



FACILITIES INVENTORY MANAGEMENT DEPARTMENT:

SPACE SURVEY MANUAL: Procedures and Guidelines

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1.0 OVERVIEW

1.1 Scope of the Space Survey Manual

This manual intends to cover three elements associated with the Space Survey component of the UNT Facilities Inventory Management System (FIMS):

1. How the Space Survey organizes and displays space data for updating.
2. Identification of institutional representatives responsible for participating in the Space Survey, their role in the Survey, and their responsibilities.
3. Specific Space Survey protocol, including detailed instruction on space categorization

The Space Survey will consist of 100% of UNT at Denton main campus and satellite campus facilities, including Discovery Park, Eagle Point, Library Annex, Mean Green Village (MGV), Rafes Urban Astronomy Center (RUAC), Water Research Complex, and UNT Dallas campus.

This Space Survey will be conducted annually under these Space Survey Procedures and Guidelines. All participants in the Space Survey are to consult these procedures as a reference. Certifications acknowledge the completion of the Survey in accordance to these guidelines. This information will be accessible to departments during the Survey via the Facilities Inventory web page at <http://www2.facilities.unt.edu/depts/inventory>.

1.2 Space Survey Purpose

The Space Survey is a mechanism through which the accuracy and correctness of the records contained within the space inventory database can be updated utilizing the assistance of the campus community.

The survey is distributed at the departmental level, so personnel from each department are identified to participate and verify the accuracy of their allocated space. This is based on the logic that the inhabitants of the space know it the best and can communicate their situated knowledge about the utilization of the space to Facilities Inventory personnel who then can assist in determining the most appropriate classification codes for the space.

1.3 Survey Goals and Products

Collectively, the data will provide the University with a common classification of space that can be compared with other higher education institutions throughout the state. The data will also facilitate internal space utilization analysis and establish a more real-time approach to managing space by publishing data through the Internet. The availability of space data will lead to more informed decisions.

Of the utmost importance, the Space Survey data is used to create institutional reports to the [Texas Higher Education Coordinating Board](#) (THECB) due every calendar year on November 1. The Coordinating Board uses the data each institution submits to create their Space Utilization Efficiency (SUE) and Space Projection Model that informs decisions about funding requests they receive and the approval of new academic programs and initiatives. At UNT, the data is used for internal assessment of space allocations and utilization by the Space Assessment Committee – as outlined in [UNT Policy 10.16](#).

1.4 Frequency and Timeframe

The Space Survey event takes place each fiscal year. It will begin the first week of July with training, lead into the live Survey event, and conclude in August with certification of the results from each department. The duration of time necessary to complete the Space Survey will vary for users because of its dependence upon the amount of space (i.e. rooms) occupied by the college, school or administrative unit. Refer to Table 1.1 below for a generic timeline view.

| SURVEY PHASE | TIMEFRAME |
|---------------------------|------------------------|
| Preparation | May – mid-June |
| Participant Collaboration | Mid-June – End of June |
| Training | July – mid-July |
| Survey | Mid-July-August 31 |

Table 1.1.

Generally speaking, the Space Survey must be completed online and certification received by Facilities Management & Construction no later than **August 31 for all groups (academic and administrative)**. Each Survey event may have an earlier deadline marked.

1.5 Contact Information

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Inventory website: <http://www2.facilities.unt.edu/depts/inventory>

For log-in, room and building data, or space classification guidance, contact:

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2.0 ORGANIZATION OF ROOM RECORDS

2.1 FIMS Hierarchy of Institutional Groups

Facilities Inventory personnel create a “FIMS hierarchy” that resembles the University hierarchy. In order to identify each department, FIMS typically utilizes the established coding schema of academic and administrative groups found in the EIS PeopleSoft Financials (FS) module – commonly referred to as a DeptID. Even though these DeptID numbers act like account numbers for financial transactions, FIMS uses them as unique identifiers for the various administrative levels and individual departments across campus – referred to in the database as groups.

The DeptID schema was chosen because of its familiarity to the University, and to prevent the creation of another unique identifying schema for each department that would be new and cumbersome to implement across campus.

Keeping in mind that the Office of the President is the final “owner” of all university space, the levels of the FIMS hierarchy are:

- I. **President**
- II. **Vice President**
- III. **College/School/Division**
- IV. **Base Department** – this is the level the Space Survey organizes rooms by
- V. **Dept ID**

Each level of the hierarchy has a unique identifying code that corresponds with the institutional group. Using UNT Facilities as an example, the following FIMS Hierarchy for Facilities would break down as detailed in Table 2.1.

The focus is on Facilities Maintenance, to model out the fact that a base department can have several DeptIDs reporting to it by which to assign space to. In the Space Survey, each room assigned to a DeptID under the Facilities Maintenance Base Department would be aggregated at the Base level for easier auditing. The list below is not complete, but a sample of the Facilities Maintenance Base Department hierarchy.

| VP | VP Code | Division | Division Code | Base Department | Base Code | DeptID | DeptID Code |
|-----------------|---------|--------------------------|---------------|------------------------|-----------|------------------------|-------------|
| Finance & Admin | Mo2000 | Facilities-Exec Director | Mo6200 | Facilities Maintenance | N39100 | Fire Alarms | 38330 |
| | | | | | | Facilities Maintenance | 39100 |
| | | | | | | Structural Services | 39110 |
| | | | | | | Door Systems | 39130 |

Table A.2.1

2.2 How Rooms are Organized Following the FIMS Hierarchy

The Space Survey is constructed from Level 4 – Base Department – of the FIMS hierarchy. Refer to Section A.2.2-2.3 below for further detail about the FIMS Hierarchy. It is the way that institutional departments (i.e. groups) are arranged in the database to allow for the allocation of rooms to those groups.

Unique identifying codes are created for each group and each level in the hierarchy. The codes are used in the database to represent departmental occupancy of space. The unique codes used are the Level 5 codes (i.e. DeptID). Depending upon the organizational complexity, a Base Department may have one or several DeptIDs that branch out from the Base Department.

For example, the UNT Facilities Management & Construction (FMC) Base Department code is N38200 and it only has one DeptID under it: DeptID 38200. Refer to Table B.2 above to see an example of a Base Department with more than one DeptID code reporting to it. A Base Department must have at least one DeptID under it, but may have several depending on how complex a department is. The DeptID level codes can be customized to suit a department's preference for breaking out their space allocations.

For the Space Survey, all rooms are aggregated at the Base Department level.

Space Survey access information (Survey ID and password) is generated for each of the Base Departments – not individuals. The FIMS software generates these access codes. Identified Space Delegates for each Base Department will be given the Space Survey access information for their respective Base Department(s).

When a Space Delegate logs into the Space Survey module, they will see the name of the Base Department at the top of the list of rooms, and the occupying group's name (i.e. DeptID) for any particular room will be displayed when the room is activated for editing.

2.3 Updating the FIMS Hierarchy

It is important to note that the FIMS and PeopleSoft FS databases are not connected in any way. This means that any new entries in FS are not automatically reflected in FIMS, nor is there an automated process by which FIMS imports new FS codes. Updating the FIMS Hierarchy is a manual process.

This manual process means that Facilities Inventory personnel can completely customize the hierarchy in a way that is relevant to the campus space data consumers. FIMS Hierarchy can have a different name for the department than what is found in EIS, or have a completely different code. Only Space Delegates can request for a change to a department's name or code in the FIMS Hierarchy. See section 3.2.5 below for further information about Space Delegates.

3.0 ROLES AND RESPONSIBILITIES

The Space Survey relies on the active participation of University personnel from each department. Below are the details of how participants are identified and what their participations entails.

3.1 Identifying Space Survey Participants

3.1.1 Overview of Participant Roles

A formal process is in place for documenting the appointment of individuals responsible for actually completing the Space Survey and certifying the results.

Participants are identified by their place in the organizational hierarchy of UNT. Simply outlined, the major organizational levels, their accompanying administrative title, and their Space Survey role are as follows:

| <u>ORG LEVEL</u> | <u>ADMINISTRATOR</u> | <u>SPACE ROLE</u> |
|------------------------------|------------------------|---------------------------------------|
| I. President | President | N/A |
| II. Vice President | Vice President/Provost | Space Official, de facto |
| III. College/School/Division | Dean/Director | Space Official, appointed by VP |
| IV. Base Department | Department Chair | Space Delegate & Space Representative |

Identifying Space Survey participants begins with the Vice Presidents. The Vice Presidents appoint the Space Officials, and the Officials appoint Space Delegates. If the Delegate wishes to do so, they can appoint a Space Representative to complete the Survey on their behalf up to the point of certifying the results.

****IMPORTANT****

The Space Official, Delegate, and Representative positions are effective for the entire fiscal year up until the next Space Survey event. The people participating in those roles will handle all space issues for their respective departments outside of the Space Survey and engage with FIMS personnel year-round to address matters pertaining to space inventory.

3.1.2 Appointing Participants

The identification of Space Survey participants begins with the vice presidents. By default, the vice presidents are the Space Officials for each of the divisions they oversee. The vice presidents typically transfer their responsibilities to each divisional/college/school head (Dean/Associate Dean/Director). This is done via a FIMS Space Official Appointment form. FIMS personnel will fill the form with the previous year's participants for the vice president. However, the vice president will need to verify the pre-filled information, complete the form, and return it to the FIMS personnel.

After identifying Space Officials, the next step is for those Officials to appoint Space Delegates for the often many Base Departments that roll up to each division. It is necessary to appoint a Base Department representative which FIMS calls the Space Delegate for the survey. This appointment is completed via a FIMS Space Delegate Appointment form, which is executed by the Space Official. Again, FIMS personnel will fill the form with the previous year's participants for the appointed Space Official to verify or update.

The responsibility for completing the survey and certifying the results lies with the Space Delegate. They have full responsibility for the Base Department rooms.

Below is a simple process to generalize this process:

- A. FIMS personnel will send the Space Official Appointment Form to each Vice President indicating the participants from the previous year.

1. Vice Presidents update the Space Official on record (if necessary) for each of the divisions reporting to them and return to FIMS personnel. The term "division" here can mean an administrative division, a college, a school, or other academic support unit.
- B. FIMS personnel create an e-mail distribution list containing all current Space Officials.
- C. FIMS personnel send each Space Official the Space Delegate Appointment Form indicating the participants from the previous year for each Base Department they oversee.
 1. Space Officials update the Space Delegate on record (if necessary) for each of the Base Departments under the Division/College/School.
- D. FIMS personnel create an e-mail distribution list containing all current Space Delegates.
- E. FIMS personnel send an e-mail to the Space Delegate distribution list asking for them to identify Space Representatives, if applicable.
 1. The Space Representatives are added to the distribution list for the Space Delegates.

3.2 Explanation of Roles and Responsibilities

3.2.1 Facilities Inventory Manager

The Facilities Inventory Manager from the Office of Facilities Management & Construction will have overall responsibility for the accuracy of space information across all of the University's owned and leased space. This will include ensuring the Space Survey process is followed in a timely and efficient manner and that the data contained within FIMS is accurate, up-to-date and readily available to various colleges, schools and administrative offices throughout the institution. The Facilities Inventory Manager will provide any necessary assistance throughout the year to the various colleges, schools and administrative offices to properly classify space.

3.2.2 Office of Research Services Representative

This person will provide support to those Delegates and Representatives that must report on organized or sponsored research taking place in their allocated space. Please contact Research Services at 940-369-8192 for information about Federal Reporting portion of the Survey.

3.2.3 Vice Presidents

The vice presidents of the University are notified by FIMS that they are the Space Official for all divisional units that report to them. FIMS personnel also provide a current list of the vice president's college/school/divisions listed in the FIMS database. The vice president is to verify the divisions listed that report to them are correct, and notify FIMS personnel if changes are needed. This list is called the Space Official Appointment form. The list demonstrates possible ways the vice president could delegate the space survey responsibilities.

The vice presidents group will have the responsibility of certifying the accuracy and completeness of the annual Space Surveys results. They may choose to entrust others with this responsibility, which is communicated to the Facilities Inventory personnel through the completion of the Space Official Appointment Form.

Vice president choices:

- Can retain all final certifying responsibilities and complete survey themselves.
- Can retain all final certifying responsibilities and designate space survey responsibilities out to division heads to oversee.
- Can transfer all final certifying responsibilities and space survey responsibilities out to different division heads to oversee and complete final certifications.
- There can be a combination of vice president certifying some divisions, and not others.

The Space Official Appointment form communicates the Space Official's decisions on Space Survey responsibilities to the Facilities Inventory personnel. This form needs to be sent to FIMS as quickly as possible as they need this form on file to further communicate to Space Survey participants.

There has to be a minimum of two different people certifying for all divisional space – the Space Official and the Space Delegate.

3.2.4 Space Official

Each vice president has at least one college/school/division that reports to them. The Space Official typically resides at this divisional level of organizational hierarchy. For administrative units, this person may be a director, and for academic units this person would be the dean. Of course, a vice president may decide to act as the Space Official for the division(s) that report to them, or entrust others to be fully responsible on their behalf.

The Space Official has two main responsibilities:

1. Identify Space Delegates that will oversee the completion the Space Survey
2. Certify the Space Survey results upon survey completion

3.2.5 Space Delegates

Only one person will be appointed to each Base Department in the Survey. This is the Space Delegate. Additionally, this one person could be the Space Delegate of several Base Departments but only one person is entrusted with the Base Department password and survey responsibilities including certifying. This person should be familiar with the space and knowledgeable about its use. It is expected that this person will work closely with other members of the college, school or department who have more familiarity with the spatial and or financial aspects of their areas. They will also serve as the primary liaison with the FIMS personnel during the annual Space Survey. Each Space Delegate will receive training and resources in order to use the FIMS system to access space information, reports and floor plans. If a Space Delegate has a direct report (Representative) complete the survey to a point, that Representative should be identified to the FIMS personnel, included on all correspondence and should attend training as well as or in lieu of the Space Delegate. It is the responsibility of the Space Delegate to notify or have their Representative notify FIMS of this decision. However, the responsibility for the validity of the Space Survey results remains with the Space Delegate, including certification responsibility.

The responsibilities of the Space Delegates are as follows:

- Primary department contact regarding space updates and challenges.
- Coordinate departmental space walks with FIMS personnel.
- Primary source for room type, sub-type, room use, CIP codes and occupant information.
- Validate actual signage of room numbers.
- Validate department name and code for FIMS Hierarchy
- Update departmental space information online through the annual Space Survey
- Forward proof of the submission of the Survey for Base Department, final report of all rooms and their information and certification to the Space Official for completion and final submission
- Survey review with FIMS personnel, if need be.

The duties of the Space Delegates are as follows:

- Insure that all current department ID's are listed correctly under the Base Department on the FIMS hierarchy sheet. These are available via FM Interact. All Space Delegates and their representatives will have access and instructions to use FM:Interact.
- Print out FM Interact room reports for all Base Department rooms. Insure all actual rooms are noted on the FIMS Rooms Reports. If any rooms are not listed in the correct department ID, or there are rooms listed that don't belong to that Base Department, contact FIMS immediately to make necessary changes. Space Delegates or representative can simply e-mail changes giving Bldg, room number and any pertinent information. All requests must be in hard or electronic copy.
- Print out floor plans for all rooms via FM:Interact and walk through all Base Department space to physically verify each room's room type.
- Confirm that FIMS room numbers match the actual room number signs for the space. If not, contact FIMS for corrections.

- Insure that the physical layout is reflected accurately on the floor plan. Measurement of space is not necessary, only general room configuration including wall and door placements. Contact FIMS personnel immediately if any layouts are incorrect or appears unreasonable.
- Review the square footage to determine whether it appears reasonable. If it seems questionable or inaccurate, contact FIMS to field verify your space. Rooms do not need to be measured and have square footage calculated.
- Determine the room type, room sub-type, room use, CIP code. Verify if student station capacity and Educational and General (E&G) category is correctly identified for each room. Student station capacity is number of students only, not including Faculty station in count. This information is available via our website, and further in this document and in appendices.
- For the FIMS database only, Space Delegates and Representatives can update room occupant information via FM:Interact. Tracking room occupants in FIMS is for departmental use only and is not connected to the Human Resource function. Complete the occupant information if your department chooses to utilize this tool. This is only if you want to have room reports with occupant information per room. Soon, FIMS will be adding phone lists per departments, etc. in FM:Interact. (New employees will be added to the FIMS database but established employee information will not be overwritten with new imports in FIMS. FIMS does not upload to the Human Resource Department. Employees are responsible for updating their own files with Human Resources Department.)

3.2.6 Space Representative

The Space Representative is an individual appointed by the Space Delegate to perform all duties and responsibilities that the Delegate has, except for being able to certify the validity of the Space Survey results.

4.0 DATA IN THE SPACE SURVEY

4.1 Codes for classifying rooms

The THECB sets forth several codes to be used for classifying space – Facilities Inventory personnel faithfully comply with the guidelines set forth by the THECB regarding the application of these codes. These codes, their definitions, and limitations can be found in the [CBMo11 and CBMo14 appendices C, F, G, and H](#). The classification codes used for a room are based on the activities conducted in that room over the fiscal year: from September 1 to August 31. For a full listing of codes and associated descriptions, please see the sources detailed in each code's section below.

What the codes essentially do is communicate three things:

- The kind of room it is
- The function or activity taking place in the room
- The academic discipline or administrative division that is performing the function or activity

The codes used in the Space Survey to classify rooms follow guidelines set forth by the Texas Higher Education Coordinating Board (THECB). The codes are explained in further detail in this section, but below is a brief overview:

1. [Room Type](#): A code that identifies a room's primary purpose
2. [Room Subtype](#): A UNT specific code that further refines the Room Type
3. [Room Use](#): A code that identifies functions or activities
4. [Classification of Instructional Program \(CIP\)](#): A code that identifies an academic program or discipline that occupies the room

4.1.1 Room Type Code

The elemental unit of analysis for a facilities inventory database is an individual room, or space. For purposes of this manual and this space inventory system, "room" and "space" are used interchangeably to mean the same thing – an area that is completely or partially bounded by hard walls and/or an imaginary boundary that separates practical functions of the area. Each room corresponds to an individual record in the facilities inventory database and each room record is then tied to an institutional group that occupies the space.

The Room Type code identifies the exclusive or predominant purpose of the room itself. Room Type codes cannot be prorated – only one Room Type code can exist per room – and categorizing a Room Type is separate from classifying a room's function (Room Usage) or its academic discipline/administrative unit (CIP). When making this single determination, some relevant factors of the space include:

- Architectural features, such as the size and layout of the room
 - Architectural features of a room, including its structural design and utility services, are relevant to its primary use and help determine the type of space it is. Information to code rooms according to architectural features can best be obtained by a visual inspection of each room, but may also be obtained from as-built drawings.
- Utility services that serve a primary purpose in the room, such as a gas line in a laboratory
- Its relationship to other space, such as storage or processing rooms
 - When thinking about relationships to other rooms, the issue is whether one room is significantly dependent on the existence of another room – i.e. if the room "serves" or "services" another room. Examples would include: a storage or file room for an office or suite of offices; a kitchenette or break room for an office suite; a storage closet for a classroom or laboratory; a storage area for a conference room; or copy areas in a library. Room Type codes ending in "0" are the independent activity areas, while codes ending in "5" are the service areas. Examples of service area codes are 315-Office Service (to 310-Office) and 725-Shop Service (to 720-Shop).

The Room Type code is three digits long. According to the THECB, there are 11 major categories of Room Types that should encompass all space found in university buildings. Some examples include: Office; Classroom; Research Lab; Study. Each of these categories is represented by a number in the hundreds, and contains several more detailed codes within the category. Below is an example of this relationship:

| <u>Category Name</u> | <u>Category Number</u> | <u>Code Examples</u> |
|----------------------|------------------------|---|
| Office | 300 | 310-Office; 315-Office Service |
| Laboratory | 200 | 250-Research/Non-Class Laboratory |
| Health Care | 800 | 810-Patient Bedroom; 880-Public Waiting |

Sometimes more than one relevant Room Type code can be identified for a room. For example, if a room is used as an Office (310) and as a Research/Non-Class Laboratory (250) a single determination must be made according to its primary use. In order to make the single determination of the primary use, focus needs to be placed on the human activity happening in the room and evaluate it in terms of time over the course of the fiscal year. The evaluation of Room Type codes should be based on the judgment of a departmental representative, facility planning, or physical plant personnel who are familiar with the coding structure in this manual.

A room's Type code can change between inventories or audit dates. Room Type codes do not change until the basic design function of the room has changed.

To find a full listing of Room Type codes, visit the UNT Facilities Inventory code listing on the departmental website: <http://www2.facilities.unt.edu/depts/inventory/roomtypes>

4.1.2 Room Subtype

UNT Facilities Inventory personnel created this code to allow for the further refinement of the Room Type code. This code takes the Room Type code a step further in categorization and allows for Space Survey participants to add a level of detail. Take the code 310-Office for example, using a Subtype allows for participants to identify different kinds of offices such as faculty, staff, graduate, student, coach, trainer, etc.

The Room Subtype code is two digits long, and it is added to the end of the Room Type code. The Room Subtype code is not a code sanctioned by the THECB, nor is it a code they require. Room sub-types are not required, only recommended. Below are some examples of this code:

| <u>Room Type code</u> | <u>Subtype code</u> | <u>Code Description</u> |
|-------------------------|---------------------|-----------------------------|
| 310-Office | 04 | Graduate Student Instructor |
| 250- Research/Non-Class | 01 | Computational |
| 880-Public Waiting | 01 | Admitting |

Based on participants' input, Subtype codes can be modified, updated, or created as needed. The list is completely customizable and intended to be a benefit for internal space reporting. If you would like to have a new Subtype code and description added, please contact Facilities Inventory personnel at fims@unt.edu.

To find a full listing of Subtype codes, please refer to [Appendix E](#) of this manual.

4.1.3 Room Use Code

The Room Use code is a program-oriented code that identifies the actual use/function of a room. Room Use codes classify the room according to its *actual use*, regardless of design intent. Each room must have at least one code, but (unlike the Room Type) may have multiple – up to three different use/functions.

The Room Use code is two digits long. According to the THECB, there are nine major categories of Room Uses that should encompass all functions taking place in university space. Some examples include: Instructional, Research, Institutional Support, and Student Services. Each of these categories is represented by a number in the tens, and contains several more detailed codes within the category. Below is an example of this relationship:

| <u>Category Name</u> | <u>Category Number</u> | <u>Code Examples</u> |
|----------------------|------------------------|---|
| Instructional | 10 | 11-General Academic Instruction |
| Public Service | 09 | 33-Community Services; 35-Public Broadcasting |
| Student Services | 50 | 54-Financial Aid Administration |

Generally speaking, Room Use codes must be updated when a room’s physical characteristics have been modified as a result of renovation activity and the predominant use of the room changes. As with all codes in this manual, the Space Delegate must choose the best code(s) according to all relevant alternatives, keeping in mind the amount of time spent per function over the fiscal year.

When making determinations about Room Use codes, some relevant factors include:

- The program or department which is using the space – THECB refers to this as a “program-oriented code that profiles the actual function of a room”
- Whom the program serves, such as general public, university community, faculty/staff, or students.
- Any funding sources for the function, such as institutional, state, auxiliary, federal, or private.

To find the Room Use Codes, please visit the UNT Facilities Inventory code listing on the departmental website: <http://www2.facilities.unt.edu/depts/inventory/roomcodes/>

4.1.4 Classification of Instructional Program (CIP) Code

The Classification of Instructional Program (CIP) code is a taxonomic coding scheme that contains titles and descriptions of postsecondary instructional programs – think of this code as identifying a particular discipline or department that is utilizing the room. This code is required for all rooms. If an exact CIP code cannot be determined, assign the most accurate code available.

The CIP code is six digits long and corresponds to a single instructional program. The first two digits identify the particular category it is a part of. There are 50 categories of academic CIP codes, and seven categories of non-academic CIP categories, for a total of 57 CIP categories. Below is an example of this relationship:

| <u>Category Name</u> | <u>Category Number</u> | <u>Code Examples</u> |
|----------------------|------------------------|---|
| Engineering | 14 | 14.0101-Engineering, General |
| Library Science | 25 | 25.0301-Library Assistant/Technician |
| Central Operations | 81 | 81.1200-Office, President or Chancellor |

Recognizing that these codes were developed for academic disciplines and programs, the THECB developed their own supplementary set of CIP Codes that were to identify departments, or business functions that are administrative in nature. Academic CIP codes (000000 – 600399) should not be used with Room Use Codes of the Institutional Support category (60 series). These two areas are fundamentally different. Space for academic administration, such as Deans or Department Chairs, is Room Use code 46-Academic Administration and it must be combined with an academic CIP.

For a full listing of CIP Codes, please visit the UNT Facilities Inventory full CIP code listing on the departmental website: <http://www2.facilities.unt.edu/depts/inventory/cipcodes>

4.2 Prorating different codes for rooms

When a room serves several functions, or when different disciplines or departments are using the space, up to three different Room Use and CIP codes can be prorated. Only Room Use and CIP codes can be prorated – there can only be one Room Type

This section more clearly details how to prorate space codes for rooms.

The following situations will be addressed:

- a. Room Use code
- b. Classification of Instructional Program (CIP) code
- c. Departmental Occupancy

4.2.1 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 |

4.2.2 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) |

4.2.3 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.

4.3 Other data about rooms

Additionally, there are other pieces of data tracked via the Space Survey:

1. [Student Station Capacity](#): Actual number of seats in a room. If the room is for instruction, do not include seats for faculty.
2. [Educational & General Status \(E&G\)](#): [This section is information-only] A condition determined by a combination of the codes above. Not required of Space Survey participants.
3. [Notes](#): To provide comments particular to a room.
4. [Room Occupants](#): To identify people that occupy a room.

4.3.1 Student Station Capacity

Student Station Capacity is only the count of student seats in a room and does not include faculty seats. Student Station Capacity is based on the number of students a room is **designed** to accommodate, typically displayed through the number of desks, table spaces, or seating actually available in the room. This capacity number is different from the *Maximum Allowable Capacity* determined by life safety codes, and enforced by UNT Risk Management Services.

The exceptions to this standard of "student seats" are Conference Rooms (Type 350), Assembly Rooms (Type 610), and Meeting Rooms (Type 680). These Room Types require station counts for all possible seating, and would likely equal the Maximum Allowable Capacity as described in the above paragraph.

THECB requires Student Station Capacity data for the following Room Types:

- 110 Classroom
- 210 Class Laboratory
- 220 Special Class Open Laboratory
- 350 Conference Room

410 Reading/Study Room
430 Open-Stack Study Room
610 Assembly
680 Meeting Room

Capacity numbers are generally static – meaning they do not change very often once they are set. Renovation activity that changes the physical layout (i.e. walls and square footage) of a room might result in a re-evaluation of the capacity number.

4.3.1.A Updating Student Station Capacity

1. Facilities Inventory personnel receive a request to increase the capacity number for a certain room or group of rooms.
2. The request is forwarded to the Risk Management Services Safety Services Officer for an evaluation of the capacity, along with all the data about the room.
3. The RMS Safety Services Officer performs evaluation and replies to Facilities Inventory with the capacity number that complies with Life Safety codes.
4. If the evaluation results in an increase of capacity, Facilities Inventory personnel will update the capacity data for the room in FIMS
 - a. Notification is sent to the UNT Registrar about the increased capacity.

4.3.2 Educational and General (E&G) Status

*****NOTE***** **Below is for information-only.** Participants are not required to determine E&G status.

The Education and General (E&G) designation means that the space is utilized to fulfill an institution's mission. The space can either be used for academic instruction, research, or in direct support of the institution's mission. It does not include auxiliary enterprise space, space that is permanently not assigned, or space used for operations independent of the institution's mission.

The classification codes used for space determine the E&G status. Certain Room Type, Room Use, and CIP codes – or combinations thereof – automatically make a space E&G or not.

For a detailed view of classification codes that exclude space from E&G status, refer to the sources below.

Sources:

- Page 11.9-11.10 of the [CBMo11 Facilities Room Inventory Report](#) (Space Excluded from E&G Space Calculation)
- A custom built break-out list from Facilities Inventory on the E&G versus Non-E&G space designations: <http://www2.facilities.unt.edu/depts/inventory/eandg>. You can also view the above webpage in PDF format here: http://www2.facilities.unt.edu/docs/eg_vs_noneg.pdf.

4.3.2.A Education and General Net Assignable Square Feet (E&G NASF)

Educational and General Net Assignable Square Feet (E&G NASF) is actual amount of square footage utilized for E&G purposes.

The above example under Section A.2.4.6.ii for prorating a room between the Physical Education dept and Intramural Athletics Department is a good example of how a proration affects E&G and non-E&G space calculations:

A gym may be equally shared between two different institutional divisions, Physical Education 80% of the time and Intramural Athletics 20% of the time. Here, the Room Use Code would be 80% General Academic Instruction (Use Code 11) and the space would be considered E&G NASF as it is used for

instruction. The remaining 20% of the NASF would be Intercollegiate Athletics (Use Code 56) and this space is for a non-E&G function as it is organized space for recreational competition.

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

Under this example, 80% of the room's total square footage (gross square feet, or GSF) is accepted as E&G, while the remaining 20% is classified as non-E&G and will not be included in the total E&G NASF for the University. The Facilities Inventory database has fields that will hold up to three different E&G space calculations for a specific room based on the possible prorations of the classification codes.

4.3.3 Notes

This portion of the Survey allows participants to enter general comments or other information about the room that is not formally tracked within the Survey. Examples of information that can be input here include (but is not limited to):

- Any special or informal name for the room
- If the space is shared by other departments
- If the space is alarmed

4.3.4 Room Occupant Information

This section allows participants to assign employees to rooms. By searching for employees using their last name, you can select the appropriate person(s) that physically occupy a room and assign them to them to it.

5.0 PROCESS

The Space Survey component acts as a mirror database to the production environment of the space inventory database maintained by the FM:Space software. In essence, the Survey module copies all of the data contained in the database and organizes all room records per department. The Survey module creates log in credentials for each department which the Facilities Inventory personnel distribute to the departments. The room data is published via the Internet for review, modification, and certification by each department.

Once each department has completed the Survey, the module then replaces all room data in the production database with the data from the Survey tables – an event called “posting.” This means that any changes to the production database (including floor plan layout changes done in AutoCAD that result in new or modified room records) will not be saved once the Facilities Inventory Manager “posts” the Space Survey results to the production database. Facilities Inventory will identify an “initialization date” each year on which to officially begin the Space Survey. On this date, Facilities Personnel will not be able to work in the production environment for the database and will work with the room data on the temporary database tables through FM:Space for the Space Survey.

5.1 Survey Workflow

1. Facilities Inventory Manager requests the “o_FLATTEN_TREE_PUBLIC” report from Financial Reporting, which contains the current list of all DeptIDs.
 - a. This ensures the most current departments and their unique DeptID can be used in the FIMS Hierarchy, detailed in section 2.1 above.
2. Space Survey participants are identified for each role. See Section 3.0 above for further details.
3. Facilities Inventory personnel divide up all departments evenly to work exclusively with those departments. This makes for an easier experience for participants by working with the same person throughout the entire survey event, as well as making work more efficient between Facilities Inventory personnel.
4. Training sessions are conducted for Space Survey participants.
5. Facilities Inventory Manager requests the “SpaceManagement” employee list from Human Resources, received via e-mail in a MS Excel spreadsheet.
 - a. Facilities Inventory Manager uploads the spreadsheet to the N0 table of FM:Space. This ensures participants will be able to find their fellow colleagues during the Space Survey section which asks for room occupants.
6. Facilities Inventory Manager creates a back-up the production database before initialization.
7. Facilities Inventory Manager performs initialization routine.
 - a. As a result of the initialization routine, the access codes are generated for each department to access their room records through the Space Survey web portal.
8. Facilities Inventory personnel field requests from Space Delegates or Space Representatives for their Space Survey access codes to begin accessing and editing their room data.
9. Facilities Inventory personnel support participants throughout their entire survey experience.
10. Facilities Inventory personnel receive the certified hard-copy results of the Space Survey via intercampus mail. Once received, the appropriate FIMS Representative assigned to the department reviews the results for consistency and to identify any potential records that require further analysis.
 - a. Facilities Inventory personnel contact the Space Survey participant(s) about any potential issues, gather information, and make a final determination.
11. Once the Facilities Inventory personnel provide their approval of the results, they “post” that department’s results back to the production database environment from within the database interface.
12. Repeat steps 8-11 until all departments have completed the Space Survey.

6.0 INSTRUCTIONS TO COMPLETE THE SURVEY

6.1 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 department's 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 |
|----------------------|-----------------------------|----|-----|------------|-----|----------------------------|

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.

6.2 Example of Room Use and CIP code Proration

The following situations will be addressed:

- a. Room Use code
- b. Classification of Instructional Program (CIP) code
- c. Departmental Occupancy

6.2.1 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 |

6.2.2 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) |

6.2.3 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.

6.3 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.

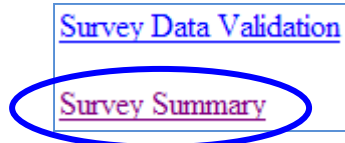
6.4 How to Submit Results When Space Survey is Complete

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.