



OHSU NAMING BUILDINGS & LIST General Provisions & Procedures

September 21, 2026

Purpose

Chapter 162, Oregon Law 1995 (Senate Bill 2) (ORS Chapter 353) provides that all administrative rules of the Oregon State Board of Higher Education and OHSU adopted pursuant to the Administrative Procedures Act still apply to OHSU until the OHSU Board of Directors (Board) resolves otherwise. The Board has reviewed most of those rules and taken appropriate action relative to them (Resolution No. 1997-01-012, Revised October 26, 2005 (Resolution No. 2005-10-16) as adopted into OHSU Board of Director's Policy Manual as Real Property Policy (<https://o2.ohsu.edu/policies/ohsu-board-directors-real-property-policy>)

In furtherance of the OHSU Board of Director's Real Property Policy, the attached Procedure was approved by the President and adopted by the University Space Committee on May 15, 2018. Subsequent updates to clarify the procedure have been made as needed.

Responsible Office

Campus Planning & Real Estate

cpdre@ohsu.edu

503-494-2454

Building Names Procedures Contact: Sara Vonde Veld, Vice President

Building Room Name Changes Contact: Space Planning Manager

Building List Additions/Updates: Real Property & Lease Administrator, Campus Planning & Real Estate

Policy Change History	
Update Date	Approved by/Department
Creation Date: September 17, 2015	Document created by Cecilia Hetrick, CPRE
Updated: February 26, 2016	Campus Planning & Real Estate, OHSU Wayfinding Committee and OHSU Marketing
Updated: December 2, 2025	Campus Planning & Real Estate and University Space Committee document OHSU Building & Room Naming Procedure dated May 15, 2018
Updated: September 21, 2026	Analytics Marketplace Roles & Responsibilities



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1. **Definition of an OHSU Building** (per OHSU Board of Director's Policy) – real property owned or leased, otherwise controlled by the OHSU Board of Directors to comply with federal, state and local regulations, or their designee OHSU President, are represented on the OHSU Building List - see Attachment 1
 2. **Standard Naming Architecture** (per A.V.P. Brand Strategy & Marketing email 2/8/2017)
 - a. OHSU and OHSU Partners affiliates will use best efforts to name buildings using this standard naming architecture to provide consistency for search engine (Google, etc.) results:
 - i. OHSU + Partner name (if available) + Donor (if available) + Specialty (as needed) + Facility type + Location (e.g. OHSU Clinic, Beaverton or OHSU Tuality Clinic, Forest Grove)
 - ii. The above elements do not need to be always included, but the order should be consistent.
 - iii. Buildings which are leased (not owned by OHSU) will be added to the OHSU Building List under the Landlord's standard building name as the building signage on their building is a visual identifier (e.g. 1515 Market Square Building)
 - iv. Building Tag will utilize the first letter of the first letter from each word of the Building Name, skipping over "OHSU" to avoid all building tags beginning with an "O" (i.e. Emma Jones Hall = EJH). Whenever possible the Building Tag will be limited to a three-letter designation, the exception to this is when a Donor is recognized. (Note: Check in Acronym finder tool for potential offensive uses: <https://www.acronymfinder.com/>).
 3. **OHSU Building & Room Naming Procedure** (per University Space Committee adopted on May 15, 2018) – see Attachment 2
 4. Guidance on when Buildings added to OHSU Building List that require a name before the official name is determined.
 - a. Potential acquisition of property/building – added on date project is initiated.
 - b. Leased Buildings are added when approval is granted by OHSU Budget Committee to proceed with lease activity
 - c. Collaborations – buildings under collaborations will be determined based on OHSU being responsible for operations within the building
 - d. Other – OHSU staff will have a significant presence onsite for performing job duties or OHSU purchased equipment will be placed at the off-site building facility (e.g. telehealth equipment, other large/bulky medical equipment)



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5. OHSU Business Purposes that utilize the OHSU Building List
 - a. OHSU Bond Due Diligence – TERFA Notice (OHSU Legal Department/CFS)
 - b. Strategic Planning Projects – New Companies (e.g. Knight Cancer Group), Collaborations or Business Integration (OHSU Legal Department)
 - c. Statement of Values (OHSU Risk Management)
 - d. Clery Report (OHSU Public Safety)
 - e. OHSU financial and central support databases (CFS, HR, Logistics Supply Chain, Design & Construction, Facilities, Public Safety, ITG, OPAM, CPRE, Digital Strategy)
 - f. Analytics Market Place: Business Terms (Data Governance)

OHSU Business Process:

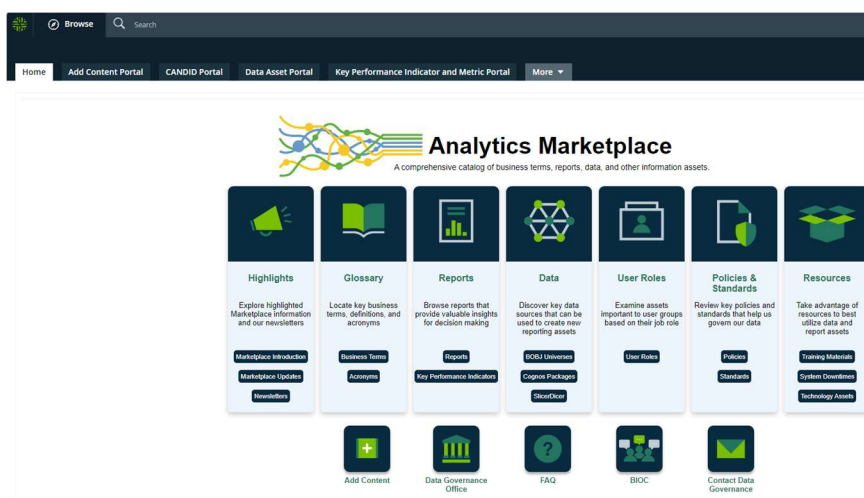
- (1) CPRE Manager (Building List Administrator) will add/update the OHSU Building List when OHSU Building strategic planning process has received funding and scoping approval or in the instance of a Lease when financial approval on final site selection and estimated budget is received (see flowchart on last page). Building List Administrator will update Smartsheet and communicate the information to OHSU database stakeholders. Link to Smartsheet so anyone can view online is:
<https://publish.smartsheet.com/efa3b922362e4dbcb74036a53cbdf26>. CPRE Manager will then update the information in the Analytic Marketplace database as described below.
- (2) Oracle Property Manager – will add/update all OHSU Building List activity to the database whether categorized as major, minor or miscellaneous activity. Property Manager Database Administrator will determine if new activity needs to be made Active for Oracle eAM and Grants/Project Management modules. All other Oracle modules rely on the HR Del-to-Loc for system feed of OHSU Building and Room information.
- (3) AutoCad/OASIS (aka Archibus) – will add OHSU Building activity (owned or leased) to the databases:
 - a. AutoCad Administrator is back-up to Manager/Lease Administrator for OHSU Building List administration.
 - b. OHSU Building Projects: Design & Construction Project Manager will communicate when space is available to go Field Measure and add into AutoCad/OASIS.
 - c. Lease Space Projects: Real Estate Administrator or Lease Administrator will communicate to AutoCad Administrator when Lease space becomes available to add into AutoCad/OASIS (may or may not require Field Measure site visit).
 - d. AutoCad Administrator will Field Measure OHSU building space (owned or leased) based on the following guidelines:
 - i. OHSU owned or major leased buildings within the Portland Metropolitan Area (CPRE Managers to define this boundary)



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- ii. Strategic Need
 - iii. Reporting Need
 - iv. Project Need
 - e. If Site Visit is not needed based on above guidelines, then AutoCad Administrator uses PDF or DWG plan obtained via Landlord/Architect/Owner to create the required floorplan to link to OASIS.
 - f. AutoCad Administrator will create a drawing with room numbers (field measure, or outline on a pdf, or some type of drawing) and save it to the x drive cad folders.
 - g. When AutoCad Administrator has completed this task, they send out a pdf to Facilities, Des/Con, OASIS Database Administrator and other OHSU stakeholders via email distribution.
 - h. AutoCad Administrator then provides OASIS Database Administrator with a piece of paper which is known as the "garage" identifying the new project.
 - i. OASIS Database Administrator then gets the room numbers and square footage into Archibus and publishes it to OASIS.
 - j. OASIS Database Administrator will review the OHSU Building List against OASIS prior to Annual Space Survey process and notify AutoCad Administrator or other team members of any discrepancies and team resolves.
- (4) Analytics Marketplace – a comprehensive catalog of business terms, reports, data and other information assets. OHSU Building List information is contained in the Glossary section of this tool. The OHSU Building List administrator is responsible for adding/removing OHSU Building List terms as follows:
- a. Web Portal: <https://ohsu.collibra.com/>, if you have not logged into OHSU O2 then you will need to enter your OHSU login and password to access this business tool.

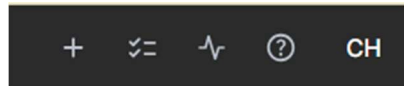


- b. Click the “plus” symbol, top right-hand portion of file menu:



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Add Marketplace Content

Use the workflows on this dashboard to add content to the Marketplace that you have a responsibility for (e.g., data steward, developer, etc.).

1. To start a workflow, click the button for the corresponding asset type.
2. Review this [training](#) for assistance.

Contact the DDO to add asset types not on this page (e.g., benchmarks, hierarchies, etc.).

IMPORTANT: To request changes to or development of assets in their source systems, submit a [service request](#).

Report

Report assets include list, dashboard, menu, and scorecard formats.

[Report or Menu](#)

Key Performance Indicator or Metric

Key performance indicators and metrics measure business performance.

[KPI](#) [Metric](#)

Business Term

Business terms include words, phrases, acronyms, initialisms, and abbreviations.

[Business Term](#)

Self-Service Reporting Data

Self-service reporting data includes BusinessObjects universes, Cognos Analytics packages, and SlicerDicer data models.

[Self-Service Data](#)

Training

Training assets in the Marketplace are those with topics on the use of data and business intelligence reporting applications or tools.

[Training](#)

Subject Area

A subject area is a keyword or phrase used to categorize assets so they can be more easily search and identified as related.

[Subject Area](#)

Policy or Standard

Policy and standard assets in the Marketplace are those used to manage information and activity, which can include assets at various business levels.

[Policy or Standard](#)

Content History

These views reflect content added to the Marketplace after July 10, 2023.

- Reports, Dashboards, Menus, and Scorecards
- KPIs and Metrics
- Self-Service Reporting Data
- Business Terms and Acronyms
- Training

- c. Click the “Business Term” button at the bottom of the web page:

Business Term

Business terms include words, phrases, acronyms, initialisms, and abbreviations.

[Business Term](#)

- d. Add Business Term or Acronym dialog box will come up, fill in the information:

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Add Business Term or Acronym

NOTE: Refer to the resources below before submitting an asset in the Analytics Marketplace.

[Asset Name and Description standards](#)

[Data Stewardship Quick Reference Guide](#)

Business Term or Acronym *

Select ▾

Asset Name * ⓘ

Asset Description * ⓘ

Paragraph ▾ B I U ↺ ↻ 🔗 📎 ☰ ⌵ ⚙ ...

Enter text

Related Subject Areas ⓘ

Select ▾

Related Assets ⓘ

Select ▾

- e. Business Term or Acronym* - Select: **Business Term**

Business Term or Acronym *

- f. Asset Name* - type in the name of the OHSU Building (long name)

Asset Name * ?

- g. Asset Description* - type in the Building Tag (this will go in the Abbreviation field of the data form) and then the Building Address which will go in the Description field of the data form) as in the sample below (if less than 70 characters then the Submit button will not activate at the end of the form)



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Asset Description * ?

Paragraph ▼

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Abbreviation: FBA

Description: 2501 SW 1st Ave, Portland OR 97201

- h. Related Tags – select Campus Services

Related Tags ?

Campus Services ✕

✕ ▼

- i. Related Assets – type in **Central Services**

(Need screen capture next time a new Building is added)

- j. Information Steward – type in the Real Property & Lease Administrator Name

Information Steward ?

👤 Cecilia Hetrick

✕ ▼

- k. Technical Steward – type in the Business Data Analyst 3 Name

(Need screen capture next time a new Building is added)

- l. Comments – type in any additional information needed for the Data Governance team.

- m. Review information before clicking the Submit button.



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Campus Services - Space Planning

This domain contains terms related to OHSU buildings and parking areas.

Revert to original
last changes a few seconds ago

Name	Abbreviation	Description	Status
Alexander Drake Building	ADB	250 NW Franklin Ave Ste 302, Bend, OR 97701	Accepted
Adventist Damascus Clinic	ADC	14450 SE Royer Rd, Damascus, OR 97089	Accepted
Administration Building (ONPRC)	ADMIN	505 NW 185th Ave, Beaverton, OR 97007	Accepted
Adventist Fishers Landing	AFL	417 SE 164th Ave, Vancouver, WA 98684	Accepted
Adventist Parking Garage J	AGJ	10000 SE Main St, Portland, OR 97216	Accepted
Adventist Grounds Maintenance Building	AGM	9900 SE Main St, Portland, OR 97216	Accepted
Adventist Gresham Station Medical Plaza	AGS	831 NW Council Dr Ste 100, 101, 115, 120, 125, 130, 145, 160, & 200, Gresham, OR 97030	Accepted
Adventist Gresham-Trousdale Family Medical Center	AGT	1700 SW 257th Ave, Troutdale, OR 97060	Accepted
Asante Medical Arts	AMA	691 Murphy Rd Ste 200, Medford, OR 97504	Accepted
Adventist Health Hospital	AMH	10000 SE Market St, Portland, OR 97216	Accepted
Adventist McMinnville Clinic	AMM	2700 SE Stratus Ave Ste 406, McMinnville, OR 97128	Accepted
Adventist One Town Center	AOT	10151 SE Sunnyside Rd Ste 100 & 110, Clackamas, OR 97015	Accepted
Adventist Professional Building 2	APB	10101 SE Main St, Portland, OR 97216	Accepted
Adventist Parkrose Medical Plaza	APM	1350 NE 122nd Ave Ste 100 & 200, Portland, OR 97230	Accepted
Adventist Professional Building 3	APO	10201 SE Main St, Portland, OR 97216	Accepted
Adventist Physical Plant	APP	10300 SE Main St, Portland, OR 97216	Accepted
Adventist East Pavilion	APV	10000 SE Main St, Portland, OR 97216	Accepted
Animal Support/ABSL3	ASA	505 NW 185th Ave, Beaverton, OR 97007	Accepted
ASB I (ONPRC)	ASB1	505 NW 185th Ave, Beaverton, OR 97007	Accepted

- n. The Analytics Marketplace will send emails acknowledging the submission of the Business Term



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- o. Asset Edit: Click the “Asset Edit Request” button on the page and fill out the form:

- (5) Oracle Property Manager ****Lease Administration Team is responsible for entering the Building into Oracle Property Manager*.***

Email from Data Governance Office:

[EXTERNAL] Asset Published: Miller Street Building



no-reply@alerts.colibra.com

To: Cecilia Hetrick; caeb712e.ohsuitg.onmicrosoft.com@amer.teams.ms; Shirleanne Ackerman Gahan; Cole Engleson



Thu 2/5/2026 4:52 PM

Hello Cecilia, Cole,

The asset you submitted to the Analytics Marketplace was published.

- **Asset Type:** Acronym
- **Asset Name:** [Miller Street Building](#)

Thank you,

The Data Governance Office



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Click the hyperlink and review in the Marketplace:

OHSU Enterprise / Business Glossary

Miller Street Building

Business Term ⓘ Accepted ⓘ

Summary Diagram Pictures Responsibilities History Attachments

Overview

Ratings

Overview

Description* ⓘ

350 Miller St SE, Ste 200, Salem, OR 97302

Abbreviation ⓘ

MIB

Grouped By Subject Area ⓘ

Name ↑

- Campus Services - Campus Planning
- Central Services



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ATTACHMENT 1

Buildings on OHSU Building List and data managed in Space database systems:

	Why on OHSU Building List managed by CPRE
OHSU Owned Buildings	Real Property means land, anything permanently attached to it (buildings), and the legal rights that come with owning it (right to possess, control, transfer or lease)
OHSU Leased Buildings	Lease property is a piece of real estate that an owner allows someone else to use for a set time in exchange for regular payments. The owner keeps ownership of the real property, but the tenant gets the right to occupy and use it for a fixed duration (1 year up to 99 years).

Buildings on OHSU Building List and data is not managed in Space database systems:

"Satellite" Clinics/Education Affiliation	Not owned/leased by OHSU. OHSU is granted a license to use space for the affiliation purpose 365/24/7 however the ownership has control of the space and operations within the space are agreed to between the two parties. Result of OHSU strategic decisions typically with a financial investment determined by OHSU Finance. (i.e. SON at EOU, SOU, OIT, WOU or Collaborations with HMC, Knight/Legacy)
"Miscellaneous": Outreach clinics, Apartment Rentals, IT Data Centers	Use of space on a short term where OHSU is in control of business for the duration stated of the services performed in the space (time is usually a short-term (1 or 2 business days) or month-to-month and has cancelation language 30-60-90 days. Agreement pertains to a capital investment of equipment placed in space for asset/insurance purposes.



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Locations not on OHSU Building List and who tracks:

Affiliation Agreements (Contracting Services)	The parties enter a formal, legal contract that establishes a working relationship and sets rules between two separate organizations or an individual and an organization. The organization is legally responsible for possessing, controlling and transferring real property, e.g. space)
Managed Care Agreements (Managed Care Contracting)	Agreements which are legal and operational contracts between healthcare providers or insurers that define reimbursement rates, patient care scopes, and utilization rules.
Research Grants (OPAM)	A non-repayable sum of money awarded to an individual or organization to pay for specific, academic, or technical investigation
Clinical Trials Agreements (OCTRI)	A research study that tests medical, surgical, or behavioral interventions in human volunteers to see if they are safe and effective.
Technology Development & Transfer (Technology Transfer Office)	The process of sharing or moving skills, knowledge, technologies, methods, and intellectual property from the organization that created it to another party that can turn it into a commercial product or service.



**OHSU NAMING BUILDINGS & LIST
General Provisions & Procedures**

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ATTACHMENT 2

OHSU Building & Room Naming Procedure



OHSU Building & Room Naming Procedure

May 14, 2026

The following Procedure was approved by the President and adopted by the University Space Committee on May 15, 2018. Subsequent updates to clarify the procedure have been made as needed.

Honorary Building & Room Naming Procedure for existing space

1. All requests for honorary room naming will be submitted to Campus Planning & Real Estate (CPRE) with written approval from the Department Chair.
2. Upon receiving the request, CPRE will contact the OHSU Foundation for coordination purposes.
3. The request will be presented at the University Space Committee for review and approval by the School of Medicine Dean, Senior Vice President for Research and Provost, or their designee. For healthcare or mixed mission buildings or spaces, the request will be shared with the Healthcare CEO.
4. The President will personally review any naming request for buildings.¹
5. In the case where a room or building will be renamed after an individual, a review for violations of code of conduct and other historical discipline will be completed by OHSU Legal.
6. CPRE will update OASIS and communicate the outcome of the decision with the requesting department and the OHSU Foundation.
7. CPRE's communication to the department will indicate the need for the department to fill out a Design and Construction work request to update the room signage².

Philanthropic Building & Room Naming Procedure for existing space

1. All requests for philanthropic room naming will be submitted to the OHSU Foundation with written approval from the Department Chair.
2. Upon receiving the request, the OHSU Foundation will forward it to Campus Planning & Real Estate (CPRE).
3. The request will be presented at the University Space Committee for review and approval by the School of Medicine Dean, Senior Vice President for Research and Provost, or their designee. For healthcare or mixed mission buildings or spaces, the request will be shared with the Healthcare CEO.
4. The President will personally review any naming request for buildings.¹
5. In the case where a room or building will be renamed after an individual, a review for violations of code of conduct and other historical discipline will be completed by OHSU Legal.
6. CPRE will communicate the outcome of the decision to the OHSU Foundation and the Foundation will communicate with the requesting department.

¹ Per OHSU Board of Directors Real Property Policy, the President may name buildings, campuses, structures and other areas, except, no building, structure, campus or area owned or controlled by OHSU shall be named after a living person. However, the Board may make exceptions to this policy of unusually meritorious reasons exist.

² Room or space names are typically reflected by the installation of a wall plaque or monument, not in space database systems which will continue to rely on the room number as the primary identifier.



OHSU Building & Room Naming Procedure

May 14, 2026

New Construction

1. During the design phase of a new construction project, the OHSU Foundation will schedule a coordination meeting with key stakeholders to identify space opportunities for donor recognition and review naming parameters and restrictions. At that meeting, the OHSU Foundation will ask if there are any atypical cases where a name must relocate from the existing space to the new space.