

July 9, 2009

MEMORANDUM

TO: Members of the Cabinet, Associate/Assistant Vice Presidents, and Deans

FROM: Wendy K. Wilkins, Provost and Vice President for Academic Affairs
Andrew M. Harris, Vice President for Finance & Administration

RE: Facilities Inventory Space Survey 2009

In accord with UNT Policy 10.16 (Space Assignment and Management Policy), this memo marks the beginning of the FY09 Facilities Inventory Space Survey process. The annual Space Survey requires the participation of each unit, and serves to validate the accuracy of currently assigned space. The relevant data are contained in the Facilities Inventory Management System (FIMS) and are used for university space management and planning. They are also the basis for mandated State and Federal reporting requirements.

In the next few days you will receive an email from FIMS with an attached spreadsheet containing the FY09 appointment of your Space Official(s). You will be asked to verify the appointment or make changes as appropriate. Subsequent emails will be sent to the appointed Space Official who will verify the appointment of additional roles. Descriptions and duties of the three Space Survey roles are as follows:

1. **Space Official.** Typically the Space Official is either the Dean or Associate Dean of an academic unit, or the Associate/Assistant Vice President of an administrative unit. The duties of the Space Official are:
 - a. To appoint a Space Delegate for each academic /administrative area of responsibility
 - b. To provide final certification of the survey results obtained from the Space Delegate (see below) and to route the hard copy results to Facilities Inventory Management department.
2. **Space Delegate.** Space Delegates are individuals who are usually either the Department/Division Chair of an academic unit or the Director for an administrative unit. The duties of the Space Delegate are:

- a. To oversee the completion of the Space Survey for the unit
 - b. To appoint, if necessary, a Space Representative to assist in verifying and updating data in the Space Survey
 - c. To certify the survey results and route the hard copy to the Space Official for final certification
3. **Space Representative.** Space Representatives are generally the administrative support staff for the unit. The duties of the Space Representative are:
 - a. To complete the online Space Survey by updating the space data for rooms assigned to the unit
 - b. To forward the survey results to the Space Delegate for certification

FY09 Space Delegates and/or Representatives are required to attend one of the training sessions during the weeks of July 20 and 27. The Space Survey will open on August 3 and must be completed by August 24, 2009.

All correspondence and questions regarding the Space Survey should be directed to Patti McGee at 940-369-7383, or Peter Palacios at 940-369-8049. Communication can also be directed to FIMS@unt.edu. For more detailed information about the Space Survey, visit the website at <http://www2.facilities.unt.edu/depts/inventory>.