Location Codes

Banner PIA Training and Testing
What are location codes?

Location codes are the last segment of the FOAPAL and are primarily used with fixed assets to denote geographical location of the fixed asset to the room level.

Identifies the location/campus/building for asset management; including acquisition, maintenance, and repair of assets.

Code is an 6 digit alpha (cap)-numeric code.

DeMoss Hall: 2A0000
Location Code Structure

Level 1: Location
Level 2: Campus/Area
Level 3: Building/Space
Level 4: Room/Ground (data enterable)
  Rooms/Building Areas
  Non-Specific Grounds
  Specific Grounds Areas
Group major geographical areas

- Central Virginia (A01000-A01ZZZ reserved)
- Other USA Locations (A02000-A02ZZZ reserved)
- International Locations (A03000 – A03ZZZ reserved)
- A04000 – AZZZZZZ reserved for future use
Level 2: Campus/Area

Central Virginia (A01000)
  • Main Campus (A01001)
  • Cotton Mill (A01002)
  • Campus East (A01003)

Other USA Location (A02000)
  • Jacksonville (A02001)
  • Greenrock Correctional (A02003)
Central Virginia (A01000)

- Main Campus (A01001)
  - Main Campus General (100000)
  - Carter Glass Mansion (110000)
  - DeMoss Hall (2A0000)
- Campus East (A03000)
  - Campus East General (2Z0000)
  - East Residence Hall 1 (390000)
Level 4: Room

Central Virginia (A01000)
• Main Campus (A01001)
  • DeMoss Hall (2A0000)
    • DH 1113 (2A1113)
    • DH 2002 (2A2002)
  • No Room Numbers
    • DH Custodial (2ACUST)
    • DH Circulation (2ACIRC)
Level 4: Reserved Room Codes

--CUST: Custodial
--CIRC: Circulation
--INAC: Inactive
--ITLC: IT Closet
--MECH: Mechanical

--ROOF: Roof
--STRC: Structural
--OTHR: All Other
--REST: Restroom
--PERI: Perimeter

If room/area has a documented number, use the number method, otherwise, use the reserved room codes for the area.
Level 4: General Grounds

Central Virginia (A01000)

- Main Campus (A01001)
  - Main Campus General (100000)
    - Parking (10PARK), Walkway (10WALK)
    - Roads (10ROAD), Transit (10TRAN)
    - Recreation (10RECR)
    - Unmaintained (10UGND)
    - All Other (10OTHR)
Level 4: Specific Grounds

Central Virginia (A01000)
- Main Campus (A01001)
  - Intramural Fields (2D0000)
    - Field (2DPLAY), Perimeter (2DPERI)
    - All Other (2DOTH)</p>
- DeMoss Hall Fountain (5S0000)
Using location codes

Two step search method needed

- Description character limits do not allow full names
  - Search for building/area names first and obtain the 2 digit building code
  - Enter the building code and % to search all available codes for the building
Searching for Performing Arts?

Step 1: Find the building

Step 2: Find the room with the building code
Important Information

- New additions to existing buildings considered part of the building
- Non-LU owned facilities included in the inventory
- Be careful about 4-digit and 3-digit building codes
  - Room 1000: --1000
  - Room 100: --0100
Important Information

• Some values look alike:
  • 5 and S
  • 1 and I
  • 0 and O
  • 2 and Z
• RH abbreviation is for “Residence Halls”
  Religion Hall is “RELIGN”