Requesting a New Building Code or Room Number

Adding Building and Room Numbers

Begin the process by doing a search for your Building and/or Room number(s) in KFS. Navigation: Maintenance Tab>System>Building
From this search screen enter the **Building Code** or the **Building Name**.

1. For this example, enter **ST JOHN** in the **Building Code** field to find all the **Buildings** that contain the name ST JOHN (for this example, we are looking for the **Building Codes** for Harold STJOHN)
2. Click the **search** button.
You will receive all applicable search results for buildings that contain the **Building Name** (or **Code**) criteria you entered, like the screenshot above. If you click on the **Building Code** link under the **Building Code** column the **Building Address** will display as shown below.
To find the Room Numbers in a particular Building you can use the Building Code as a search parameter under the Room search function. (UH Manoa Harold St. John Plant Science Lab 1 = 1198A)

Navigation: Maintenance Tab > System > Room
1. Enter the **Building Code** (for this example we are using Harold St. John Plant Science Lab 1 (1198A)) in the **Building Code** field.

2. Click the **search** button.

For this example, there are 376 rooms in UH Manoa St John Plant Science Lab 1(1198A.)

The **Building Room Type** column displays a brief description for the **Room**.
Helpful Hint: It is recommended that you utilize the wild card (*) feature to ensure that you are retrieving the entire list of applicable codes for a Building (1198, 1198A, 1198B, etc.)

Once you have confirmed that the Building Code and/or Room Numbers are not available in KFS, you can request that it be added by asking your Fiscal Administrator to email Kelcie Watai at kelciew@hawaii.edu.

Please include the following information in the email:
1. **Name** of the Building if you are requesting a new Building Code to be added or updated
2. Physical **Street Address** if you are requesting a new Building Code
3. The signage schedule or a map of the layout of all the Room Numbers and Building Room Type (ex. office, classroom, laboratory).

PFMO would like to add all the room numbers at one time, so complete information is required. The Building / Room listing in KFS is shared with the AiM system, Facilities, the Office of Capital Improvements, and Space Planner’s office.