

Building Manager Application: Buildings

The Building Manager application is a crucial system for managing and maintaining information on district facilities. It serves as the centralized platform for updating the operational status and static data for school buildings.

Its primary functions include:

- **Building Information Management:** Facilitating the addition of new buildings and the updating of existing building data and operational status.
- **Financial Reporting Integration:** Interacting with other modules to populate financial reports, which include calculations such as expenses per square foot.
- Primarily utilized by Munetrix employees for system updates, with accessibility extended to users holding administrative login credentials.

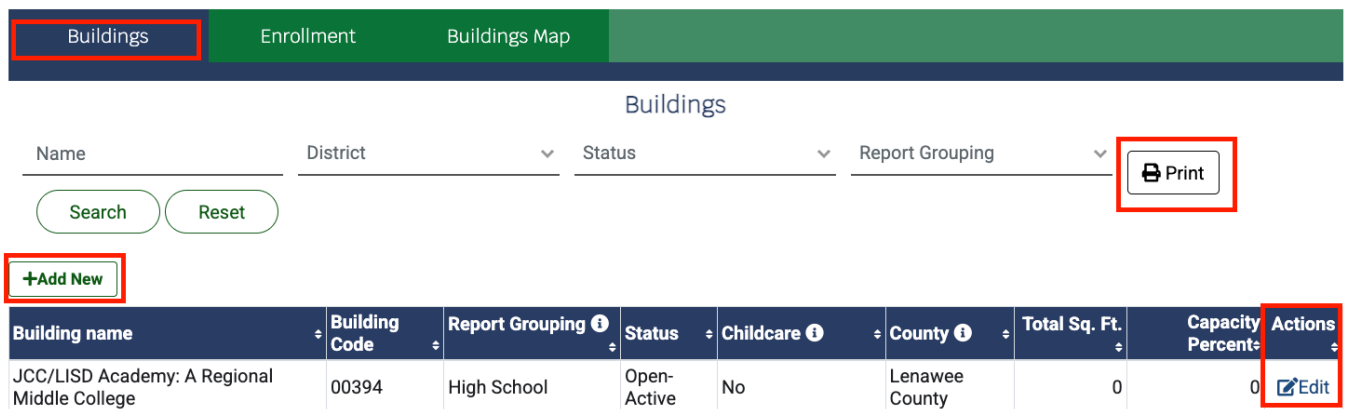
Buildings cannot be deleted from the system; permanent closure is designated by changing the building's status.

Helpful Resource: [FM16 Building Manager](#)

1. In the **My Apps** drawer to the left or at the bottom of the **Munetrix Homepage**, click the **Buildings Manager** icon.



2. You will see various subpages (tabs) across the top of the page.



Building name	Building Code	Report Grouping	Status	Childcare	County	Total Sq. Ft.	Capacity Percent	Actions
JCC/LISD Academy: A Regional Middle College	00394	High School	Open-Active	No	Lenawee County	0	0	Edit

3. Click the **Buildings Tab**.
 - a. Filter by Name, District, Status, or Report Grouping and click **Search**.
 - b. Click the **Print** button in the top right.
 - c. Click **Edit** in the **Actions** tab.

- d. Click the **Add New button** to add a new building. Data must be entered completely, with all required fields populated.
- Click the **Return to Buildings button** in the top left to return to the **Building tab page**.
 - Fill in the **Building Name**.
 - Fill in the **Building Code (State ID) or Internal Code (Used for district-specific internal identification)**.

Building Name*

Building Code 

Internal Code 

- iv. Select the **Type** from the dropdown menu.

Type*

NCES Code

- v. Fill in the **NCES Code (National Center for Education Statistics code)**, which is the unique identifier issued by the U.S. Department of Education for statistical analysis.
- vi. Fill in the **Address, City, State, and Zip Code**.

Address

City

State*

Zip Code

- vii. Select the **Status** from the dropdown menu.

Buildings cannot be deleted from the system; permanent closure is designated by changing the building's status.

- Close - Pending
- Closed
- Ignore
- Not Identified
- Open-Active
- Open-Pending
- Sale-Pending
- Sold

- viii. Select the **Date Opened** and **Date Closed** as applicable.

Date Opened

Date Closed

- ix. Select the **Childcare** from the dropdown menu. The Childcare field must be updated to precisely indicate if the facility is a '**Childcare Facility**' only or '**Education and Childcare**' if it serves as both.

Childcare*

County*

First Responder

- x. Select the **County** and **First Responder** from the dropdown menu.
- xi. Fill in the **Total Square Feet (###.#)**, **Non Instructional Square Feet (###.#)**, **Capacity (Number of Students) (###)** and **Replacement Cost (###.#)**. The Non Instruction Sq. Ft. is particularly helpful for facilities like bus garages and administrative buildings. It is used for maintenance fees per sq. ft.
- xii. Click **Save**.

Total Sq. Ft. (###.#)

Non Instructional Sq. Ft. (###.#)

Capacity (###)

Replacement Cost (###.#)