



STATE OF MISSISSIPPI

GOVERNOR TATE REEVES

DEPARTMENT OF FINANCE AND ADMINISTRATION

LIZ WELCH
EXECUTIVE DIRECTOR

M E M O R A N D U M

TO: All State Agencies and Institutions

FROM: Kent Adams, Director of Real Property Management *KEA*

DATE: April 4, 2025

SUBJECT: 2025 Inventory of Buildings

DFA is assembling the 2025 Inventory of Buildings for reporting to the Legislative Budget Office and the House and Senate Property Committees. This Memo serves as notification of the required reports due to the Bureau of Building, Grounds and Real Property Management (the "BoB") by Friday, August 1, 2025. The BoB utilizes an Enhanced Inventory System (EIS) to receive the required information. It is the responsibility of each Agency/Institution to ensure that you access the EIS and make any needed changes or updates **BEFORE FRIDAY, AUGUST 1, 2025.** After this date, any changes or updates will not appear on the 2025 report.

Additionally, all Agencies, Institutions of Higher Learning, and Community Colleges must provide current conditions and ratings of roofs, as well as have each roof inspected at least every three (3) years by institution or agency facilities' staff, by a licensed architect or engineer, or by thermal imaging. Reporting of conditions and ratings will be required for the 2025 report. The BoB has added fields to record roof information to the EIS under the Enhanced Information section. For buildings with multiple types of roofs, a separate entry for each roof area is required. The roof rating section of the form 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

BUREAU OF BUILDING, GROUNDS AND REAL PROPERTY MANAGEMENT

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Institutions of Higher Learning and Community and Community Colleges are 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.

In addition to the 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 have led to significant variance in the reported condition of facilities. Intentionally misrepresenting conditions (either better or worse than actual) to justify project funding requests is unacceptable and may lead to unintended consequences. To achieve consistency in reporting across all agencies and institutions, review your inventory data and revise your "Present Condition" value for each facility based on 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 usable 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 conditions 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 conditions such as reduced need or program changes. Such facilities should be rated with this system based on facility conditions, 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 13, 2024, and August 12, 2025: Use the “*Add Facility*” option at the first level of the “*Facilities*” tab and enter data for each field per EIS Instructions that can be found in 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 before August 13, 2024: Such facility should have 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 to the historical record.

Facility Deleted between August 13, 2024, and August 12, 2025: 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 before August 13, 2024: Such facility should have 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.

All Agencies and Institutions should have access to the EIS. An online training manual for the system may also be utilized once you have logged into the system. After login, 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

Thank you for your assistance. If you have any questions or need assistance with the EIS, please contact Kent Adams at Kent.Adams@dfa.ms.gov.