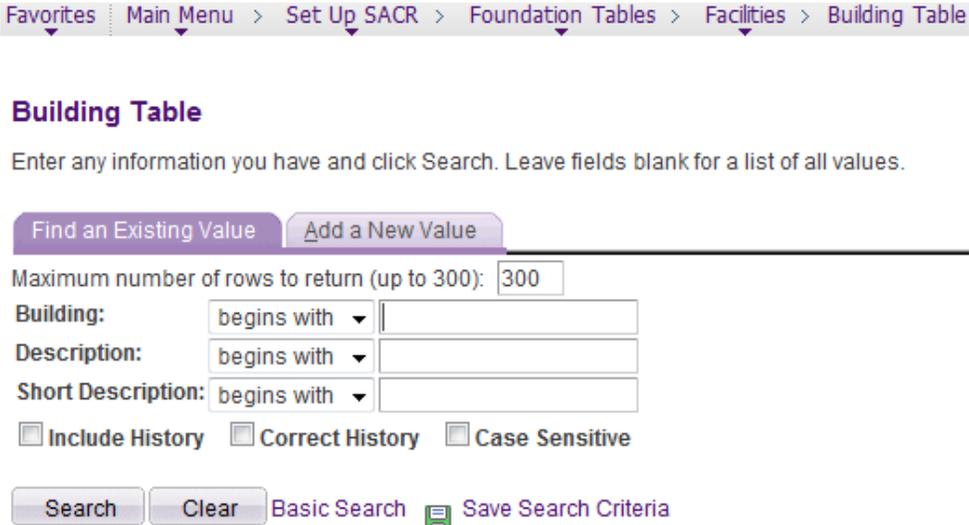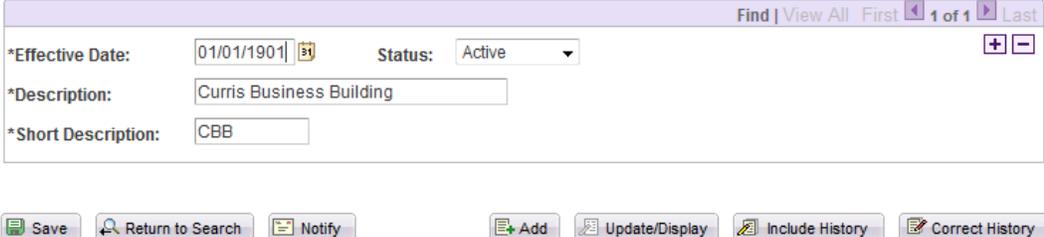## Maintain Buildings

Purpose: Access the **Building Table** to update building status. Note: If building status changes to "inactive", the appropriate facilities must also be updated to "inactive".

Step	Action
1.	Navigate to **Facility Table**: **Main Menu › Set up SACR › Foundation Tables › Facilities › Building Table** Favorites | Main Menu > Set Up SACR > Foundation Tables > Facilities > Building Table **Building Table** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value | Add a New Value Maximum number of rows to return (up to 300): 300 **Building:** begins with ▾ **Description:** begins with ▾ **Short Description:** begins with ▾ ☐ Include History ☐ Correct History ☐ Case Sensitive Search Clear Basic Search 💾 Save Search Criteria
2.	Enter the appropriate search criteria. For example, Building = CBB *Result:* The matching building displays. **Building Table** **Building:** CBB Find | View All First ◀ 1 of 1 ▶ Last ➕ ➖ ***Effective Date:** 01/01/1901 **Status:** Active ▾ ***Description:** Curris Business Building ***Short Description:** CBB 💾 Save 🔍 Return to Search 📋 Notify ➕ Add 📄 Update/Display 📄 Include History 📝 Correct History

Step	Action
3.	Click the **Add Row** button ⊞. Complete the following: • **Effective Date -** Enter or select the appropriate effective date. • **Status** – Select the appropriate status (Active or Inactive). • **Description** – The building name (e.g. Curris Business Building) • **Short Description –** The building code (e.g. CBB).
4.	Click the **Save** button to save any updates.