

# 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 and to customers. The following is a listing of the commonly used:*

2IC	2 <sup>nd</sup> In-Charge
AAR	After Action Review
AASHE	Association for the Advancement of Sustainability in Higher Education
ABA	American Barriers Act
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
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
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
AVC	Associate Vice Chancellor
AVC-FM	Associate Vice Chancellor for Facilities Management
BA	Business Affairs Division
BAC	Building Automation and Controls
BAS	Building Automation Systems

BES&R	Building Environmental Services & Recycling
BIM	Building Information Modeling
BOG	(North Carolina) Board of Governors
BOM	Bill of Materials
BPIS	Budget Planning and Information Sharing (BES specific)
C&E	Cause and Effect
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
CM	Construction Management/Manager
CMMS	Computerized Maintenance Management System
CO	Change Order
COAA	Construction Owners Association of America
COB	Close of Business
COOP	Continuity of Operations Plan
CP	Capital Projects
CRDM	Capital Renewal Deferred Maintenance
CRI	Charlotte Research Institute
DFM	Design for Manufacture
DI	Drain Inlet
DOI	Department of Insurance
DOJ	Department of Justice
DOL	Department of Labor
DS	Design Services (Minor Renovation/Repair Projects)

ECC	Estimated Construction Cost
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
EPA	Environmental Protective Agency
EPIC	Energy Production and Infrastructure Center
ER	Employee Relations
EUV	Electric Utility Vehicle
EV	Electric Vehicle
FBO	Facilities Business Office
FCAP	Facilities Condition Assessment Program
FCI	Facilities Condition Index
FFE	Furniture Fixtures and Equipment
FHWA	Federal Highway Administration
FIS	Facilities Information Systems
FM	Facilities Management
FM-HR	Facilities Management Human Resources
FM-NEO	Facilities Management New Employees Orientation
FO	Facilities Operations
FP	Facilities Planning
FP&C	Facilities Planning & Construction
FPI	Facilities Performance Indicators
FTE	Full-time Equivalent
FY	Fiscal Year
FYI	For Your Information

GA	General Administration
GFMS	Global Facilities Management System (Keybox administration system)
GIS	Geographic Information Systems
GPR	Ground Penetrating Radar
GSA	Government Services Administration
HAWC	Health and Wellness Center
HR	Human Resources
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
IWMS	Integrated Workplace Management System
JACE	Java Application Control Engine
JOC	Job Order Contracting
LEED	Leadership in Energy and Environmental Design
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.
OSFM	Office of the State Fire Marshall

OSHA	Occupational Safety and Health Administration
OSHR	(North Carolina) Office of State Human Resources <i>formerly known as OSP – Office of State Personnel</i>
PC	Project Coordinator (or) Personal Computer
PDF	Portable Document File
PED	Pedestrian
PO	Purchase Order
RFI	Request for Information
RFP	Request for Proposal
RFQ	Request for Quote
ROM	Rough Order of Magnitude
SAM	Security Asset Manager (Keybox)
SBO	State Budget Office
SCI	Sensitive Compartmented Information
SCO	State Construction Office
SHRA	Subject to Human Resources Act <i>formerly known as SPA – Subject to Personnel Act</i>
SMD	Surface Mounted Device
SOP	Standard Operating Procedures
SRAPPA	Southeast Regional Chapter of APPA
SWOT	Strengths, Weaknesses, Opportunities, Threats
T's and C's	Terms and Conditions
UComm	University Communications
UMS	Utility Management Services
URL	Uniform Resource Locator (a reference address on the Internet)
VAV	Variable Air Volume Controls
WAG	Web Advisory Group
WIG	Wildly Important Goal
WBE	Women Business Enterprise

WFR Work Force Ready (commonly used in Kronos)

WIP Work In Progress

WO Work Order

XING Crossing