



STATE OF MISSISSIPPI
GOVERNOR PHIL BRYANT

DEPARTMENT OF FINANCE AND ADMINISTRATION

Laura D. Jackson
EXECUTIVE DIRECTOR

MEMORANDUM

TO: All State Agencies and Institutions

FROM: Calvin Sibley, Director, Bureau of Building 

DATE: May 18, 2020

SUBJECT: 2020 Inventory of Buildings

This Memo is to serve as notification of the required reports that are due to the Bureau of Building, Grounds and Real Property Management (the “BoB”) by Thursday, August 14, 2020. As many of you are aware, the BoB implemented a new Enhanced Inventory System (EIS) to replace the previously used spreadsheet for the Inventory of Buildings. It is the responsibility of each Agency / Institution to ensure that you access the EIS and make any needed changes or updates **PRIOR TO FRIDAY, AUGUST 14, 2020**. After this date, any changes or updates will not appear on the 2020 report. This is in accordance for submittal to LBO per Code Section 31-11-27.

Please note, House Bill 736, Laws of 2018, amends Code Section 31-11-27 requiring all Agencies, Institutions of Higher Learning, Community and Junior Colleges to provide current conditions and ratings of roofs, as well as, to inspect same at least every three (3) years. The effective date of this Legislation is July 1, 2018. Reporting of conditions and ratings will therefore be required for the 2020 report. Initial inspections, which may be done by thermal imaging, professional architect or engineer, or by agency facilities staff must be completed no later than June 30, 2021. The BoB has added fields to the EIS under the Enhanced Information section for roofs to record this information. For buildings with multiple types of roofs, a separate entry for each roof area is required. While most of the fields are self-explanatory, the roof rating selection shall be made according to the following criteria:

- A: Less than 5 years old, excellent condition
- B: Less than 15 years old, good condition
- C: Less than 15 years old, fair condition
- D: Greater than or equal to 15 years old, fair condition
- E: Greater than or equal to 15 years old, poor condition
- F: Failing

Institutions of Higher Learning and Community and Junior Colleges are hereby reminded that roof surveys completed by DFA in 2011, can be found in your folder in BRICKS (Company Level / Document Manager / Company Documents / 080 Using Agencies / [Your Agency Category] / [Your Institution Agency Name] / Roof Reports). A spreadsheet containing roof material, type, area, age and rating data for each building existing at the time of the 2011 survey can also be found at this location.

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In addition to the above roof information, agencies and institutions are asked to pay careful attention to the Present Condition and Add/Delete information represented in the EIS for their agency or institution.

Present Condition:

Rating bias and lack of uniform definitions has led to significant variance of reported condition of facilities. Intentional misrepresenting conditions (either better or worse than actual) in order to justify project funding requests is unacceptable and may lead to unintended consequences. In order to achieve consistency of reporting across all agencies and institutions, **review** your inventory data and **revise** your “Present Condition” value for each facility on the basis of the following definitions:

Excellent: Facility functions properly and is well suited for current use. Required repairs or renovations are less than 5% of replacement value.

Good: Facility functions adequately and meets current needs. Required repairs or renovations are greater than 5% but less than 25% of replacement value.

Satisfactory: Facility functions marginally but has significant issues jeopardizing continued use unless addressed. Required repairs or renovations are between 25% and 50% of replacement value.

Poor: Facility is still useable but in urgent need of repair or replacement. Repairs exceed 50% of replacement value.

Unusable: Facility cannot be used for intended purpose and is partially or completely vacant or utilized for storage or some other purpose due to either overall facility condition or a specific deficiency preventing occupancy. Required repairs or renovations can be of any value.

Facilities can become vacant due to reasons other than facility condition such as reduced need or program changes. Such facilities should be rated per above based on facility condition, not occupancy.

Adding and Deleting Buildings:

The “Added/Deleted” and “Date Added/Deleted” fields for each facility are used to relay to LBO the changes from one report year to the next. While facilities are actually “Added” or “Deleted” to the EIS at the first level of the “*Facilities*” tab, utilize the “Added/Delete” and “Date Added/Deleted” fields for each facility as follows:

Facility Added between August 15, 2019 and August 14, 2020: Use “*Add Facility*” option at the first level of the “*Facilities*” tab and enter data for each field per EIS Instructions that can be found at the “*Account*” tab. Select “Added” from the drop-down at the “Added/Deleted” field and enter the year the facility was added in the “Date Added/Deleted” field.

Facility Added prior to August 15, 2019: Such facility “should” have had the “Added” and “Date Added” values entered “last” year. If it did not, do not attempt to “fix” this now. If it did indicate “Added” in last year’s report, for this year’s report, edit the “Added/Deleted” field by selecting the “blank” value in the drop-down. The “Date Added/Deleted” value should remain as the year it was added for the historical record.

Facility Deleted between August 15, 2019 and August 14, 2020: Do **NOT** delete the facility by using the “*Delete Facility*” option at the first level of the “*Facilities*” tab. Instead, edit the “Added/Deleted” field by selecting the “Deleted” value and edit the “Year Added/Deleted” field by entering the year you deleted this facility. Facilities should only be deleted entirely from the EIS system after the annual lock-out period following the year reported as deleted in the LBO report.

Facility Deleted prior to August 15, 2019: Such facility “should” have had the “Deleted” and “Date Deleted” values entered “last” year. If it did not, do not attempt to fix this now. Use the “Delete” option at the first level of the “*Facilities*” tab to remove from EIS.

Training was offered previously for all Agencies and Institutions and all should have access to the EIS. An online training manual for the system may also be utilized once you have logged into the system itself. Upon logging into the system, you can click the “*Account*” tab at the top of the page. From there, you will see “*View Training Manual*” in the top left-hand corner of the page, which will provide you additional instructions for using the system. If you do not, or if you have not been trained on use of the system, or if you are not able to access the system, please contact Kent Adams at kent.adams@dfa.ms.gov . If you do not have your User Name or Password or cannot obtain access, please contact Kent Adams at kent.adams@dfa.ms.gov

