



Space Survey User's Guide

Space Planning & Management

<https://facilities.unt.edu/space/space-survey.html> | 940-369-8400

Purpose

All public higher education institutions in the State must submit an annual facility inventory report to the Texas Higher Education Coordinating Board (THECB). The amount, type, and use of physical space are among other components utilized to determine each institution's current and projected funding. In addition, this information is used by UNT to negotiate Federal Facilities and Administration rates for research grants and for federal reporting of associated research space. Space Planning and Management (SPM), in compliance with UNT Policy 11.002, is responsible for submitting these reports. Conducting an annual Space Survey is the tool utilized to ensure accuracy in UNT's reporting.

Introduction

As the designated space survey respondent or approver, you are responsible for completing the annual Space Survey accurately and within the designated time frame. The information you are required to provide consists of THECB codes, occupant information, research information, and other characteristics unique to each room assigned to your department or unit.

You will be notified when the Survey is open for editing and the time allowed for completion. Please ensure enough time to complete all input as well as time for the department approver(s) to review and approve the Survey prior to the closing date. There is an entry for every room assigned to your department or unit, including interior hallways, and each space can take anywhere from a few seconds to a few minutes to complete.

Only designated respondents and approvers have access to the OpenBlue Workplace Space Inventory Survey.

If you are not currently a respondent or approver, please contact SPM to request authorization. This may be done via the [Space Representative Change Form](#) online.

Accessing the Survey: Survey Respondent and Approver (Fig. 1)

1. Confirm that the computer you are using meets the site requirements listed on the FAQ - Things you NEED to Know page at the beginning of this guide.
2. Access the Space Survey from the [SPM website](#). Scroll down to the green box labeled "Click Here to Access the Space Survey" and login utilizing your EUID and password.
3. To begin working on the survey, from the Home Page (Fig.1), click on the "Higher Education Survey" icon (the graduation hat on the sidebar menu), click on Views, and then Survey-Respondent or Survey-Approver (Fig. 1.1).
4. You can also begin working on the survey by clicking on the green "Survey Respondent" or "Survey Approver" buttons on the homepage. Please be sure you are clicking the correct button as you will only be able to access the security group you are assigned to (Fig. 1).

Note: If you would like to view your floor plans for reference, they can be accessed by selecting the "Space Management" icon (the floor plan icon), and then select your Region (UNT Denton), site (ex: Main Campus), building (ex: Art Building), and floor (ex: 04 (Fourth Floor Plan)). (Fig. 1.2)

If you do not have access to view floor plans, please complete the [Floor Plans Request Form](#). Please note that only faculty and staff are granted access.

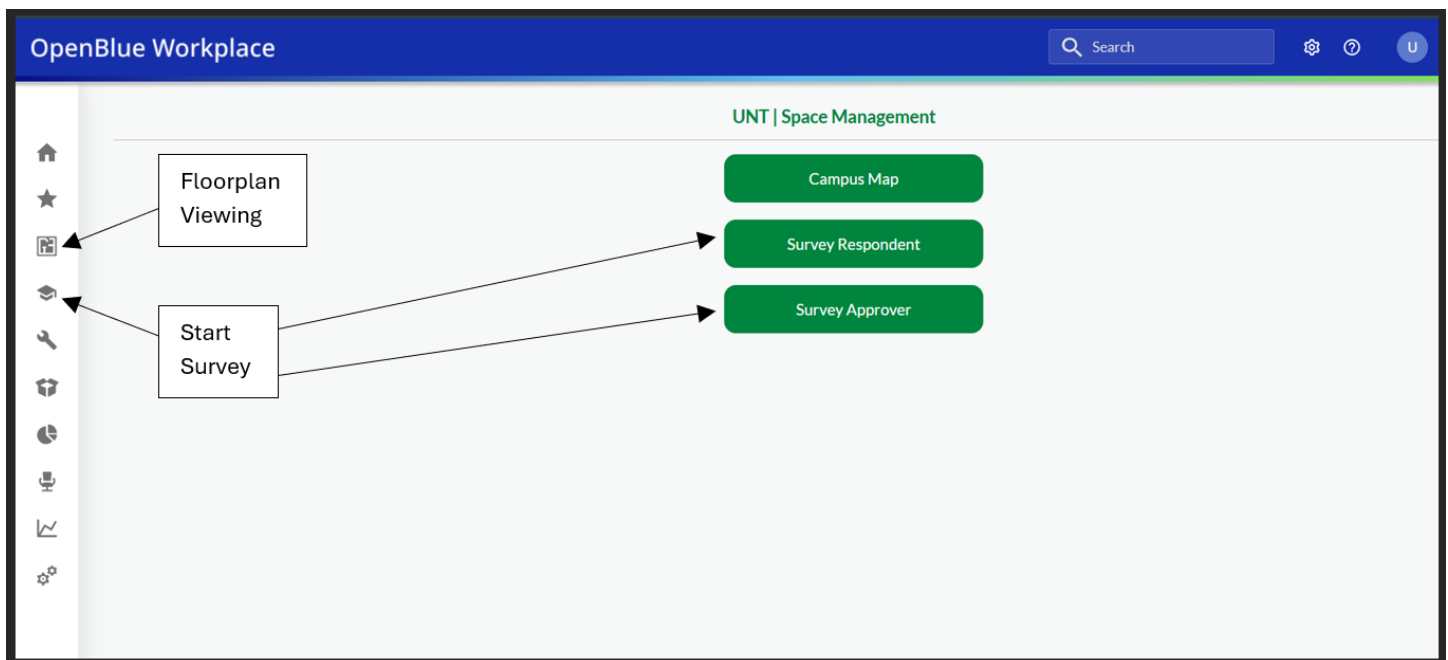


Fig. 1 (Home Page)

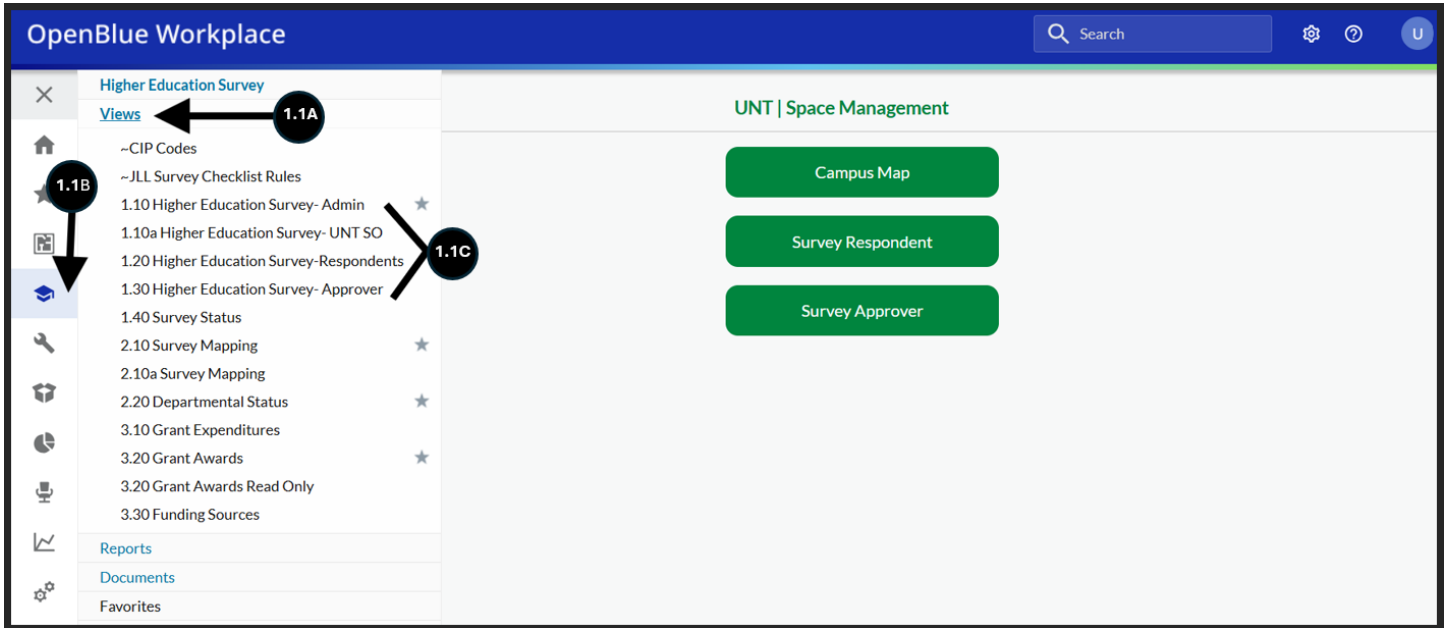


Fig. 1.1 (Access your Space Survey)

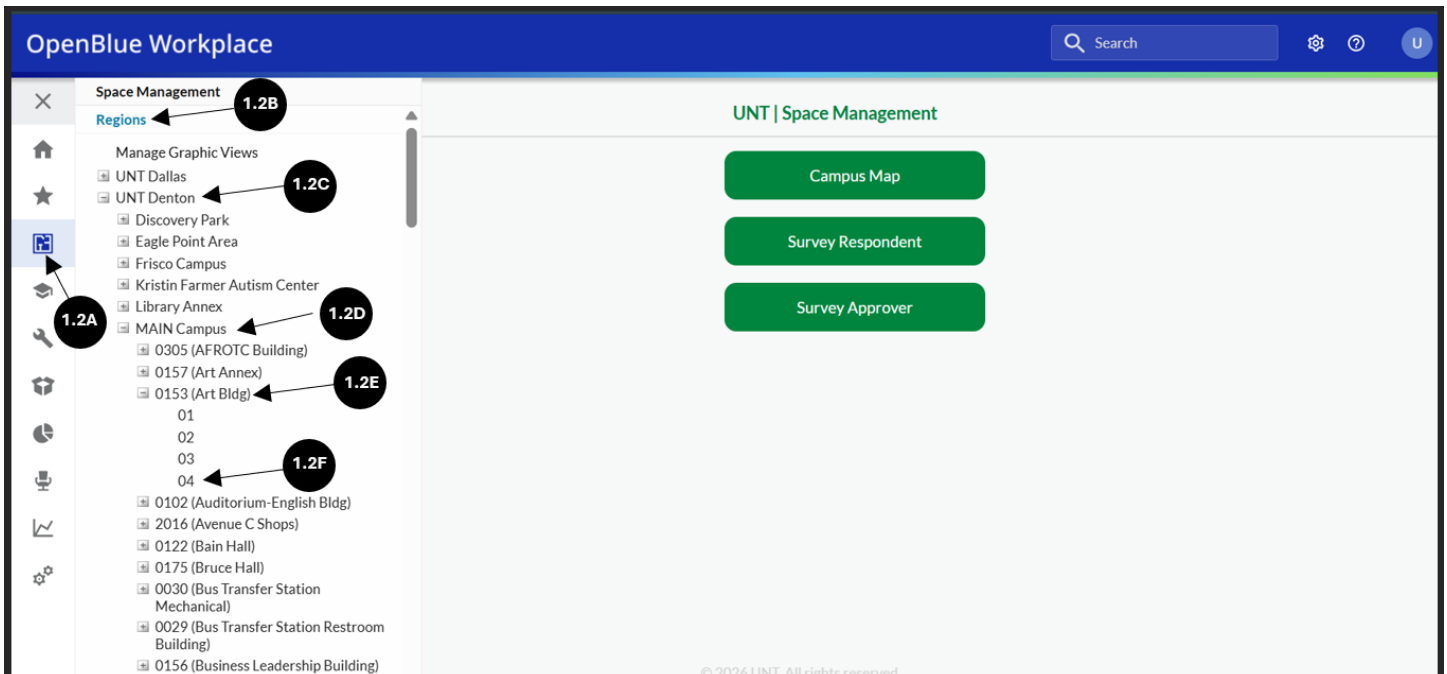


Fig. 1.2 (Finding Floorplans)

Completing the Survey: Survey Respondent and Approver (Fig. 2)

1. The Survey will open to the list of rooms specific to your department(s) displaying information such as building and room number, space use, area, department, etc. (2A). Only those rooms that are currently assigned to your department(s) or unit(s) will appear for editing in your list.
2. At the bottom of the list you will see the number of items, number of pages, and the page size setting (2B). These numbers indicate the total number of rooms included in your survey. You may change the number of rooms displayed per page here for your convenience.
3. To select a room, click on word "Edit" (2C)
Note: You must click directly on the word "Edit," if you click anywhere else on the line, a view will open but it will not allow editing.
4. There are three sections to complete for each room: "Room Details," "Space Information," and "Confirmation" (2D).
5. On the "Room Details" screen you will either confirm or change the following (2E):
 - **Department Correct?** (Space is assigned by Dept. ID number)
 - **Space Use Correct?** (Current space use for the room will show in the grid view above. The list of Space Use Codes is located on the SPM website under the Space Survey tab.)
 - **Room Dimensions Changed?** (Only complete if the room has been renovated recently and the floor plan is incorrect. Notify us immediately if this is the case.)
6. **Capacity** (This refers to the number of total occupants, whether they are faculty, staff, or students. Offices typically have a capacity of at least one. If the room is used for a purpose other than for occupancy, such as copier or storage, the capacity is zero. Current capacity will show in the grid list of your spaces at the top of the page, but you **MUST enter the number even if it is still correct.**)
7. When you have completed editing the information on the "Room Details" tab, click on the "Next" (2F) button at the bottom of the page and move on to "Space Information." A dialogue box will open to the Space Information page. If the box fails to open, **ensure that your pop-up blockers are turned off.**

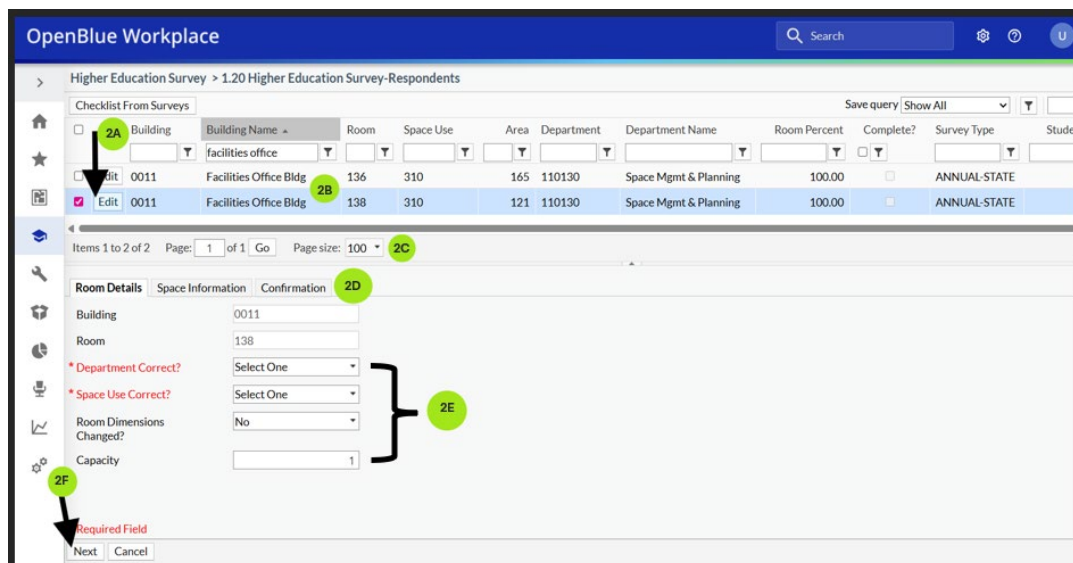


Fig. 2

Completing the Survey cont. (Fig. 3)

1. The **"Space Information"** tab drills deeper into the specifics of each room. The first of those specifics is function, referred to here as **"Functional Category Codes to Room"** which includes the **"Function Code," "CIP Code,"** and **"Room Percent"**.
2. Click **"Add"** to add a new line, **"Edit"** to edit existing information, or **"Delete"** to remove a line entirely (3A). This will bring you to Fig. 3 pictured below. You may add up to 3 different function or CIP codes, but the total percentage must equal 100:
 - **"Space User"** identifies the campus your space is associated with (**UNT Denton** for Denton except UNT System, which is **SYS, DAL** for Dallas, **HSC** for UNT Health)
 - **"Function Code"** identifies the type of activity which takes place in the room (e.g., education, research, student service, etc.).
 - **"CIP Code"** is the Classification of Instructional Program Code for every academic program.
NOTE: Each space can have up to three distinct Functions or CIP codes associated with it.
 - **"Research Type"** and **"Lab Type"** need only be completed if the room selected is a lab used for research.
 - **"Percent"** is prorated according to the percent of time the space is used for each Function or CIP code. See "Proration Example" below.
3. When complete, hit the **"Save Changes"** button (3B) and move to the **"Occupants"** section.

Proration Example: A Biological Science faculty member teaches half of the time and is engaged in funded research half of the time, his/her assigned room(s) would be prorated as 50% instructional (Function Code 11) and 50% individual research (Function Code 22). The CIP Code for Biological Science is 26.0101

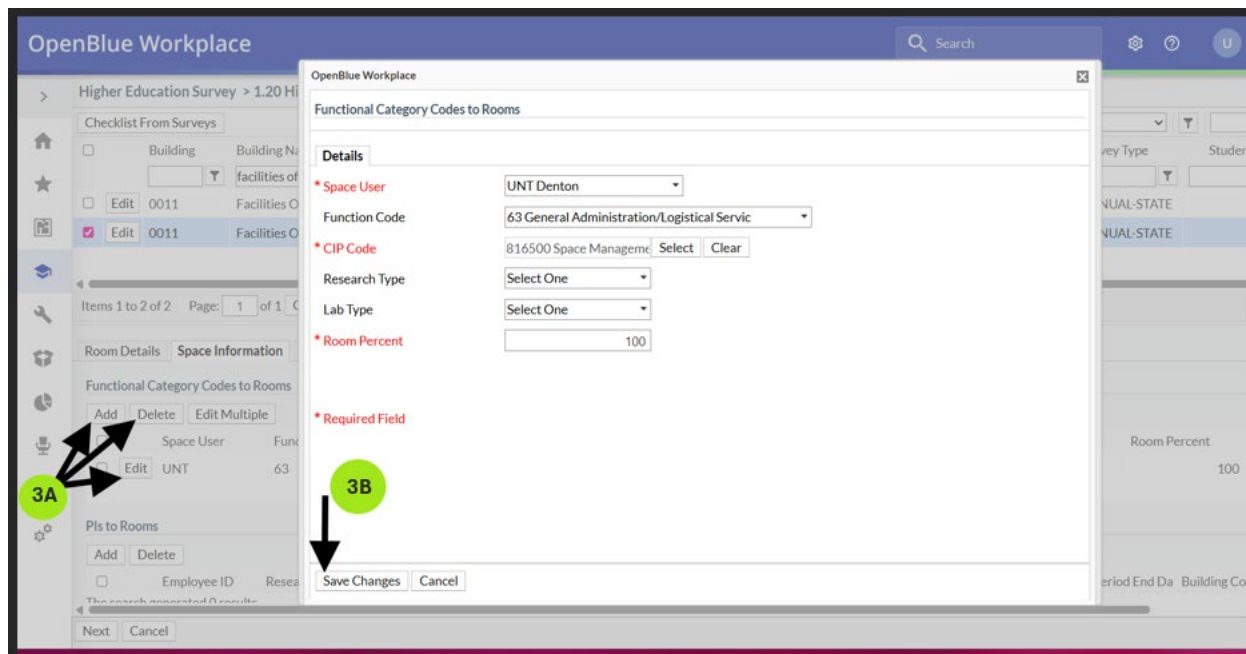


Fig. 3

Completing the Survey cont. (Fig. 4)

The next sections (found under “**Functional Category Codes to Rooms**”) are for “**Occupants**,” “**PI’s to Rooms (Principal Investigator)**,” “**Room Amenities**,” and “**Specialized Equipment**”. All UNT employees hired more than 30 days ago should be in the system, as well as all account or grant numbers for organized research. If you do not see who or what you are searching for, please let us know.

NOTE: To locate a specific person or account, you can search for all, or part, of the text or employee ID number associated with them by clicking the “Select” button. Multiple occupants can be added to a room.

1. **Occupants:** Click “Add” to add a new occupant, “Edit” to edit existing occupant information, or “Delete” to remove an occupant entirely (4A).
2. When you add an occupant, a “Details” tab box will open. Click “Select” to search for an occupant by their EmpID, Last Name, or First Name (4B).
3. Click on the correct employee, click “Select” to choose them, and click “Save Changes” to add them as an occupant (4C).

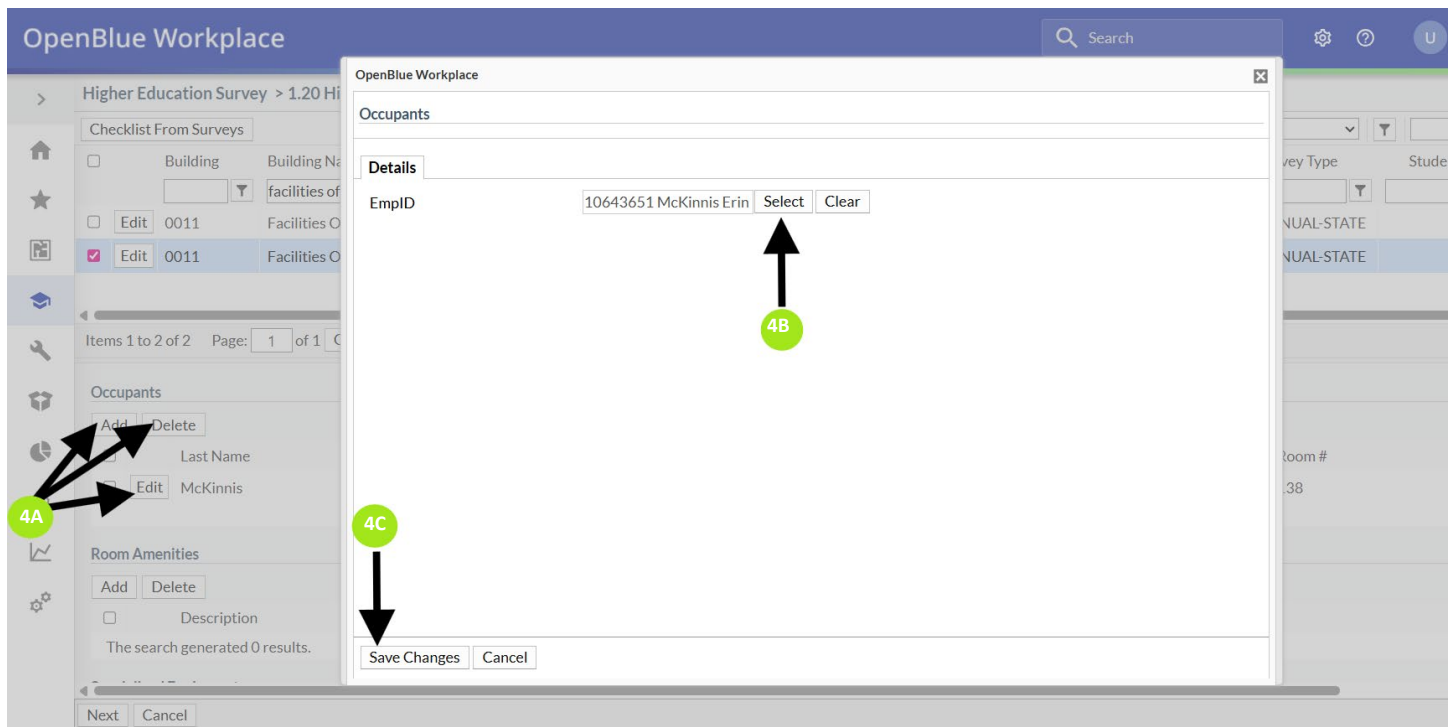


Fig. 4

***If you have RESEARCH SPACE, see below. If not, move to "Completing the Survey cont. (Fig.5)" on page 8.**

1. **PI's:** In the section labeled "PI's to Rooms," you will detail the Principal Investigator(s) and Grant Number(s) associated with the space (Fig. 4.1). Follow the same process as with **Occupants** on page 4 to search for information. When an employee is selected, the department will automatically fill in. Be sure to enter the corresponding CIP Code and remaining information for the faculty and lab.

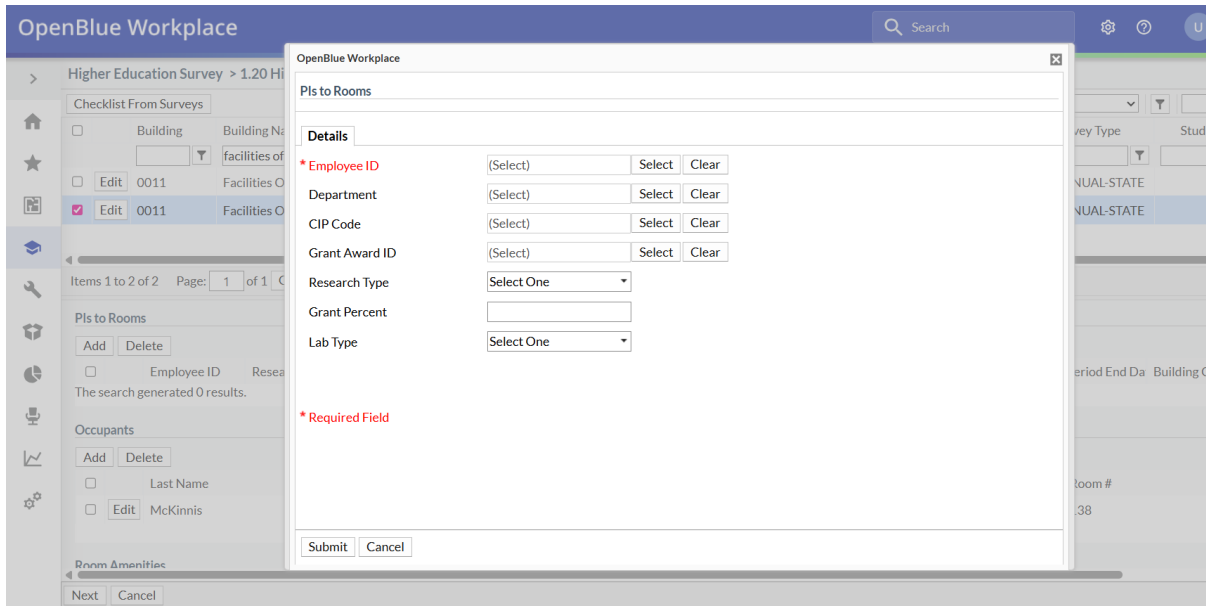


Fig. 4.1

You may add multiple entries for each, but each section must total 100% for the sum of all entries (Fig. 4.2). For additional information on research see **Appendix A, Research Space Guide** on page 16.

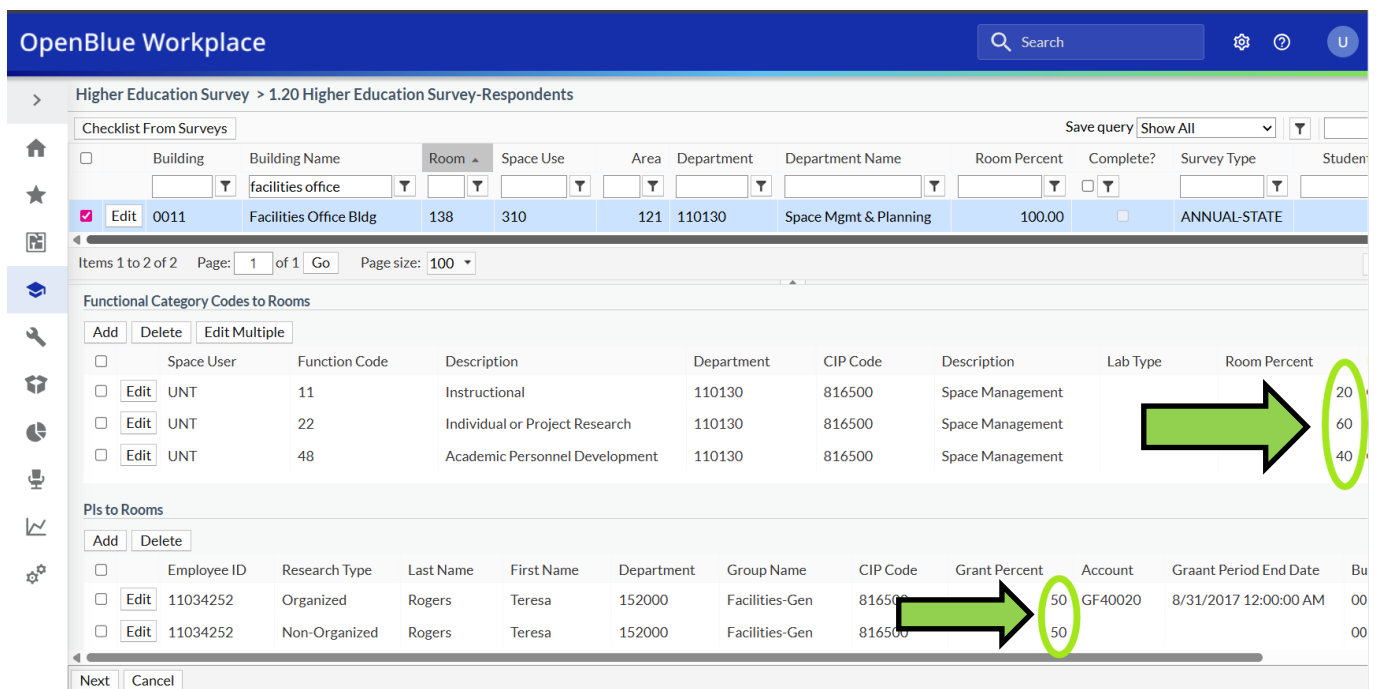


Fig. 4.2

2. The sections labeled as “**Room Amenities**” and “**Specialized Equipment**” are intended for use with space use types such as classrooms, class labs, special class labs, and research labs, but may include any space use type if applicable.
 - a. **Room Amenities:** This section has a dropdown list of amenities to choose from that will appear when you click “Add”. If you have amenities not on the list that you believe should be noted, please add them in the Notes section under the Confirmation tab.
 - b. **Specialized Equipment:** This section has text fields that will allow a tag number and description of the equipment. The intent of the Specialized Equipment section is to gather information specific to research equipment. This is equipment that has been **purchased with grant funds**. This does NOT include office computers, copiers, scanners, refrigerators, etc. When complete, hit the “Next” button and move on to the “Confirmation” section.
3. After each room has all information completed, move to the Confirmation tab. You must check the box marked “**Complete?**” and hit “**Save**” at the bottom for your work to be saved (5A). You must repeat the entire process (figures 2-5) for each space on your list.

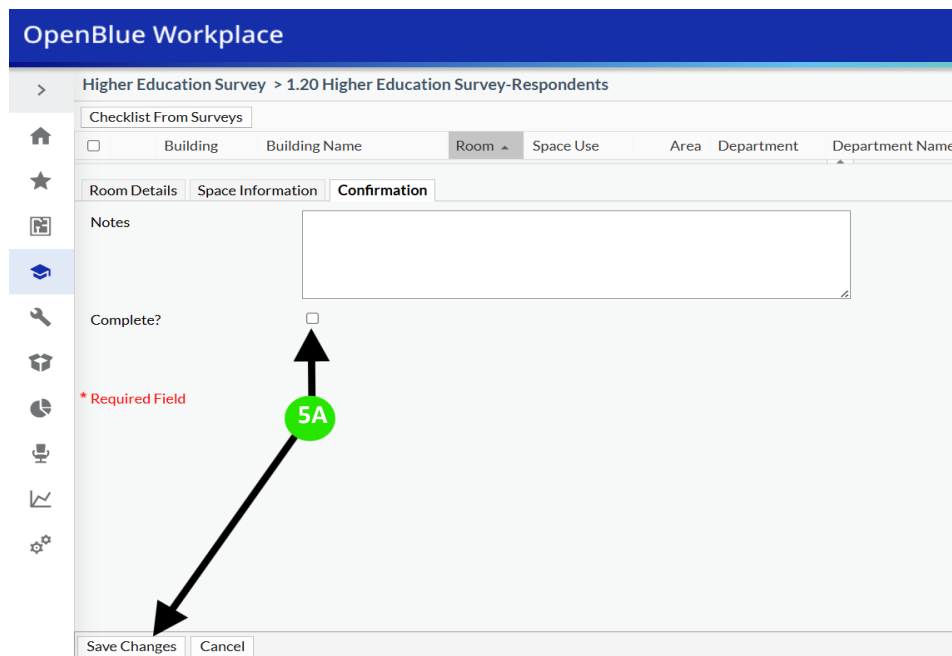


Fig. 5

- Once all room data has been entered and saved, click on the box in the top left corner called "Checklist from Surveys". It may take a second to open as it is running a report on all your assigned space. This report will show you any mistakes, issues, or missing items among the data you have entered.

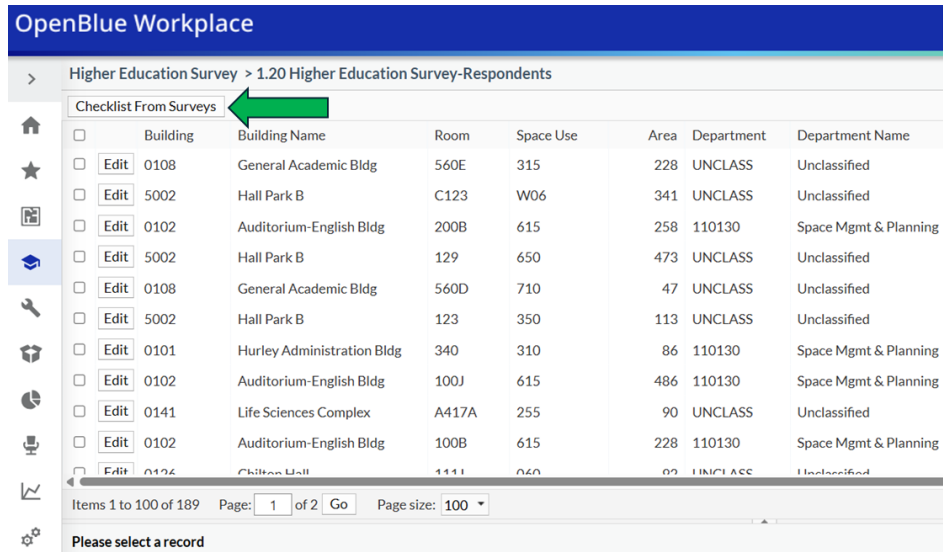


Fig. 5.1

- Once opened, your report should resemble Figure 5.2 below. We will explain how to download your report into Excel later in this guide.

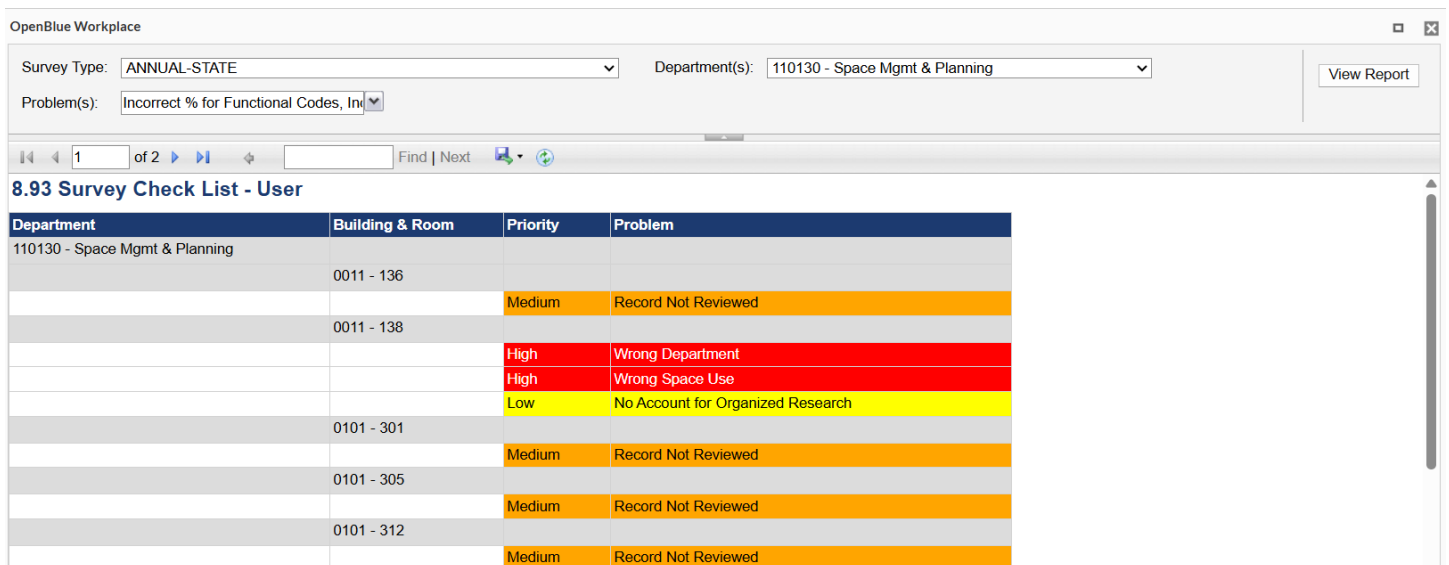


Fig. 5.2

6. At the top of the report, you will see four boxes (detailed below). Use these boxes to manipulate the data and run the report on your assigned spaces by clicking on the down arrow on the right of each box. (Fig. 5.3 & Fig. 5.4)
- a. **Survey Type:** Annual-State (this should **ALWAYS** say Annual-State)
 - b. **Department(s):** This should list the departments assigned to you. You can run a report for each department.
 - c. **Problems:** This box contains all the potential problems or issues that may be in your survey. You can run the report for all of them at once or run it for each individually.
 - i. **Incorrect % for Function Codes** – this will appear if the function code percentages on a room do **NOT** total 100%. **You will need to correct this.**
 - ii. **Incorrect % for Principal Investigators** – this will appear if the percentages for the Principal Investigators assigned to the room do **NOT** total 100%. You may have as many Principal Investigators assigned to a room as is necessary, but the percentage **MUST** total 100%. **You will need to correct this.**
 - iii. **Wrong Department** – this will appear if you marked a room as being assigned to the wrong department. **You do NOT need to correct this but please ensure the change you are submitting is accurate.**
 - iv. **Wrong Space Use** – this will appear if you marked a room as having the wrong space type coding. **You do NOT need to correct this but please ensure the change you are submitting is accurate.**
 - v. **Record Not Reviewed** – this will appear if you have not reviewed a room and completed its survey. **You will need to correct this by completing the room survey and checking the “Complete” box under the confirmation (see Figures 2-5).**
 - vi. **No Space Use Code** – this will appear if there is no space type assigned to the room. **You should go back to the Room Details tab and answer “no” to the Space Type Correct question. Then suggest the appropriate space type under “Proposed Space Type”.**
 - vii. **Missing Student Capacity** – this will appear if there is no capacity entered on the room. **You will need to correct this.**
 - viii. **No Department Code** – this will appear if there is no department entered on the room. **You should NEVER see this on your list. If you do, then contact us immediately.**
 - ix. **No Account for Organized Research** – this will appear if there is a research function 21 or 22 entered on a room and **NO** Grant associated with the Principal Investigator's. Any function 21 or 22 should have a grant associated with the PI. **You will need to correct this.**
 - x. **More than 3 Function Codes Assigned to Room** – this will appear when there are more than 3 Function and/or CIP codes listed on a space. **You will need to correct this.**
 - xi. **Capacity Field has changed** – this will appear when you have updated the capacity for the space to a different number than what is in the grid. **You do NOT need to correct this but please ensure the change you are submitting is accurate.**

- d. **View Report:** When you want to run an updated report or adjusted report, you will change the options in the other boxes and then click this box to see your report.

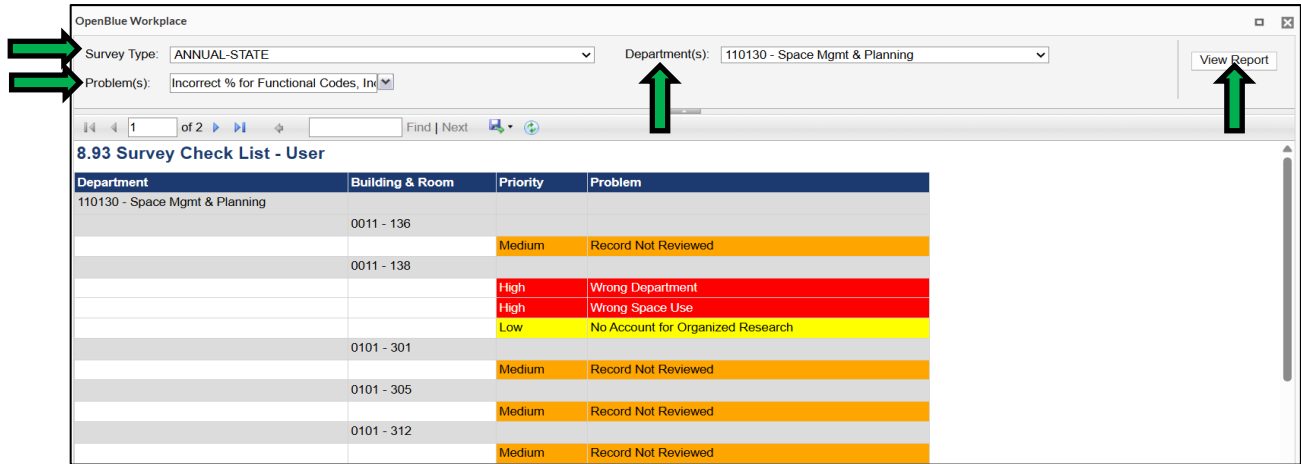


Fig. 5.3

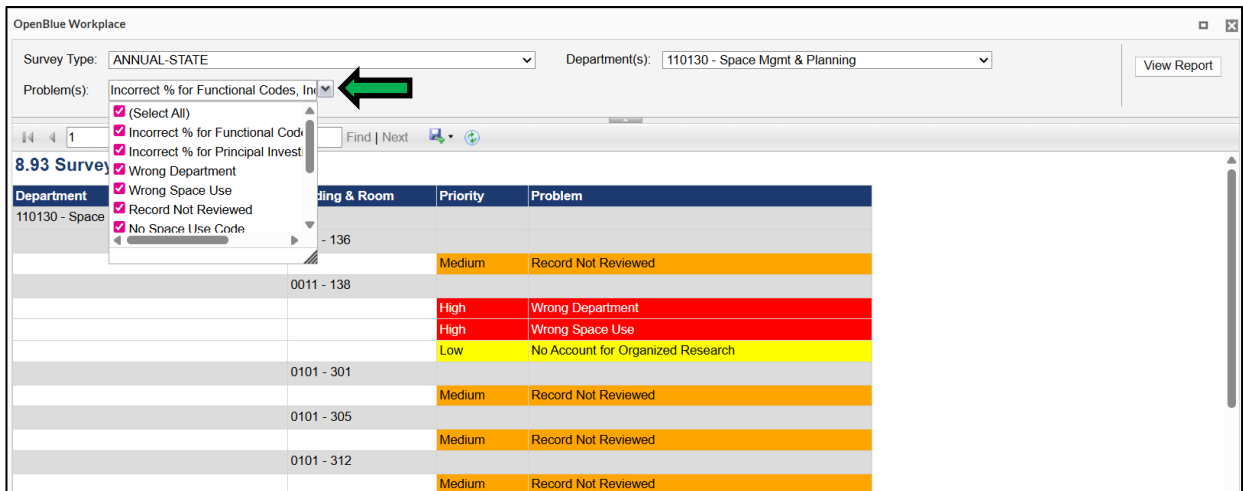


Fig. 5.4

7. **TO DOWNLOAD THE REPORT:** We recommend downloading this report into Excel so you have the option to work from it and/or print it rather than having to rerun the report following every correction you make to see the next item. Click the arrow next to the floppy disk icon and click Excel (Fig. 5.5). The report will download at the bottom of your screen titled "8.93 Survey Check List – Excel" (Fig. 5.6). Open this report.

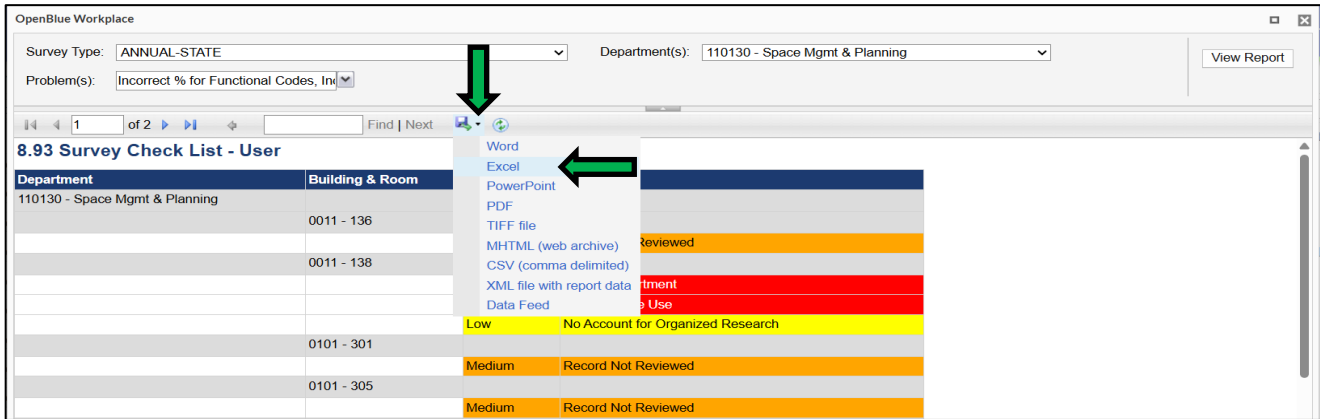


Fig. 5.5

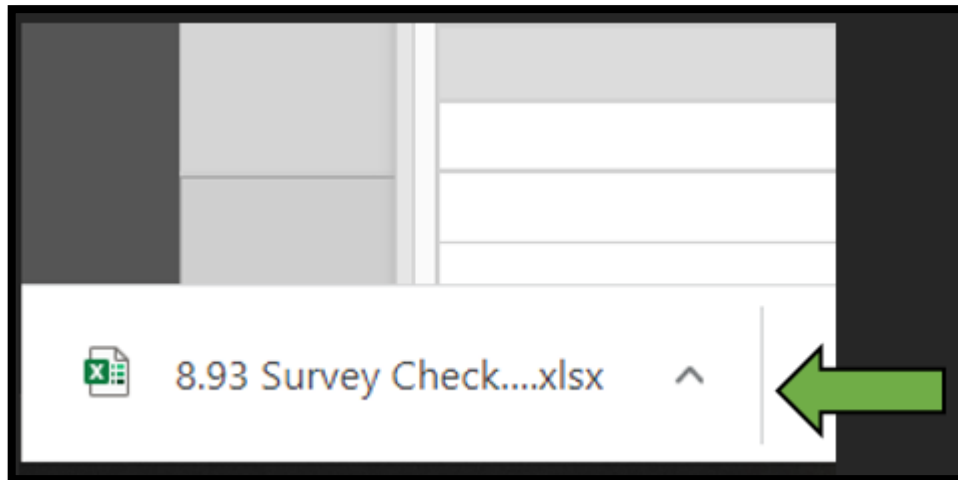


Fig. 5.6

- The opened Excel report will look like Fig. 5.7. As stated above, utilize this report as your working list of corrections. As you can see in Fig. 5.7, we have one room needing our attention. Building 111, Room 104C has multiple items that need correction. Our total Function Code Percent does not total 100%, we are suggesting the current space type is incorrect and have suggested a new space type, we have a Function Code 21 or 22 listed with no Grant associated with the Principal Investigator, and we have more than the maximum of 3 function codes listed. We must go back into the survey (Figures 2-5) to make the necessary corrections. Please use the explanations on pages 7-8 for reference on what data needs to be corrected and what needs to be confirmed for OSMP to correct.

8.93 Survey Check List - User

Department	Building & Room	Priority	Problem
110130 - Space Mgmt & Planning	0101 - 305		
		High	Incorrect % for Functional Codes
		High	Wrong Department
		High	Wrong Space Use
		Medium	Record Not Reviewed
		Low	No Account for Organized Research
		High	More Than 3 Functional Codes Assigned to Room
	0101 - 312		
		Medium	Record Not Reviewed
	0101 - 312A		
		Medium	Record Not Reviewed
	0101 - 312B		

Fig. 5.7

- Adjust and correct the necessary items for each space in your report until you have no adjustments or corrections left to make. Rerun the report (figures 5.1-5.7) to confirm you have corrected all rooms needing correction. If you have suggested a change, such as a new Space Use Code or new Department ID, then these will remain on your list until we reconcile the survey.

NOTE: You are not complete until your survey has been marked “Pending Approval” by both you and your approver.

Completing the Survey cont. (Fig. 6)

1. When all information has been entered and cross checked via your Survey Checklist Report, return to the Home Page and select **"1.40 Survey Status"** located under the "Higher Education Survey", the icon that looks like a graduation cap on the left.
2. The window that opens will be titled **"1.40 Survey Status"** (6A) and should display information specific to your department(s). Select **"Edit"** (6B) and change the status to **"Pending Approval"** (6C) and then hit **"Save Changes"** at the bottom of the page (6D).
3. Notify your approver that the survey is ready for review and approval.

NOTE: You are not complete until your survey has also been marked "Pending Approval" by your approver.

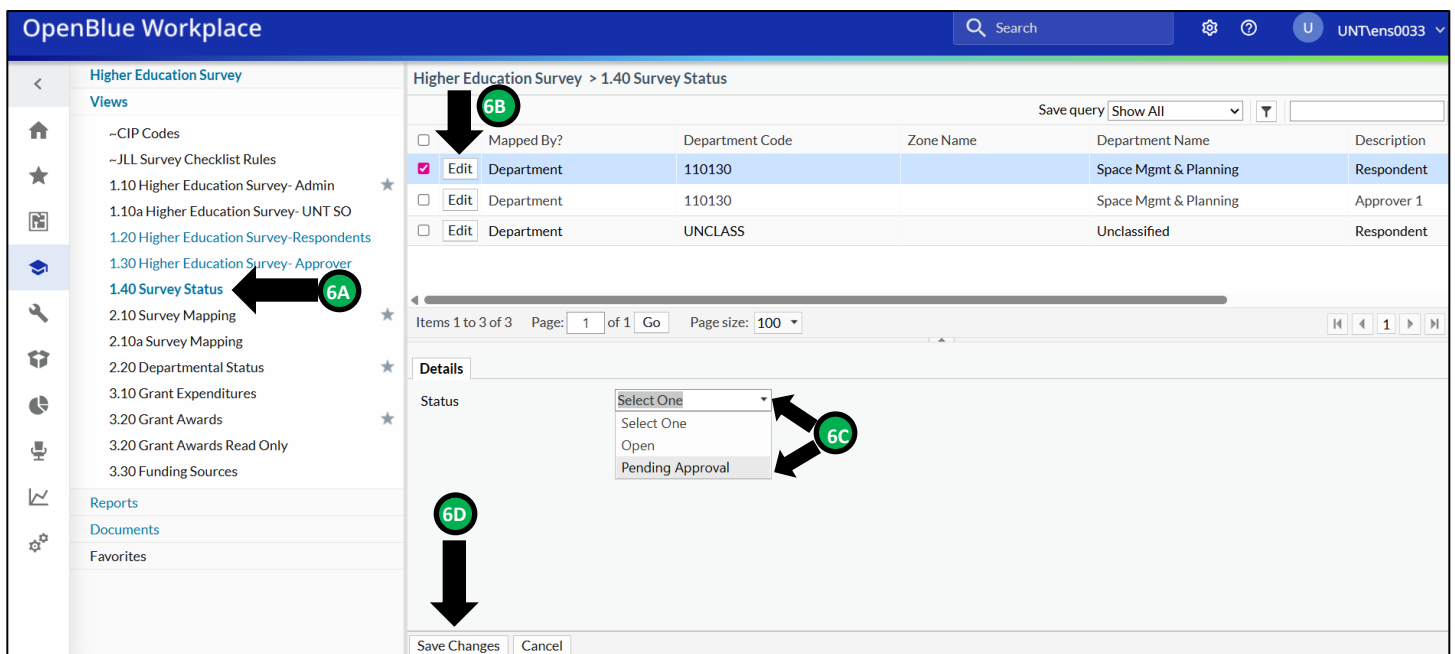


Fig. 6

Approving the Survey: Survey Approver

1. Once you have been notified that the Survey Respondent has completed their input of all survey data, you may access the survey to review and approve the data. Please see "Accessing the Survey: Survey Respondent and Approver" on page 1 for instructions on entering the survey. As the approver, you are responsible for reviewing the accuracy of your reported room information. The information contained in the survey is used to make space decisions throughout the year to better serve the mission and needs of UNT.
2. Once in the system, a list of individual rooms will open for your review. You may select any room and review all pages of data associated with said room. If a room's data is either incorrect or incomplete, it may be changed here. You may also click on the "Run Checklist" button to see if there are any outstanding issues with your data. Please reference pages 4-13 in this user's guide for any questions on how to review and update any data.
3. If there are no changes and the Approver agrees with all records, please reference page 14, numbers 1 and 2, in this user's guide for information on how to approve your survey.
4. As the approver, **you will also select "Pending Approval"**. A notification will automatically be sent to the Survey Administrator alerting them to your status change. SPM will now review your changes to the data. If there are any questions or issues, we will contact you.

Your survey is now complete and approved!

Thank you for your help in completing this survey. The information gathered has a profound impact on UNT's funding and your help is imperative! Please contact our office or reference our [website](#) if you have any questions or if more information is needed.

Appendix A - Research Space Guide

Research Space

Research may include a wide variety of activities and may be conducted in almost any type of space, including research labs (Space Use 250), offices (Space Use 310), or any other space on campus. For space coding purposes, all research space will fall into one of two functional code categories, *organized (funded) research* OR *non-organized (academic personnel development)*. For faculty offices, reference to that faculty member's assigned teaching/research/service load for the current academic year can be helpful when properly prorating the space. Current faculty workloads can be found on our website at <https://facilities.unt.edu/space/space-survey.html> near the bottom of the page under "Survey Resources" and "Faculty Workloads."

Organized Research (Active Grant Funding)

For grant-funded research (Organized Research), you **MUST** include:

- **Function Code:** Function Code 22 (Individual or Project Research) or Function Code 21 (Institutes and Research Centers). Rooms can be prorated using up to 3 different function and/or CIP codes, but the total percent **must equal 100%**.

OpenBlue Workplace

Functional Category Codes to Rooms

Details

* Space User: UNT Denton

Function Code: 63 General Administration/Logistical Service

* CIP Code: 816500 Space Management [Select] [Clear]

Research Type: Select One

Lab Type: Select One

* Room Percent: 100

* Required Field

[Save Changes] [Cancel]

- **Research Type:** Organized
- **Lab Type:** (if applicable) selections are "wet" or "dry" and will typically accompany a space type of 250 Research Lab
- **Room Percent:** (equal to percent of time room is used for grant-funded research activities) See "Space Survey Research Space Examples" on pages 16 & 17.
- **PIs to Rooms:** add all PI names and grant award ID numbers with activities in the room.
- **PIs to Rooms Percent:** (total must equal 100%)
- **Survey Room Amenities:** (such as fume hoods)
- **Specialized Equipment:** (if applicable) specialized equipment is equipment purchased with grant funding.

Function Codes Commonly used with Research Space

Current Faculty workloads can be found on our website at <https://facilities.unt.edu/space/space-survey.html> near the bottom of the page under "Survey Resources" and "Faculty Workloads."

Function Code	Name	Research Type	PI Required?	PI % Required?	Grant # Required?
11	Instructional (teaching percent of workload)	NA	No	No	No
21	Institutes and Research Centers (research percent of workload or percent of time or space used if lab)	Organized	Yes	Yes	Yes
22	Organized Research: Individual or Project Research (research percent of workload or percent of time or space used if lab)	Organized	Yes	Yes	Yes
48	Departmental Research: Academic Personnel Development (Research percent of workload)	Non-Organized	No	No	No
46	Academic Administration (service percent of workload)	NA	No	No	No

Space Survey – Research Space Examples

Example 1 – Faculty Office – Funded grant

Faculty office with a 40/40/20 load and a **funded grant**.

Function Code	Name	Percent	PI Required?	Grant # Required?
11	Instructional	40%	No	No
22	Organized Research	40%	Yes	Yes
46	Academic Administration (service)	20%	No	No

Example 2 – Faculty Office – No funded Grant

Faculty office with 60% teaching, 30% research, and 10% service load.

Function Code	Name	Percent	PI Required?	Grant # Required?
11	Instructional	60%	No	No
48	Departmental Research	30%	No	No
46	Academic Administration (service)	10%	No	No

Example 3 – Faculty Office – Adjunct/Lecturer

Faculty office for an Adjunct or Lecturer with a 100% teaching load.

Function Code	Name	Percent	PI Required?	Grant # Required?
11	Instructional	100%	No	No

Example 4 – Research Lab – Space Use 250

Lab used 20% of the time for graduate students working on instructional objectives and 80% of the time on **funded research**.

Function Code	Name	Percent	PI Required?	Grant # Required?
11	Instructional	20%	No	No
22	Organized Research	80%	Yes	Yes

Example 5 – Research Institute – Space Use varies

Room used 75% of the time for research on a **funded grant** and 25% of the time for administrative purposes.

Function Code	Name	Percent	PI Required?	Grant # Required?
21	Institutes and Research Centers	75%	Yes	Yes
46	Academic Administration	25%	No	No

Space Survey – Research Space Calculation

Calculation of total Sq. Ft. that your research expenditures apply to is determined by the percentage of total space used *specifically* for research. The calculated total is then applied to the percentage of use per PI and Grant to arrive at your total expenditures per sq. ft.

Example – Research lab used 60% for funded research with 2 PI's and 4 grants.

- If the lab is 1,000 sq. ft. total, then 60% of that will be applied toward the research total equaling 600 sq. ft. of research space ($1,000 \times .6 = 600$).
 - The total would then be prorated by PI percent so if each uses it 50% of the time it is actually used for research, it would be 300 sq. ft. per PI ($600 \times .5 = 300$).
 - That total would be prorated by percentage of time each grant is worked on by that PI, so if each PI worked on their grants 50% of the time they used the lab for research, then 150 sq. ft. would be the total sq. ft. the expenditures for each grant would apply to. ($300 \times .5 = 150$).

Space Survey FAQ's: Things you NEED to know!

1. Technical Requirements

The Space Survey is available online via the SPM website at: <https://facilities.unt.edu/space/space-survey.html> and is accessible from any PC **logged into the UNT network**. If working remotely, you **must be connected to VPN**. OpenBlue Workplace works best with current releases of the following browsers: Internet Explorer, Firefox, Chrome, Safari and Edge, with Chrome being the preferred. ***All pop-up blockers must be turned off.***

2. Capacity

You **must** fill in the capacity, even if it was previously correct. Otherwise, it will be overwritten with a zero!

3. What are room numbers that begin with the letter C?

Rooms that begin with the letter C are usually corridors. Exceptions include certain rooms at Discovery Park and residence halls that contain "C" wings.

4. How do I classify the corridor within my suite?

Corridors within an enclosed suite or group of rooms included in your inventory are typically **office service** (Space Use 315) and should be coded with the same function code the office space serves. ***Do not use function code 07.***

5. What is the difference between Space Use and Function Codes?

- a. **Space Use** codes identify the primary USE of a room. *Examples: Office Space (Space Use code 310), Research Lab (Space Use code 250).*
 - i. Only **ONE** Space Use code may be applied to a room.
- b. **Function** codes identify the ACTIVITIES being conducted in a room. *Example: A Research lab that includes a workstation for a graduate student who also teaches (Function code 22 for Research; Function code 11 for Instruction).*
 - i. A maximum of **THREE** Function codes may be prorated for a room. Total percentage **MUST** equal 100%.

6. Function Codes 21, 22, and 48

Function Codes 21 (Institutes & Research Centers) and 22 (Individual or Project Research) **MUST** be accompanied by a **Grant Number** and **Principal Investigator (PI)**. Department research is Function Code 48 (Academic Personnel Development).

7. What is a CIP code?

CIP code is an abbreviation for Classification of Instructional Program. Academic units will have a CIP code beginning with 01 through 60. All non-academic CIP codes begin with 71 through 84. ***Note: CIP code 13.0101 should be used only by the College of Education as it refers to the instruction of education, NOT to the industry of education.***

- a. Maximum of **THREE** CIP codes may be prorated for a room. Total percentage **MUST** equal 100%.

8. How should I classify Function and CIP codes on service areas?

Typically service areas carry the same CIP and Function codes as the areas that they serve. The only exceptions to this are janitor's closets or building service areas such as mechanical rooms.

9. We have a room in our space that we use only for storage, what room type is it?

Closets, copy rooms, storage areas, work rooms, etc. are all considered service areas. If they are in an office area, they are office service (Space Use 315). If they are storage for other rooms, such as class labs or conference rooms, they are service areas to that room (Space Use 215 or 355, respectively).

10. What is the difference between classrooms, class labs, special class labs, and research labs?

- a. **Classrooms (Space Use 110)** are used for general instruction regardless of academic discipline. Classrooms do not appear on any college or department inventory. These spaces are managed by Space Planning and Management and are scheduled by the Registrar's office.
- b. **Class Labs (Space Use 210)** are used for formally scheduled instruction in a specific academic discipline. Class labs contain specialized equipment or materials used for activities to fulfill course requirements and an instructor is present. Class labs are owned and scheduled by the department.
- c. **Special Class Labs (Space Use 220)** support instruction but are **unscheduled** (open labs). Special class labs contain specialized equipment or materials and are restricted to a specific academic discipline. Special class labs are owned by the department and **NOT** scheduled for instruction.
- d. **Research Labs (Space Use 250)** are non-teaching labs and are used only for research, experimentation, observation, research training, or a structured creative activity that supports the extension of a field of knowledge. All Research Labs with a function code of 21 or 22 **must** have a **principal investigator(s) (PI)** and **grant number(s)** associated with them.

11. What is a PI?

PI is an abbreviation for Principal Investigator. A principal investigator is only associated with research space. If your space is not used for a research project or grant, you do not need to complete this section.

12. What is the difference between conference rooms, meeting rooms, and assembly areas?

- a. **Conference Rooms (Space Use 350)** serve an office area or unit and are used primarily for staff meetings, departmental activities, and other non-instructional uses.
- b. **Meeting Rooms (Space Use 680)** serve the institution or the public for a variety of non-class meetings. The difference between meeting rooms and conference rooms is that meeting rooms are "available" and open to various groups (e.g. governing groups, student groups, institutional and community members alike); whereas conference rooms are restricted to an office group or occupants of a specific area.
- c. **Assembly Rooms (Space Use 610)** are designed and equipped for large groups and used for a variety of purposes, such as dramatic and musical productions, general presentations (speakers), etc. Assembly rooms may be scheduled for class instruction but are not primarily or exclusively scheduled as such.

13. Lounges, waiting areas, circulation/lobby areas – how are these Space Use codes distinguished?

- a. **Lounge (Space Use 650)** space is used for rest, relaxation, or informal socializing. The difference between a lounge and an office area or break room (Space Use 315) is that lounges are made available to the public whereas break rooms are usually restricted to a specific group of people, unit, or area.
- b. Receptionist rooms that include a waiting area are classified as an **Office (Space Use 310)**. Public waiting areas in health care facilities are coded as **Public Waiting (Space Use 880)**.
- c. **Circulation/Lobby Areas (WWW)**, at major entrances of buildings or in front of elevators, stairs, or main corridors and hallways, are considered non-assignable space and should not be included in your inventory.

14. What if a room serves multiple purposes, such as the research institutes?

A room's **Space Use** is assigned the code that is *closest* to its specific design intent and room use, however the **Function** code and **CIP** code may be prorated up to 3 times to define the actual activities that occur in the room.

- a. *For Example: If a research lab is assigned to Biology, but the researcher is actually engaged in research in both Biology and Biomedical Engineering, then the Space Use code is **Research Lab (250)**; CIP codes are prorated according to percentage of use under **Biology (26.xxxx)** and **Biomedical Engineering (14.xxxx)**; and the associated Function code for both disciplines is either **Institutes & Research Centers (21)** or **Individual or Project Research (22)**.*

15. Occupants

Occupant names **must** be added to an office. Otherwise, it will be assumed that an office is vacant. Multiple occupants can be added to one office. If an employee leaves the university, they will automatically fall out of the System.