

Facility System of Record Data User Guide

City-owned and City-leased properties

Updated: 5/23/2017

This data represents the official reference for City-owned and City-leased properties. It was developed through a process involving some of the primary stewards for the facility data and their stakeholders. It is meant to be a living reference and will be maintained and updated through established workflows and processes over time. Below are the essentials for using the data and some of the additional background for those interested in more detail.

Data Available at: <https://data.sfgov.org/d/nc68-ngbr>

What's in the data?

This dataset contains a list of city owned and leased facilities, including the location of those facilities. This dataset contains facilities with a range of gross square footage, including those with a null or 0 value. The City is in the process of adding this information as soon as possible.

The Facility System of Record dataset on the open data portal has the following fields:

| Field Name | Field Type | Field Definition |
|------------------------|------------|--|
| facility_id | Number | System generated unique facility identifier. |
| common_name | Plain Text | Commonly known/used facility name. |
| address | Plain Text | Address or location description of facility. |
| city | Plain Text | City where facility is located. |
| zip_code | Plain Text | ZIP Code where facility is located. |
| block_lot | Plain Text | The block and lot number, also known as the Assessor Parcel Number or APN. For facilities with multiple APNs associated, the lowest numbered APN is used. This will be blank if the facility is the right-of-way or outside of San Francisco county. |
| owned_leased | Plain Text | “Own” always indicates that a city department owns the facility. “Lease” always indicates that a non-city entity owns the facility and that a city department is managing the facility, or is the sole city department holding a lease for the facility. |
| dept_id | Number | Department ID of the City department with jurisdiction over the facility. Please note that SFUSD, City College, and SFHA facilities are provided as a convenience. These entities are not part of the City and County of San Francisco Municipal Government. As such, facilities may not be the most up to date. Please contact those entities directly if their most recent dataset is necessary. |
| department_name | Plain Text | Name of the city department that owns the facility, or, in the case of a facility owned by a non-City entity, name of the city department that <u>manages the facility</u> , or is the sole City Department holding a lease for the facility. |
| gross_sq_ft | Number | City-owned facilities: gross square footage of facility Leased facilities: gross square footage of actual leased area only |

| | | |
|------------------|----------|---|
| longitude | Number | The longitude of the facility's location. |
| latitude | Number | The latitude of the facility's location. |
| geom | Location | The geometry/location column which allows the facility to be mapped in DataSF and other applications. |

How can I access the data?

You can access data through the [City's open data portal](#).

The portal dataset is updated nightly and syncs with the Facilities System of Record. Through the open data portal, you can:

1. Download the dataset ([learn more](#))
2. Connect to the dataset using OData for use in Excel, PowerBI, Tableau and other products that support OData ([learn more](#))
3. Connect to the dataset through an Application Programming Interface ([learn more about API access](#)) ([read the API documentation for this dataset](#))

What if I have questions about accessing the data?

If you:

1. have general access questions, or
2. have specialized needs that aren't met by the above access options

You can reach out to SFGIS in the Department of Technology. Please use the help desk email (dtis.helpdesk@sfgov.org) and reference the Facilities System of Record (FSR) in your message. Please be as specific as possible in your initial request so staff can best help you.

How is the data maintained?

The Enterprise GIS program in the Department of Technology is the technical custodian of the Facilities System of Record out of which the data is made available. The Real Estate Division and the Capital Planning Program of the City Administrator's Office play the primary business data stewardship role. This means they are the first step through which data is reviewed and refreshed on an ongoing basis. There are a handful of events that trigger changes in the data:

1. The sale of a property
2. The leasing of a property
3. The purchase of a property
4. The change in jurisdiction of a property (e.g. from MTA to DPW)
5. The removal or improvement of the property

Each of these changes triggers a workflow that updates Facilities System of Record. They are triggered by the Real Estate Division and Capital Planning on an ongoing basis. Through a quarterly review process, the data is reviewed to assure nothing is missing or needs to be updated.

Updates to the data, once approved, are immediately reflected in the internal system and reflect the next day in the open dataset.

How do I know how recently the data has been updated?

Data syncs to the open data portal occur once per day. The metadata change will verify this. On the open dataset, just click the red about button and look for the **updated** date toward the top of the panel.

What if I see a mistake in the data?

Review the data table on the first page of this user guide to confirm it is in fact a mistake, and not system-specific difference. If you still see an error in the data, you can submit a change request with the relevant information to dtis.helpdesk@sfgov.org.

Please be as specific about the error as you can (including relevant facility_id(s)). It will be reviewed for accuracy and you'll get a confirmation when the change is complete. The data will reflect in the internal system immediately on approval and will be in the open data portal the next day.

Document Version

This user guide is posted with the dataset at <https://data.sfgov.org/d/nc68-ngbr/about> under Attachments. You can check there for the most recent version of this document.

| Version | Date | Changes |
|---------|-----------|---|
| 1.0 | 9/9/2016 | Initial documentation released along with the dataset on the open data portal. |
| 1.1 | 1/31/2017 | Addressed comments, updated data table with FSR group feedback, streamlined contact info. |
| 1.2 | 4/18/2017 | Revised the field definition table. |
| 1.3 | 5/23/2017 | Added advisory about data from SFUSD, City College and SFHA to the data definition table. |