

# APPA/NACUBO Key Facilities Metrics Survey

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Welcome to the 2019-20 APPA/NACUBO Key Facilities Metrics (KFM) Survey. We are excited to showcase the new look and feel of this 20 question KFM survey and we hope that our KFM participants will agree that this survey format allows for greater ease of data entry. We will be continually looking for ways to improve and optimize this survey year to year, so feel free to share your feedback and improvement ideas with [Christina Hills](#), APPA's Director of Credentialing & Benchmarking.

As part of our effort to streamline, you will no longer see the definitions laid out in the question set. Instead, you will now need to hover over each question and section topic to view the full definitions. Your prior year responses have still been recorded but they are no longer a hyperlink below the current data input field. This data is now shown DIRECTLY in the current year data field. We understand that this may be confusing but it is the only way we were able to provide you with prior year data. We will most likely have a better system in place next year once we record this initial year of data on the new survey platform. Also, we have no way to produce a PDF of your prior year responses. If you require a PDF of your prior responses, you must request this from [Christina Hills](#). Lastly, we're asking each of you with prior year data auto-populated in the question fields to double check and verify that the data is correct. You can also overwrite the prior year data easily.

The survey administrator receiving the Institutional ID to unlock this survey is also responsible for safe keeping this survey link on campus. This means that you are responsible for distributing this link to others if you wish for them to have access to the entire survey. In order to provide access to others on campus, you will need to share your institutional ID number that was provided to you by APPA.

Once the survey is submitted, you may re-enter and access the survey again to make any necessary changes. We will close this survey on June 30. Once you submit your survey, you will receive a downloadable file of your survey responses. This will be your only opportunity to have a record of what you submitted and we strongly encourage you to save this file as a PDF or Word document etc.

If you have any questions while completing this survey, please contact Christina Hills at [christina@appa.org](mailto:christina@appa.org)

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Q1 Auxiliary Designation:

Please select whether you will INCLUDE or EXCLUDE auxiliary services throughout this entire survey. You will need to choose one option and ensure every survey response field is consistent with your designation. If you decide to change your auxiliary designation, you will need to adjust every survey response field as well.

- Include auxiliary services
- Exclude auxiliary services

**Definition:** An auxiliary service is an entity that exists to furnish goods or services primarily to students, faculty, or staff, and that charges a fee directly related to, although not necessarily equal to, the cost of the goods or services. The distinguishing characteristic of auxiliary services is that they are managed as essentially self-supporting activities. Examples are: residence halls, food services, college stores, student health centers, golf courses, parking, and laundry.

Q2 Is your institution located in Canada?:

- No
- Yes

Q3 Indicate whether your survey entries will be submitted in GSF or GSM (Gross Square Feet or Gross Square Meters) (modify from default option if necessary):

- GSF
- GSM

Q4 Permissions:

I give my permission to APPA/NACUBO to identify my institution's name to all KFM (Key Facilities Metrics) survey participants who also agree to share their institution's name in the published report:

Participants willing to share their identity will have their institution's name included in the participant version of the APPA/NACUBO KFM reports. For example, the function of selecting any two institutions and comparing their statistics is made more meaningful when the institution's name is known. Conversely, all institutions that select NO will only be able to view

alphanumeric codes for all participants in the published KFM report. You will only know your institution's alphanumeric code.

Yes

No

**Q5 Contact Information:**

Please provide the contact information for all data scrubbing related inquiries. This individual and their contact information will also be made available to all KFM participants who elect to share their identity with other participants. Sharing this contact list is important if you wish to receive clarification from any of your peer institutions' submitted data for example.

This contact information will NOT be distributed to anyone who selected "NO" in the previous question.

First and Last Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Q6 Enter your 2019 student enrollment as a number:**

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**Definition:** Use the number that your institution reports as its official Fall 2019 FTE enrollment. Normally, this is the enrollment as of a certain date in the Fall of 2019. FAQ: Question: Should our enrollment numbers include our students in the Distance Learning Program? Or resident students only? Answer: You should contact the Registrar and get the official campus enrollment numbers. The distance learning students may or may not be included depending on the campus. If they are considered part of the Extension program, they are not included in the enrollment number. If they are considered part of the normal 6 | Page academic departments for credits, then they should be included in the enrollment number.

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Q7 Total GSF/GSM maintained by facilities:

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**Definition:** Campus building GSF/GSM (including rental/leased space) that is maintained by the institution's facilities department. GSF/GSM is defined as the sum of all areas on all floors of a building included within the outside faces of its exterior walls, including all vertical penetration areas, for circulation and shaft areas that connect one floor to another. In the Registration module, you opted to include or exclude auxiliary services in ALL your survey entries. Ensure that this data point is consistent with that designation.

Q8 Do you prefer to enter your total MMBTUs (million BTUs) energy consumption as a direct entry or would you like to calculate it using a worksheet?

- I'll enter this number directly.
- I'd prefer to use the worksheet to calculate this number.

Q9 Total energy consumption in MMBTUs (million BTUs):

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**Definition:** This entry is a conversion of commonly used units of energy into British Thermal Units (BTUs) so that comparisons can be made on total energy consumption.

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## Q10 MMBTU (One Million British Thermal Units) Calculation Worksheet

This worksheet converts commonly used units of energy into British Thermal Units (BTUs) so that comparisons can be made on total energy consumption. The conversion involves multiplying units of energy by factors and while this is simple arithmetic, it can be perplexing. For this reason, we request that you enter the name of the person to contact regarding BTU calculations.

When the entries in this worksheet are saved, your calculated MMBTU will be automatically populated into Question 12 immediately following this worksheet. You may change entries in this worksheet and resubmit your new MMBTU calculation if you find you have made errors in some of the data fields below.

The BTU calculation is based on conversion factors for each type of energy. A default factor is shown but you can override the default factor by entering a substitute BTU conversion number. **DO NOT CHANGE THE ENERGY SOURCE TOTALS.**

**IMPORTANT NOTICE FOR PEOPLE WITH PRIOR YEAR DATA LOADED INTO THIS WORKSHEET:** You may need to enter a zero or click inside of an Energy Source Total cell in order to have your prior history data correctly sum and populate in the Total MMBTU Calculation fields.

Q11

**TOTAL ENERGY CONSUMED INCLUDING AUXILIARIES:**

Legend Of Units:

kLbs = 1,000 pounds of steam

Therm = 100,000 BTUs

kTon-h = 1,000 ton-hrs

MCF = 1,000 cubic feet of gas

	Energy Source Totals	Default Factor	Total MMBTU Calculation
Gallons of Oil #1:			
Gallons of Oil #2:			
Gallons of Oil #3:			
Gallons of Oil #4:			
Gallons of Oil #5:			
Gallons of Oil #6:			
Tons of Coal:			

Tons of Wood:			
kWh of Electricity:			
kLbs of Steam:			
Therms of Hot Water:			
Kton-h of Chilled Water:			
MCF of Natural Gas:			
Other Energy Source:			
Total MMBTU (Gross Purchased Energy):			

Q12 Total energy consumption in MMBTUs (million BTUs):

Your value from the MMBTU Calculation Worksheet above:

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Q13 Electricity consumed in kilowatt hours:

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**Definition:** Electrical energy is usually measured in kilowatt hours, while heat energy is usually measured in British Thermal Units (BTUs).

Q14 Institution's annual water use in US gallons:

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**Definition:** Total water consumed in US gallons (as recorded). Note estimate of surface or groundwater or grey water or rainwater harvested reuse.

Q15 Recycled waste in tons:

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**Definition:** Total amount of materials recycled in US tons (not metric tons).

Q16 Garbage (solid) waste in tons:

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**Definition:** Total amount of materials disposed of in a landfill or incinerator in US tons (not metric tons).

Q17 If tons of garbage or recycling is not known, indicate the percentage diverted from landfills (i.e., compost/recycle). Enter a whole number without percent sign; e.g., 30 but not .30 or 30%

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Q18 Greenhouse gas emissions - Total MTCO<sub>2</sub>e from Scopes 1 and 2:

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**Definition:** Scope 1 sources include: stationary sources, e.g. coal, gas, oil, biomass and other fuels; direct transportation sources, e.g. fleet vehicles; refrigerants and chemicals; fertilizer application and animal husbandry. Scope 2 sources include: purchased electricity, steam and chilled water.



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Q19 Please select the campus method used to calculate carbon footprint: (Select only one option)

- Our campus has completed a thorough analysis of the campus carbon footprint.
- Our campus utilized a simple methodology (without third party analysis) such as Clean Air Cool Planet and their Campus Carbon Calculator.
- Our campus may elect to multiply by their MMBTU by the natural gas factor of 0.058MT per Co2 and the purchased electricity of 0.0007MT per Co2.
- Our campus elected not to utilize any of the above calculation methods and skipped the question.

Q20. This is the final submit area for the 2019-20 APPA/NACUBO KFM Survey. If you are ready to conclude the survey, click the NEXT button below and please be sure to print/download a copy of your survey responses for future reference which will appear on the next page. You may re-enter the survey again if you need to update/change any data field. Please email [Christina](#) and she'll provide you with a new survey link via email. Thank you for your participation and support of this survey! We look forward to continually improving both the survey and report.