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UNIVERSITY
OF NORTH TEXAS[®]

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Space Survey 2019

Chair Academy

Thursday, February 14

1:40 – 2:00

What is the space survey?

The Higher Education Space Survey is a module of the FM:Interact Space Management System accessible through a web interface, based on CAD floor plans which track space on the Denton & Frisco campuses.

- 170 buildings
- 22,264 rooms
- 7.7M sq. ft.

The screenshot displays the UNT Higher Education Survey web interface. The header includes the UNT logo and 'OFFICE OF SPACE MANAGEMENT & PLANNING EST. 1890'. The main content area is divided into a left sidebar with navigation icons and a main table of room data. The table has columns for Building, Room, Space Use, Area, and Department. The row for Building 0102, Room 100B is highlighted. Below the table is a 'Room Details' form with fields for Building (0102), Room (100B), and several dropdown menus for validation: 'Department Correct?' (Select One), 'Space Use Correct?' (Select One), and 'Room Dimensions Changed?' (Select One). A 'Capacity' field is also present. The form includes a 'Next' button and a 'Cancel' button. The table pagination shows 'Items 1 to 20 of 34' and 'Page: 1 of 2'.

Building	Room	Space Use	Area	Department	Department Name
0102	100H	615	42	110130	Space Mgmt & Planning
0664	141	315	189	110130	Space Mgmt & Planning
0102	100	610	10,113	110130	Space Mgmt & Planning
0102	100B	615	228	110130	Space Mgmt & Planning
0101	305	350	262	110130	Space Mgmt & Planning
0102	200B	615	258	110130	Space Mgmt & Planning
0111	104A	315	134	110130	Space Mgmt & Planning
0113	270	310	96	110130	Space Mgmt & Planning
0101	301	310	86	110130	Space Mgmt & Planning

Space Survey is Required by:

- Space Management & Assignment Policy (11.002)
- Research Space Policy (11.011)
- State and Federal Government



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.

Responsible Party: Total University; OSMP

Why must we do the survey?

- Impacts UNT's Legislative State appropriations
 - THECB Audit will use 2019 data
- Determines amount of HEF received
(Higher Education Funds)
- Qualifies UNT for TRBs
(Tuition Revenue Bonds) for new buildings
- F&A (Facilities and Administrative)
(Research space is an important component of the F&A rate)
 - 2019 data is important in assessing current research space usage & will assist the university in preparing for the FY20 proposal base year.



When is the survey due?

Resist procrastination
& allow plenty of time!

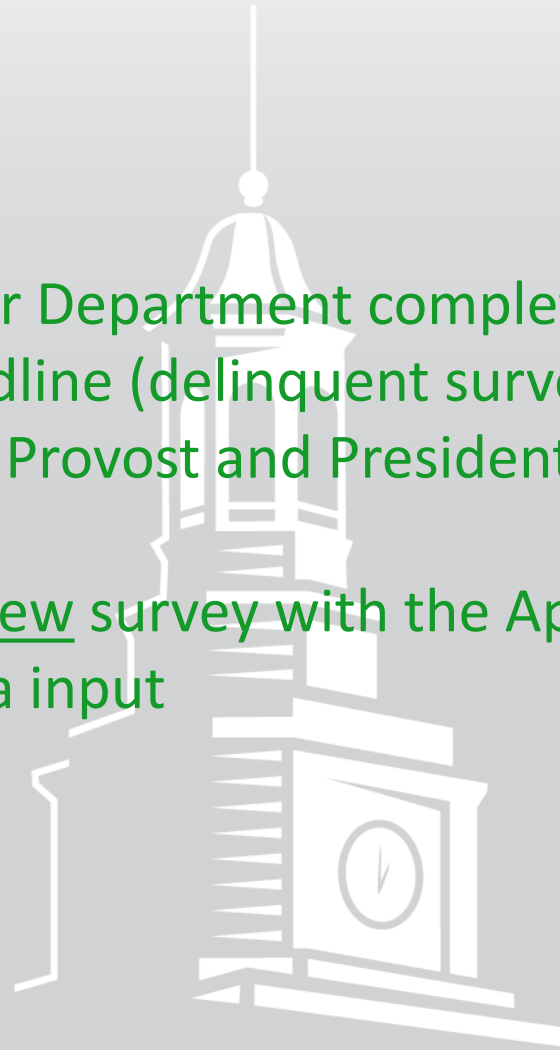
- ✓ Collect data
- ✓ Enter data room-by-room
- ✓ Approval process

MARCH 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Deadline for completing and approving
the survey is **Friday, March 29!**

Chairs' Roles & Responsibilities

1. Ensure that your Department completes the survey by March 29th deadline (delinquent surveys must be reported to the Provost and President)
2. Thoroughly review survey with the Approver to ensure accuracy of data input



Required Survey Data

■ Functional Category Codes to Rooms

■ Function Codes

- How is the room used? (e.g., instructional, administrative, research, auxiliary, etc.)
- May have up to 3 function codes per room = 100%

■ CIP Codes

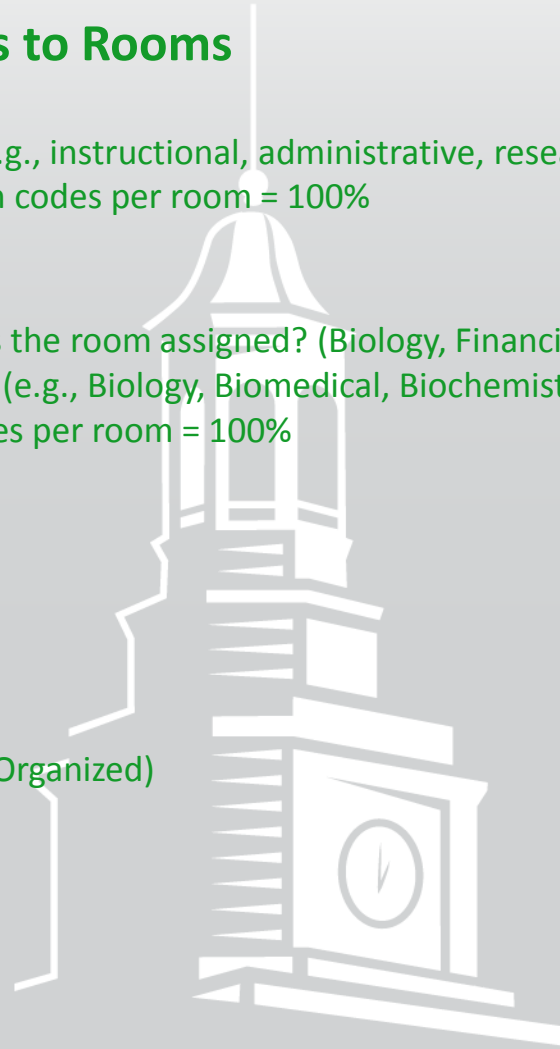
- Which department/unit is the room assigned? (Biology, Financial Aid, Food Services, etc.)
- Be as detailed as possible (e.g., Biology, Biomedical, Biochemistry, Molecular Biology, etc.)
- May have up to 3 CIP codes per room = 100%

■ Pls 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 or Name
- Only Exception: Multiple student employees occupying a space with turnover each semester



Required Survey Data – Research Space

■ All research space must be prorated by:

- Grant/Project #
- Principal Investigators (PIs)
- Function & CIP Codes

■ All research space must include research equipment if >\$1M



Campus-wide Training Sessions Offered

General Training Sessions

- ❑ Wednesday, February 20: 11:30-1:00 – Chilton 245 (lunch served) – **Class is full!**
- ❑ Tuesday, February 26: 1:00-2:30 – Chilton 245 (refreshments served) – **10 seats left!**

Research Intensive Training Sessions

- ❑ Monday, February 18: 2:00-3:30 – Chilton 245
 - Video conferenced to DP D208A (refreshments served at Chilton only)
- ❑ Thursday, February 28: 11:30-1:00 DP D208A
 - Video conferenced to Chilton 245 (lunch served at DP only)

Open Lab Sessions (hands-on assistance)

Come & Go Hands-On Assistance

- ❑ Tuesday, March 12: 1:00-3:00 – ESSC 152
- ❑ Monday, March 18: 9:00-11:00 – ESSC 152





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