

George Mason University

# TraQ Help Manual

Fixed Assets  
December 2015

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## **Overview**

This manual is designed to describe the capabilities of the TraQ database. TraQ enables departments to monitor and update their equipment inventory.

TraQ permits authorized users to query assets quickly and easily. It allows users to print inventory reports and check for errors before official inventory reports are distributed by Fixed Assets. It also permits the user to make changes to buildings and room numbers on asset records and enables users to change the description of an item or add important notes to the comments field for accuracy and efficiency during inventory.

## System Log-On

### Accessing TraQ

The TraQ database is <http://gmu.quetelcloud.com>. The log-on screen is shown below. An authorized user must enter their username and password and click **Login**. If you do not have a username and password, complete the TraQ Access Form on the Fiscal Services website (<http://fiscal.gmu.edu/equipment/utilize-traq-database/>).



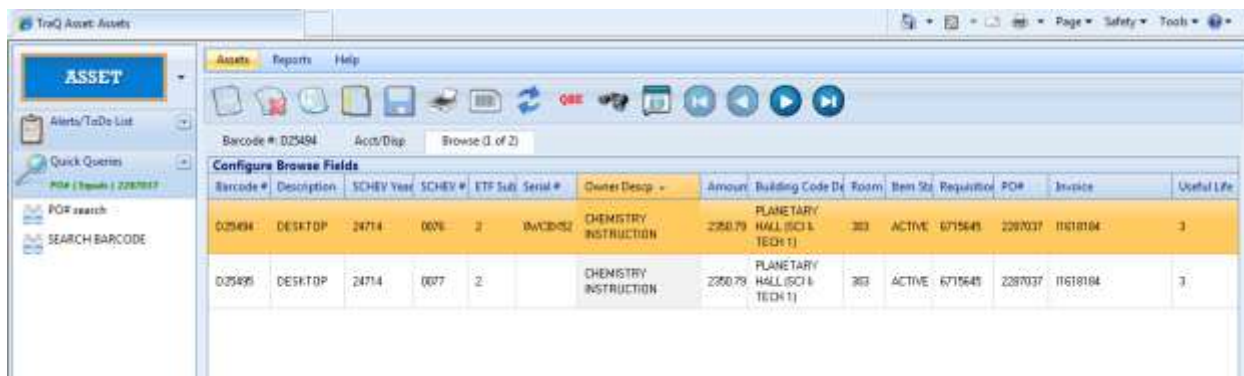
## Getting Started

First time users and those logging in for the first time from a new computer will see the following screen:



Select a query by clicking on the query name, then click on **Run Selected Query**. If the query does not return any records, select a different query or click on **Create New Query**.

A listing of records that meet the search criteria will be displayed in the **Browse** mode.



To display the detail for a specific record, double click on the appropriate line.

ASSET		Assets	Reports	Help
Alerts/ToDo List Quick Queries PO# (Equip) 2287037 PO# search SEARCH BARCODE		Barcode #: D25494    Acct/Disp:    Browse (1 of 2)		
Barcode #	D25494	ETF Sub #	2	Amount \$2,350.79    Acq Date 11/05/2015
Asset Category	4	Asset Desc	GENERAL EQUIPMENT	
Fips Code	059	Fips Desc	FAIRFAX	
Description	DESKTOP			
Add Description		Item Status	ACTIVE	
Serial #	0VVCB52	Nomenclature	07400013700	Non Desc COMPUTER, DESKTOP
Model #	PRECISION TOWER 5810	License PL #		Useful Life 3
Manufacturer	DELL			
Program Code	101			
Discipline Code		Comments		
Owner	101101	Building	0070	
Owner Desc	CHEMISTRY INSTRUCTION	Building Name	PLANETARY HALL, ISO & TEC	
Liaison	ALEJANDRO GARCIA-CHI	Room #	303	
Create Date	11/09/2015 08:16:40		Last Chg Date 11/19/2015 12:17:17	

# Navigation

## Top Menu Bar






Assets: Primary record screen

Reports: Listing of reports available to run

Help: Listing of help features and link to Quetel

## Asset Menu Icons

The asset menu icons that can be used by liaisons, as well as their function, are detailed below:

 Save	 Print	 Refresh	 Query by Example
 Select query	 Build query	 Record navigation	

## Side Bar Menu

Clicking on the Drop Down Arrow will expand the selection.

ASSET

- Alerts/ToDo List
- Quick Queries
- POP search
- SEARCH BARCODE

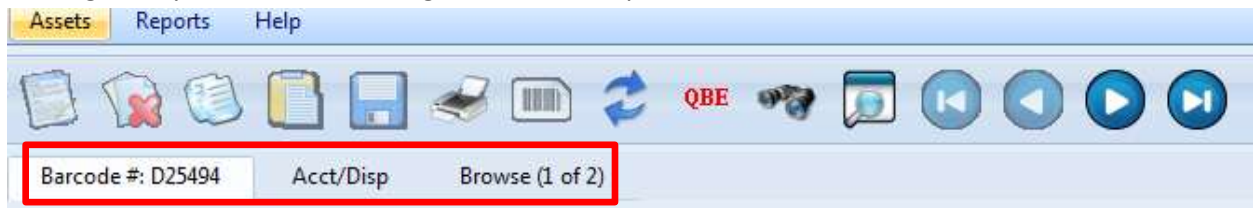
Quick Reports (shortcut menu)

User Account (personal information page and access to change password)

Logout

## Tab Bar

Clicking on any of the tabs will bring the user to a separate screen associated with the tab.



Barcode #: main informational screen. Includes general information about an asset including cost, acquired date, owner and location information.

Acct/Disp: informational screen for accounting and disposition information. Includes vendor, purchase order number, invoice number and disposal date.

Browse: Returns to a listing of all records associated with the query.



## Queries

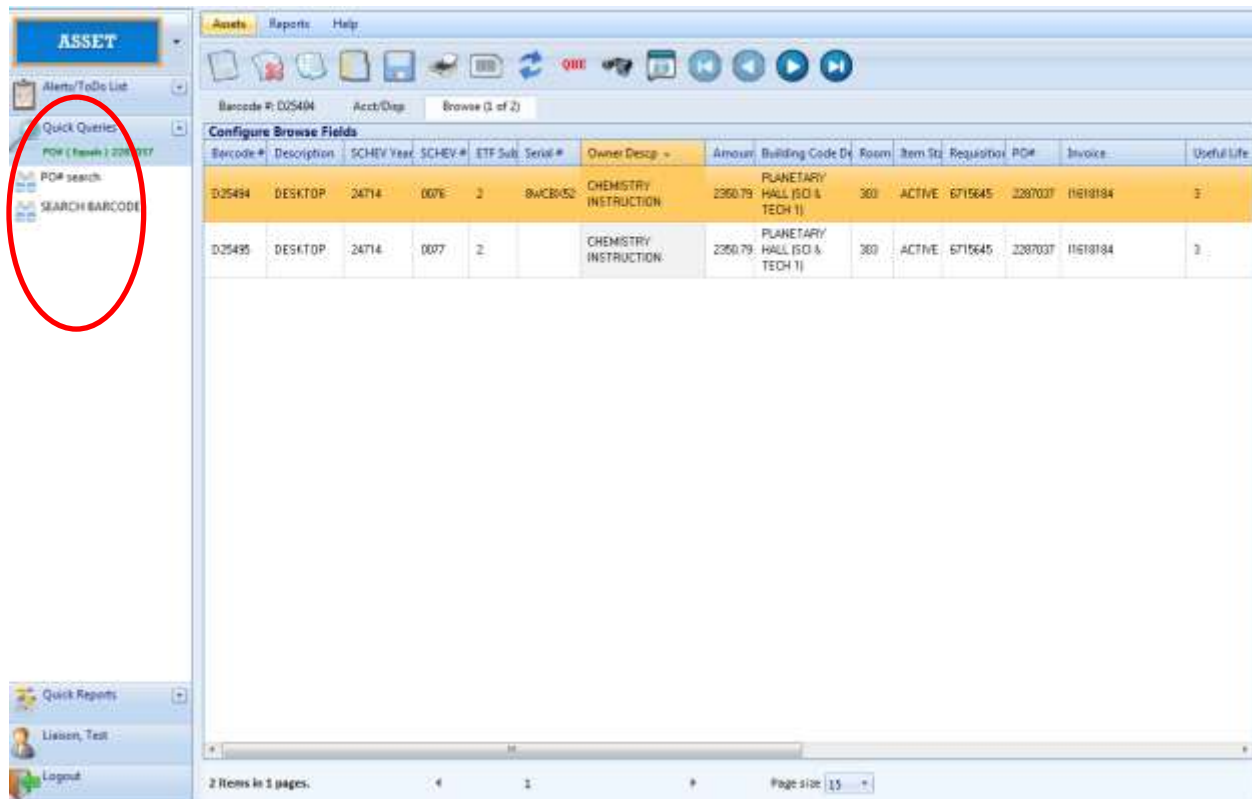
The query module permits the user to search and view records. An existing query may be run or a new query may be created.

### Existing Query

To run an existing query, select **Quick Queries** on the left sidebar.

**PO# Search:** Enter PO number to find all barcodes associated with that PO

**Search Barcode:** Enter barcode number to see TraQ record

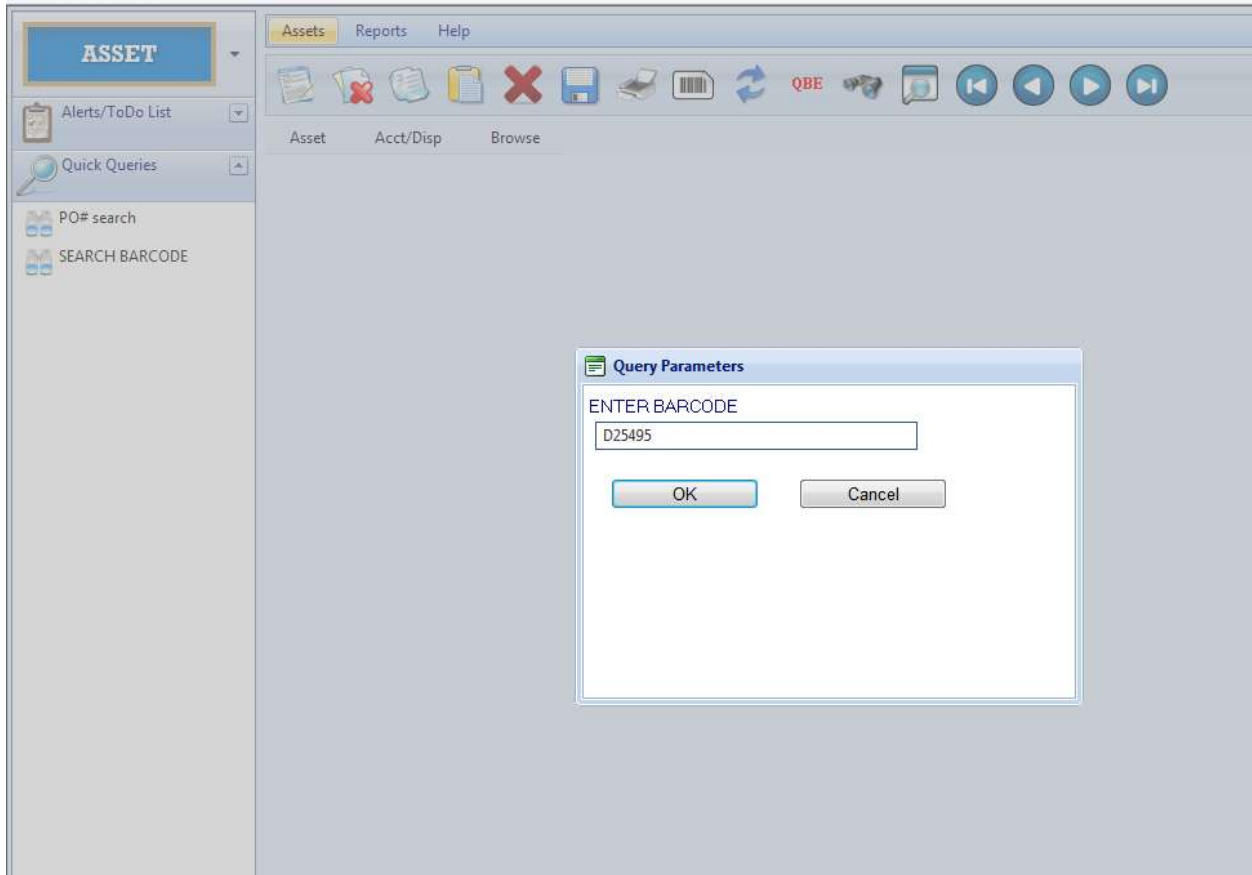


The screenshot shows the ASSET management software interface. The left sidebar contains a 'Quick Queries' section with two options: 'PO# Search' and 'SEARCH BARCODE', both of which are circled in red. The main window displays a table of asset records. The table has the following columns: Barcode #, Description, SCHEV Year, SCHEV #, ETF Sub, Serial #, Owner Desc, Amount, Building Code, Room, Item St, Requisition, PO#, Invoice, and Useful Life. The table contains two rows of data for 'CHEMISTRY INSTRUCTION' assets.

Barcode #	Description	SCHEV Year	SCHEV #	ETF Sub	Serial #	Owner Desc	Amount	Building Code	Room	Item St	Requisition	PO#	Invoice	Useful Life
D25494	DESKTOP	24714	007E	2	8WCB052	CHEMISTRY INSTRUCTION	2350.79	PLANETARY HALL (SO & TECH 1)	300	ACTIVE	5715645	2287037	11618184	3
D25495	DESKTOP	24714	007	2		CHEMISTRY INSTRUCTION	2350.79	PLANETARY HALL (SO & TECH 1)	300	ACTIVE	5715645	2287037	11618184	3

Click on **PO# Search** or **Search Barcode**.

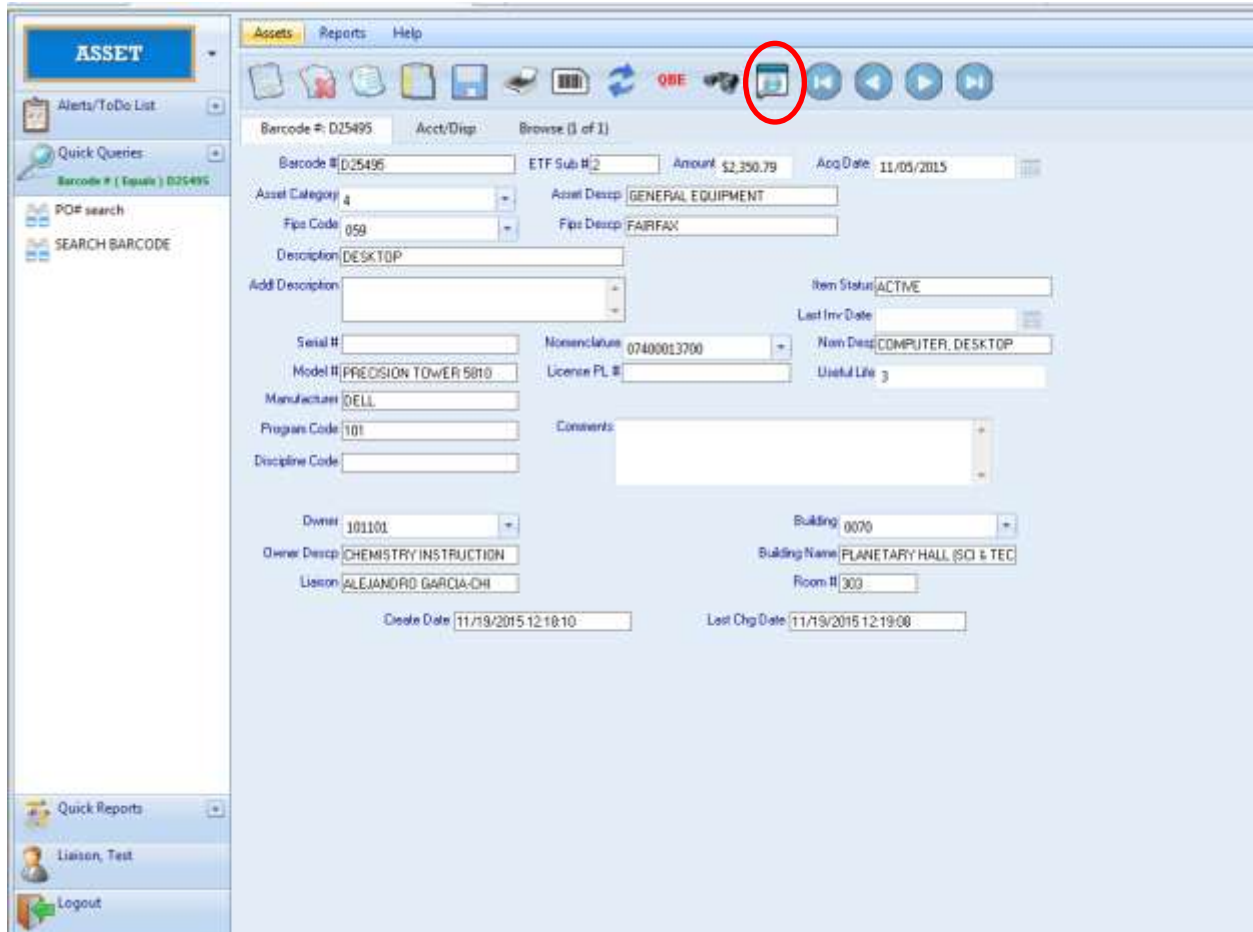
Enter the PO or barcode you are searching for, click **OK**.



Record will appear on screen.

## Create a Query

To create your own query, click on the magnifying glass icon on the asset menu.

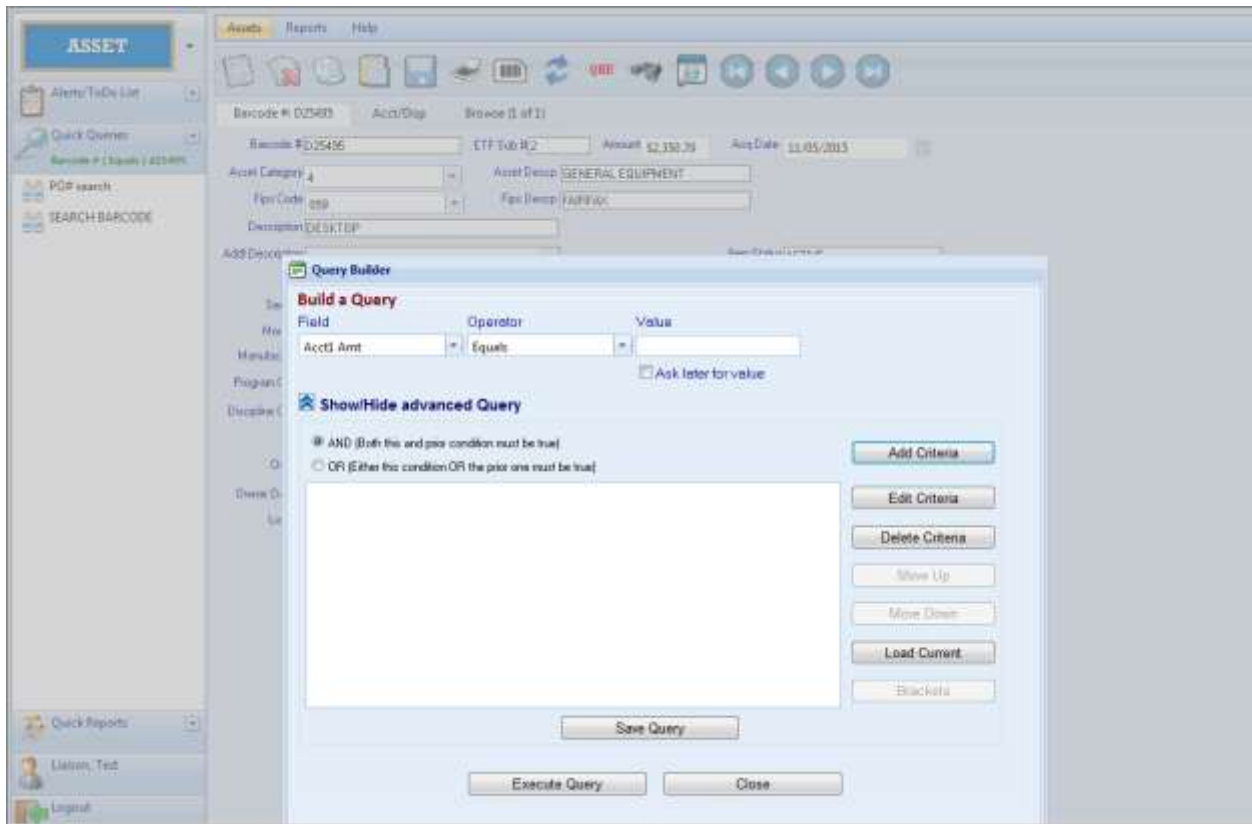


The screenshot displays the ASSET system interface. On the left sidebar, there is a 'Quick Queries' section with a magnifying glass icon. The main area shows a detailed view of an asset with the following information:

- Barcode #: D25495
- Acct/Disp: Browse (1 of 1)
- Barcode #: D25495
- ETF Sub #: 2
- Amount: \$2,350.79
- Acq Date: 11/05/2015
- Asset Category: 4
- Asset Desc: GENERAL EQUIPMENT
- Fips Code: 059
- Fips Desc: FAIRFAX
- Description: DESKTOP
- Add Description: [Empty]
- Item Status: ACTIVE
- Last Inv Date: [Empty]
- Serial #: [Empty]
- Nomenclature: 07400013700
- Non Desc: COMPUTER, DESKTOP
- Model #: PRECISION TOWER 5810
- License Pl #: [Empty]
- Useful Life: 3
- Manufacturer: DELL
- Program Code: 101
- Comments: [Empty]
- Discipline Code: [Empty]
- Owner: 101101
- Building: 0070
- Owner Desc: CHEMISTRY INSTRUCTION
- Building Name: PLANETARY HALL (SCI & TEC)
- Liaison: ALEJANDRO GARCIA-CH
- Room #: 303
- Create Date: 11/19/2015 12:18:10
- Last Chg Date: 11/19/2015 12:19:08

The Query Builder will appear and the user can select criteria to run a query.

For example, to run a query of all equipment in Merten Hall, Room 2001, do the following:  
Click the **magnifying glass** icon to open query builder, then click **Show/Hide Advanced Query**.



Enter the criteria:

*Field:* Item Status

*Operator:* Equals

*Value:* Active (limits query to assets currently in use)

Click **Add Criteria**

*Field:* Building Code Descp

*Operator:* Equals

*Value:* Merten Hall

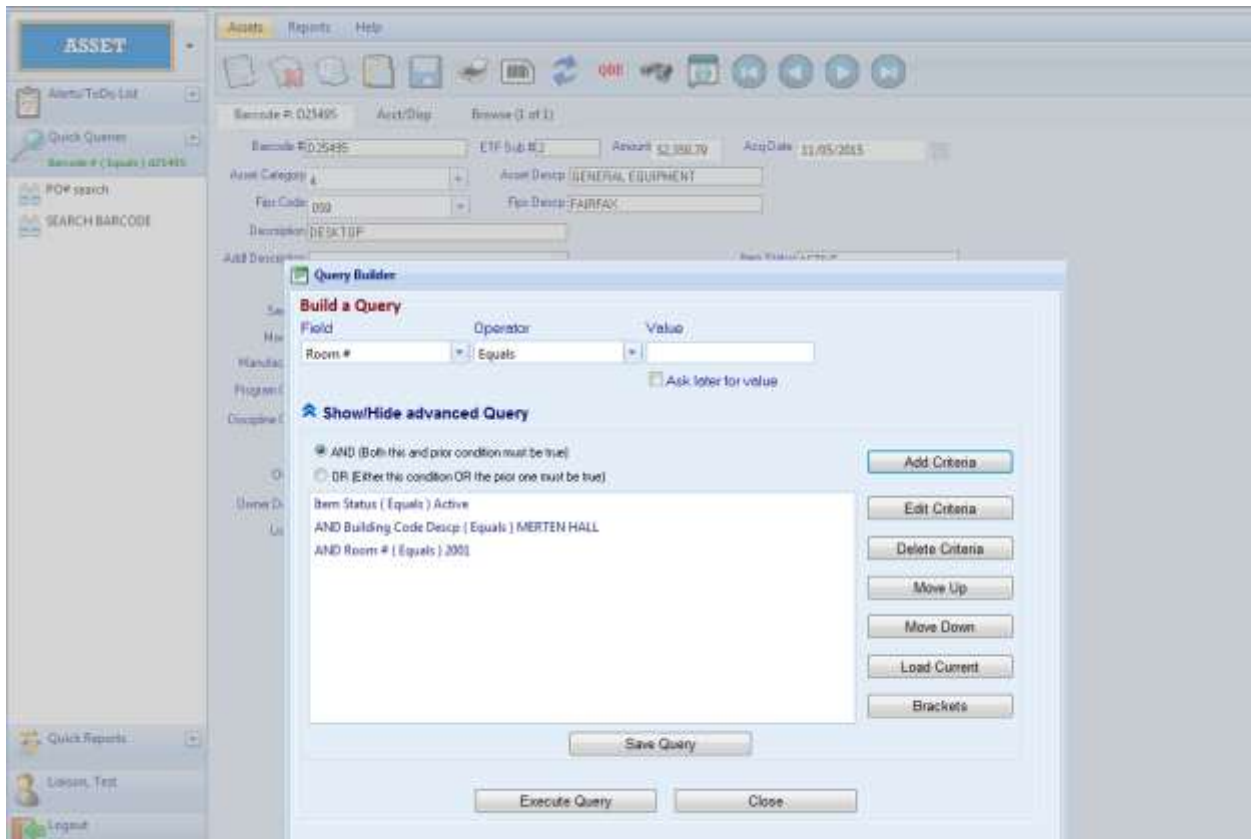
Click **Add Criteria**

*Field:* Room

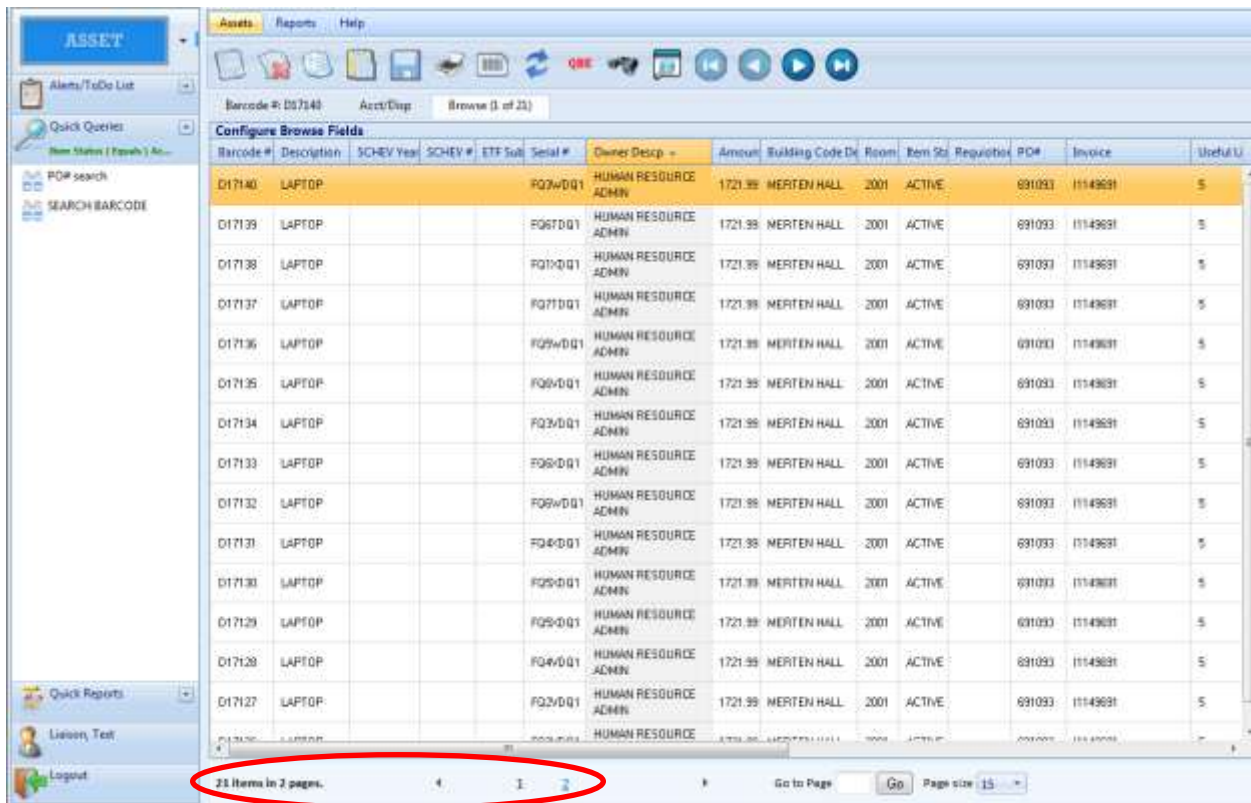
*Operator:* Equals

*Value:* 2001

Click **Add Criteria**



Click **Execute Query**. Results will be returned in Browse Mode.




The number of records located will be at the bottom of the screen.

Double click on a barcode # to display the detail for that barcode.

The screenshot displays the 'ASSET' management software interface. The main window shows details for an asset with barcode # 017140. The interface includes a sidebar on the left with navigation options like 'Alerts/ToDo List', 'Quick Queries', 'Item Status (Reports) A...', 'PDF search', and 'SEARCH BARCODE'. The main area contains a form with the following fields:

- Barcode #: 017140
- Acct/Disp: Browse (1 of 21)
- Amount: \$1,721.50
- Acq Date: 05/16/2011
- Asset Category: 4
- Asset Desc: GENERAL EQUIPMENT
- Fpo Code: 059
- Fpo Desc: FAIRFAX
- Description: LAPTOP
- Add Description: [Empty]
- Item Status: ACTIVE
- Last Inv Date: 03/10/2015
- Serial #: FQJWDCG1
- Nomenclature: 07400013000
- Non Desc: LAPTOP
- Model #: LATITUDE E5510
- License PL #: [Empty]
- Useful Life: 5
- Manufacturer: DELL
- Program Code: 10E
- Comments: [Empty]
- Discipline Code: 0500
- Owner: 433001
- Building: 0122
- Owner Desc: HUMAN RESOURCE ADMIN
- Building Name: MERTEN HALL
- Liaison: SHIRA GODDFELLOW
- Room #: 2001
- Create Date: 05/23/2011 11:21:07
- Last Chg Date: 02/04/2015 08:19:00

On the record page, description, building and room number information can be updated and comments can be added. Click the **disk** (  ) on the asset menu to save changes.

## Reports

The report list is composed of the names of reports that are available to run. Click on **Quick Reports** to review the available reports.

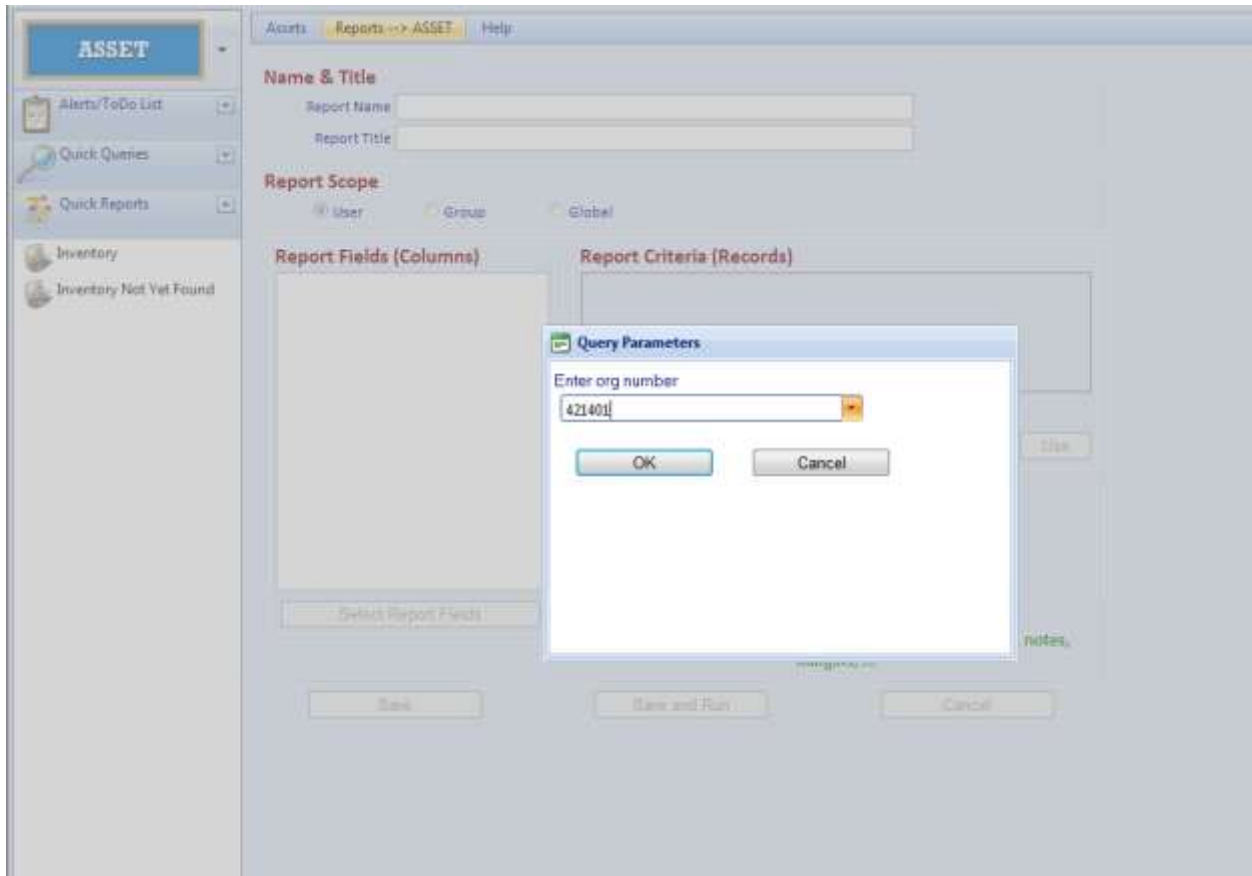
The screenshot displays the ASSET system interface. On the left sidebar, the 'Quick Reports' menu is highlighted with a red circle. Below it, the 'Inventory' and 'Inventory Not Yet Found' options are visible. The main window shows a detailed view of an asset with the following information:

- Barcode #: D17140
- Acct/Disp: Browse (1 of 21)
- Barcode #: D17140
- ETF Sub #: [ ]
- Amount: \$1,721.99
- Acq Date: 05/16/2011
- Asset Category: 4
- Asset Desc: GENERAL EQUIPMENT
- Fips Code: 059
- Fips Desc: FAIRFAX
- Description: LAPTOP
- Adtl Description: [ ]
- Item Status: ACTIVE
- Last Inv Date: 03/10/2015
- Serial #: FG3WDQ1
- Nomenclature: 07400015000
- Non Desc: LAPTOP
- Model #: LATITUDE E5510
- License Pl #: [ ]
- Useful Life: 5
- Manufacturer: DELL
- Program Code: 106
- Discipline Code: 0500
- Comments: [ ]
- Owner: 431001
- Building: 0122
- Owner Desc: HUMAN RESOURCE ADMIN
- Building Name: MERTEN HALL
- Location: SHIRA GOODFELLOW
- Room #: 2001
- Create Date: 06/23/2011 11:21:07
- Last Chg Date: 02/24/2015 00:18:02

Inventory report: displays all inventoriable equipment for a specific org

Inventory not yet found report: displays all inventoriable equipment not yet scanned/found for a specific org

To select a report, click the report name and the Query Parameters box will appear. Enter the org, and then click **OK**.



The report will display on the screen.



ASSET

Assets Reports -> ASSET Help

Select Report Modify Report Portrait Landscape

1 of 2 Export to the selected format

### Inventory by Org

Barcode #	Description	Serial #	Model #	Manufacturer	Building Code Descr	Room #	Acq Date	Amount	Last In Date
<b>ETF 1 LTP</b>									
D15338	LAPTOP	89N1XL1	LATTITUDE 59000	DELL	MERTEN HALL	4420	3/25/2010	1380	3/11/2015
D15482	LAPTOP	CSZ70M1	LATTITUDE 59400	DELL	MERTEN HALL	4424	4/20/2010	1520	3/10/2015
D21424	LAPTOP	FDW08W1	LATTITUDE 68530	DELL	MERTEN HALL	4425C	2/27/2013	1329.99	3/11/2015
D26886	LAPTOP	4RDVQ32	LATTITUDE 67450	DELL	MERTEN HALL	4424	6/10/2015	1360	6/10/2015
<b>Sum:</b>								<b>5820.98</b>	
<b>ETF 1 ETP</b>									
E02140	DESKTOP	1918JX1	OPTIPLEX 960 MINI-TOW	DELL	MERTEN HALL	4420	8/4/2009	1010.5	3/10/2015
E02475	DESKTOP	751WGM1	OPTIPLEX 780 WIMOMIT	DELL	MERTEN HALL	4420L	5/27/2010	1017.03	3/10/2015
E02618	DESKTOP	8J5W0M1	OPTIPLEX 780 WIMOMIT	DELL	MERTEN HALL	4420	5/27/2010	1017.03	3/10/2015
E02835	DESKTOP	88ALWN1	OPTIPLEX 780	DELL	MERTEN HALL	4280A	11/5/2010	1017.03	3/10/2015
E03250	DESKTOP	4S2ZVR1	OPTIPLEX 790	DELL	MERTEN HALL	4420E	12/8/2011	848.27	3/10/2015
E03253	DESKTOP	4G79WR1	OPTIPLEX 790	DELL	MERTEN HALL	4218B	12/8/2011	848.27	3/10/2015
E04004	DESKTOP	77W0S21	OPTIPLEX 7010	DELL	MERTEN HALL	4420H	12/6/2013	886.6	3/10/2015
E04022	DESKTOP	7VVF821	OPTIPLEX 7010	DELL	MERTEN HALL	4421	12/6/2013	886.6	3/10/2015
E04030	DESKTOP	7VMH621	OPTIPLEX 7010	DELL	MERTEN HALL	4420F	12/6/2013	886.6	3/10/2015
819321	DESKTOP	81V48L1	OPTIPLEX 960	DELL	MERTEN HALL	4420J	12/10/2009	961.90	3/10/2015
819322	DESKTOP	81Y48L1	OPTIPLEX 960	DELL	MERTEN HALL	4420I	12/10/2009	961.90	3/10/2015
819326	DESKTOP	01Y48L1	OPTIPLEX 960	DELL	MERTEN HALL	4424	12/10/2009	961.90	3/10/2015
<b>Sum:</b>								<b>11280.21</b>	

Liaison, Test Logout

To export the report to Excel or to a PDF file, click on **Export to the selected format** drop down menu, then click **Export**.

ASSET

Assets | Reports -> ASSET | Help

Select Report | Monthly Report | Portrait | Landscape

1 of 2 | **Download report file** | Export

### Inventory by Org

Barcode #	Description	Serial #	Model #	Manufacturer	Building Code Desc	Room #	Acq Date	Amount	Last In Date
<b>ETF 1 LTP</b>									
D15338	LAPTOP	80N1X1	LATITUDE 85500	DELL	MERTEN HALL	4400	2/25/2010	1300	3/1/2015
D15402	LAPTOP	CSZ08H	LATITUDE 85400	DELL	MERTEN HALL	4404	4/26/2010	1530	3/1/2015
D21424	LAPTOP	FDWY8W1	LATITUDE 85530	DELL	MERTEN HALL	4420C	2/7/2013	1328.99	3/1/2015
D28988	LAPTOP	4RDVQ32	LATITUDE E7458	DELL	MERTEN HALL	4404	5/18/2015	1360	6/18/2015
<b>Sum</b>		<b>5409.99</b>							
<b>ETF 1 ETP</b>									
E02148	DESKTOP	1918AK1	OPTIPLEX 960	DELL	MERTEN HALL	4488	8/4/2009	1010.5	3/1/2015
E02475	DESKTOP	791WQ8H	MINIOW	DELL	MERTEN HALL	4426L	5/27/2010	1017.03	3/1/2015
E02618	DESKTOP	S15W0M1	OPTIPLEX 700	DELL	MERTEN HALL	4486	9/27/2010	1017.03	3/1/2015
E02835	DESKTOP	88KL9H1	OPTIPLEX 700	DELL	MERTEN HALL	4286A	11/5/2010	1017.03	3/1/2015
E03234	DESKTOP	4S2ZVR1	OPTIPLEX 790	DELL	MERTEN HALL	4420E	12/8/2011	848.27	3/1/2015
E03233	DESKTOP	4G79WR1	OPTIPLEX 790	DELL	MERTEN HALL	4218B	12/8/2011	848.27	3/1/2015
E04004	DESKTOP	77V6S21	OPTIPLEX 7010	DELL	MERTEN HALL	4420H	12/8/2013	896.6	3/1/2015
E04022	DESKTOP	7V1Y821	OPTIPLEX 7010	DELL	MERTEN HALL	4421	12/8/2013	896.6	3/1/2015
E04038	DESKTOP	7VNH821	OPTIPLEX 7010	DELL	MERTEN HALL	4428F	12/8/2013	896.6	3/1/2015
S10321	DESKTOP	91Y46L1	OPTIPLEX 960	DELL	MERTEN HALL	4426J	12/10/2009	961.96	3/1/2015
S10322	DESKTOP	91Y46L1	OPTIPLEX 960	DELL	MERTEN HALL	44291	12/10/2009	961.96	3/1/2015
S10326	DESKTOP	G1Y46L1	OPTIPLEX 960	DELL	MERTEN HALL	4404	12/10/2009	961.96	3/1/2015
<b>Sum</b>		<b>33393.81</b>							


Liseon, Test | Logout

To print the report, click on the print icon.

ASSET

Assets | Reports -> ASSET | Help

Select Report | Monthly Report | Portrait | Landscape

1 of 2 | **Download report file** | 

### Inventory by Org

Barcode #	Description	Serial #	Model #	Manufacturer	Building Code Desc	Room #	Acq Date	Amount	Last In Date
<b>ETF 1 LTP</b>									
D15338	LAPTOP	80N1X1	LATITUDE 85500	DELL	MERTEN HALL	4400	2/25/2010	1300	3/1/2015
D15402	LAPTOP	CSZ08H	LATITUDE 85400	DELL	MERTEN HALL	4404	4/26/2010	1530	3/1/2015
D21424	LAPTOP	FDWY8W1	LATITUDE 85530	DELL	MERTEN HALL	4420C	2/7/2013	1328.99	3/1/2015
D28988	LAPTOP	4RDVQ32	LATITUDE E7458	DELL	MERTEN HALL	4404	5/18/2015	1360	6/18/2015
<b>Sum</b>		<b>5409.99</b>							
<b>ETF 1 ETP</b>									
E02148	DESKTOP	1918AK1	OPTIPLEX 960	DELL	MERTEN HALL	4488	8/4/2009	1010.5	3/1/2015
E02475	DESKTOP	791WQ8H	MINIOW	DELL	MERTEN HALL	4426L	5/27/2010	1017.03	3/1/2015
E02618	DESKTOP	S15W0M1	OPTIPLEX 700	DELL	MERTEN HALL	4486	9/27/2010	1017.03	3/1/2015
E02835	DESKTOP	88KL9H1	OPTIPLEX 700	DELL	MERTEN HALL	4286A	11/5/2010	1017.03	3/1/2015
E03234	DESKTOP	4S2ZVR1	OPTIPLEX 790	DELL	MERTEN HALL	4420E	12/8/2011	848.27	3/1/2015
E03233	DESKTOP	4G79WR1	OPTIPLEX 790	DELL	MERTEN HALL	4218B	12/8/2011	848.27	3/1/2015
E04004	DESKTOP	77V6S21	OPTIPLEX 7010	DELL	MERTEN HALL	4420H	12/8/2013	896.6	3/1/2015
E04022	DESKTOP	7V1Y821	OPTIPLEX 7010	DELL	MERTEN HALL	4421	12/8/2013	896.6	3/1/2015
E04038	DESKTOP	7VNH821	OPTIPLEX 7010	DELL	MERTEN HALL	4428F	12/8/2013	896.6	3/1/2015
S10321	DESKTOP	91Y46L1	OPTIPLEX 960	DELL	MERTEN HALL	4426J	12/10/2009	961.96	3/1/2015
S10322	DESKTOP	91Y46L1	OPTIPLEX 960	DELL	MERTEN HALL	44291	12/10/2009	961.96	3/1/2015
S10326	DESKTOP	G1Y46L1	OPTIPLEX 960	DELL	MERTEN HALL	4404	12/10/2009	961.96	3/1/2015
<b>Sum</b>		<b>33393.81</b>							

Liseon, Test | Logout

## Appendix

### Field Descriptions

<b>Barcode Tab:</b>	
<b>Field</b>	<b>Field Description</b>
Barcode	Unique code assigned to each asset
ETF Sub #	Submission number of ETF request for reimbursement
Amount	Cost of equipment
Acq Date	Date of purchase of equipment
Asset Category	Code which correlates to type of equipment
Asset Description	Pre-populates based on number assigned above (general equipment, library, etc.)
FIPS Code	Code which correlates to campus on which asset resides
FIPS Description	Pre-populates campus based on number assigned above (Fairfax, PW, Arl)
Description	General description of the asset
Add'l Description	Additional notes, home loan information
Item Status	Active, Disposed or Replaced
Last Inv Date	Last date inventoried
Serial #	Serial number
Model #	Model number
Manufacturer	Manufacturer
Nomenclature	11-digit number used to determine useful life of equipment
Nom Desp	Pre-populates item description based on nomenclature code assigned above
License Pl #	License plate number
Useful Life	Number of years the asset is estimated to be in use
Program Code	Track primary intended use of equipment (Instruction, Research, O&M etc.)
Discipline Code	Academic discipline using equipment
Comments	Additional notes
Owner	Org number in possession of equipment
Owner Descp	Description of org number
Liaison	Name of department equipment contact
Building	Code assigned to each building
Building Name	Pre-populates based on building code assigned above
Room #	Room number in which asset can be found
<b>Acct/Disp Tab:</b>	
Vendor	Vendor name
Requisition #	Requisition number
PO #	Purchase order number
Voucher #	F Doc number if purchased from Patriot Computer Store
Invoice	Invoice number
Acq Date	Date of purchase of equipment
Surplus Amt	Field not used
Disposal Date	Date equipment is removed from campus
Disposition	Code to describe how equipment was removed from campus
Disp Description	Pre-populates disposition based on code above (sold, traded, etc.)

<b>Field</b>	<b>Field Description</b>
Fund	ETF (0766) or non-ETF (0300)
Invoices	Invoice number(s)
Project #	Notes if asset was purchased on a grant (GRANT) or with project funds (PLANT)
Amount	Cost of equipment
ETF	Type of equipment (ETF, GEN, LTP)
Date	Date of purchase of equipment
Add'l Comments	Additional notes, usually additional disposal information
SCHEV Year	Year of ETF funding
SCHEV #	Number assigned to each piece of ETF purchased equipment
ETF Sub #	Submission number of ETF request for reimbursement
Acct1 Amt	Amount paid by org
Acct1 Resp	Org/fund that purchased the equipment
Acct2 Amt	Amount paid by org
Acct2 Resp	If split funded, 2 <sup>nd</sup> org/fund that purchased the equipment
Acct3 Amt	Amount paid by org
Acct3 Resp	If split funded, 3 <sup>rd</sup> org/fund that purchased the equipment
Acct4 Amt	Amount paid by org
Acct4 Resp	If split funded, 4 <sup>th</sup> org/fund that purchased the equipment

## Building Codes

Building Name	Building Number
10340 DEMOCRACY LANE	0Z81
ADAMS – Residence Hall	0086
AMHERST – Residence Hall	0060
AQUATIC CENTER	0031
AQUIA BUILDING	0104
ART AND DESIGN BUILDING	0079
ATCC BLDG - PW	9999
BEACON HALL (PW) – Residence Hall	0512
BELMONT BAY	BB01
BIOMEDICAL RESEARCH LAB (PW)	0508
BLUE RIDGE – Residence Hall	0106
BRL ANNEX (PW)	0510
BRUNSWICK – Residence Hall	0061
BUCHANAN HOUSE	0021
BUCHANAN HOUSE GARAGE	0022
BUCHANAN HOUSE STABLE	0023
BULL RUN HALL (PW)	0507
CAROW HALL	0040
CARROLL – Residence Hall	0062
CARTY HOUSE	0009
CENTRAL HEAT/COOLING PLANT	0035
CENTRAL WAREHOUSE	0026
CHILD DEVELOPMENT CENTER	0105
CIT BUILDING	0R79
COLLEGE HALL	0073
COMMERCE BUILDING	0R82
COMMONWEALTH – Residence Hall	0051
CONCERT HALL	0076
DAVID KING HALL	0038
DICKENSON – Residence Hall	0063
DISCOVERY HALL (PW)	0502
DOMINION – Residence Hall	0052
EAGLEBANK ARENA (PATRIOT CENTER)	0058
EAST BUILDING	0004
EASTERN SHORE – Residence Hall	0118
EISENHOWER HALL – Housing	0092
ENGINEERING BLDG	0114
ENTERPRISE HALL	0069
ESSEX – Residence Hall	0064
EXPLORATORY HALL (SCI & TECH 2)	0071
FACILITIES ADMINISTRATION BUILDING	0027
FACILITIES CONSTR MODULE (PW)	0505
FENWICK LIBRARY	0005
FIELD HOUSE	0054

<b>Building Name</b>	<b>Building Number</b>
FIELD HOUSE MODULE	0T05
FINLEY BUILDING	0001
FM ARCHIVES AND SHOPS	0117
FOUNDERS HALL (ARL II)	0402
FRANKLIN – Residence Hall	0065
FREEDOM RECREATION CENTER (PW)	0503
GRAYSON – Residence Hall	0066
GREENHOUSE	0T87
HAMPTON ROADS – Residence Hall	0119
HANOVER HALL – Housing	0067
HARRISON – Residence Hall	0084
HAZEL HALL (ARL)	0401
THE HUB (STUDENT UNION II)	0053
HYLTON PERFORMING ARTS CENTER (PW)	0509
INNOVATION HALL	0078
INSTITUTE ADV BIOMED RSCH (PW)	0511
JACKSON – Residence Hall	0090
JEFFERSON – Residence Hall	0082
JOHNSON CENTER	0077
KELLAR ANNEX (3807 UNIV DR.)	0Z86
KELLAR ANNEX II (10396 DEMOCRACY LN)	0Z84
KELLEY HOUSE 1	0R69
KENNEDY – Residence Hall	0088
KRASNOW INSTITUTE	0160
KRUG HALL	0002
LECTURE HALL	0006
LIBERTY SQUARE – Residence Hall	0094
LINCOLN – Residence Hall	0089
MADISON – Residence Hall	0081
MAINTENANCE BUILDING	0036
MASON ENTERPRISE CTR (4031 UNIVERSITY DR)	0Z85
MASON GLOBAL CENTER	0103
MASON HALL	0075
MASON POND PARKING DECK	0093
MATHY HOUSE	0R59
MERTEN HALL	0122
METROPOLITAN BLDG (ARL)	0R05
MONROE – Residence Hall	0083
MUSIC/THEATER BLDG	0072
NORTHEAST MODULE	0T80
NORTHEAST MODULE #2	0T84
NORTHERN NECK – Residence Hall	0110
NOTTOWAY ANNEX	0010
OCCOQUAN (PW)	0501
ORIGINAL BLDG (ARL)	0039

<b>Building Name</b>	<b>Building Number</b>
PARKING SERVICES BUILDING	0101
PATRIOT SQUARE (Braddock Rd)	0R13
PERFORMING ARTS BUILDING	0074
PHYSICAL PLANT GARAGE (PW)	0504
PIEDMONT – Residence Hall	0108
PLANETARY HALL (SCI & TECH 1)	0070
POLICE & SAFETY HEADQUARTERS	0116
POTOMAC HEIGHTS (HOUSING OFFICE)	0099
RAC (PE BLDG)	0032
RAPPAHANNOCK PARKING DECK	0115
RESEARCH HALL	0102
RIVANNA MODULE	0T12
ROBINSON HALL	0034
ROGERS – Residence Hall	0123
ROOSEVELT – Residence Hall	0091
SANDBRIDGE – Residence Hall	0107
SHENANDOAH PARKING DECK	0100
SIGNAL HILL	0Z02
SKYLINE (STUDENT UNION 3)	0112
SMART LAB (PW)	0Z88
SMSC DINING	0801
SMSC HOUSING	0800
SOFTBALL STADIUM	0161
SOUTHSIDE DINING (STUDENT UNION 3)	0113
STRONG/BOAT HOUSE	0024
STUDENT APARTMENTS 1	0041
STUDENT APARTMENTS 2	0042
STUDENT APARTMENTS 3	0043
STUDENT APARTMENTS 4	0044
STUDENT APARTMENTS 5	0045
STUDENT APARTMENTS 6	0046
STUDENT APARTMENTS 7	0047
STUDENT APARTMENTS 8	0048
STUDENT APARTMENTS 9	0049
STUDENT UNION 1	0033
TALLWOOD ANNEX	0T17
TALLWOOD COTTAGE	0T19
TAYLOR – Residence Hall	0125
THOMPSON HALL	0029
TIDEWATER – Residence Hall	0109
TRUMAN – Residence Hall	0087
UNIV. PARK 4260 CHAIN BRIDGE RD	0R75
WASHINGTON – Residence Hall	0080
WEST BUILDING	0003
WEST PE MODULE	0T86

<b>Building Name</b>	<b>Building Number</b>
WHITETOP – Residence Hall	0124
WILSON – Residence Hall	0085