

# Facilities Acronyms Listing

*The Facilities Management Department uses a variety of acronyms and terms to communicate standards, best practices, and other information among its employees, customers, and campus partners. The following is a listing of the commonly used:*

2IC	2 <sup>nd</sup> In-Charge
AA	Academic Affairs
AAR	After Action Review
AASHE	Association for the Advancement of Sustainability in Higher Education
ABA	American Barriers Act
ACR	Academic Complex Renovation
ADA	Americans with Disabilities Act
ADAAG	ADA Accessibility Guidelines
AEM	All Employees Meeting
AFF	Above Finish Floor
AHJ	Authority Having Jurisdiction
Ai	Adobe Illustrator
AIA	American Institute of Architects
ALT	Alternate
API	Application Programming Interface
AP Style	Associated Press Style
APPA	The international association providing leadership in educational facilities through research, publications, professional development, and credentialing. Formerly known as the Association of Physical Plant Administrators.
ARCHIBUS	This is an integrated workplace management system and should be spelled correctly as an acronym.
ASAP	As Soon As Possible
ASHE	Association for the Study of Higher Education
ASHRAE	American Society of Heating Refrigeration and Air Conditioning Engineers

ASTM	American Society for Testing and Materials
AV	Audio Visual
AVC	Associate Vice Chancellor
AVC-FM	Associate Vice Chancellor for Facilities Management
BA	Business Affairs Division
BAC	Building Automation and Controls
BAOT	Business Affairs One-time (funding)
BAS	Building Automation Systems
BES	Building Environmental Services
BES&R	Building Environmental Services and Recycling
BIM	Building Information Modeling
BL	Building Liaison
BLE	Blue Line Extension (light rail)
BO	Beneficial Occupancy
BOG	(North Carolina) Board of Governors
BOM	Bill of Materials
BOT	Board of Trustees
BPIS	Budget Planning and Information Sharing (BES specific)
C&E	Cause and Effect
CAAC	Campus Accessibility Advisory Committee
CAD	Computer-Aided Design
CAFM	Computer-Aided Facility Management
CAT	Computer Aided Testing
CBT	Computer-Based Training
CCB	Center City Building
CEFP	Certified Educational Facilities Professionals
CEM	Construction Engineering & Management
CF	Central Funds

CGI	Charlotte Green Initiative
CHHS	College of Health and Human Services
CID	Campus Infrastructure Development
CIR	Critical Information Requirements
CM	Construction Management/Manager
CMMS	Computerized Maintenance Management System
CMR	Construction Manager at Risk
CMS	Charlotte-Mecklenburg Schools
CMU	Concrete Masonry Unit (or) Charlotte-Mecklenburg Utilities
CO	Change Order (or) Certificate of Occupancy
COAA	Construction Owners Association of America
COB	Close of Business
COE	College of Education
COOP	Continuity of Operations Plan
CP	Capital Projects
CRDM	Capital Renewal Deferred Maintenance
CRES	Conferences, Reservations and Event Services
CRI	Charlotte Research Institute
CTA	Call to Action
DFM	Design for Manufacture
DI	Drain Inlet
DOI	Department of Insurance
DOJ	Department of Justice
DOL	Department of Labor
DOT	Department of Transportation
DS	Design Services (Minor Renovation/Repair Projects)
EA	Executive Assistant
ECC	Estimated Construction Cost

ECM	Energy Conservation Measure
ECO	Engineering Change Order
EDA-EI	Electronic Digital Assistant - Equipment Inventory (BES specific)
EFP	Educational Facilities Professional
EHRA	Exempt from Human Resources Act <i>formerly known as EPA – Exempt from Personnel Act</i>
EHS	Environmental Health and Safety
EOB	End of Business
EOY	End of Year
EPA	Environmental Protective Agency
EPIC	Energy Production and Infrastructure Center
ER	Employee Relations
EUV	Electric Utility Vehicle
EV	Electric Vehicle
FAQ	Frequently Asked Questions
FBO	Facilities Business Office
FCAP	Facilities Condition Assessment Program
FCI	Facilities Condition Index
FF&E	Furniture Fixtures and Equipment
FHWA	Federal Highway Administration
FIN	Fluid INtegration
FIS	Facilities Information Systems
FM	Facilities Management
FMEP	Facilities Management Evaluation Plan
FM-HR	Facilities Management Human Resources
FMLA	Family Medical Leave Act
FM-NEO	Facilities Management New Employees Orientation
FM-PPS	Facilities Management and Police and Public Safety Building
FNS	Facilities Notification System

FO	Facilities Operations
FOPS	Facilities Operations and Parking Services
FP	Facilities Planning
FP&C	Facilities Planning and Construction
FPI	Facilities Performance Indicators
FTE	Full-time Equivalent
FWI	Four Winds Interactive (digital signage software)
FY	Fiscal Year
FYI	For Your Information
GA	General Administration
GC	General Contractor
GFE	Good Faith Effort (document)
GFMS	Global Facilities Management System (Key box administration system)
GIS	Geographic Information Systems
GMP	General Maximum Price
GPR	Ground Penetrating Radar
GSA	Government Services Administration
GSF	Gross Square Footage
HAWC	Health and Wellness Center
HR	Human Resources
HRL	Housing and Residential Life
HUB	Historically Underutilized Businesses
HVAC	Heating, Ventilation, and Air Conditioning
IDE	Integrated Development Environment
IE	Internet Explorer
IEEE	Institute of Electrical and Electronic Engineers
IT	Information Technology
ITS	Information Technology Systems (or) Information and Technology Services

IWMS	Integrated Workplace Management System
JACE	Java Application Control Engine
JOC	Job Order Contracting
KPI	Key Performance Indicators
KSA	Knowledge, Skills, and Abilities
L&D	Learning and Development
LD	Liquidated Damages
LEED	Leadership in Energy and Environmental Design
LRCC	Light Rail Coordinating Committee
MEP	Mechanical, Electric, and Plumbing
M&O	Maintenance and Operations
MOU	Memorandum of Understanding
MPH	Miles per Hour
MUTCD	Municipal Uniform Traffic Control Devices
NAWIC	National Association of Women in Construction
NCAPPA	North Carolina Chapter of APPA
NCDOT	North Carolina Department of Transportation
NEMA	National Electrical Manufacturers Association
NEV	Neighborhood Electric Vehicle
OS1	Operating System 1, a team cleaning process using cleaning specialists (Vacuum Specialist, Restroom Specialist, Light Duty Specialist, and Utility Specialist) and very specific processes, products, and equipment to yield a cleaner and healthier indoor environment while treating cleaning workers as first class citizens.
OSBM	Office of State Budget and Management
OSFM	Office of the State Fire Marshal
OSHA	Occupational Safety and Health Administration
OSHR	(North Carolina) Office of State Human Resources <i>formerly known as OSP – Office of State Personnel</i>
PaTS	Parking and Transportation Services
PC	Project Coordinator (or) Personal Computer

PD	Position Description
PDF	Portable Document File
PED	Pedestrian
PIG	Personally Important Goal
PM	Project Manager
PO	Purchase Order
POC	Point of Contact
PORTAL	The Partnership, Outreach, and Research to Accelerate Learning (building)
PR	Public Relations (or) Proposal Request
RCO	Request for Change Order
RFI	Request for Information
RFP	Request for Proposal
RFQ	Request for Quote/Qualifications
R&R	Repairs and Renovations
ROM	Rough Order of Magnitude
RSS feed	Rich Site Summary feed
RUP	Regional Utility Plant
SAC	Student Activity Center (commonly referred to as “The SAC”)
SACSCOC	Southern Association of Colleges and Schools – Commission on Colleges
SAM	Security Asset Manager (Key box)
SBO	State Budget Office
SCI	Sensitive Compartmented Information
SCO	State Construction Office
SCUP	Society for College and University Planners
SGA	Student Government Association
SHRA	Subject to Human Resources Act <i>formerly known as SPA – Subject to Personnel Act</i>
SMD	Surface Mounted Device
SOP	Standard Operating Procedures

SoVi	South Village Dining
SRAPPA	Southeast Regional Chapter of APPA
SWOT	Strengths, Weaknesses, Opportunities, Threats
SYC	Stake Your Claim
TAB	Testing and Balancing
TBD	To Be Determined
T's and C's	Terms and Conditions
TCO	Total Cost of Ownership
UComm	University Communications
UMP	University Managed Project
UMS	Utility Management Services
UREC	University Recreational Center
URL	Uniform Resource Locator (a reference address on the Internet)
VAV	Variable Air Volume Controls
VC	Vice Chancellor
VCBA	Vice Chancellor for Business Affairs
VMS	Variable Message Signs
WAG	Web Advisory Group
WBE	Women Business Enterprise
WFR	Work Force Ready (commonly used in Kronos)
WIG	Wildly Important Goal
WIP	Work In Progress
WO	Work Order
XING	Crossing
YTD	Year to Date
ZS	Zone Supervisor