Space Survey Training 2020
Who are we & What do we do?

Office of Space Management & Planning
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Vision
Space Management and Planning 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 Management and Planning 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 Management and Planning is the central governing office of all space on campus.
WHAT is the space survey?

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

- 175 buildings
- 23,814 rooms
- 7.8M square feet
WHY must we do the survey?

- Impacts UNT’s Legislative State appropriations
  - THECB 2020 Audit is April 15, 2020. THIS YEAR!
- 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
  - FY 2020 data is important in assessing current research space usage & will assist the university in preparing for the FY 21 proposal base year.
WHY must we do the survey?

- 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 (OSMP and President)
WHEN is the survey due?

- Survey will open **Monday, March 2nd**
- Survey is due **Tuesday, March 31st**
  - Delinquent surveys are reported to the VP of the division and the President
- Resist procrastination & allow plenty of time!
  - Collect Data
  - Enter Data room-by-room
  - Approval Process

**Don’t Delay!**
WHERE can the information be found?

- Floor Plans (CAD drawings)
- Faculty (grants, occupants, research equipment >$1M)
- Survey Resources:
  - [https://vpaa.unt.edu/osmp](https://vpaa.unt.edu/osmp) (osmp.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
  - “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”
**Required Survey Data Continued**

**Functional Category Codes to Rooms**

- **Function Codes**
  - Reference Function Codes List under the “Function Codes” tab in your binder
  - 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**
  - Reference CIP Codes List under the “CIP Codes” tab in your binder
  - 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%
Required Survey Data Continued

- **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 or Name
  - Only Exception: Multiple student employees occupying a space with turnover each semester
WHAT is 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 – 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
Demonstration
Questions to Ask