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.
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

Deadline for completing and approving the survey is Friday, March 29!
Chairs’ Roles & Responsibilities

1. Ensure that your Department completes the survey by March 29^{th} 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%

- **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 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
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
Space Management & Planning

Darlene Callahan, Director
Cheryl Benningfield, System Manager
Travis Craig, Sr. Research Data Analyst

Sycamore Hall
Suite 104

(940) 369-8400
osmp@unt.edu
www.osmp.unt.edu