



## MEMORANDUM

July 6, 2026

FP26-06 | Via Email

**TO:** Chief Business Officers  
Facilities Directors

**FROM:** Hoang Nguyen, Director  
Facilities Planning and Utilization Unit  
College Finance and Facilities Planning Division

**RE:** 2026-27 Space Inventory Report due October 5, 2026

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This memo serves as a reminder that the 2026-27 Space Inventory Report for each district is due by October 5, 2026. Please ensure that the district's space inventory report is updated and includes all 100% controlled, owned, or leased space utilized by the district through December 31, 2026. The 2026-27 district space inventory report is a key component of the 2029-30 district and statewide Capital Outlay Five-Year Plans and provides essential data to determine the district's annual eligibility for state capital outlay funding.

### Space Inventory in FUSION

The space inventory module can be accessed via the [FUSION](#) web-based program as "Space Inventory." Please familiarize yourself with the module by reviewing the FUSION Space Inventory training manual that is on the Home page in the "Links" section under "FUSION Training Manual."

### Space Inventory Submittal Process

Please complete the signature process by October 5, 2026. It is not necessary to mail in hard copies of the signature pages to the Chancellor's Office.

### Changes to Address in District Space Inventory Update

Updating the space inventory data to reflect the most up to date information as possible ensures the district's Five-Year Plan, state funded capital outlay project proposals, and other district data are accurately reported to the Department of Finance and the Legislative Analyst's Office.

Please update the space inventory report to incorporate any updates to the following items:

- District/College profile (New President/Chancellor, contact information, legislative districts)
- New buildings and/or building profile (Building names, conditions, additions, Outside Gross Square Feet (OGSF), location)
- Room profile (Assignable Square Feet (ASF), room type, Taxonomy Of Programs (TOP) codes)
- Demolished buildings

**Chancellor's Office, College Finance and Facilities Planning**

1102 Q Street, Sacramento, CA 95811 | 916.445.8752 | [www.cccco.edu](http://www.cccco.edu)

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- Non-inventoried buildings

### **Unclassified Space in the Space Inventory**

The building and room representations of both the assessment and Space Inventory programs have been synchronized in FUSION. As the district building deficiency data is updated by the FUSION reassessment team, they will be providing instructions and assistance on how to classify space that may be imported in from the assessment module. Please contact [fusionhelp@foundationccc.org](mailto:fusionhelp@foundationccc.org) if you have questions about unclassified space.

### **Updating Space Inventory with a New State funded Facility**

If a new state-funded building is included in the inventory that is now (or will soon be) completed, it is important to submit a change request in the FUSION Project module marking this project as “Online” or “Completed” for the 2029-30 Five-Year Plan's space calculations. This will ensure that the project space is not included twice in the space calculation, which would reduce eligibility for state funds.

A project is marked “Online” when it is part of the functional inventory but financial transactions relative to the project construction are still in process, and Division of State Architect certification has not yet been received. A project is marked as “Completed” when it is occupied and has met all of the project closeout requirements. When all transactions have been finalized on projects marked as “Online”, please submit a change request in the FUSION Project Module marking the project as “Completed” once the closeout procedures have been completed.

If there are major changes in your district’s annual report since last year (i.e., changes in assignable square footage, major room use or TOP codes), please contact Lynda Phan at [lphan@cccco.edu](mailto:lphan@cccco.edu). Early notification of changes will help expedite the approval of the district’s space inventory so it will be available for use in next year’s 2029-30 Five-Year Capital Outlay Plan.

Thank you for all your efforts to complete the district’s space inventory report by the appropriate due date.