

**3.11.1** The institution exercises appropriate control over all its physical resources.  
**(Control of physical resources)**

**Judgment of Compliance**

Compliance

**Narrative**

Control over physical resources is critical to our long-term stability. Albany State University has implemented the necessary internal controls [1] to reasonably insure that resources are used as intended by management and that risk of loss due to theft, misuse, neglect, or natural causes is mitigated.

We submit a Facilities Inventory Report (FIR) each fall and spring and a Room Utilization Report [2] (RUR) in the fall of each year to the Board of Regents. These reports demonstrate how efficiently the University utilizes its facilities.

Information Technology has conducted a technology readiness assessment [3] for current and proposed technology enhanced classrooms and has plans to upgrade and/or build out several classrooms.

The Facility Management Department is responsible for the maintenance of all facilities. Major Repairs and Renovations [4] appropriations are requested by the Board of Regents from the state each year and allocated for specific projects intended to maintain and repair our facilities. Facilities Management conducts ongoing preventive maintenance [5] on major operational equipment.

Furthermore, the university accounts [6a] for all its significant movable equipment [6b]. The University has procedures to insure that all equipment that should be added to the inventory is adequately tracked until it is added to the computerized asset system [7]. This includes affixing a property decal to the item along with recording appropriate information into the equipment inventory system. Thefts are investigated by the campus Police department [8].

**Supporting Documentation**

- [1] [Internal controls](#)
- [2] [Room Utilization Report](#)
- [3] [Information Technology, technology readiness assessment](#)
- [4] [Facility Management Department, Major Repairs and Renovations](#)
- [5] [Facilities Management, preventive maintenance](#)
- [6a] [University Accounts](#)
- [6b] [Movable equipment](#)

- [7] [Equipment Policies](#)
- [8] [Campus Police department](#)