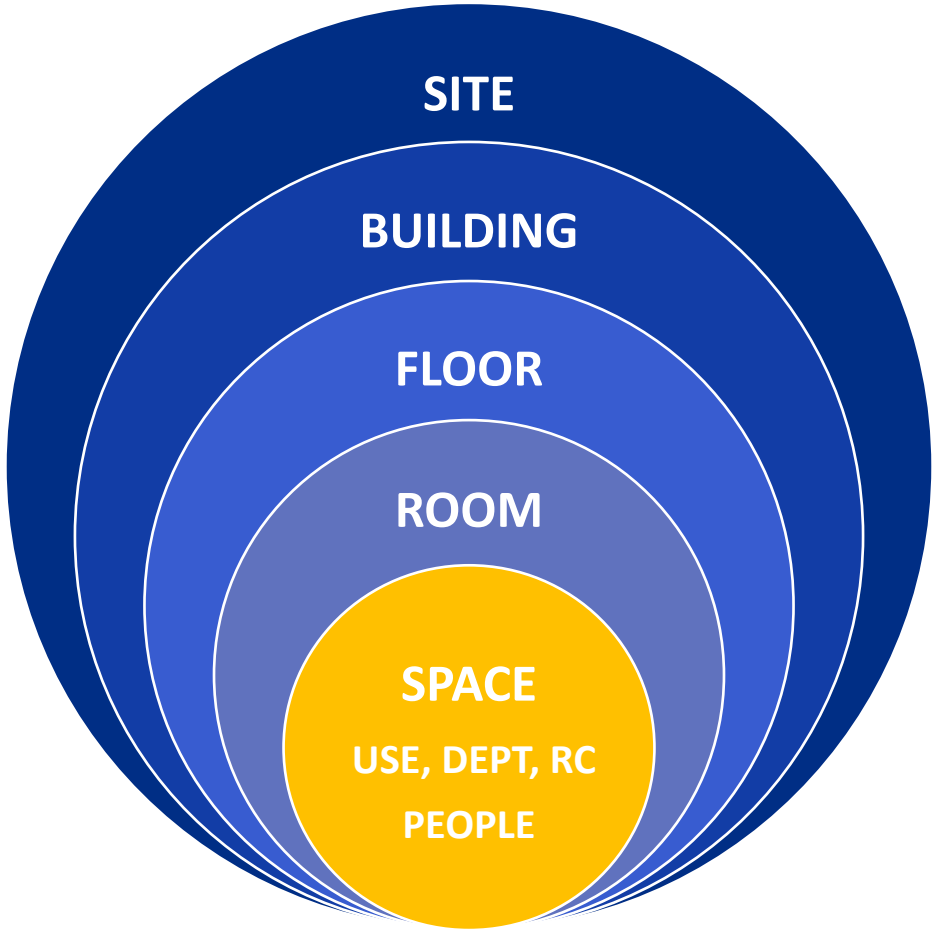
- **Room Codes (Room #)** align with how room numbers are signed within a building.
- **Room Area** is calculated by drawing an outline around the interior face of the room surfaces. This is referred to as *Paint-to-Paint*

Note:

We do not use the BOMA standard which is *Centerline-to-Centerline* of walls



Space



Space – Data Elements

- Space Use Codes (FICM)
  - Room Categories
  - Room Types
- Department Codes (5-digit code from CFO account string)
- Responsibility Center (RC)
- People – currently Health Sciences & School of Engineering track people/PI's within space

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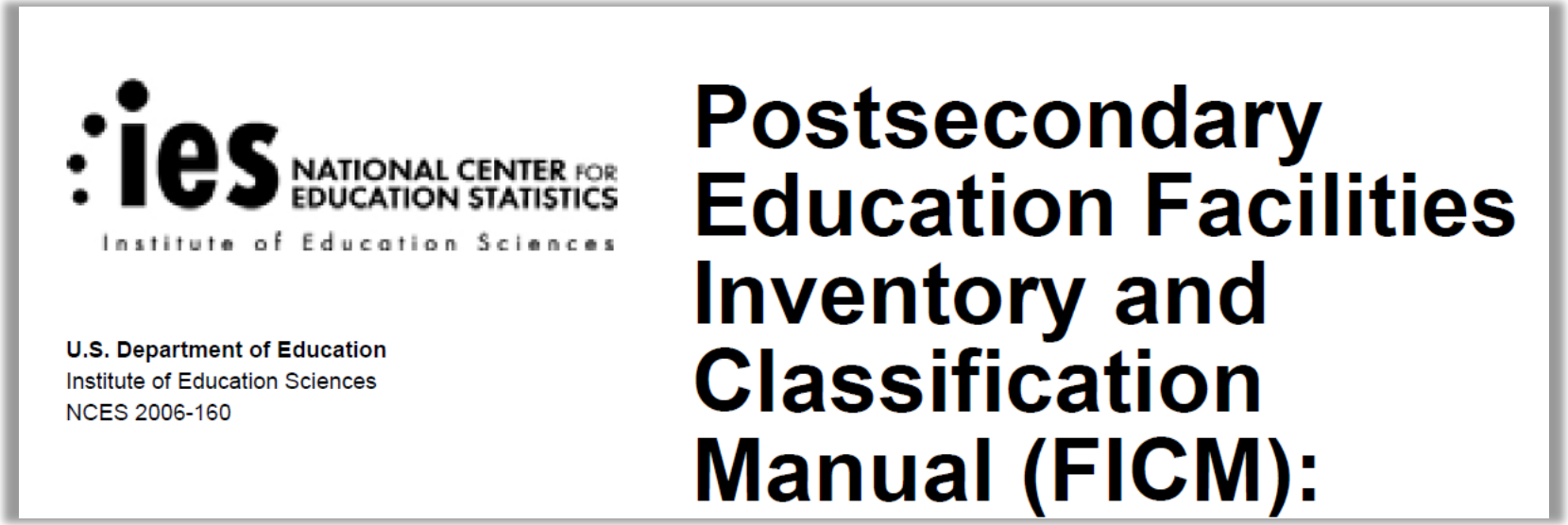
Space – Space Use Codes & FICM



WEBSITE - https://nces.ed.gov/pubs2006/ficm/index.asp

PDF - https://nces.ed.gov/pubs2006/2006160.pdf

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Space - Room Categories/Types

Assignable Space

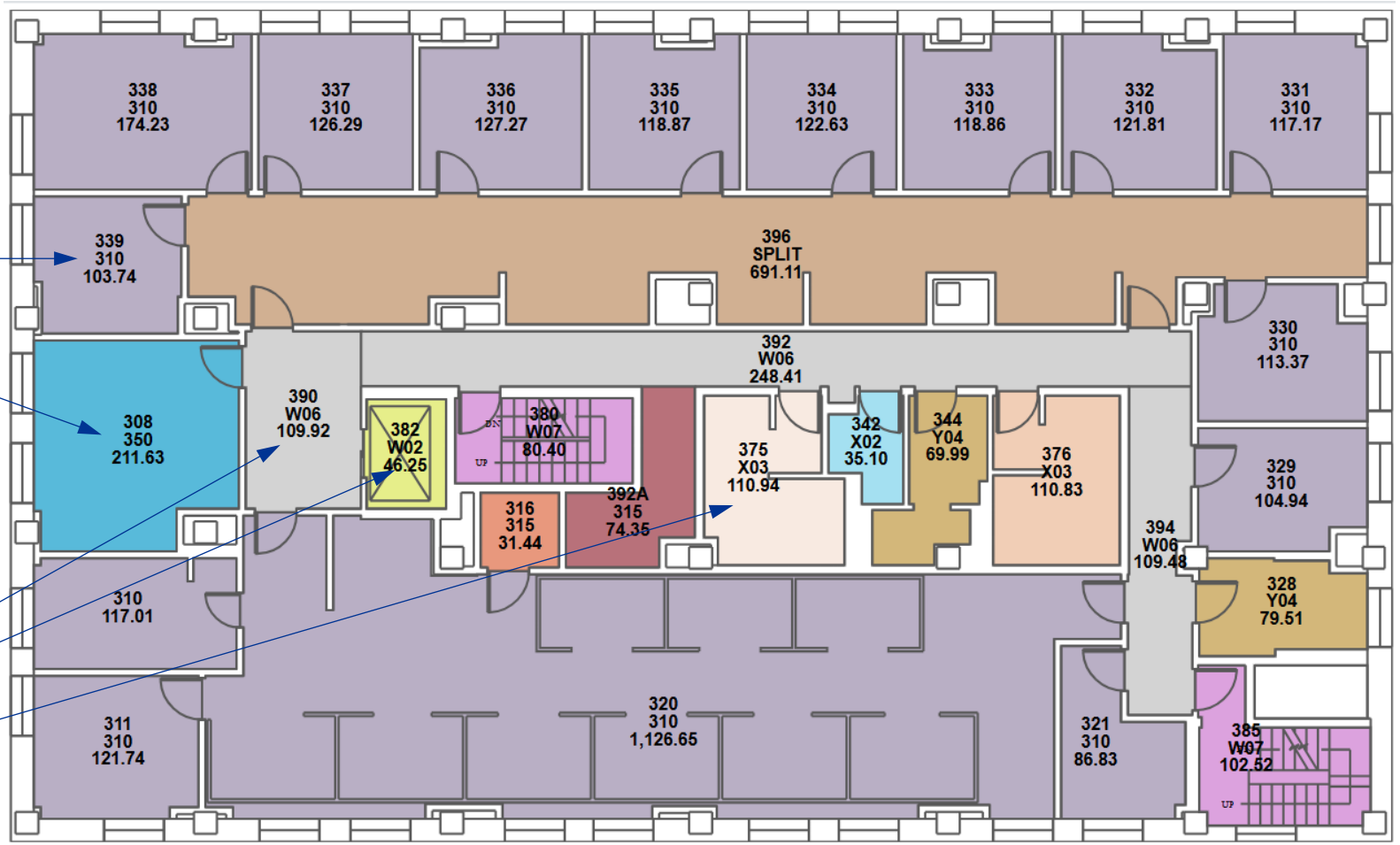
is assigned to a department

- 310 – Office
- 350 - Conference

Nonassignable Space

is NOT assigned to a department

- W06 – Public Corridor
- W02 – Elevator
- X03 – Rest Room



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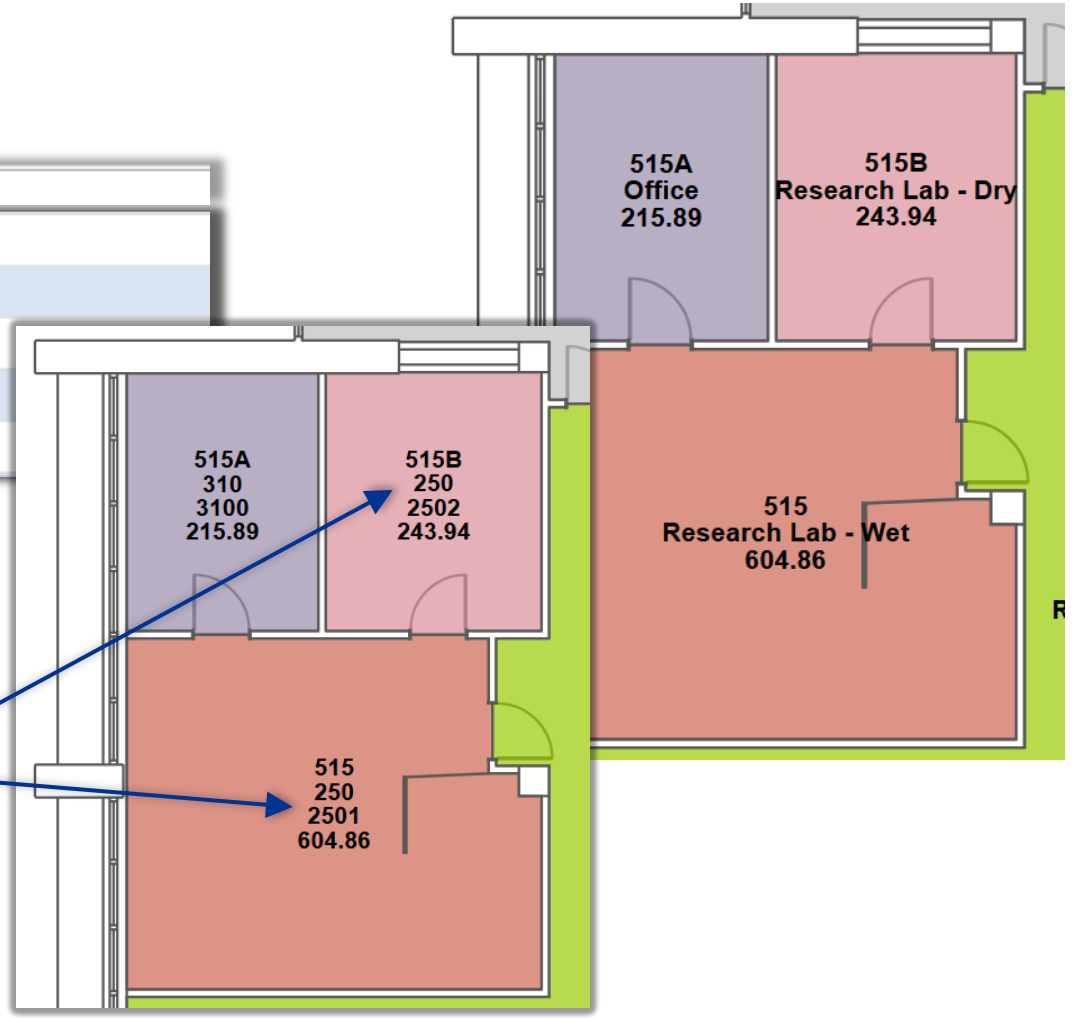
Space – Room Type Sub-Codes

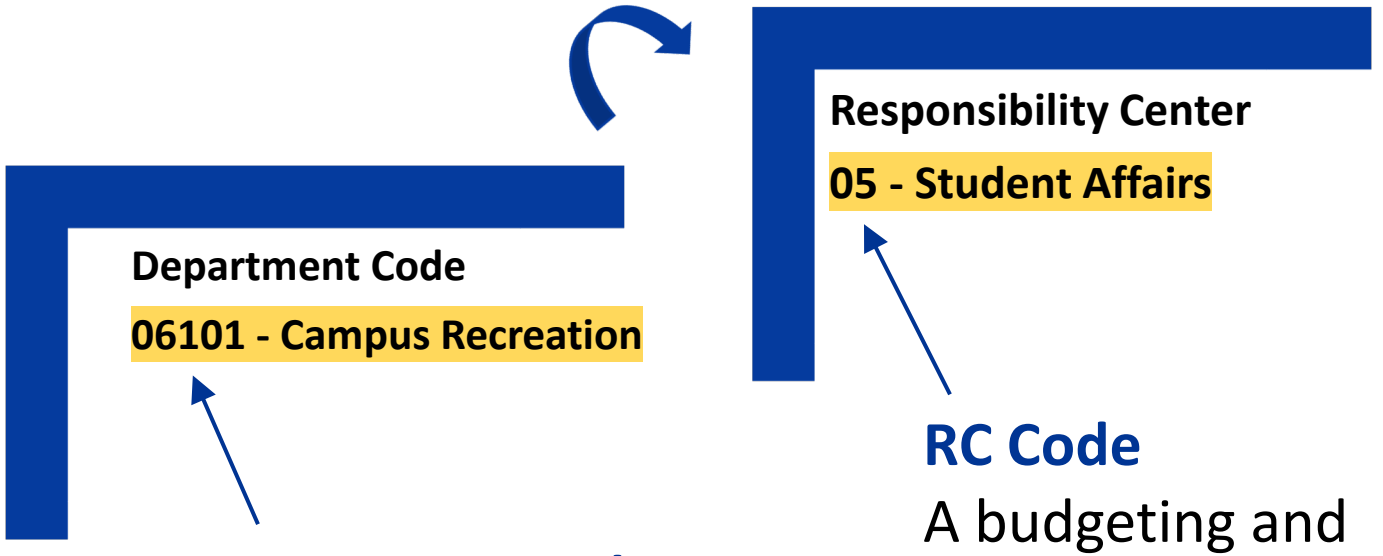
Room Type Sub-Codes

Room Category	Category Description	Room Type	Type Description
250	Research Lab	2500	Research Lab
250	Research Lab	2501	Research Lab - Wet
250	Research Lab	2502	Research Lab - Dry
250	Research Lab	2503	Research Lab - Computer
250	Research Lab	2504	Research Lab - Server

Room Code (#)
Room Category
Room Type (Sub-Code)
Square Footage (SF)



Space – Department Code/RC Code



Department Code

Comes from the CFO's *Chart of Accounts (COA)* account string

RC Code

A budgeting and financial reporting unit

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ARCHIBUS - Web Central

ARCHIBUS.pitt.edu

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www.pdc.pitt.edu