



PROCEDURE

51.99.99 W02

Classroom Occupancy Procedure

Approved November 14, 2014

Procedure Statement

A procedure for determining classroom occupancy is identified in order to meet compliance requirements.

Reason for Procedure

West Texas A&M University must comply with educational occupancy requirements as set forth by the National Fire Protection Association Life Safety Code 101, Table 7.3.1.2. Additionally, in compliance with the Texas Higher Education Board (THECB) Facilities Inventory Classification and Procedures Manual, West Texas A&M University is required to maintain a building and room inventory with the THECB. In compliance with Texas Education Code, Article 61.0583, Audit of Facilities, the Texas Higher Education Board (THECB) will periodically (on a 5-year rotating basis) audit West Texas A&M University's room inventory to verify its accuracy.

Procedures and Responsibilities

1. COMMITTEE OVERSIGHT

1.1 The classroom occupancy procedure is a shared responsibility of those on the Classroom Occupancy Committee:

- Environmental Health and Safety Supervisor
- Director of Fire and Life Safety
- SSC, Unit Director
- SSC, Assistant Director of Engineering & Architectural Services
- Registrar
- Director of Institutional Research
- Director of Purchasing and Inventories
- Assistant Director of Inventories
- Information Services Manager
- Vice President for Research and Compliance
- Vice President for Business and Finance

2. SOFTWARE PROGRAM

2.1 Colleague's Shared database for Classroom Occupancy can be found in the CORE Menu under Facilities Profile (FP) > Institutional Research (XIR) = 2 options: IR BUILDING INVENTORY LIST (XIRBL2), IR BUILDING AND ROOMS MAINTENANCE (XIRBD1).

3. PROCESS

| Timeline | Responsible Area | Action |
|-----------------------|--|---|
| Spring | Fire and Life Safety – in conjunction with SSC | <p>WTAMU Fire and Life Safety verifies - using the formula prescribed by NFPA.101 Life Safety Code table 7.3.1.2 and THECB - that maximum occupancy is set for each classroom. The Environmental Health and Safety Supervisor inputs/updates the information in Colleague's Shared database for Classroom Occupancy (identified above).</p> <p>Contact: Environmental Health and Safety Supervisor (806) 651-2270 or Director of Fire and Life Safety (806) 651-2134</p> |
| On-going – Year Round | SSC and Fire and Life Safety | <p>SSC provides updated classroom occupancy information to Fire and Life Safety upon completion of any related construction activity. SSC will set up an internal trigger to report to Fire and Life Safety. A request for quote meetings occur each week and the Environmental Health and Safety Supervisor will attend the meetings.</p> <p>Contact: SSC, Assistant Director of Engineering & Architectural Services (806) 651-2138 or Environmental Health and Safety Supervisor (806) 651-2270</p> |
| October | Institutional Research | <p>Institutional Research files the following reports with the coordinating board to establish a room and building inventory: CBM011 and CBM014. The CBM005 report on classroom occupancy is also filed based on information from the room and building inventories. Information for these reports is gathered via Colleague's Shared database for Classroom Occupancy (identified above). The report contents are posted on Texas Higher Education Coordinating Board website: http://www.thecb.state.tx.us/index.cfm?objectid=505B0629-0677-C9BE-38BE1B6930CFCC4A</p> <p>Contact: Director of Institutional Research (806) 651-3451</p> |

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| February, October and each time the Registrar prepares for classroom scheduling | Registrar | In preparation for classroom scheduling, the Registrar pulls data from Colleague's Shared database for Classroom Occupancy (identified above) to input into the WTAMU classroom scheduling software: MS Campus. Contact: Registrar (806) 651-4911 |
| June – August | Central Supply | Using data from Colleague's Shared database for Classroom Occupancy (identified above) and in collaboration with the Registrar, Central Supply makes certain each classroom has the appropriate number of chairs/tables based on the occupancy levels. Contact: Assistant Director of Inventories (806) 651-2155 |
| September | Institutional Research | Institutional Research calls for a meeting of the WTAMU Classroom Occupancy Committee to review the Colleague's Shared database for Classroom Occupancy (identified above) and to conduct an internal audit/review to support and confirm compliance with THECB regulations. Contact: Director of Institutional Research (806) 651-3451 |
| Beginning of each semester | Registrar | The Registrar will send a faculty communication explaining the regulations and procedures associated with classroom occupancy with emphasize on contacting the Registrar if a problem or concern occurs with classroom occupancy. Classroom chairs/tables should not be manipulated (removed or added) as all classrooms are seated to the maximum occupancy. Broken furniture should be reported to Randy Brown – 2155. Contact: Registrar (806) 651-4911 |

In the case of disputes over classroom occupancy coding or usage, The Office of Environmental Health and Safety should be contacted. In such situations, the Vice President of Research and Compliance will facilitate the resolution with the Classroom Occupancy Committee members and the President/CEO of West Texas A&M University.

Related Statutes, Policies, or Requirements

Not Applicable

Definitions

OCCUPANCY LIMIT: The number of occupants a room can accommodate is set by guidelines established in building and fire codes. This number is determined by the building type, occupancy type, number and size of exits, and an occupancy load factor.

Appendix

Not Applicable

Contact Office

Office of Environmental Health and Safety
(806) 651-2270

Approval



President/CEO

November 14, 2014
Date