1. Please provide a list of all projects performed in your space, including projects that are not listed under your department but still performed in your space. For sponsored projects, provide account # and funding amount.

2. Please provide a list of all employees, students, or other individuals who use your space.

3. What is the basis for the computation of the space certification allocation percentages?

   (  ) Based on an estimate by the PI or other responsible person.
   (  ) Analysis of the activities of the occupants over time.
   (  ) Analysis of funding supporting the activities in the room.
   (  ) Spreadsheet tool. If so who prepared it.
   (  ) The space was used for a single purpose which determines the function.
   (  ) Other. Explain: ________________________________

4. Did you visit the room when determining the allocation percentages?
5. Did you discuss what activities took place in the room with the room occupants when determining the allocation percentages? Yes No (If not), Where did you obtain the information about the activities that took place in the room?

7. Are there any changes that took place during FY2012 that impacted the use of the space such as remodeling, demolition, etc.? Yes No (If yes), Describe the change and what period of time the change occurred.

8. Were proposals prepared in the space?