



FACILITIES INVENTORY MANAGEMENT DEPARTMENT:

INSTRUCTIONS FOR SPACE SURVEY

1. How to edit/update a room record
2. Discussion of prorating codes
3. How to exit the Survey
4. How to submit final results and certify

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1.0 How to edit a Room Record

A. Find the room record you need to update.

1. Log into the Space Survey at <http://fmweb.asn.unt.edu/untsurvey/>.
 - For your access codes, contact FIMS@unt.edu, or call Patti McGee at 369-7383, or Peter Palacios at 369-8049.
2. Rooms are displayed ten records at a time bounded by a box titled "Survey List." The list is sorted by Building Number (showing the name) then Room Number.
 - If more than ten room records are allocated to a department, page numbers will be shown at the bottom left of the room list.

B. Open the room record for editing.

1. Click on "Edit" at the very left of the row for the room record.

Edit	0501 Facilities Office Bldg	01	159	310 Office	127	8/18/2008 by Bailey, Helen
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HELPFUL INFORMATION:

Three frames will appear. They hold all the current space codes for the room, any prorated values, and current room occupants.

- **"Room Information."** Basic detail like the building in which the room is located, the room's number, the room's square footage, and the group that occupies the room (i.e. the DeptID code that the room is allocated to).
- **"THECB Reporting Fields."** Has five distinct parts: 1) Primary, 2) Secondary, 3) Remaining, 4) E&G status, and 5) Notes. Parts 1-3 are for prorating different Room Use and CIP codes. Part 4 for E&G Status is no longer required of participants, and can be ignored. Part 5 is to add pieces of information about a room that cannot be captured otherwise, such as if the room has a special name, or if the room is shared by several departments, etc.
- **"Complete Occupant Info."** This area holds the names of people assigned to a particular room. These names can be updated via the Survey.

C. Update the Room Type code.

1. Under "Room Information," click the drop-down list for Room Type and choose the appropriate code.

Room Type:

310 _Office

➤ Room Subtype code is optional.

Room Sub-type:

Optional

D. Update the Student Station Capacity only if the Room Type is one of the following:

110, 210, 220, 350, 410, 430, 610, or 680.

Student Station

Capacity:

0 (Only available for Room Types: 110, 210, 220, 350, 410, 430, 610, 680)

DEFINITION:

The number of actual seats in the room. If 110, 210, or 220, do not count faculty seats. For 350, 410, 430, 610 and 680, count all seats.

E. Identify the Primary Room Use and CIP code.

1. In the "THECB Reporting Fields" frame and under the "Primary" section, click on the Use Category drop-down list and choose the appropriate Room Use category.
 - This action will populate the Use code drop-down list (directly to the left of Category) with only the codes that are contained within the chosen category.
2. Click on the Code drop-down list to choose the appropriate Room Use code.
3. Click on the CIP Category drop-down list and select the appropriate category.
 - Like the Use code, choosing the CIP Category will populate the CIP code drop-down list only with the codes for the selected category.
4. Click on the Code drop-down list to choose the appropriate CIP code.
5. If there is no other function/activity taking place in the room aside from the selected Use and CIP codes, then make sure the Usage field is set at 100%.

Primary

Use
Category 70 Physical Plant Ops **E.1** Code 76 Construction Project Management **E.2**

CIP
Category 83 Maintenance Operations **E.3** Code 839300 Construction and Maintenance, Genera **E.4**

Usage
100% **E.5**

F. Determine whether additional Use and CIP codes are necessary.

1. If there is one more Use/CIP combination that must be identified, follow steps E.1-E.4 above under the section titled "Secondary." If there are two other Use/CIP combinations that must be identified, follow steps E.1-E.4 above under the sections titled "Secondary" and "Remaining."

****NOTE** Prorated percentages must equal 100%.**

G. Disregard the "E&G" status question.

Do not answer: ~~Is Room Educational & General? Yes No~~

H. Include any general comments about the space in the "Notes" section.

1. Comments can include: a special name for the room, if it is shared by other departments, if the room number does not match actual signage, etc.

I. Identify people who occupy the room.

1. Type a last name in the "Last Name" field and click "Retrieve."
2. Click on the correct occupant's name then click "Add" to assign them to the room – their name will be moved over into the "Current Occupants" box.
3. Repeat steps 1-2 until all correct occupants are assigned to the room.

J. Save edits, start from scratch again, or cancel editing.

1. Click "Save Changes" to conclude editing a room.
2. Click "Reset" to start all over again with the pre-existing data.
3. Click "Cancel" to leave the pre-existing data intact and exit the edit session.

2.0 Example of Room Use and CIP code Proration

The following situations will be addressed:

- i. Room Use code
- ii. Classification of Instructional Program (CIP) code
- iii. Departmental Occupancy

2.1 Room Use Proration

Room Use Codes classify the room according to its *actual use*, regardless of design intent. A majority of the room records in the UNT Room Inventory are not prorated. Room Use is a program-oriented code that profiles the actual use/function of a room and helps determine its type of space. Classification is often determined by the program's funding -- state, auxiliary, federal, or private; or by whom the program serves. If a room serves several programs, purposes or uses, the use code would be prorated. Prorations may also be based on time spent on each activity.

For UNT space inventory tracking, up to three Room Use codes may be assigned to a single room: primary, secondary, and remaining. Overall, the total percent of use/proration for primary, secondary, and remaining use must always total 100 percent. If a room serves more than three uses, the three most prevalent uses would be reported.

The following are examples of Room Use prorations:

A **classroom** may be used for General Academic Instruction (Degree-Related), and Vocational/Technical Instruction (Degree-Related) and also Personal Interest/Leisure Instruction (Non-Degree). The room would have three prorations:

Proration	Use Code
50%	11 General Academic Instruction
25%	12 Vocational/Technical Instruction
25%	18 Personal Interest/Leisure Instruction

Room Use for deans and department heads who also teach is prorated to reflect Academic Administration (46) and General Academic Instruction (11). Additionally, if they also use their office or laboratory for research, the room would be prorated to include one of the research codes: either code 21 (Institutes and Research Centers) or code 22 (Individual or Project Research). A dean may or may not determine a set percent to be used for Academic Administration for their department heads. Contact your dean to see if a preset percentage is to be used for the college or school. For example, a dean may determine 50% of a department head's time would be used for academic responsibilities.

Proration	Use Code
50%	46 - Academic Administration
25%	21 - Institutes and Research Centers
25%	22 - Individual or Project Research

A room in the student support area may show two prorations: 50% to Student Recruitment and Admission (use code 67); and 50% to Student Records (use code 52).

Proration	Use Code
50%	67 - Student Recruitment and Admission
50%	52 - Student Records

An assembly room used for multiple purposes may show three prorations: 30% to Student Recruitment and Admission (use code 67); and 30% to Academic Administration (use code 46); and 40% to Social & Cultural Development (use code 52).

Proration	Use Code
30%	67 - Student Recruitment and Admission
30%	46 - Academic Administration
40%	52 - Social & Cultural Development

A room used both for academic instruction and research, when the *research is for professional development of academic personnel*, would show two prorations: 40% to General Academic Instruction (use code 11); and 60% to Academic Personnel Development (use code 48).

Proration	Use Code
40%	11 - General Academic Instruction
60%	48 - Academic Personnel Development

A room may show prorations between the different types of research carried out in a laboratory: 50% to Institute and Research Center Research (use code 21); and 50% to Individual or Project Research (use code 22).

Proration	Use Code
50%	21 - Institute and Research Center Research
50%	22 - Individual or Project Research

Federally funded research center rooms may also be used for teaching. The room would show two prorations: 50% to Independent Operations/External Agencies (use code 92); and 50% to General Academic Instruction (use code 11).

Proration	Use Code
50%	92 - Independent Operations/External Agencies
50%	11 - General Academic Instruction

2.2 Classification of Instructional Programs (CIP) Proration

A room may serve more than one academic discipline (Instructional Program). This room can be prorated up to three times, based on percentage of use for the different programs.

The following are examples for rooms with the same use codes but with differing Program-Category prorations:

In a faculty office, the professor teaches Botany (CIP Code 260301 Botany/Plant Biology) 60% of the time and General Biology (CIP Code 260101) 40% of the time. The Room Use Code would be 100% General Academic Instruction (11), but the CIP code would be prorated between the different program codes.

Proration	Use Code	CIP Code
60%	11 - General Academic Instruction	Botany (260301)
40 %	11 - General Academic Instruction	General Biology (260101)

A copier/supply room may be equally shared between two different disciplines, Social Work (CIP Code 440701) 50% of the time and Sociology (CIP Code 451101) 50% of the time. Again, the Room Use Code would be 100% General Academic Instruction (11), but the CIP code would be prorated between the differing program codes.

Proration	Use Code	CIP Code
50%	11 - General Academic Instruction	Social Work (440701)
50 %	11 - General Academic Instruction	Sociology (451101)

The following are examples of rooms with both differing use codes and differing Program-Category prorations:

A gym may be equally shared between two different institutional divisions, Physical Education (CIP Code 310501) 80% of the time and Intramural Athletics (CIP Code 715000) 20% of the time. Here, the Room Use Code would be 80% General Academic Instruction (Use Code 11) and 20% would be Intercollegiate Athletics (Use Code 56), and the CIP code would be prorated between the differing program codes.

Proration	Use Code	CIP Code
80%	11 - General Academic Instruction	Physical Education (310501)
20 %	56 - Intercollegiate Athletics	Intramural Athletics (715000)

2.3 Departmental Occupancy Proration

At this time, UNT does not have a system in place to break out space by departments, other than by using the room use or CIP code to differentiate between the space. It is planned to add prorations for department assignments in the future.

3.0 How to Exit the Survey for Returning to Later

- A. Hit the "Logout" button under the UNT logo at the top left of the page.



- B. Click the "Exit Survey" button. This allows you to save your changes and return to the Survey at a later time.

To exit the current survey session (you can come back to continue the work), click "Exit Survey".

Exit Survey

To submit the completed survey data, click "Submit Survey Data".

Submit Survey Data

HELPFUL INFORMATION:

Choosing "Submit Survey Data" will lock your Space Survey and send the electronic results to FIMS personnel. Do this only when the Survey is entirely complete (i.e. ready for certification) and you have printed your hard-copy results.

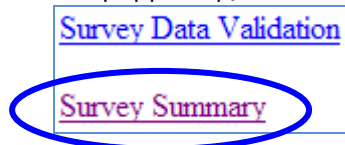
4.0 How to Submit Results When Space Survey is Complete

A. Print out the final results in hard-copy form.

1. Click on the "Report" button under the UNT logo at the top left of the screen.



2. From the new window that popped up, click on "Survey Summary".



3. Print the results from the screen in Landscape orientation then close the window.

B. Submit the results electronically to Facilities Inventory.

1. Click the "Logout" button and choose "Submit Survey Data."

To exit the current survey session (you can come back to continue the work), click "Exit Survey".

Exit Survey

To submit the completed survey data, click "Submit Survey Data".

Submit Survey Data

C. Certify hard-copy results and route to Space Official.

1. Go to the Facilities Inventory website and print out the Certification Form:
<http://www2.facilities.unt.edu/depts/inventory>
2. The Delegate completes the Certification Form in the appropriate place and forwards the packet (hard-copy results printed in step A.3 above and the Certification Form) to the Space Official.
3. The Space Official completes the form and routes to: Facilities Office Building, Room 120, Attention: Facilities Inventory.