

# Space Survey Training 2024: General

# Who are we & What do we do?

## ❑ *Space Planning & Management*

Andrew Bolling – Director

Alaina Replogle – Application Support Manager

Erin McKinnis – Sr. Data Analyst

## ❑ **Vision**

Space Planning & Management will contribute to the educational, research, and public service goals of the University by providing comprehensive strategic planning and administration of space assignments and policies.

## ❑ **Mission**

Space Planning & Management is responsible for managing one of the University's most limited resources – space. The management of space includes planning, tracking, assignment, auditing, analyses, and reporting of current and future needs based on the strategic and research goals of the institution while maintaining proper alignment with the Master Plan. Space Planning & Management is the central governing office of all space on campus.

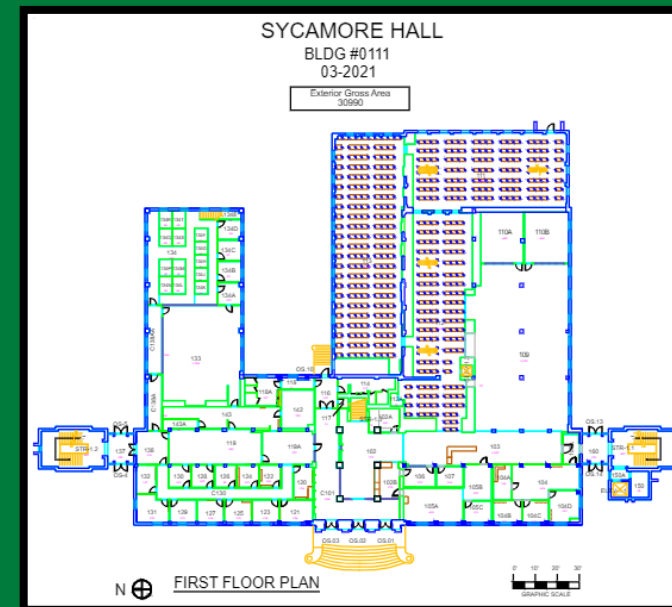


# WHAT is the space survey?

The Space Inventory Survey is a module of the FMS:Workplace Space Management System that is accessible through a web interface. It is based on CAD floor plans which track space on the Denton, Dallas, HSC & Frisco campuses.

## Denton Campus

- 180 buildings
- 23,268 rooms
- About 8M square feet



# WHY must we do the survey?

- Impacts UNT's Legislative State appropriations.
- Determines amount of HEF received (Higher Education Funds).
- Qualifies UNT for TRBs (Tuition Revenue Bonds) for new buildings.
- F&A (Facilities and Administrative) Federal funding for research space.
- Required by State & Federal Government.
- Required by UNT Policy.
  - Policy 11.002 – Space Management & Assignment Policy
  - Policy 11.011 – Research Space Policy

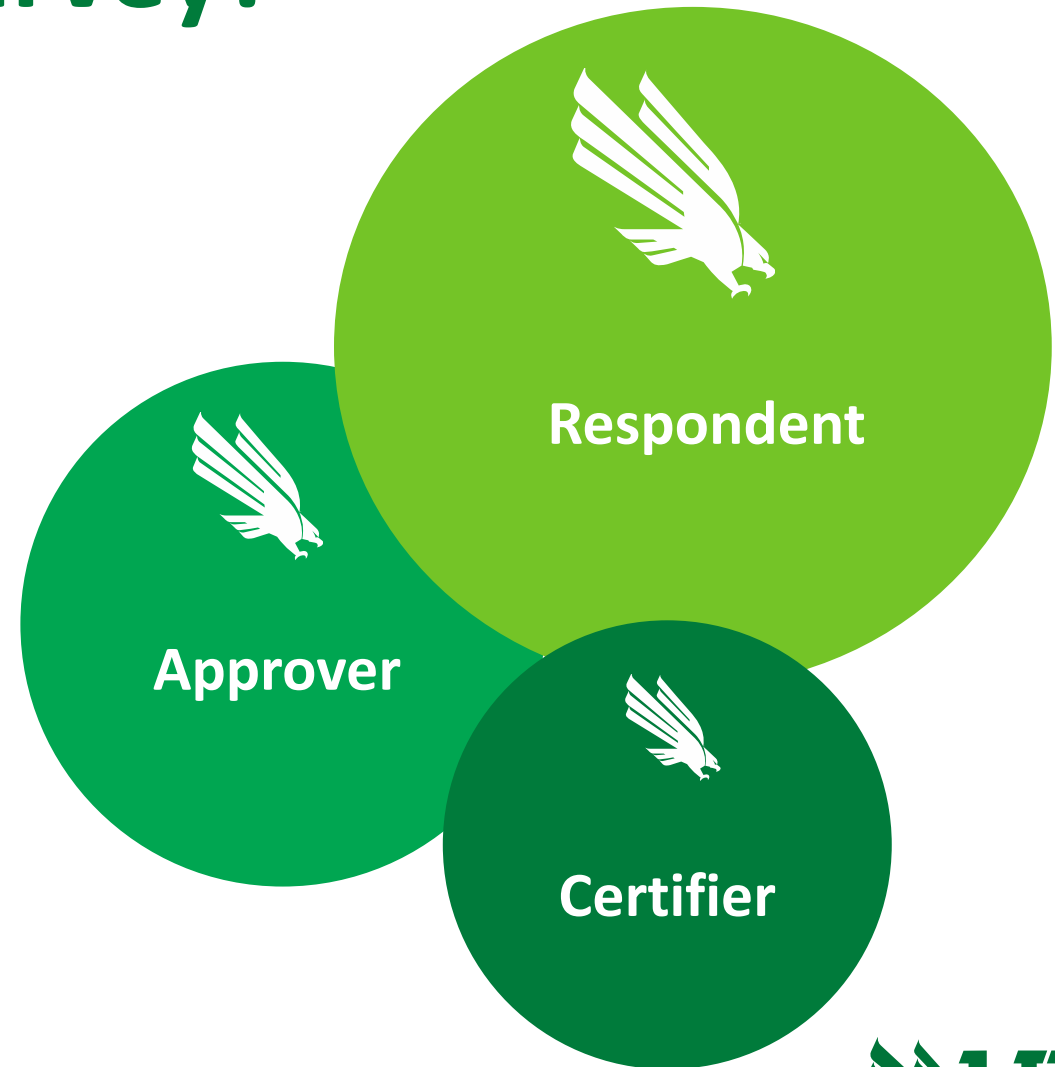
“All units on campus are responsible for accurately reporting assigned rooms according to State and federal codes, regulations, and laws on an annual basis and is administered by OSMP” – Policy, 11.002



# WHO must do the survey?

**ALL** academic **AND** non-academic departments/units on campus, including auxiliary and athletics

- Respondent  
(e.g., space representative)
- Approver  
(e.g., department chair, dean, director, VP)
- Certifier  
(SPM and UNT President)





# WHEN is the survey due?

Survey will open **Friday, March 1st**

Survey is due **Sunday, March 31<sup>st</sup>**

- Delinquent surveys are reported to the VP of the division as well as the President

Resist procrastination & allow plenty of time!

- Collect Data
- Enter Data room-by-room
- Approval Process

VPN

- You **MUST** be connected to VPN to access the survey

# WHERE can the information be found?

- Floor Plans (CAD drawings)
- Faculty, Staff, & Lab Managers (grants, occupants, specialized research equipment)
  - Survey Resources:
    - SPM Website (<https://space.unt.edu>)
    - Survey link
    - User's Guide
    - **CIP Codes** (Classification of Instructional Programs)
    - **Space Use Codes** (e.g., office, lab, conference room, etc.)
    - **Function Codes** (e.g., instructional, research, student services, administrative, etc.)
    - Faculty Workload



# Required Survey Data

- Department Correct?
  - “Yes” or “No”
- Space Use Correct?
  - Reference Space Use Codes List under the “Space Use Codes” tab in your binder or on our website at <https://space.unt.edu/file/61>
  - “Yes” or “No”
  - Coded as an office (310)...being used as an office?
- Room Dimensions Changed
  - “Yes” or “No”
- Capacity
  - Enter total capacity # for the space
  - If capacity is “0”, you **MUST** enter “0”

Higher Education Survey > 1.20 Higher Education Survey-Respondents

Run Checklist Report

	Building	Building Name	Building Owner	Room	Space Use	Area	Department	Department Name	Room Percent	Complete?	Survey Type
<input type="checkbox"/>	0111	Sycamore Hall	DEN	104	310	424	110130	Space Mgmt & Planning	100.00	<input type="checkbox"/>	ANNUAL-STATE
<input type="checkbox"/>	0111	Sycamore Hall	DEN	104A	315	134	110130	Space Mgmt & Planning	100.00	<input type="checkbox"/>	ANNUAL-STATE
<input checked="" type="checkbox"/>	0111	Sycamore Hall	DEN	104B	310	129	110130	Space Mgmt & Planning	100.00	<input type="checkbox"/>	ANNUAL-STATE
<input type="checkbox"/>	0111	Sycamore Hall	DEN	104D	310	192	110130	Space Mgmt & Planning	100.00	<input type="checkbox"/>	ANNUAL-STATE

Items 1 to 58 of 58 Page: 1 of 1 Go Page size: 100

Room Details | Space Information | Confirmation

Building: 0111

Room: 104B

\* Department Correct?: Select One

\* Space Use Correct?: Select One

Room Dimensions Changed?: Select One

\* Capacity: 1

Next Cancel



# Required Survey Data Continued

## Functional Category Codes to Rooms

### ○ Function Codes

- Reference Function Codes List under the “Function Codes” on our website at <https://space.unt.edu/file/67>
- How is the room used?
  - (e.g., instructional, administrative, research, auxiliary, etc.)
- May have up to **3** Function Codes per room but must total **100%**

### ○ CIP Codes (Classification of Instructional Program)

- Reference CIP Codes List under the “CIP Codes” on our website at <https://space.unt.edu/file/121>
- Which department/unit is the room assigned?
  - (Biology, Financial Aid, Food Services, etc.)
- Be as detailed as possible
  - (e.g., Biology, Biomedical, Biochemistry, Molecular Biology, etc.)
- May have up to **3** CIP Codes per room but must total **100%**

A screenshot of the FMInteract 2019.3.89 web application. The main window is titled "Functional Category Codes to Rooms" and contains a "Details" section with the following fields: "Space User" (DEN Denton), "Function Code" (63 General Administration/Logistical Serv), "CIP Code" (816500 Space Managem), "Research Type" (Select One), "Lab Type" (Select One), and "Percent" (100). There are "Save Changes" and "Cancel" buttons at the bottom.A screenshot of the FMInteract 2019.3.89 web application showing a table of "Functional Category Codes to Rooms". The table has columns for "Space User", "Function Code", "Description", "CIP Code", "Lab Type", and "Percent". A green arrow points to the "Percent" column, which contains the values 20, 60, and 20, with a "100%" label next to it. Below the table is a section for "Occupants" and "Pls to Rooms".

Space User	Function Code	Description	CIP Code	Lab Type	Percent
DEN	11	Instructional	816500		20
DEN	22	Individual or Project Research	816500	Wet	60
DEN	45	Academic Administration	816500		20

Employee ID	Research Type	Last Name	First Name	Department	Grant Percent	Account	Building Code	Room ID	DISP_NAME	Area
10468068	Organized	Benningfield	Cheryl	110130	50	GF40016	0111	104B	Cheryl Benningfield	129
11516113	Organized	Bolling	James	110130	50	GA00007	0111	104B	James Bolling	129

# Required Survey Data Continued

## PIs to Rooms

Employee ID      Research Type      Last Name

The search generated 0 results.

## Occupants

Last Name

The search generated 0 results.

## Room Amenities

Description

The search generated 0 results.

## Specialized Equipment

Equipment Tag #

The search generated 0 results.

### Principal Investigators (PIs) to Rooms (if applicable)

- Employee ID
- Department
- CIP Code
- Grant Award ID
- Research Type (Organized/Non-Organized)
- Grant Percent
- Lab Type (Dry/Wet)

### Occupants

- EmplID, First Name, or Last Name
- Only Exception: Multiple student employees occupying a space with turnover each semester

### Room Amenities

- Choose from a dropdown list if applicable to your research space

### Specialized Equipment

- Research equipment purchased with grant funds
- Enter tag number and description



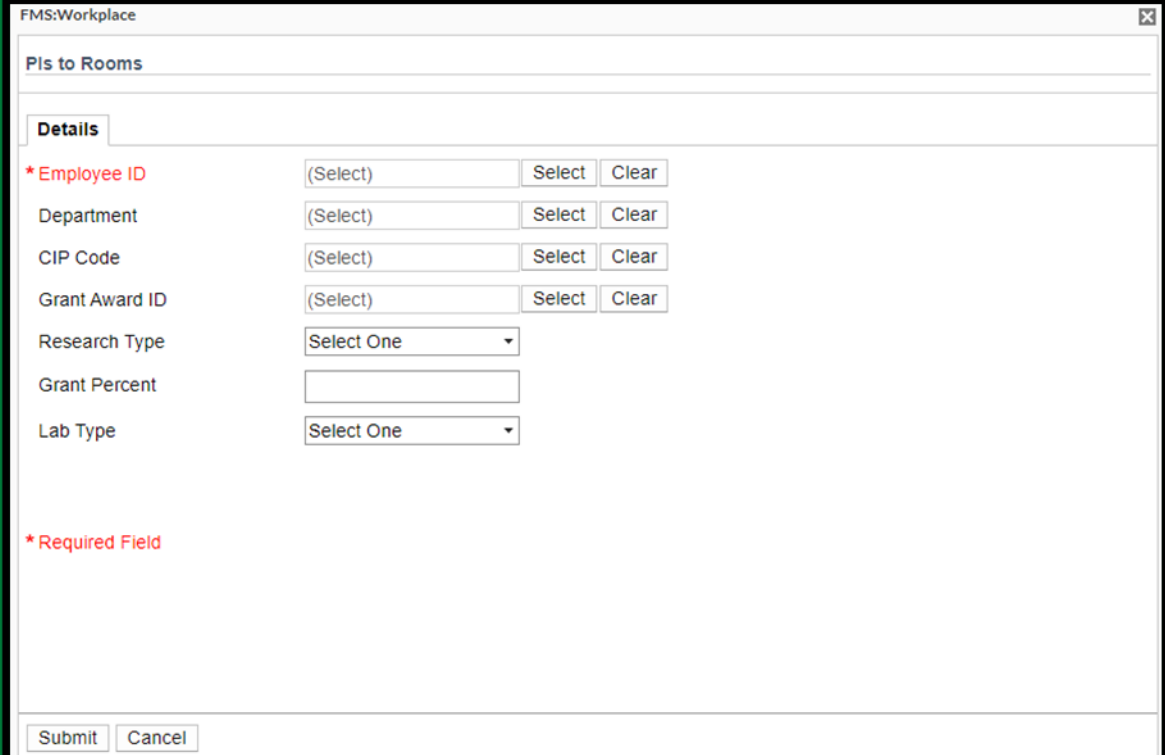
# Defining Research Space



- Research Space defined by Space Type
  - 250 – Research/Non-Class Lab
  - 255 – Research/Non-Class Lab Service
- Research Space defined by Function Code
  - 21 – Institutes & Research Centers
  - 22 – Individual or Project Research
  - 31-34 – Public Service
  - 48 – Academic Personnel Development

# Required Survey Data for Research Space

- All research space **MUST** be prorated by:
  - Grant/Project #
  - Principal Investigators (PIs)
  - Function & CIP Codes
- All research space **MUST** include specialized research equipment if applicable



The screenshot shows a web form titled "FMS:Workplace" with a sub-header "PIs to Rooms". A "Details" tab is active. The form contains the following fields:

- \* Employee ID**: A dropdown menu with "(Select)" and "Select" and "Clear" buttons.
- Department**: A dropdown menu with "(Select)" and "Select" and "Clear" buttons.
- CIP Code**: A dropdown menu with "(Select)" and "Select" and "Clear" buttons.
- Grant Award ID**: A dropdown menu with "(Select)" and "Select" and "Clear" buttons.
- Research Type**: A dropdown menu with "Select One".
- Grant Percent**: A text input field.
- Lab Type**: A dropdown menu with "Select One".

A red asterisk and the text "\* Required Field" are positioned below the form fields. At the bottom of the form are "Submit" and "Cancel" buttons.

# Space Survey and the F&A Proposal

The Federal Government requires the university to have a current and accurate space survey for developing the Facilities and Administrative (F&A) Cost Proposal.

- The Space data is one of the most important factors in determining the F&A rate.
- University facility costs are primarily allocated to the University functions, instruction, public service and research, based on how that University space is used or functionalized.
- Those are the percentages you are charged with determining.
- A 100% allocation to the research function for a lab space is highly unlikely.
- A Federal Cost team will visit UNT to negotiate the F&A agreement. During that visit, it will tour some of your departments to test the research percentages that you have included in your space survey.

# Research Space by Function



Is the space *really* 100%?

Labs at 100% = **red flag**

- Function should be determined by aggregate activity for the fiscal year
- Estimate percentages based on users, funding and activities

# Research Space by Function Continued

## Questions to Ask:

- Who are the users of the space? Faculty, students, etc.?
- Is there funding associated with the user's activities in the space?
- What are the students doing? Checking email, preparing for class, grading papers? These are instructional activities (Function 11) which would mean the space is **NOT** 100% research.
- Are the Faculty working towards or waiting for a grant award? This is departmental research (Function 48).

## Student space – Graduate bullpens, offices, etc.

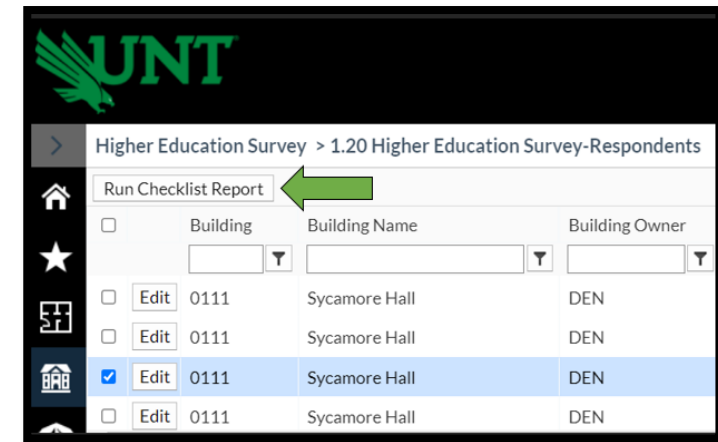
- Are these students working on research, homework etc? Prorate the function accordingly.

## Research Service space

- Used only by funded researchers? Shared with others who may not have funding?



# Survey Checklist Report



FM:Interact 2019.3.89

Survey Type: ANNUAL-STATE Department(s): 110130 - Space Mgmt & Planning View Report

Problem(s): Incorrect % for Functional Codes, In

1 of 2 Find | Next

### 8.93 Survey Check List - User

Department	Building & Room	Priority	Problem
110130 - Space Mgmt & Planning	0101 - 305		
		High	Incorrect % for Functional Codes
		High	Wrong Department
		High	Wrong Space Use
		Medium	Record Not Reviewed
		Low	No Account for Organized Research
		High	More Than 3 Functional Codes Assigned to Room

### 8.93 Survey Check List - User

Department	Building & Room	Priority	Problem
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		Medium	Record Not Reviewed
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		High	More Than 3 Functional Codes Assigned to Room
	0101 - 312		
		Medium	Record Not Reviewed
	0101 - 312A		
		Medium	Record Not Reviewed
	0101 - 312B		

- This report will show you any mistakes, issues, or missing items among the data you have entered. **\*Please note, if you have suggested a change, it will show on this report.**
- You may run the report for your entire space survey or, if you have multiple Dept. ID's, you may run the report per Dept. ID.
- Download the report to excel for easier access and maneuverability





# Survey Checklist Report Cont'd

**Problems:** This box contains all of the potential problems or issues that may be on your survey. You can run the report for all categories at once or run it for each individually.

- Incorrect % for Function Codes
- Incorrect % for Principal Investigators
- Wrong Department.
- Wrong Space Use
- Record Not Reviewed
- No Space Use Code
- Missing Student Capacity
- No Department Code
- No Account for Organized Research
- More than 3 Function Codes Assigned to Room
- Capacity Field has changed

FM Interact 2019.3.89

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# Demonstration



