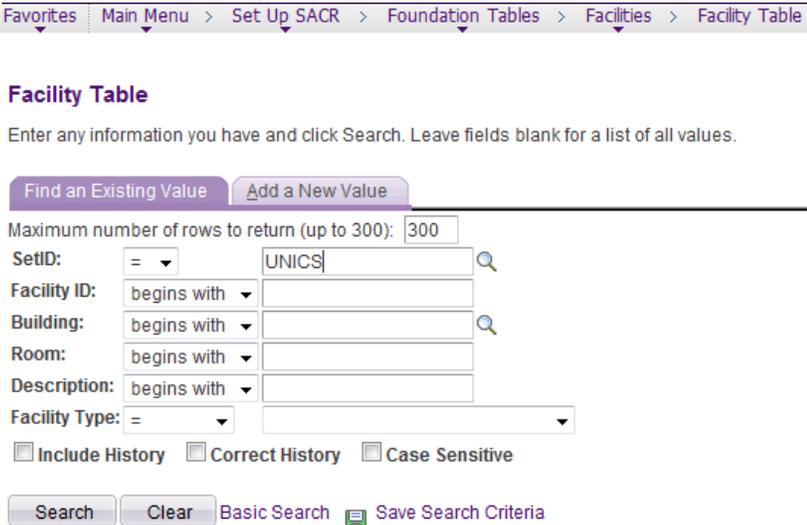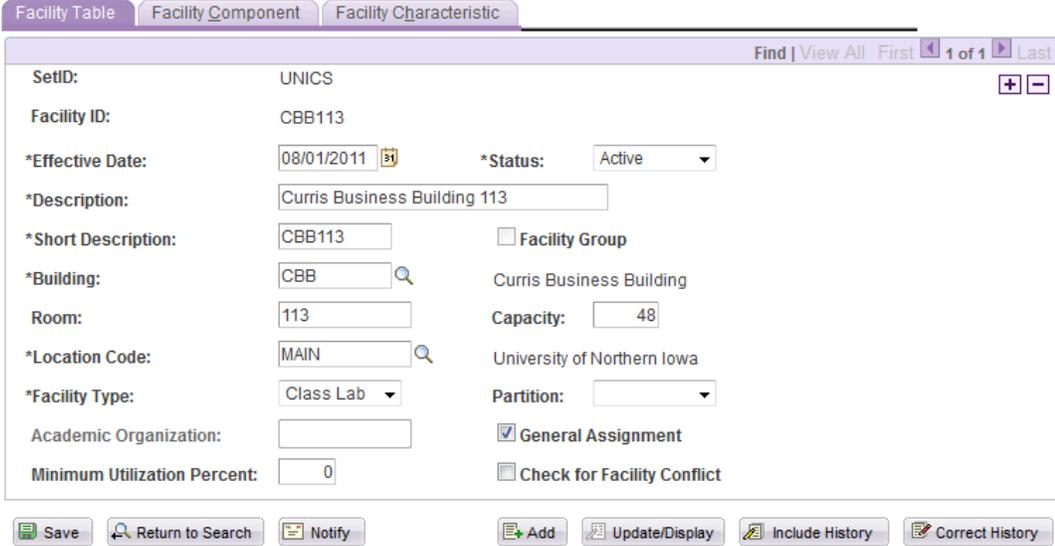# Maintain Facilities

Purpose: Access the **Facility Table** to update information or add new information to facilities prior to assigning classes to facilities.

Step	Action
1.	Navigate to **Facility Table**: **Main Menu › Set up SACR › Foundation Tables › Facilities › Facility Table** Favorites | Main Menu > Set Up SACR > Foundation Tables > Facilities > Facility Table **Facility 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 SetID: = UNICS Facility ID: begins with Building: begins with Room: begins with Description: begins with Facility Type: = ☐ Include History ☐ Correct History ☐ Case Sensitive Search Clear Basic Search Save Search Criteria
2.	Enter the appropriate search criteria. For example, Facility ID = CBB113 *Result:* The matching facility displays. Facility Table | Facility Component | Facility Characteristic Find | View All First 1 of 1 Last SetID: UNICS Facility ID: CBB113 *Effective Date: 08/01/2011 *Status: Active *Description: Curris Business Building 113 *Short Description: CBB113 ☐ Facility Group *Building: CBB Curris Business Building Room: 113 Capacity: 48 *Location Code: MAIN University of Northern Iowa *Facility Type: Class Lab Partition: Academic Organization: ☑ General Assignment Minimum Utilization Percent: 0 ☐ Check for Facility Conflict Save Return to Search Notify Add Update/Display Include History Correct History Facility Table | Facility Component | Facility Characteristic

Step	Action
3.	Click the **Add Row** button ⊞ Update the following: **Effective Date -** When the status of a room changes, use the **Add Row** button to enter or select the appropriate effective date. **Status** – When the status of a room changes, use the **Add Row** button and select the appropriate status (Active or Inactive). **Description** – The building name and room (e.g. Curris Business Building 113) **Short Description** – The building code plus room (e.g. CBB113). **Facility Group** – Not used by UNI. Facilities are managed in Astra. **Building** – The 3 character code for the building. **Room** – The room number. **Capacity** – The maximum capacity of the facility. **Location Code** – Currently MAIN – University of Northern Iowa for all facilities; this may change in the future as a location modification for Continuing Education is finalized. **Facility Type** – Select the appropriate type of room. **Partition** – Not used by UNI; managed in Astra Schedule. **Academic Organization** – Not used by UNI; managed in Astra Schedule. **General Assignment** – Always checked for UNI facilities. **Minimum Utilization Percent** – Not used by UNI. **Check for Facility Conflict** – Uncheck this box. Not used by UNI; academic department schedulers will be allowed to request the same room. Registrar Staff will check for conflicts and make final room assignment decisions using Astra Schedule.
4.	Click the **Save** button to save any updates.