

# Space Survey FAQ's: Things you NEED to know!

## 1. Technical Requirements

The Space Survey is available online via the SPM website at: <https://space.unt.edu/osmp/space-survey> and is accessible from any PC **logged into the UNT network**. If working remotely, you **must be connected to VPN**. FM Interact works best with current releases of the following browsers: Internet Explorer, Firefox, Chrome, Safari and Edge, with Chrome being the preferred. ***All pop-up blockers must be turned off.***

## 2. Capacity

You **must** fill in the capacity, even if it was previously correct. Otherwise, it will be overwritten with a 0!

## 3. What are room numbers that begin with the letter C?

Rooms that begin with the letter C are usually corridors. Exceptions include certain rooms at Discovery Park and residence halls that contain "C" wings.

## 4. How do I classify the corridor within my suite?

Corridors within an enclosed suite or group of rooms included in your inventory are typically **office service** (Space Use 315) and should be coded with the same function code the office space serves. ***Do not use function code 07.***

## 5. What is the difference between Space Use and Function Codes?

- a. **Space Use** codes identify the primary USE of a room. *Examples: Office Space (Space Use code 310), Research Lab (Space Use code 250).*
  - i. Only **ONE** Space Use code may be applied to a room.
- b. **Function** codes identify the ACTIVITIES being conducted in a room. *Example: A Research lab that includes a work station for a graduate student who also teaches (Function code 22 for Research; Function code 11 for Instruction).*
  - i. A maximum of **THREE** Function codes may be prorated for a room. Total percentage **MUST** equal 100%.

## 6. Function Codes 21, 22, and 48

Function Codes 21 (Institutes & Research Centers) and 22 (Individual or Project Research) **MUST** be accompanied by a **Grant Number** and **Principal Investigator (PI)**. Department research is Function Code 48 (Academic Personnel Development).

## 7. What is a CIP code?

**CIP** code is an abbreviation for Classification of Instructional Program. Academic units will have a CIP code beginning with 01 through 60. All non-academic CIP codes begin with 71 through 84. ***Note: CIP code 13.0101 should be used only by the College of Education as it refers to the instruction of education, NOT to the industry of education.***

- a. Maximum of **THREE** CIP codes may be prorated for a room. Total percentage **MUST** equal 100%.

## 8. How should I classify Function and CIP codes on service areas?

Typically service areas carry the same CIP and Function codes as the areas that they serve. The only exceptions to this are janitor's closets or building service areas such as mechanical rooms.

## 9. We have a room in our space that we use only for storage, what room type is it?

Closets, copy rooms, storage areas, work rooms, etc. are all considered service areas. If they are in an office area, they are office service (Space Use 315). If they are storage for other rooms, such as class labs or conference rooms, they are service areas to that room (Space Use 215 or 355, respectively).

## 10. What is the difference between classrooms, class labs, special class labs, and research labs?

- a. **Classrooms (Space Use 110)** are used for general instruction regardless of academic discipline. Classrooms do not appear on any college's or department's inventory and are scheduled by the Registrar's office.
- b. **Class Labs (Space Use 210)** are used for formally scheduled instruction in a specific academic discipline. Class labs contain specialized equipment or materials used for activities to fulfill course requirements and an instructor is present. Class labs are owned and scheduled by the department.
- c. **Special Class Labs (Space Use 220)** support instruction, but are unscheduled (open labs). Special class labs contain specialized equipment or materials and are restricted to a specific academic discipline. Special class labs are owned by the department and not scheduled for instruction.
- d. **Research Labs (Space Use 250)** are non-teaching labs and are used only for research, experimentation, observation, research training, or a structured creative activity that supports the extension of a field of knowledge. All Research Labs with a function code of 21 or 22 **must** have a **principal investigator(s) (PI)** and **grant number(s)** associated with them.

#### 11. What is a PI?

PI is an abbreviation for Principal Investigator. A principal investigator is only associated with research space. If your space is not used for a research project or grant, you do not need to complete this.

#### 12. What is the difference between conference rooms, meeting rooms, and assembly areas?

- a. **Conference Rooms (Space Use 350)** serve an office area or unit and are used primarily for staff meetings, departmental activities, and other non-instructional uses.
- b. **Meeting Rooms (Space Use 680)** serve the institution or the public for a variety of non-class meetings. The difference between meeting rooms and conference rooms is that meeting rooms are "available" and open to various groups (e.g. governing groups, student groups, institutional and community members alike); whereas conference rooms are restricted to an office group or occupants of a specific area.
- c. **Assembly Rooms (Space Use 610)** are designed and equipped for large groups and used for a variety of purposes, such as dramatic and musical productions, general presentations (speakers), etc. Assembly rooms may be scheduled for class instruction but are not primarily or exclusively scheduled as such.

#### 13. Lounges, waiting areas, circulation/lobby areas – how are these Space Use codes distinguished?

- a. **Lounge (Space Use 650)** space is used for rest, relaxation, or informal socializing. The difference between a lounge and an office area or break room (Space Use 315) is that lounges are made available to the public whereas break rooms are usually restricted to a specific group of people, unit, or area.
- b. Receptionist rooms that include a waiting area are classified as an **Office (Space Use 310)**. Public waiting areas in health care facilities are coded as **Public Waiting (Space Use 880)**.
- c. **Circulation/Lobby Areas (WWW)**, at major entrances of buildings or in front of elevators, stairs, or main corridors and hallways, are considered non-assignable space and should not be included in your inventory.

#### 14. What if a room serves multiple purposes, such as the research institutes?

A room's **Space Use** is assigned the code that is closest to its specific design intent and room use, however the **Function** code and **CIP** code may be prorated up to 3 times to define the actual activities that occur in the room.

- a. *For Example: If a research lab is assigned to Biology, but the researcher is actually engaged in research in both Biology and Biomedical Engineering, then the Space Use code is **Research Lab (250)**; CIP codes are prorated according to percentage of use under **Biology (26.xxxx)** and **Biomedical Engineering (14.xxxx)**; and the associated Function code for both disciplines is either **Institutes & Research Centers (21)** or **Individual or Project Research (22)**.*

#### 15. Occupants

Occupant names **must** be added to an office. Otherwise, it will be assumed that an office is vacant. Multiple occupants can be added to one office. If an employee leaves the university, they will automatically fall out of the System.