

Name	Area	Type	Definition	Possible Values	Value Definition
Account Code	Finance	Field	The Account Code (five (5) digits) classifies a specific type of revenue or expense.		
Billing Type	Finance	Field	The accounting charge type.	Building	Work request is for items associated with the building and will not be charged directly to the schools/ units/ department.
Billing Type	Finance	Field	The accounting charge type.	Capital Project Assistance	Charges for supporting a Capital Project
Billing Type	Finance	Field	The accounting charge type.	Intra-FM	Charges for work that are contained within Facilities between shops.
Billing Type	Finance	Field	The accounting charge type.	No Charge	There is billing associated with the work performed.
Billing Type	Finance	Field	The accounting charge type.	Non-Building	Work request is discretionary spending and will be billed to the school/ unit/ department (and not the building). This is sometimes refered to as Department Charges'
Billing Type	Finance	Field	The accounting charge type.	Override	The Expense Account Charge code has been manually changed. This allows a single WT to include building, intra-FM, and non-building charges.
Cost Source	Finance	Field	The type of cost incurred.	Labor	The cost incurred is accounting for the labor to perform on the task.
Cost Source	Finance	Field	The type of cost incurred.	Materials	The cost incurred is accounting for the materials/ parts used on the task.
Cost Source	Finance	Field	The type of cost incurred.	Miscellaneous Cost Adjustment/ Correction	The cost incurred is an accounting adjustment or correction.
Cost Source	Finance	Field	The type of cost incurred.	Service Purchase Order/ Invoice	The cost incurred is due to a service invoice from a third party and associated with the task.
Cost Source	Finance	Field	The type of cost incurred.	Capital Project Management Fee	The cost incurred for the Facilities project management of the task.
Chart String	Finance	Field	A chart string is a combined sequence of financial account codes used to track, categorize, and charge expenses to a specific fund or budget. The format of the chart string is "Fund Code + Department ID + Project ID + Account Code". It is also referred to as chartstring.		
Debit Department ID	Finance	Field	The financial school/unit/department that is being charged for the work. Based on the chart string attached to the work task.		

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Department	Finance	Field	The name of the department that is being charged for the request. Based on the department ID of the chartstring that was submitted with the service request. Also referenced as Organization, School/ Unit.		
Department ID	Finance	Field	The Department ID (seven (7) digits) identifies the financial entity or management unit that is responsible for the activity. Also called DeptID.		
Fund	Finance	Field	Indicates the type of funding for a transaction. The Fund is represented as a code in the first three (3) digits of a chart string. Example fund types include: unrestricted (Fund Code 110, 171, 172), gift (Fund Code 320), grant (Fund Code 610), etc.		
Project ID	Finance	Field	The Project ID (eight (8) digits) is used to identify financial activity for a distinct unrestricted or restricted purpose. Also referenced as NUFIN project ID.		
Total Charged	Finance	Field	The sum of the total amount charged to the work task including all labor, material and service contract POs. This amount will reconcile to the unit/ school/ department financial reports.		
Emp ID	General	Field	The numerical code assigned to each unique employee.		
Actual End Date	Operations	Field	The end date in which the task was completed, this could vary from the planned end date.		
Work Task Created Date/ Time	Operations	Field	The date and or time in which the work task was created in the system. For corrective work tasks, this is the same date as when it is dispatched to the primary responsible organization. For preventive work tasks, this is not when it is dispatched to the primary responsible organization.		
Task Description	Operations	Field	A brief description of the problem associated with the work task and service request.		
Request Class	Operations	Field	The detailed classification of the service requested. Routing and approval rules are based on this selection. Same as Service Requested.		
Requested By Email	Operations	Field	The specific requestor email who asked for the work to be complete (Could be different than the Requested For and the actual person whom put in the work - Created by).		

Name	Area	Type	Definition	Possible Values	Value Definition
Requested By Name	Operations	Field	The specific requestor who asked for the work to be complete (Could be different than the Requested For and the actual person whom put in the work - Created by).		
Responsible Organization	Operations	Field	The lead organization/shop which is responsible for the completion of the work task. Additional supporting workgroups maybe added thru individual resource assignment.		
Service Class	Operations	Field	The highest organizing category of classification of the service requested. The Request Class is the more granular description of the service request..		
Service Request ID	Operations	Field	The unique identifier of a request. Workshops generally refer to Work Task IDs and not Service Request IDs. There maybe multiple Service Request IDs per Work Task.		
Service Requested	Operations	Field	The classification / description of the service requested. Same as a Request Class.		
Service Request Status	Operations	Field	Tracks the lifecycle of a service request from initial submission through routing, fulfillment, and closure	Completed	The Service Request has been completed and the work/problem has been resolved.
Service Request Status	Operations	Field	Tracks the lifecycle of a service request from initial submission through routing, fulfillment, and closure	Issued	The Service Request has resulted in a Work Task to be created.
Service Request Status	Operations	Field	Tracks the lifecycle of a service request from initial submission through routing, fulfillment, and closure	Retired	An invalid service request that has been removed from the lifecycle due to incorrect configuration or other business reasons.
Work Task Status	Operations	Field	Tracks the lifecycle of a service request from initial submission through routing, fulfillment, and closure	Revision In Progress	The work task record is in the process of being updated.
Work Task Status	Operations	Field	Tracks the lifecycle of a work task from dispatched through fulfillment, and closure	Active	The work task has been dispatched to the responsible organization and is in progress.
Work Task Status	Operations	Field	Tracks the lifecycle of a work task from dispatched through fulfillment, and closure	Closed	The work/ problem has been completed/fixed. All financial activities (labor, material, service orders) are complete and recorded on the task.
Work Task Status	Operations	Field	Tracks the lifecycle of a work task from dispatched through fulfillment, and closure	Completed	The work task has been completed and the work/problem has been completed/fixed.
Work Task Status	Operations	Field	Tracks the lifecycle of a work task from dispatched through fulfillment, and closure	Hold for Information	The work task is on hold awaiting more information before work can continue on the specific work task.
Work Task Status	Operations	Field	Tracks the lifecycle of a work task from dispatched through fulfillment, and closure	Hold for Parts	The work task is on hold awaiting parts needed to complete the work task.
Work Task Status	Operations	Field	Tracks the lifecycle of a work task from dispatched through fulfillment, and closure	Hold for Resource	The work task is on hold awaiting some kind of resource needed to complete the work task.
Work Task Status	Operations	Field	Tracks the lifecycle of a work task from dispatched through fulfillment, and closure	Hold per Requester	The work task is on hold awaiting per request of the requester.

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Work Task Status	Operations	Field	Tracks the lifecycle of a work task from dispatched through fulfillment, and closure	Planned	Work is planned to begin on the work task at a later date.
Work Task Status	Operations	Field	Tracks the lifecycle of a work task from dispatched through fulfillment, and closure	Retired	An invalid work task that has been removed from the lifecycle due to incorrect configuration or other business reasons.
Task Priority	Operations	Field	Standardized ranking assigned to a work task based on its urgency, operational impact, safety implications, asset criticality, and potential consequences of delaying the work.	Null	Invalid status. Data to be cleaned / corrected.
Task Priority	Operations	Field	Standardized ranking assigned to a work task based on its urgency, operational impact, safety implications, asset criticality, and potential consequences of delaying the work.	Capital Project	Low priority level
Task Priority	Operations	Field	Standardized ranking assigned to a work task based on its urgency, operational impact, safety implications, asset criticality, and potential consequences of delaying the work.	Emergency	The Most urgent priority level
Task Priority	Operations	Field	Standardized ranking assigned to a work task based on its urgency, operational impact, safety implications, asset criticality, and potential consequences of delaying the work.	Important	The 3rd highest priority level
Task Priority	Operations	Field	Standardized ranking assigned to a work task based on its urgency, operational impact, safety implications, asset criticality, and potential consequences of delaying the work.	Maintenance Project	Low priority level
Task Priority	Operations	Field	Standardized ranking assigned to a work task based on its urgency, operational impact, safety implications, asset criticality, and potential consequences of delaying the work.	Routine	The 4th highest priority level
Task Priority	Operations	Field	Standardized ranking assigned to a work task based on its urgency, operational impact, safety implications, asset criticality, and potential consequences of delaying the work.	Scheduled Work	Low priority level
Task Priority	Operations	Field	Standardized ranking assigned to a work task based on its urgency, operational impact, safety implications, asset criticality, and potential consequences of delaying the work.	Urgent	The 2nd highest priority level

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Task Description	Operations	Field	A brief description of the problem associated with the work task given by the requestor. Also known as Description.		
Task ID	Operations	Field	See Work Task ID		
Task Name	Operations	Field	The name of the work task which typically includes the WT ID, location, and request class.		
Work Task ID	Operations	Field	The unique identifier of a task. This is the primary number used to reference work. One Work Task may have multiple service requests related to it. Work Tasks mabye referenced as "WT", "WTs" or "Work Orders".		
Actual Start Date	Operations	Field	The date the work task becomes in active status.		
Assignment Status	Operations	Field	Tracks if the work task has been assigned to resources to complete the work.	Unassigned	The work task has not been assigned to a resource to perform the work.
Assignment Status	Operations	Field	Tracks if the work task has been assigned to resources to complete the work.	Assigned	The work task has been assigned to one or more resources to perform the work.
Assignment Status	Operations	Field	Tracks if the work task has been assigned to resources to complete the work.	Completed	The resource has completed their portion of the work.
Created From Mobile	Operations	Field	A work task was created from a Facilities mobile device.		
Facilities Created	Operations	Field	A work task was created by a member of the facilities department.		
Job Plan ID	Operations	Field	Preventive maintenance work tasks that are grouped together under one assigned ID.		
Planned End Date	Operations	Field	The date in which a work task is anticipated to be completed. The date is calculated based on task priority and request class.		
Planned Start Date	Operations	Field	The date in which a work task is anticipated to become active.		
Responsible Organization Name	Operations	Field	The primary workgroup that is assigned to complete the work.		
Spec ID	Operations	Field	Thee unique identifier for a specification that defines the characteristics, requirements, or attributes of an asset type.		
Task Type	Operations	Field	Categorization of the type of maintenance work.	Corrective	Corrective Maintenance (CM) is maintenance performed after a defect, failure, or condition has been identified to restore an asset, equipment, or space to its required operating condition.

Name	Area	Type	Definition	Possible Values	Value Definition
Task Type	Operations	Field	Categorization of the type of maintenance work.	Preventive	Preventive Maintenance (PM) is planned, scheduled maintenance performed at predetermined intervals or based on defined conditions to reduce the likelihood of equipment failure, extend asset life, and maintain reliable operation.
Task Type	Operations	Field	Categorization of the type of maintenance work.	Service	Requested activities performed to maintain, inspect, clean, or improve spaces. These differ from corrective maintenance as there is not necessarily a failure or broken condition.
Task Type	Operations	Field	Categorization of the type of maintenance work.	Project	Project maintenance work is in the support of a capital project.
Task Type	Operations	Field	Categorization of the type of maintenance work.	Key	Work supporting the lifecycle of a physical key (creation, return, etc)
Work Location	Operations	Field	The specific area in which the work task should be completed.		
Task ID	Operations	Field	The numerical code assigned to each unique work task. Same as Work Task ID.		
Resource Name	Operations	Field	The name of the individual assigned to the work task, creating the time entry, etc.		
Resource Created Date	Operations	Field	The date in which a resource was assigned to the work task.		
Resource OTG Completed Date	Operations	Field	The date in which the resource completed their portion of the work and indicated that in their mobile device.		
Resource OTG Status	Operations	Field	The status of the portion of work assigned to a particular resource.	Completed	The resource has completed their portion of the work and indicated that in their mobile device.
Created By ID	Operations	Field	The NET ID of the person who created the service request or work task.		
Created By Name	Operations	Field	The name of the person who created the service request or work task.		
Created Date/Time	Operations	Field	The year in which a service request or work task was created in the system.		
Location Requested For	Operations	Field	The location of the service request.		
Organization Requested	Operations	Field	The department of the person requesting the service request.		
Requested By Name	Operations	Field	The name of the person requesting the service.		
Requested By Net ID	Operations	Field	The NET ID of the person who is requesting the service.		
Requested For Name	Operations	Field	The name of the person the service is being requested for.		
Requested For Net ID	Operations	Field	The NET ID of the person the service is being requested for.		
Service Request ID	Operations	Field	The ID created for each unique service request.		

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Service Requested	Operations	Field	The primary categorization of the service/ work that is being requested. It determines the routing, priority, billing rules and other aspects of the service request. This is also known as the request class.		
Labor Worked Date	Operations	Field	The date labor was performed by a resource on a work task.		
Time Category	Operations	Field	The type of labor on a time entry. This includes Holiday, Overtime, Straight Time, and Time Away.		
Hours	Operations	Field	The unit of labor time recorded for a particular task by a resource.		
Review Status	Operations	Field	The review status of time entry by a supervisor. Possible values are submitted and approved.		
Time Entry Description	Operations	Field	Labor comments made by the resource completing the service.		
Preventive Maintenance	Operations	Term	Preventive Maintenance (PM) is planned, scheduled maintenance performed at predetermined intervals or based on defined conditions to reduce the likelihood of equipment failure, extend asset life, and maintain reliable operation. It may also be refered to as "Preventative".		
Corrective Maintenance	Operations	Term	Corrective Maintenance (CM) is maintenance performed after a defect, failure, or condition has been identified to restore an asset, equipment, or space to its required operating condition. It may also be refered to as "Operations" or "Reactive Maintenance".		
FCI	Operations	Term	Facilities Condition Index. FCI is industry-standard metric used to measure a building's physical condition and asset health.		
Building Name	Space	Field	The name of the of a building.		
Floor	Space	Field	The specific floor of a building.		
Space	Space	Field	The identifying aspect of a specific space on a specific floor, in a specific building. For example an office 0347. Also referred to as Location and Space Name.		
Building ID	Space	Field	Shows the numerical assignment or code of a building in which the work task is connected with.		
Campus	Space	Field	The location or branch of the university in which the work task is to be completed.		

Name	Area	Type	Definition	Possible Values	Value Definition
Location ID	Space	Field	Also known as space ID. All spaces have a unique identifier that consists of a combination of the building ID, floor ID, and space. For example, the Room A110, on the first floor of the Technological Institute's ID is 8735-01-A110.		
Location Type	Space	Field	Indicates the granularity of the location hierarchy provided for the work task.	Space	The work task specifies a building, floor and space location for the requested work.
Location Type	Space	Field	Indicates the granularity of the location hierarchy provided for the work task.	Floor	The work task specifies only a building and floor for the requested work.
Location Type	Space	Field	Indicates the granularity of the location hierarchy provided for the work task.	Building	The work task specifies only a building for the requested work.
Building Address	Space	Field	The physical address of a building.		
Campus Name	Space	Field	The location or branch of the university in which the work task is to be completed. This is either Chicago or Evanston.		
Building Clery Class	Space	Field	A building's Clery classification under the Clery Act refers to how a specific property or structure is categorized geographically to determine whether crimes occurring there must be tracked, disclosed, and reported in a college or university's annual security report.		
Building Primary Use	Space	Field	The main function or use of the building. This includes athletics, dormitories, laboratories, etc.		
Building Service Date	Space	Field	The year a building became in use.		
Building National Historic Landmark	Space	Field	This indicates whether a building is a registered national historical landmark.		
LEED Certification Level	Space	Field	The level of LEED Certification achieved by a building.		
Opt In/Opt Out	Space	Field	Indicator if the building has opted out of Northwestern Facilities Maintenance services.		
Number of Floors	Space	Field	The number of floors in a particular building.		
Building Gross Area	Space	Field	The total gross square footage of a building.		
Building Net Assignable Area	Space	Field	The total net assignable square footage of a building.		
Maintenance Zone	Space	Field	The defined operational area used to organize and manage maintenance activities and assign responsibility for facilities services.		
FCI Category	Space	Field	A classification that indicates the overall physical condition of a facility based on its Facility Condition Index and the level of deferred maintenance relative to the facility's replacement value.		
Year Built	Space	Field	The year a building was built.		

Name	Area	Type	Definition	Possible Values	Value Definition
Building Tenure	Space	Field	Building status is owned or leased.		
Zoning District	Space	Field	The municipal zoning classification assigned to the property on which a building is located, defining the permitted land uses and development requirements applicable to that property.		
Historic District	Space	Field	A designated geographic area containing buildings, structures, or sites recognized for historical or architectural significance and potentially subject to special preservation requirements or regulatory controls.		
Building / Structure Form	Space	Field	Indication of whether the building is a building or a structure.		
CUP Cool	Space	Field	Building is supplied cooling from the Central Utility Plant loop.		
CUP Heat	Space	Field	Building is supplied heating from the Central Utility Plant loop.		
Development Plan	Space	Field	Used to identify the planned future status or disposition of a building.		
Building Local Historic Landmark	Space	Field	This indicates whether a building is a registered local historical landmark.		
Local Historic District	Space	Field	Indicator if a building is in a local historic.		
National Historic District	Space	Field	Indicator if a building is in a national historic.		
On Historic Parcel	Space	Field	Indicator if the building is on a designated historic parcel.		
Requires Preservation Review	Space	Field	Indicator if building requires a preservation review.		
On Lakefill	Space	Field	Indicator if the building is located on the lakefill.		
FCI Percentage	Space	Field	A percentage-based measure of facility condition calculated by comparing the cost of deferred maintenance and renewal needs to the facility's current replacement value.		
Floor Name	Space	Field	Name of a floor in a particular building.		
Space Class	Space	Field	A standardized classification that identifies the functional type or intended use of a space within a facility. It describes what kind of space it is.		
Space Class Roll Up	Space	Field	Major classification of a room or space based on its primary use.		
Space Department Assignment Status	Space	Field	Indicator if a space is assigned to a Organization / Department or if it is not allocated.		
Space Description	Space	Field	Description field to describe details about a space.		

Name	Area	Type	Definition	Possible Values	Value Definition
Space Program Class	Space	Field	A high level designation of the space based on its most common use. Program class designations include: Instruction, Research, Student Services, Facilities, Academic Support, Institutional Support, Operations and Maintenance, Auxiliary Enterprises.		
Space Restricted	Space	Field	Indicator if a space has restricted access requirements.		
Space Status	Space	Field	Indicator of the position of the space in its lifecycle. Values include, Active, Retired, Revision in Progress.		
Space Wing	Space	Field	The wing of a building that the space is located.		
Floor Gross Area	Space	Field	The gross area of a particular floor within a building.		
Floor Net Assignable	Space	Field	The net assignable space within a floor of a building.		
Space Area	Space	Field	Area is computed by physically measuring or scaling measurements from the inside faces of surfaces that form the boundaries of the designated areas.		
Space Capacity	Space	Field	Indicates the number of stations or seats in a room. This is typically the number of chairs, desks, or lab bench positions in the room; or the seating capacity of a classroom, lecture hall or seminar room.		
Space Organization Name	Space	Field	The numeric ID the department or organizational unit to which a space is officially allocated or assigned and that holds primary responsibility for the space, regardless of whether the organization is the current user of the space. This is who the space is allocated to.		
Space Organization Description	Space	Field	The name of the department or organizational unit to which a space is officially allocated or assigned and that holds primary responsibility for the space, regardless of whether the organization is the current user of the space. This is who the space is allocated to.		
Space Organization Percent Allocation	Space	Field	For spaces with shared use, this is the allocation of square footage assigned to a department/ unit.		

Name	Area	Type	Definition	Possible Values	Value Definition
Productivity Department Name	Space	Field	The numeric ID of the department or organizational unit that actually uses or occupies the space for its work or activities, regardless of which organization the space is officially allocated to. This is who actually uses the space.		
Productivity Department Description	Space	Field	The name of the department or organizational unit that actually uses or occupies the space for its work or activities, regardless of which organization the space is officially allocated to. This is who actually uses the space.		
Assignee (Employee Name)	Space	Field	“Assignee” indicates the faculty member(s) or the administrative position(s), also known as the Principle Investigator (PI), responsible for the activity occurring in that room. The Assignee field is needed in developing research planning metrics, as it provides information to help link an investigator’s grant expenditures with their assigned space. The data contained in the Assignee field also helps support the appropriateness of activity codes used in the Facilities & Administrative (F&A) rate calculation.		
Assignee (Employee ID)	Space	Field	The Employee ID of the assignee for the space.		
Area Prorated by Dept Assignment, Assignee	Space	Field	The portion of a room or space's total area that is allocated to a department based on the department's assigned responsibility or the Assignee(s) associated with the space		
Parent Building ID	Space	Field	The building that a particular space is located within.		
Space ID	Space	Field	The unique identifier of a space that consists of a combination of the building ID, floor ID, and space. For example, the Room A110, on the first floor of the Technological Institute's ID is 8735-01-A110. Also known as location ID.		
Parent Floor	Space	Field	The floor that a particular space is located.		
Function Code	Space	Field	Numeric indicator of the functional activity being performed in a space, such as instruction, research, public service, academic support, or institutional support		
Function Code Description	Space	Field	Describes the functional activity being performed in a space, such as instruction, research, public service, academic support, or institutional support		

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Percent Allocated Assignee	Space	Field	For spaces with shared use, this is the allocation of square footage assigned to an assignee.		
Percent Allocated (Assignee & Prod Dept)	Space	Field	The percentage of a space's total area allocated to a specific Assignee and Productivity Department (Prod Dept), based on the individual's or department's share of responsibility, occupancy, or use of the space.		