



**UNIVERSITY OF WEST FLORIDA**  
**Facilities Management**

**Pensacola, FL 32514-5750**  
**Effective August 23, 2005, Revised July 30, 2020**  
**Reviewed: July 1, 2024**

## **STANDARD OPERATING PROCEDURE # FAC 3.021**

### **Subject: Consistency in Entering Building and Room Information into TMA**

**Purpose and Scope:** Establish consistency, quality, and accuracy of building and room information entered into the TMA System.

#### **Procedures:**

The following steps should be taken by Facilities Maintenance when entering new information into TMA:

1. Buildings and Rooms:
  - a. All building numbers should be entered with a single numeral "0" in front of the number. The number should also be entered in front of the building name.  
Example: 072- Health Leisure and Sports (HLS)
  - b. All areas (rooms) should be entered as 102, 103, etc., without a "0" in front of the number, unless they are single/double digit numbers, which should be entered as 001, 002, 003. All room numbers should be three digits followed by any alphabetic letter necessary.  
Examples: 102, 102A, 103, 103A, 103B, 001, 001A
2. All office/classroom buildings should have an area (room) entry for "ALL" and "Roof".  
Examples: 072-ALL  
Entire Building – ALL  
072-R1 Roof 1
3. When a building or area has been renovated and changed by making one room out of two or two rooms out of one, TMA must be modified by adding or deleting rooms within 30 days.
4. Before entering new information into TMA, review and compare the existing information about to be entered to ensure information is entered in a consistent manner. Verify all information is accurate before saving.



**Developed by: Facilities Planning & Construction**

**Approved by:**

DocuSigned by:  
*James Manor*  
951BE17225F94BE...  
James Manor  
Executive Director  
Facilities Management

DocuSigned by:  
*Christopher Martin*  
05F9973754834E8...  
Christopher Martin  
Assistant Vice President  
Facilities Management