

TABLE OF CONTENTS

SECTION I - PROPERTY MANAGEMENT AND ACCOUNTABILITY

| | |
|--|----------|
| A. Subject _____ | 2 |
| B. Purpose _____ | 2 |
| C. Equipment Definitions _____ | 2 |
| 1. General Equipment Definition | |
| 2. Special Purpose Equipment | |
| 3. General Purpose Equipment | |
| 4. Government Material | |
| 5. Special Tooling | |
| 6. Government Property | |
| 7. Capital Equipment | |
| 8. Fabricated Equipment | |
| 9. Equipment Accounting | |
| 10. Asset Management | |
| D. Responsibilities _____ | 3 |
| 1. Equipment Accounting | |
| 2. Management Centers | |
| 3. Department of Environmental Health and Safety | |
| 4. Annual Reporting to DOD and NASA | |
| 5. Capital Equipment Purchase Approval | |
| 6. Acquisition of Government Property | |
| 7. Equipment Screening | |
| 8. Sponsored Project Accounting | |
| E. Retirement of Equipment _____ | 7 |
| 1. Retirement | |
| 2. Moving with PI | |
| 3. Sold/Traded | |

SECTION II - DATA COLLECTION AND SYSTEM UPDATE

| | |
|---------------------------------|----------|
| A. Data Collection _____ | 9 |
| 1. Asset Management | |

2. General Ledger
3. Minor Equipment
4. E-Mail

| | |
|--|-----------|
| B. Information Entered and Stored in the Asset Management _____ | 9 |
| 1. Tag Number | |
| 2. Description | |
| 3. Manufacturer | |
| 4. Model Number | |
| 5. Serial Number | |
| 6. Equipment Location | |
| 7. Cost | |
| 8. Speedtype | |
| 9. Acquisition/Placement Date | |
| 10. Purchase Order Number | |
| 11. Department | |
| 12. Sponsor Name | |
| 13. Award Number | |
| 14. PI Name | |
| 15. Equipment Custodian | |
| 16. Status Code | |
| 17. Retirement Date | |
| C. Other Equipment Update Procedures _____ | 12 |
| 1. Documentation of Retired Equipment | |
| 2. Tagging Capital Equipment | |
| 3. Physical Inventories of Capital Equipment | |

SECTION III – APPENDICES

| | |
|---|-----------|
| A. Equipment Change of Status form _____ | 15 |
| B. Physical Inventory Schedule _____ | 16 |
| C. Equipment Building Code Reference Guide ___ | 17 |

SECTION I - PROPERTY MANAGEMENT AND ACCOUNTABILITY

A. Subject

Capital Equipment Standard Procedure

B. Purpose

To outline the policies and procedures covering approval, acquisition, reconciliation and recording of transactions for capital equipment in order to meet the requirements of the Federal Regulatory agencies, other sponsored guidelines, insurance and auditing organizations. (OMB Circular A-110)

C. Equipment Definitions

1. General Equipment Definition

Non-expendable tangible personal property, including furniture or fixtures, with an acquisition cost of \$5,000 or more per unit and a useful life of greater than one year is considered capital equipment, herein after called "equipment", and is subject to the provisions of this Standard Procedure. This definition is detailed in the University's indirect cost agreement.

2. Special Purpose Equipment

Equipment used only for research, medical, scientific, or other technical activities.

3. General Purpose Equipment

Equipment, the use of which is not limited only to research, medical, scientific or other technical activities. Examples of general purpose equipment include office equipment and furnishings, air conditioning equipment, reproduction and printing equipment, motor vehicles, and automatic data processing equipment.

4. Government Material

Property which may be incorporated into or attached to an end item to be delivered under a contract or that may be consumed in the performance of a contract. It includes, but is not limited to, raw and processed material, parts, components, assemblies, and small tools and supplies. (FAR 45.301)

5. Special Tooling

All jigs, dies, fixtures, molds, patterns, taps, gauges, other equipment and manufacturing aids, and replacement thereof, which are of such a specialized nature that, without substantial modification or alteration, their use is limited to the development or production of particular supplies or parts thereof, or the performance of particular services. The term includes all components of such items, but does not include consumable property, special test equipment or buildings and/or non-severable structures. (FAR 45.101)

6. Government Property

All property owned by or leased to the Government or acquired by the Government under the terms of a contract. Government property includes both Government Furnished Property (GFP) and contractor acquired property as defined below: (FAR 45.101)

a. Government Furnished Property (GFP)

Property in the possession of, or acquired directly by, the Government and subsequently delivered or otherwise made available to the University, title rests with the Government.

b. Contractor Acquired Property (CAP)

Property procured or otherwise provided by the contractor for the performance of a contract, title to which is vested in the Government.

c. Subcontractor Acquired Property (SAP)

For the purpose of this equipment manual, SAP property means property which is procured or otherwise provided to the University for the performance of a contract, to which title remains with the contractor/agency or Government.

d. It is possible that after a grant has been closed title COULD transfer to the University.

7. **Capital Equipment** – (Also known as Major Equipment)

A tangible item of equipment that is valued, individually or as a group of components, at \$5,000 or more with an anticipated useful life expectancy of greater than one year. This could be of University or Government ownership, could have been purchased or donated from any funds, and its only additional requirement is that Case Western Reserve University is responsible for its well-being.

8. **Fabricated Equipment**

A group within the University creates a piece of equipment by purchasing the components over a period of time and assembles them into a working, usable piece of equipment. Instead of each piece being required to cost over \$5,000 to be classified as major equipment, the cost of the project in total, of all individual pieces together, must be over \$5,000.

9. **Equipment Accounting** – (Hereafter referenced as EA)

EA is the area within the Controller's Office at the University that is responsible for the PeopleSoft Asset Management (AM), ensuring the accuracy of all major equipment purchases and their timely input/integration into the AM, and reconciling the major equipment account within the general ledger against AM. EA is also responsible for tagging the major equipment items, performing a periodic physical inventory, and reporting to the University and private and government agencies.

10. **Asset Management** – (Hereafter referenced as AM)

AM is a module within PeopleSoft that is used to manage the life cycle of capital equipment. AM calculates depreciation, generates asset journal entries, and is reconciled against the General Ledger.

D. Responsibilities

In regards to major equipment, the following are the various departmental responsibilities:

1. **Equipment Accounting**

EA will prepare a record of major equipment obtained by various departments of the University; ensure that the equipment is properly tagged and identified; validate the record by taking a physical inventory, record equipment transactions, adjustments and retirements; provide a database which complies with Federal regulations and can readily be used for internal control and risk management,

and provide an annual dollar validation of capital equipment for financial purposes. OMB Circular A-110, Attachment N, prescribes uniform standards governing the management of property. Title 2 Part 200 (formerly OMB Circular A-133) establishes audit requirements and defines responsibilities for implementing and monitoring these federal audit requirements.

2. **Management Centers**

Deans, Department Chairs, Principle Investigators (referred hereon as PI) and Administrators are responsible for assisting EA in the tagging, identifying, and conducting physical inventory of equipment, reporting all equipment transactions, and assisting in reconciling any and all unaccounted equipment. Listed below are the types of equipment transactions that must be reported for both Federal and non-federal funds:

a. Fabricated Equipment

It is the responsibility of the PI or an Administrator in a non-academic unit, to fill out a Notification of Fabricated Equipment form before starting any fabrication project. The completed form is sent to EA, and the project will be assigned a tag number. The PI, or anyone working on the billing aspects of this project, must use the assigned tag number on all requisitions, purchase orders, invoices, p-card transactions, and manual journal entries. EA, as well as Accounts Payable, will not enter these items into AM until after the project is completed and the equipment is put into service. At that time, EA will tag the fabricated item, gather all pertinent information, and the cost of the entire project will be added to AM as one asset and the asset will start to depreciate.

b. Gifts-in-Kind

It is the responsibility of the Department Chair, or an Administrator in a non-academic unit, to notify, in writing, Advancement Services or EA of all equipment donated to the University meeting the above guidelines. This is especially important for risk management (insurance) purposes. Prior to fiscal year-end, EA will request all schools to provide information on gifts-in-kind that have not been declared previously. On a quarterly basis, EA will request a list of items donated from Advancement Services. The list is reviewed to determine if item meets the capitalization policy.

I. When notifying EA, information concerning the gift should include a description, manufacturer, model and serial number, location, fair market value, date acquired and donor.

II. EA will record the gift-in-kind and ensure that the University property tag(s) is affixed.

c. Government Furnished and/or Excess Government Personal Property

The PI named in a Contract/Grant is responsible for the care, control and custody of the Government Furnished Property and/or excess Government personal property that is acquired. EA is responsible for establishing uniform property control procedures, maintaining central property records for all government sponsored projects, preparing inventories, and filing required government reports on a timely basis. It is the responsibility of the PI, or their representative within Sponsored Project Accounting (referred to as "SPA"), to provide written notification to EA of all government furnished and/or excess Government personal property that is acquired.

- EA should be notified of the description, manufacturer, model and serial number, location, cost or estimated fair market value, account number, and date of arrival.

- EA will record each item on loan from the Government and ensure the Government property tag(s) is affixed.

When a grant/contract with government-owned equipment ends, it is the responsibility of the PI or SPA, to inform EA of the final disposition instructions of the equipment. EA will record the equipment's new status appropriately. (Example: If the item is returned to the government, EA will remove it from the government list; if the equipment becomes property of the university, EA will tag it and set it up as a CWRU asset, etc.)

d. Borrowed Equipment and Property

It is the responsibility of the PI, or an Administrator in a non-academic unit, to provide written notification to EA of all borrowed equipment from outside sources.

I. EA will be notified of the description, manufacturer, model and serial number, location, cost or estimated fair market value, date of arrival, expected date of return and who the equipment is borrowed from and any contract or memo of understanding that records this borrowing and its terms.

II. EA will record each borrowed item and ensure the University property tag is affixed.

e. Equipment Transferred Into the University

It is the responsibility of the Department Chair, Department Administrator or Dean's Designee to provide written notification to EA of all incoming equipment.

I. To notify EA, an Equipment Change of Status form is completed and EA will be in contact with the department, or the department may contact EA directly. EA will schedule an appointment to visit the site of the new equipment and gather all the pertinent information needed to add to AM. The department receiving the incoming equipment will need to provide a fair-market estimate of the current value of each piece of equipment in order for EA to determine which equipment does or does not meet the capitalization requirements for major equipment.

II. EA will record each item and ensure the University property tag is affixed and all relevant information is recorded within AM.

f. Retired Equipment

The following guidelines apply to equipment that is to be sold, traded, scrapped, lost, stolen or transferred to another institution. Before any item can be removed from AM, the transaction must have the written approval of the appropriate University officials. The responsibility for the disposition of surplus and excess personal property rests with the Procurement and Distribution Services. Toward that end, the University has established the Excess and Surplus Property Management Program. The only means by which University personal property can be sold to the general public, transferred between departments, cannibalized, salvaged or scrapped is via the Program. This includes all equipment either donated or purchased with gift, grant, or contract funds or unrestricted money, and title is vested in the University. Departments declaring equipment surplus should complete an Equipment Change of Status form. The form is available on the Controller's Office intranet or referring to Appendix A of this manual. University excess property originally acquired using government funds can not be sold to a department which uses government funds to acquire the property.

OMB Circular A-110, Attachment N, includes information on disposition of property under grants and other cooperative agreements.

The authority for the transfer, assignment or sale of personal property is governed by the Resolution of the Board of Trustees adopted September 11, 1990.

g. Trade-In of Equipment

It is the responsibility of the PI, or an Administrator in a non-academic unit, to secure approval from EA before any equipment can be used as a trade-in for another purchase. This is done to ensure that the original funds used to purchase the equipment being used as a trade-in do not prohibit such disposition. Upon approval from EA a purchase requisition should be forwarded to the Purchasing Department noting the trade-in. EA will make the appropriate adjustments to AM.

h. Movement of Equipment

It is the responsibility of the PI or an administrator to provide written notification (via submitting an Equipment Change of Status form-Appendix A) to EA whenever items of equipment are moved, either to another location on-campus or off-campus. The notification should include the University tag number, description, whether responsibility for the item has changed, and the new location of the equipment.

i. Utilization, Storage, Maintenance and Repair

The University will utilize contractor/agency or Government owned property received or acquired under Contracts / Subcontract Administrator's orders, only for the purpose of fulfilling the contract/subcontract requirements. Such items will be kept in good condition and it is the acquiring or custodial University department's responsibility to provide normal maintenance and repair as required by government regulations. Property will be disposed of only as directed by the sponsor. Property and material subject to deterioration or corrosion, through exposure to air, moisture, or other elements during fabrication, assembly and interim storage periods shall not be stored in out-door areas.

3. Department of Environmental Health and Safety

The Department of Environmental Health and Safety is required to maintain an active inventory of all Ionizing Radiation Producing Equipment (IRPE). Therefore, prior to the purchase, receipt, transfer, disposal and/or installation of any IRPE, the approval of the University Radiation Safety Office must be obtained. Call 368-2906.

4. Annual Reporting to DOD and NASA

Agency regulations require that the DD Form 1662 (DOD Property in the Custody of Contractors) be filed annually for DOD contracts that contain property. The report covers the year ended September 30th and must be submitted to ONR by October 31st of the year being reported.

The NASA Form 1018 must be filed annually for NASA Contracts and Grants for the period ending September 30th and must be submitted to NASA and ONR by October 31st of the year being reported. Negative reports are required for NASA contracts. EA is responsible for ensuring that the reports are submitted timely and accurately.

5. Capital Equipment Purchase Approval

Purchase requisition approvals are required prior to purchasing capital equipment. Each management center may have different approval criteria based on dollar amount. Please refer to the Purchasing Manual, under the Capital Equipment section, for the required authorized signatures. All requisitions for purchases of capital equipment are reviewed by Accounts Payable prior to processing by the Purchasing Department.

6. Acquisition of Government Property

The PI shall be responsible for all Government property in his possession or control in accordance with the terms of the contract/grant. This includes property provided under such contract/grant which may be in the possession or control of a subcontractor. Sources from which Government property may be furnished or acquired are as follows:

I. From Agencies of HHS, DOD, NSF, DOE, NASA or Other Contractors

Government property may be shipped to the University from Government installations or other Government contractors. The PI is responsible for such property upon delivery of the property into his custody or control. The sponsor shall furnish the University with necessary documents to accurately reflect the transaction.

II. Direct Purchase by the Contractor

Direct purchases by the PI using sponsored funds shall be subject to a determination by the sponsor that the items are allocable to the sponsored program and are reasonably necessary. Ownership rights in such property shall be governed by the pertinent sponsored program provisions relating to passage of title.

7. Equipment Screening

Pre-acquisition screening will be conducted campus-wide to identify like or substantially similar equipment for purchases of \$25,000 or greater using grants and contracts supported with Federal funds. If it appears a piece of equipment is like or substantially similar the appropriate department personnel will be contacted to determine the availability for shared use. If shared use is not feasible or the screening procedure fails to identify like or substantially similar equipment, the purchase requisition will be approved by the appropriate authority and the requisition will be processed for purchase.

Each management center has established Administrative units which have responsibility for screening such purchases.

8. Sponsored Project Accounting (SPA)

a) Grants Administration

SPA sets up new grants within the University's grants system (PADS). They also study the contract for the grant and determine whether ownership of any equipment stays with the issuing agency or is transferred to the University, either from the start or at the conclusion of the grant. SPA uses a field called "Equipment Title" to show ownership of equipment. The codes used are:

- 1 – University owned
- 2 – Owned by the Sponsor
- 3 – Ownership is conditional, see contract
- 4 – Government owned

When final disposition of the grant occurs, ownership of equipment can change, for example from government owned to University owned. SPA is responsible for informing EA of the final disposition of a grant as to the effects on the equipment from that grant.

b) Subcontractor Control

The Sponsored Programs Accounting (SPA) is responsible for negotiating and executing subcontract agreements. SPA ensures that the appropriate flow-down provisions from the federal prime contract are incorporated into any related subcontracts for property administration and disposition.

Subcontractor responsibilities are defined as listed below, subject to the terms and conditions of the subcontract issued:

- Establish and maintain a system to control, preserve, and maintain all US Government owned property
- Adequately care for and maintain any US Government owned property
- Investigate and report all instances of loss, damage, or destruction of any US Government owned property
- Ensure that all US Government owned property is marked with an indication of government ownership
- Periodically perform a physical inventory of all US Government owned property in its possession or control
- Assure that US Government owned property will be used only for those purposes authorized in the contract

SPA is responsible for submitting required US Government owned property reports to the sponsor. As part of the closeout process for the contract, SPA will obtain required documentation from the Subcontractor on the status of any US Government owned property.

E. Retirement of Equipment

The retirement of equipment occurs when an item is disposed, lost, stolen, transferred, destroyed, sold, or obsolete. The Equipment Change of Status form must be completed when any of the conditions previously mentioned occur and sent to EA. All of the required signatures must also be obtained before EA will process the request. In Section A of the form, there are three choices:

1. **Retirement**

Use this category for the following circumstances: When the equipment is no longer useful, when the equipment cannot be located (lost or stolen), or when it has been unintentionally destroyed. (If it has insurance implications, please also make sure that you file a report with the University's Department of Protective Services.)

All University departments and individuals responsible for equipment must implement adequate safeguards to prevent loss, damage and theft. Loss of equipment due to theft must be reported to the University's Department of Protective Security. All occurrences of loss, damage or destruction of any property shall be reported to the University's Department of Protective Security in writing within three days, stating property identification, related contract/subcontract, location time and place of discovery, reason for loss, damage or destruction, a report of investigation results, and action taken to prevent recurrence.

- a. Information reported should include University Tag Number, description, manufacturer, model and serial number, date of purchase and purchase price.
- b. After reporting the theft to Protective Services, it should be reported to EA via an Equipment Change of Status report, with the theft report included if one was created.
- c. EA will make the appropriate adjustments to the inventory.

2. **Moving with PI**

This option is when an equipment item is donated or transferred outside of the University. The most common occurrence associated with this retirement code is equipment that transfers out with faculty leaving the University. As established by the Board of Trustees, current University policy on equipment transfers include the following provisions:

- a. Since grants and contracts are awarded to the University and not to individual faculty members, all equipment purchased with sponsored funds, unless otherwise specified by the grant or contract, is the property of the University.
- b. Equipment purchased under grants and contracts is intended for use in the research and educational programs of the University.
- c. When a faculty member leaves the University for another Academic Position, it is anticipated that equipment which has been purchased will usually continue to be needed in the ongoing research and/or educational activities of the specific department concerned, and will therefore remain at the University.
- d. When a faculty member requests that certain specialized equipment be made available for transfer to the new institution, such requests require approval from the Department Chair and Dean. In these cases, the Equipment Change of Status form must be completed.

3. **Sold/Traded**

This option is used for sold equipment or when the equipment is used as a trade-in for another piece of equipment. Please include all information on how much money was received from the sale and the Speedtype in which proceeds were deposited, or what new piece of equipment was received in return for the old equipment.

SECTION II - DATA COLLECTION AND SYSTEM UPDATE**A. Data Collection****1. Asset Management**

Data to be integrated into AM is collected by Accounts Payable via purchase orders and invoices. The back-up documentation is reviewed by EA which will make any changes or deletions as necessary. Occasionally the establishment of a new asset in AM will not be possible via the Accounts Payable integration. In these cases, the normal back-up documentation will be reviewed by EA and the asset will be manually entered into the system.

2. General Ledger

A monthly query of all charges posted to the major equipment expense accounts "536200", "536220", "536230", and "536250" will be reviewed by EA. This query serves as the master list of monthly additions of Capital Equipment that flow through the University's financial system. EA will review the "expense" entries to make sure they meet the equipment capitalization requirements, either through review of back-up documentation sent by Accounts Payable, or by documentation accompanying journal entries. EA will match the journal entry to the asset created in AM. If there is no corresponding asset, EA will notify Accounts Payable, who will research the exception. If a journal entry is found within the General Ledger that does NOT meet the equipment capitalization requirements, EA will notify the creator of the journal entry, which could be Accounts Payable, a department, or a school, and request additional information showing why the item should be considered major equipment. Once determination has been made by EA that the journal entry does not meet the equipment capitalization requirement, a correcting journal entry is made by the EA to transfer out of the major equipment accounts. The General Ledger and AM reconciliation is done at least on a quarterly basis.

3. Minor Equipment

Periodic reviews are made to see if any charges booked to minor equipment should be capitalized.

4. E-mail

Email is a form of communication used as a means to notify EA of all other transactions affecting the equipment inventory that are not processed through the University's financial system. An example of this would be an email to EA to serve as a notification for receipt of equipment gifted to the University. Other examples of emails would be to notify EA about the construction or fabrication of a Capital Equipment item and the receipt of Government Furnished Property.

B. Information Entered and Stored in Asset Management**1. Tag Number**

EA assigns each item of equipment entered into the inventory a unique five or eight digit number. The tag number also represents the numbers listed on the RFID property tag that should be affixed to every piece of Capital Equipment.

2. Description

A thirty character alpha and numeric field generally containing standard nomenclature used to identify the type and specialized characteristics of a piece of equipment.

3. Manufacturer

A thirty character field listing the manufacturer (who produced or made the equipment) of the equipment. The vendor (who sold the equipment to the University) will be listed as the manufacturer only if they are the same.

4. Model Number

A thirty character field listing the manufacturer's model number for the equipment. Model numbers usually appear on the invoices or purchase orders. In the event that they do not appear there, they will be obtained when the equipment is tagged or during the process of conducting the Physical Inventory. Please note that the most reliable model number is the one that physically appears on the equipment item and is identified during the inventory process.

5. Serial Number

A twenty character field listing the manufacturer's serial number for the piece of equipment. Serial numbers sometimes appear on invoices but they are usually obtained when the equipment is tagged and then entered into AM.

6. Equipment Location

A unique ten character field that represents the combination of the building (4-digit) and room (6-digit) numbers. For example, if an equipment item was listed as being in room 094700 of the Biomedical Research Building, the Equipment Location would appear as follows, 5C15094700. These numbers are assigned by the University Space Administrator. A list of all building codes is included in this manual as Appendix C.

7. Cost

A field indicating the cost in U.S. currency for the piece of equipment. The actual amount paid shall be the cost recorded. The fair market value should be used for donated equipment and equipment transferred to the University. Please note that since cost is recorded by Speedtype and multiple Speedtypes can be used to purchase an item, the total cost of an equipment item would be obtained by taking the summation of cost for all rows on an inventory listing under the same tag number. Some examples of costs and their relevance are discussed below:

- a. Freight, installation, and initial training are included in the total cost of the equipment.
- b. Discounts (e.g., Educational) shall be taken into account in arriving at the cost of the equipment.
- c. Additional components added to a system which are not themselves inventoried separately shall have their cost added to the system cost. (Examples: printer cables and/or microscope components).
- d. Supplies and non-permanent accessories shall be excluded from the total cost.
- e. When a piece of equipment is traded in, two additional steps are required to properly record the transaction. First, the equipment being traded in is retired. Second, a reallocation is made to the new University tag number for the amount of the trade-in allowance. This is done in order to accurately reflect the funding source of the new equipment.

8. **Speedtype**

A nine character field that populates pre-specified ChartField values for one or more fields in PeopleSoft. For example, the Project, Department, Class and Fund fields are automatically populated based on the Speedtype value that is entered.

9. **Acquisition/Placement Date**

These two fields represent the date that the item was placed into service and when depreciation begins.

10. **Purchase Order Number**

A ten character field listing the Purchase Order number for a piece of equipment. This information will only be available if the item was added to AM by way of Accounts Payable through the integration process. All equipment items manually added to AM do not have a Purchase Order number listed. This information is available outside of AM.

11. **Department**

A six-digit number that indicates the school or management center and the department financially responsible for the equipment. This field is a preset value that is derived from the Speedtype charged for the equipment purchase. The first character identifies school or management center location. The second character identifies the function of the department. The last four digits are assigned by the schools or management centers. The request to add a new department is processed in the Controller's Office. The schools are defined by the following first number:

- 1 – Arts & Sciences
- 2 – University General
- 3 – Engineering
- 4 – MSASS
- 5 – Law School
- 6 – School of Medicine
- 7 – Weatherhead School of Business
- 8 – Dentistry
- 9 – Nursing

12. **Sponsor Name**

A field indicating the name of the agency sponsoring a project to which equipment is charged. For sponsored programs, this field represents the name of the sponsor number in the PeopleSoft Grants module. For non-sponsored programs, the sponsor name is defaulted to the department name or the name of the endowment for Endowment Speedtypes, or is kept blank.

13. **Award Number**

A field that indicates the number of the award given by an outside agency for a sponsored project to which equipment is charged. CASE, CWRU, Case Western Reserve, NONE or a blank field are default values that are used for equipment purchased with University held funds.

14. **PI Name**

A field indicating who is ultimately responsible for the project to which equipment is charged.

15. **Equipment Custodian**

A field indicating who is responsible for the equipment on a day-to-day operational basis. This field is often used to denote a secondary contact for the equipment item besides the PI such as a Lab Manager or Facilities Manager.

16. Status Code

A code that lists the current status of a piece of equipment. Possible status code are In Service (regular equipment in use), Disposed (retired for whatever reason), and Suspended (equipment that is not currently being depreciated). Suspended status would be used in the following instances: 1) items being fabricated, 2) items that have been received, but are still crated awaiting a room remodeling, or 3) any other decision that would delay the actual use of the equipment.

17. Retirement Date

This is the date that an item has been retired within AM. This will only be done after an appropriately signed Equipment Change of Status form is received by EA.

C. Other Equipment Update Procedures

1. Documentation of Retired Equipment

Every equipment item that is no longer actively being used and is retired from the University's Active Listing of Capital Equipment needs to have a Equipment Change of Status form filled out to document why it is no longer actively being used.

2. Tagging Capital Equipment

After an item has been added to the University's Equipment Inventory, a five or eight character alphanumeric University Property Tag Number will be generated. The following tags and numerical sequences will be used:

- a. Any equipment owned by Case Western Reserve University will receive an RFID tag that consists of 5 digits beginning with a 1 or a 2 or an RFID tag that consists of 8 digits beginning with a C. The exceptions to this are items that are untaggable (examples include implantable items, items sensitive to weight, etc.) which are assigned a number that begins with NT and the asset identification number. Items that belong to CWRU that are kept off-campus are tagged with a blue foil tag which contains a 5 digit number that begins with Z.
- b. Any equipment owned by the government that is in the care of CWRU is tagged with a green foil tag that contains a 5 digit number that begins with GV.

The tag is not to be placed in an area where the tag might be damaged or would disrupt the proper operation of the equipment itself. Please contact EA for a replacement tag if a property tag is damaged or falls off of an equipment item.

3. Physical Inventories of Capital Equipment

The nature of the use of capital equipment may cause it to be moved to a different department, building, or room over a period of time. Thus, in order to comply with Government Regulations and validate as well as update the Equipment Inventory, physical inventories will be performed. This inventory validation will be performed perpetually over a two year period, with each piece of equipment being individually inventoried once over each two-year period. A list can be found in Appendix B showing which buildings will be inventoried at what time during each two-year cycle. Inventories will be performed by EA on a building-by-building basis, with not necessarily all equipment for a department done at one time if that department is spread over multiple buildings.

In taking the inventory one of four conditions will be found:

- a. Equipment is on the list and was found with no changes needing to be made to the record.
- b. Equipment is on the list and was found, but some data within the record needs to be changed or added, such as location. EA will make these changes within AM.

- c. Equipment is on the list and is not found. In this case, EA will contact the PI or Administrator and have them find the equipment. Equipment will either be returned to the room/ownership listed in AM, or if there is a new location (or other data), EA will make the appropriate changes in AM.

- d. Equipment is on the list and is not found, but the PI or Administrator is unable to find the equipment. In this case, the PI or Administrator will exhaust all reasonable sources in order to locate the equipment, and if it cannot be found then they will fill out an Equipment Change of Status form in order to have the equipment retired.

Procedure Revisions

Any changes to this Standard Procedure must be approved by the Controller.

Approval

This Standard Procedure is hereby approved.

On file in the Controller's Office
Signature and Title

Date

SECTION III – APPENDICES

Appendix A – Equipment Change of Status form

Appendix B – Physical Inventory Schedule

Appendix C - Equipment Building Code Reference Guide

Appendix A-Equipment change of Status Form

This form is to be used to notify Equipment Accounting of any changes to equipment items that need to be made to the University's Equipment Inventory records.

| | | | |
|------------------------------|-------|-----------|-------|
| Tag # (5 Digits): | _____ | PI Name: | _____ |
| Department #: | _____ | Building: | _____ |
| Acquisition Cost (if known): | _____ | Room #: | _____ |
| Speedtype: | _____ | Serial #: | _____ |
| Description: | _____ | Model #: | _____ |

Is Equipment (select one from drop down menu)

SECTION A - Transferring out of CWRU

Retirement

Sold/Traded Proceeds _____ Traded for: _____

Speedtype & Account Proceeds Deposited To: _____

Moving with PI to another Institution Name of Institution: _____

SECTION B - Transferring into CWRU

Please contact Equipment Accounting at controller-equipment@case.edu or 368-5183.

SECTION C - Transferring from one department to another

Old Department # _____

New Department # _____

New Custodian _____

New Speedtype (if applicable) _____

New location _____

SECTION D - Changing physical location only

Department # _____

Old Location _____

New Location _____

New Custodian (if applicable) _____

APPROVALS:

| | Name | Signature | Date |
|-------------------------------------|-------|--------------------------------------|-------|
| Department Administrator | _____ | Signature Field <input type="text"/> | _____ |
| Department Chair * | _____ | Signature Field <input type="text"/> | _____ |
| Dean's Office Designee* | _____ | Signature Field <input type="text"/> | _____ |
| Environmental Health & Safety | _____ | Signature Field <input type="text"/> | _____ |
| Office of Research Administration** | _____ | Signature Field <input type="text"/> | _____ |

* Not needed for Section D

**Only needed for Section A (when applicable)

This section to be completed by Equipment Accounting

Equipment Accounting

Signature Field

Date processed in AM

Please e-mail completed form to controller-equipment@case.edu or mail to:

EQUIPMENT ACCOUNTING
BioEnterprise Building
LC 7006
ROOM 351

Appendix B – Physical Inventory Schedule

| Case Western Reserve University | | |
|---------------------------------|---|---|
| Controller's Office | | |
| Physical Inventory Schedule | | |
| | | As of 07/01/2020 |
| | Year 1 (Odd years) | Year 2 (Even Years) |
| January | Pathology, Biomedical Research Bldg (BRB) (floors 1,2,10) | Robbins(floor E6), |
| February | BRB (floors 7,8,9) | Robbins (floor B, E4,E5,E7) |
| March | BRB (floors 3,4,5,6) | Rockefeller Addition, Rockefeller, Kent Hale Smith, |
| April | Wood (floors Basement (B),Ground (G),1), Wood Research Tower (WRT) (floors G,1, 2) | CCSB, Lincoln Storage, Emerson Gym, Natatorium, One to One, Wolstein Research Building (floors 1-3) |
| May | Wood (floor 2) | Wolstein Research Building (floors 4 -6) |
| June | Wood (floors 3,4,5), WRT (3,4,5,6), BRB (floors B,G) | Wickenden |
| July | Cleveland Hearing & Speech, UH RB&C Hosp, UHHC (Bolwell), Old Cleveland Hearing & Speech, UH Gerber Building, Bioenterprise/University West, Dental School | Smith House, Taft House, Cutter House, Stone Hall, Taplin House, Delta Tau Delta, Pierce House, Cutler House, Storrs House, Clarke Tower, Phi Kappa Tau, Theta Chi, Clark Hall, Phi Mu, Zeta Beta Tau, Magnolia House, Alpha Chi Omega, Bellflower House, Raymond House, Sherman House, Wade Commons, Tyler House, Norton House, Hitchcock House, Crawford Hall |
| August | Kelvin Smith Library, UH Wearn Lab, Nursing School, KSL Data Center | MH- Not Listed, VA Hospital, VA -LDV building, CCF - Lerner Research, Strocksacker, Enterprise Hall, Nord Hall, Triangle Parking Garage, Cleveland Clinic, VA Breacksville, CWRU/MHMC Hamann, MHMC (MG) |
| September | Leutner Commons,NRV Village House1, Walker, Thwing Center, Veal Univ Student Center, Mather House/Memorial, Haydn Hall, Guilford House, Mandel School of Applied Social Science (MSASS),Peter B Lewis, Law School, Harkness Chapel, Dively, Wolstein Hall, Barking Spider, North Campus Security, North Residential Village HO, Denison Hall, Sears, Clapp Hall, Yost Hall, UH Lakeside, Robb House, Squire Vallevue Farm | Glennan, Art Studio, Fribley Commons, Fraternities/Sororities |
| October | Millis Hall (floor G),Degrace Hall, Eldred Hall, Tomlinson Hall, Adelbert Hall, Macdonald House, UH Andrews Wing, UH Bishop, Hanna House, Allen Library, Health Services, Service Bldg. | White Bldg, Wyant |
| November | Millis Hall (Floors 1-5), On Campus Not listed, Off Campus (non-Med School) | On Campus Not Listed (Med School); AW Smith, Off Campus (Med School) |
| December | Bingham, Olin | Cedar Ave Service Center |

Appendix C-1 – Building Code Reference Guide

Commonly Used University Building Code

(Sorted by Building Name) Page 1 of 2

| Building Name | Bldg # | Building Name | Bldg # | Building Name | Bldg # |
|---|--------|--|--------|---|--------|
| Adelbert Gym | 5B17 | Glenwood 11407 - House | 6B19 | North Residential Village - House 5 | 3E05 |
| Adelbert Hall | 4B29 | Glenwood 11409 - House | 6B20 | North Residential Village - House 6 | 3E06 |
| Allen Memorial Library | 4C35 | Glidden House | 3D43 | North Residential Village - House 7 | 3E07 |
| Alpha Chi - 11421 Bellflower | 3D56 | Guest House | 6C08 | Nobby's Ballpark | 2E64 |
| Alumni House - 11310 Juniper | 3D47 | Guilford House | 3C23 | Norton House | 3E21 |
| Alumni House - 11424 Bellflower | 3D57 | Guard Booth | 4B06 | NRV Garage | 3E65 |
| Alumni House - 2345 Murray Hill | 6B05 | Harcourt House | 6C02 | NRV Security Post | 3E18 |
| Amasa Stone Chapel | 4B31 | Harkness Chapel | 3D03 | Nursing School | 5C21 |
| Art Studio | 5C24 | Haydn Hall | 3C15 | Off Campus | 1Z01 |
| AW Smith | 5B21 | Health Services Building | 5C05 | Olin Building | 5B19 |
| Bellflower - Fiji | 3D33 | Health Science Garage | 5C19 | One to One Fitness | 5B16 |
| Bellflower House | 3E09 | Hitchcock House | 3E23 | Pathology Building | 4C05 |
| Bellflower - L'Albatros | 3D50 | Howe House | 6B07 | Peter B Lewis | 3D39 |
| Beta Theta Pi | 6C19 | Kelvin Smith Library | 3C09 | Phi Delta Theta | 6C21 |
| Bingham Building | 5B15 | Kent Hale Smith | 5B23 | Phi Kappa Tau | 6C09 |
| Biomedical Research Building | 5C15 | Kitt Peak National Observatory | 3W01 | Public Safety | 3E50 |
| Building 1716 - Apartment 1716 | 3D64 | Kusch House | 6C05 | Phi Mu - 11418 Bellflower | 3D23 |
| Campus Center Garage | 3C03 | Law School | 3D42 | Pierce House | 2E03 |
| Carlton Commons | 6B01 | Leutner Commons | 2E01 | Protective Services Satellite Office | 3D55 |
| Carriage House | 3D24 | Lincoln Storage | 5B01 | Pump House | FB02 |
| Carriage House Bon Appetit | 3D67 | Live Publishing - 11320 Juniper | 3D48 | Raymond House | 3E11 |
| CCF - Lerner Research Institute | 3A01 | Lot S-10 | 4B99 | Robbins Building | 5C13 |
| CCSB & Wright Fuel Cell | 2B05 | Magnolia House | 2E15 | Rockefeller | 4B09 |
| Cedar Avenue Service Center | 5A07 | Maltz Arts Center (Addition/Phase2) | 2B02 | Rockefeller Addition | 4B08 |
| Clapp Hall | 4B12 | Mandel Center for Nonprofit | 3D15 | Samson Pavilion, Sheila and Eric / CCF | 2A01 |
| Clark Hall | 3C21 | Mather Dance Center | 3C19 | Scholars House | 6C04 |
| Clarke Tower | 2E11 | Mather House | 3C13 | Sears | 4B01 |
| Cleveland Hearing & Speech | 4C39 | Mather Memorial Building | 3D05 | Sears Tower | 5C10 |
| Coffee House | 3D49 | Mather Park (Peggy Nicholls Press Box) | 2E10 | Service Building | 5C09 |
| Cosmic Dave's Rock Club | 3D51 | MH - Bel Greve | MG04 | Sherman House | 3E13 |
| Crawford Hall | 4B30 | MH - Core | MG07 | Sigma Alpha Epsilon | 6C11 |
| Cutler House | 2E05 | MH - Hamann | MG06 | Sigma Alpha Mu | 6C07 |
| Cutter House | 2D07 | MH - North | MG16 | Sigma Nu | 6C17 |
| DeGrace Hall | 4B15 | MH - Outpatient | MG30 | Silver Spartan Diner | 3D58 |
| Denison Hall | 3E17 | MH - Quadrangle | MG02 | Silo Restrooms | FB03 |
| Denison Hall Sprung Structure | 3E16 | MH - Rammelkamp | MG11 | Smith House | 2D01 |
| Dental Clinic /CCF | 2A02 | MH - Research | MG03 | SOM Center Garage | FB29 |
| Dental School | 5C23 | MH - Towers | MG20 | Squire Valleevue Farm - Root Cellar | FB15 |
| Dively Building | 3D09 | Michelson House | 6C01 | Squire Valleevue Farm - Boiler Building | FB16 |
| East 117 th - Apartment 1680 | 3E71 | Millis Hall | 4B13 | Squire Valleevue Farm - White BB | FB17 |
| Eldred Hall | 4B23 | MSASS | 3D29 | Squire Valleevue Farm - Foreman's Residence | FB18 |
| Emerson Gym | 5B03 | MSASS Garage | 3D99 | Squire Valleevue Farm - Manor House Garage | FB19 |
| Emerson Natatorium | 5B07 | Murray Hill House - 2265 Murray Hill | 6C15 | Squire Valleevue Farm - 1cManor House | FB20 |
| Event Center | 3D46 | Murray Hill 2266 - House | 5C29 | Squire Valleevue Farm - House 2 | FB23 |
| Fairchild House | 6B18 | Murray Hill 2272 - House | 5C28 | Squire Valleevue Farm - Garage 2 | FB24 |
| Fairchild 11422 - House | 6B14 | Nord Hall | 4B05 | Squire Valleevue Farm - Chicken House | FB14 |
| Fairchild 11426 - House | 6B15 | North Campus Security Office | 3D66 | Squire Valleevue Farm - Greenhouse Lab | FB07 |
| Fairchild 11430 - House | 6B13 | North Residential Village - House 1 | 3E01 | Squire Valleevue Farm - Implement Storage | FB11 |
| Former Hillel | 3D02 | North Residential Village - House 2 | 3E02 | Squire Valleevue Farm - Main Barn | FB04 |
| Fribley Commons | 6B11 | North Residential Village - House 3 | 3E03 | Squire Valleevue Farm - Storage Shed | FB09 |
| Glaser House | 6C03 | North Residential Village - House 3A | 3E10 | Squire Valleevue Farm - Picnic Shelter | FB12 |
| Glennan Building | 5B09 | North Residential Village - House 4 | 3E04 | Squire Valleevue Farm - Pink Pig | FB01 |

Appendix C-1 – Building Code Reference Guide

Commonly Used University Building Code (Sorted by Building Name) Page 2 of 2

| Building Name | Bldg # | Building Name | Bldg # | Building Name | Bldg # |
|--|--------|--------------------------------|--------|---|--------|
| Squire Valleevue Farm - Sheep Barn | FB05 | Thwing Center - Hitchcock Hall | 3C05 | VA LDV Building | 1D01 |
| Squire Valleevue Farm - Storage Barn | FB13 | Tippit House | 6B09 | VA Brecksville | BV01 |
| Squire Valleevue Farm - Storage Shed 1 | FB08 | Tomlinson Hall | 4B27 | VA Hospital | 1C01 |
| Squire Valleevue Farm - Storage Shed 2 | FB09 | Triangle Tower 1 | 4D10 | Veale Center | 5B06 |
| Squire Valleevue Farm - Storage Shed 3 | FB10 | Triangle Tower 2 | 4D11 | Veale Center Garage | 5B04 |
| Squire Valleevue Farm - Straw Barn | FB06 | Triangle Parking Garage | 4D13 | Veale Racquetball | 5B02 |
| Staley House | 6B03 | Twin Gables - Apartment 1715 | 3D65 | Valley Ridge Farm - Dairy (Silo) Barn | FV02 |
| Stephanie Tubbs Jones Hall | 2E30 | Tyler House | 3E19 | Valley Ridge Farm - Dovecote Octagonal Building | FV04 |
| Stadium Press Box | 3E64 | UH - Andrews Wing | 4C06 | Valley Ridge Farm - Horse Barn | FV01 |
| Stone Commons | 2D09 | UH - Bishop Building | 4C07 | Valley Ridge Farm - Pig House (Ceramic Studio) | FV03 |
| Storrs House | 2E09 | UH - Bolwell | 4C08 | Visitor Information Center | 4B32 |
| Strosacker Auditorium | 4B03 | UH - Cleveland Fairhill | 7A01 | Wade Commons | 3E15 |
| Sustainability House | 2E12 | UH - Cornell | 4D07 | Wade Park - Church | 2E31 |
| Taft House | 2D03 | UH - Foley | 4D05 | West Campus Parking Garage | 1B02 |
| Taplin House | 2D11 | UH - Gerber Building - UCRC #2 | 5A01 | White Building | 5B13 |
| The Temple - Maltz Arts Center | 2B01 | UH - Hanna Pavillion | 4C23 | Wickenden | 4B07 |
| The Noble – Apartment1719 | 3E60 | UH - Lakeside | 4C15 | Wolstein Hall | 3D13 |
| The Noble – Apartment1720 | 3E59 | UH - MacDonald House | 4C03 | Wolstein Research Building | 5D02 |
| The Noble – Apartment1727 | 3E61 | UH - Mather Pavillion | 4C40 | Wood Building | 5C17 |
| Theta Chi | 2E18 | UH - Parkway Medical Center | 1Z30 | Wood Research Tower | 5C18 |
| Tinkham Veale University Center | 3C10 | UH - Rainbow Babies & Children | 4C01 | Wyant Athletic and Wellness Center | 3E08 |
| Thwing Center | 3C07 | UH - Wearn Lab | 4C17 | Yost Hall | 4B17 |
| Thwing Center - Atrium | 3C06 | University West | 5A02 | Zeta Psi | 6C13 |

Commonly Used Building Code (Sorted by Building Code)

Page 1 of 2

| Building Name | Bldg # | Building Name | Bldg # | Building Name | Bldg # |
|--|--------|---|--------|--------------------------------|--------|
| West Campus Parking Garage | 1B02 | Event Center | 3D46 | DeGrace Hall | 4B15 |
| VA Hospital | 1C01 | Alumni House - 11310 Juniper | 3D47 | Yost Hall | 4B17 |
| VA LDV Building | 1D01 | Live Publishing - 11320 Juniper | 3D48 | Eldred Hall | 4B23 |
| Off Campus | 1Z01 | Coffee House | 3D49 | Tomlinson Hall | 4B27 |
| UH - Parkway Medical Center | 1Z30 | Bellflower - L'Albatros | 3D50 | Adelbert Hall | 4B29 |
| Samson Pavilion, Sheila and Eric / CCF | 2A01 | Cosmic Dave's Rock Club | 3D51 | Crawford Hall | 4B30 |
| Dental Clinic /CCF | 2A02 | Protective Services Satellite Office | 3D55 | Amasa Stone Chapel | 4B31 |
| The Temple - Maltz Arts Center | 2B01 | Alpha Chi - 11421 Bellflower | 3D56 | Visitor Information Center | 4B32 |
| Maltz Arts Center (Addition/Phase2) | 2B02 | Alumni House - 11424 Bellflower | 3D57 | Lot S-10 | 4B99 |
| CCSB & Wright Fuel Cell | 2B05 | Silver Spartan Diner | 3D58 | UH - Rainbow Babies & Children | 4C01 |
| Smith House | 2D01 | Building 1716 - Apartment 1716 | 3D64 | UH - MacDonald House | 4C03 |
| Taft House | 2D03 | Twin Gables - Apartment 1715 | 3D65 | Pathology Building | 4C05 |
| Cutter House | 2D07 | North Campus Security Office | 3D66 | UH - Andrews Wing | 4C06 |
| Stone Commons | 2D09 | Carriage House Bon Appetit | 3D67 | UH - Bishop Building | 4C07 |
| Taplin House | 2D11 | MSASS Garage | 3D99 | UH - Bolwell | 4C08 |
| Leutner Commons | 2E01 | North Residential Village - House 1 | 3E01 | UH - Lakeside | 4C15 |
| Pierce House | 2E03 | North Residential Village - House 2 | 3E02 | UH - Wearn Lab | 4C17 |
| Cutler House | 2E05 | North Residential Village - House 3 | 3E03 | UH - Hanna Pavillion | 4C23 |
| Storrs House | 2E09 | North Residential Village - House 4 | 3E04 | Allen Memorial Library | 4C35 |
| Mather Park (Peggy Nicholls Press Box) | 2E10 | North Residential Village - House 5 | 3E05 | Cleveland Hearing & Speech | 4C39 |
| Clarke Tower | 2E11 | North Residential Village - House 6 | 3E06 | UH - Mather Pavillion | 4C40 |
| Sustainability House | 2E12 | North Residential Village - House 7 | 3E07 | UH - Foley | 4D05 |
| Magnolia House | 2E15 | Wyant Athletic and Wellness Center | 3E08 | UH - Cornell | 4D07 |
| Theta Chi | 2E18 | Bellflower House | 3E09 | Triangle Tower 1 | 4D10 |
| Stephanie Tubbs Jones Hall | 2E30 | North Residential Village - House 3A | 3E10 | Triangle Tower 2 | 4D11 |
| Wade Park - Church | 2E31 | Raymond House | 3E11 | Triangle Parking Garage | 4D13 |
| Nobby's Ballpark | 2E64 | Sherman House | 3E13 | UH - Gerber Building - UCRC #2 | 5A01 |
| CCF - Lerner Research Institute | 3A01 | Wade Commons | 3E15 | University West | 5A02 |
| Campus Center Garage | 3C03 | Denison Hall Sprung Structure | 3E16 | Cedar Avenue Service Center | 5A07 |
| Thwing Center - Hitchcock Hall | 3C05 | Denison Hall | 3E17 | Lincoln Storage | 5B01 |
| Thwing Center - Atrium | 3C06 | NRV Security Post | 3E18 | Veale Racquetball | 5B02 |
| Thwing Center | 3C07 | Tyler House | 3E19 | Emerson Gym | 5B03 |
| Kelvin Smith Library | 3C09 | Norton House | 3E21 | Veale Center Garage | 5B04 |
| Tinkham Veale University Center | 3C10 | Hitchcock House | 3E23 | Veale Center | 5B06 |
| Mather House | 3C13 | Public Safety | 3E50 | Emerson Natatorium | 5B07 |
| Haydn Hall | 3C15 | The Noble – Apartment1720 | 3E59 | Glennan Building | 5B09 |
| Mather Dance Center | 3C19 | The Noble – Apartment1719 | 3E60 | White Building | 5B13 |
| Clark Hall | 3C21 | The Noble – Apartment1727 | 3E61 | Bingham Building | 5B15 |
| Guilford House | 3C23 | Stadium Press Box | 3E64 | One to One Fitness | 5B16 |
| Former Hillel | 3D02 | NRV Garage | 3E65 | Adelbert Gym | 5B17 |
| Harkness Chapel | 3D03 | East 117 th - Apartment 1680 | 3E71 | Olin Building | 5B19 |
| Mather Memorial Building | 3D05 | Kitt Peak National Observatory | 3W01 | AW Smith | 5B21 |
| Dively Building | 3D09 | Sears | 4B01 | Kent Hale Smith | 5B23 |
| Wolstein Hall | 3D13 | Strosacker Auditorium | 4B03 | Health Services Building | 5C05 |
| Mandel Center for Nonprofit | 3D15 | Nord Hall | 4B05 | Service Building | 5C09 |
| Phi Mu - 11418 Bellflower | 3D23 | Guard Booth | 4B06 | Sears Tower | 5C10 |
| Carriage House | 3D24 | Wickenden | 4B07 | Robbins Building | 5C13 |
| MSASS | 3D29 | Rockefeller Addition | 4B08 | Biomedical Research Building | 5C15 |
| Bellflower - Fiji | 3D33 | Rockefeller | 4B09 | Wood Building | 5C17 |
| Peter B Lewis | 3D39 | Morley Chemistry | 4B11 | Wood Research Tower | 5C18 |
| Law School | 3D42 | Clapp Hall | 4B12 | Health Science Garage | 5C19 |
| Glidden House | 3D43 | Millis Hall | 4B13 | Nursing School | 5C21 |

Commonly Used Building Code
 (Sorted by Building Code)

Page 2 of 2

| Building Name | Bldg # | Building Name | Bldg # | Building Name | Bldg # |
|---------------------------------|--------|--|--------|---|--------|
| Dental School | 5C23 | Guest House | 6C08 | Squire Valleevue Farm - Chicken House | FB14 |
| Art Studio | 5C24 | Phi Kappa Tau | 6C09 | Squire Valleevue Farm - Root Cellar | FB15 |
| Murray Hill 2272 - House | 5C28 | Sigma Alpha Epsilon | 6C11 | Squire Valleevue Farm - Boiler Building | FB16 |
| Murray Hill 2266 - House | 5C29 | Zeta Psi | 6C13 | Squire Valleevue Farm - White BB | FB17 |
| Wolstein Research Building | 5D02 | Murray Hill House - 2265 Murray Hill | 6C15 | Squire Valleevue Farm - Foreman's Residence | FB18 |
| Alumni House - 2345 Murray Hill | 6B05 | Sigma Nu | 6C17 | Squire Valleevue Farm - Manor House Garage | FB19 |
| Howe House | 6B07 | Beta Theta Pi | 6C19 | Squire Valleevue Farm - 1cManor House | FB20 |
| Carlton Commons | 6B01 | Phi Delta Theta | 6C21 | Squire Valleevue Farm - House 2 | FB23 |
| Staley House | 6B03 | UH - Cleveland Fairhill | 7A01 | Squire Valleevue Farm - Garage 2 | FB24 |
| Tippit House | 6B09 | VA Brecksville | BV01 | SOM Center Garage | FB29 |
| Fribley Commons | 6B11 | Squire Valleevue Farm - Pink Pig | FB01 | Valley Ridge Farm - Horse Barn | FV01 |
| Fairchild 11430 - House | 6B13 | Pump House | FB02 | Valley Ridge Farm - Dairy (Silo) Barn | FV02 |
| Fairchild 11422 - House | 6B14 | Silo Restrooms | FB03 | Valley Ridge Farm - Pig House (Ceramic Studio) | FV03 |
| Fairchild 11426 - House | 6B15 | Squire Valleevue Farm - Main Barn | FB04 | Valley Ridge Farm - Dovecote Octagonal Building | FV04 |
| Fairchild House | 6B18 | Squire Valleevue Farm - Sheep Barn | FB05 | MH - Quadrangle | MG02 |
| Glenwood 11407 - House | 6B19 | Squire Valleevue Farm - Straw Barn | FB06 | MH - Research | MG03 |
| Glenwood 11409 - House | 6B20 | Squire Valleevue Farm - Greenhouse | FB07 | MH - Bel Greve | MG04 |
| Michelson House | 6C01 | Squire Valleevue Farm - Storage Shed | FB08 | MH - Hamann | MG06 |
| Harcourt House | 6C02 | Squire Valleevue Farm - Storage Shed | FB09 | MH - Core | MG07 |
| Glaser House | 6C03 | Squire Valleevue Farm - Storage Shed | FB10 | MH - Rammelkamp | MG11 |
| Scholars House | 6C04 | Squire Valleevue Farm - Implement | FB11 | MH - North | MG16 |
| Kusch House | 6C05 | Squire Valleevue Farm - Picnic Shelter | FB12 | MH - Towers | MG20 |
| Sigma Alpha Mu | 6C07 | Squire Valleevue Farm - Storage Barn | FB13 | MH - Outpatient | MG30 |