

“Find Information About Your Facility”

2/25/13 v1 jbv

TIPS:

- Keep your searches as simple as possible to limit your results e.g. – use “scho” instead of spelling out “schoellkopf”
- It is ok to use part of a name e.g. use “garage” instead of typing out “parking garage”
- Use a nickname e.g. type in “ornithology” instead of trying to remember the new name of the building “Johnson Ctr for Birds & Biodiversity” (or just type in “bird”)
- Don’t get the results you want when you use a nick name? Send the nick name-to us and we’ll enter it in the system so you can use it in the future. facilitiesinventory@cornell.edu

From the search page:

“To obtain information about a facility, enter any or all of: part of a Facility name (e.g. Clark or Sibley) or of a Facility code (e.g. 2008). Facility and Department searches are ‘contains’ searches.”

‘Contains’	Search results have everything that includes criteria e.g. if you put in ‘Sibley’ you will get those facility codes that contain the name ‘Sibley’. If you put in ‘Sibley Hall’ you will get all of the facility codes that contain the name ‘Sibley’ AND all the names that contain the word ‘Hall’.
** Name	Names of facility codes that begin with a “**” are obsolete, meaning they’ve been moved off campus (trailers), sold, leases terminated, or demolished. All of the information continues to be available for historic reference. If you don’t want to see all the obsolete facility codes at the top of your search results reverse the order of the results by clicking on the “Facility Name” column heading.
P-Name	Names of facility codes that begin with a “P” are parking lots.
Area-Name	Names of facility codes that begin with the word “Area” represent geographic boundaries designated for the purpose of tracking costs or activities. Maps or descriptions are available upon request.
Con trlr ‘name’	Construction Trailer followed by an abbreviation for the project name and occupant e.g. Con Trlr Law Welliver (Construction Trailer for the Law School Project occupied by Welliver McGuire)
Complex	Also abbreviated as ‘Cmpx’, ‘Complx’, ‘Cplx’, Cpx, and Cx – e.g. 1056 Swine Farm Complex. A complex is an aggregation of facility codes, not necessarily just those codes within the number range. In this example the complex includes 1059 New Swine Barn. Complex membership is not displayed in the web search results yet, we have a project to address this.