2012 Space Survey Instructions

April 2012

Contact:

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Survey Central Administrator
Mary Reed Building – Room 107A
University of Denver

2012 Space Survey Instructions

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I. PROJECT SUMMARY

Purpose and Objectives of Survey

PURPOSE

Regulatory Requirements
Space Surveys are a federal regulatory requirement under OMB Circular A-21 as part of the University’s annual Facilities and Administrative (F&A) Rate Proposal. The space survey is the basis for allocating the facilities costs to University activities, including organized research in compiling the F&A (or Indirect Cost (IDC)) rate for grants and contracts.

The space survey is an integral and extremely important part of the overall F&A calculation. A large portion of the unrestricted IDC revenue recovered by the University is dependent on the Space Survey. The survey will be audited by the DCAA (Office of Naval Research auditors). The survey drives the entire Facilities portion of the uncapped F&A rate. The results of the space survey should correlate closely with the overall cost bases of the University.

University Space Utilization
The University will utilize the Space Survey to determine space utilization on the campus in order to maximize space utilization in providing service to our students, faculty and staff in the most cost efficient manner possible.

Budgeting and Planning
The University will be able to use the space survey as a basis for studying the overall University cost structure and establish rates, specifically the Operations & Maintenance rates for Facilities Management.

2012 OBJECTIVES

A space survey is required in 2012 for the University’s 2012 F&A Incurred Cost Analysis and 2014 Forward Pricing Proposal due by <please contact Controller’s Office for specific dates>. The last full survey taken by the University was completed in April 2010. The research units were surveyed and data updated in fall 2011.

The University is also in need of a survey to review overall space utilization and establish a more real time approach to managing space.

Departmental Responsibilities and Certification

The Office of Research and Sponsored Programs (ORSP) has overall project responsibility for the Space Survey. The Central Administrator (CA) is Amy Lee.

Departmental Survey Responsibilities

The departmental Budget Officers (or assignee) are assigned the role of Departmental Coordinators (DC) for the Space Survey. Each Departmental Coordinator will receive the following survey data:

- Grant Room Usage Worksheet (See Appendix A) – only departments with sponsored projects
- Departmental Space Survey Excel database (See Section II and III)
The responsibilities are as follows:

- Primary department contact
- Coordinate the department space walkthrough
- Provide room access
- Coordinate survey with PI’s and department chairs which includes training on room type and function coding
- Primary source for room use and occupants
- Validate room coding
- Update of departmental Excel database
- Submission of survey and survey review with Central Administrator

Survey Certification

The federal government requires that we certify our departmental surveys; therefore, they will be reviewed during our annual audit. Once all changes have been made to the Departmental Space Survey Excel database, the Departmental Coordinator must sign the form electronically and return the updated file to the Central Administrator by email.

**Project Schedule and Deadlines**

The schedule is as follows:

- Commence Survey -- <Please contact Controller’s Office for date>
- Survey due to CA -- <Please contact Controller’s Office for date>
- Survey review with CA -- <Please contact Controller’s Office for date>

Please see Section IV for listing of Departments and Buildings included in this year’s Survey.

**Key Contacts for Help**

Departmental Coordinators should do a thorough review of the rooms assigned to their departments, before starting the survey. If minor discrepancies are found, these should just be changed and updated on the survey. If major discrepancies are found which hamper an efficient survey, please contact the Central Administrator immediately.

- Amy Lee – Central Administrator  X-13751  amy.lee@du.edu
- June Hall – Controller’s Office  X-13393  june.hall@du.edu
- Will Meyers – ORSP  X-14019  william.meyers@du.edu

**II. UPDATING THE SPACE SURVEY**

This year’s space survey will track **FY2012** (July 2011 - June 2012) room usage. OMB A-21 requires that in a period when a survey is conducted, the room function in the survey reflect usage over the entire period, not at the point when the survey is performed. When determining room type and room function the DC and PI’s should consider how the space was used for the majority of FY12.
**General Expectations**

**A. Update Process**

Departmental Coordinators need to review carefully all space used by their department and update the departmental Excel database, as necessary. Each must:

1. Complete a walkthrough of his/her department’s space (in all buildings) to insure that all space is reflected in the space survey including each room’s description.
2. Contact Central Administrator immediately if there are any major discrepancies that would require reviewing the floor plan or additional walkthroughs.
3. Confirm that room numbers listed on the space survey match the actual room numbers for the space.
4. Review the square footage to determine whether it appears reasonable.
   a. If it seems questionable or inaccurate, contact Loc Trang.
   b. For new rooms, also contact Loc Trang to arrange for someone to measure the square footage and update the floor plan if it has not been done yet.
5. Have the appropriate Principal Investigators complete the Grant Room Usage worksheet. This will assist and help verify room function coding. See Appendix A.
6. Carefully code the use of space in each room by function as reported by the Room Type Code and Function Code(s). Coding is discussed in Section III.

**B. Importance of Accurate Responses**

It is critical that the Departmental Coordinator and any other individuals assigned to the survey accurately complete the Space Survey worksheets. Data reported are the sole basis for the revised information that will be input into the space data base to be used by management. The Space Survey is subject to federal and other audits because it is used in the determination of costs to be reimbursed by the federal government and other sponsors of contracts and grants. A listing of DCAA space survey audit questions is in Appendix D. **You do not need to complete this form. Just be aware of the questions when completing the space survey.**

**III. CODING THE DATA: DEFINITIONS AND GUIDELINES**

This section discusses the codes to be updated in the survey. Please note that when you are completing the survey, only the code needs to be updated, not the corresponding name. That will update when cross-referenced to the code in the database. For example, if the room function is changed from Instruction to Academic Research, just update the Room Function Code field (INS to ARC). You do not need to change the description in the Room Function Description field.

**DEPARTMENT NUMBER**

The department number is the six digit department rollup number in Banner. This is the rollup level above where the transactions are entered (i.e. Chemistry – 143800). For departments with sponsored programs, even if the room function is for a sponsored program, please use the operating department number, not the sponsored program department number. For example, room 100 is used for sponsored Chemistry research grants; the department number should be Chemistry #143800, not #272200 which is ARC-Chemistry.
ROOM TYPE CODES

The first step in coding space is to determine the Room Type Code which will identify the physical description of room within a building. The Room Type Code is a 3-digit numerical code that corresponds to a description for each room type (class lab, office, etc).

There are three major categories of room types:

A. Unassignable Areas
Unassignable areas (Room Types 010 – 055) are portions of a building that are not available for assignment to building occupants, but are necessary for building operations. By definition, unassignable areas consist exclusively of general circulation (hallways and corridors), public restrooms, custodial, mechanical, and structural space (elevators and stair wells).

B. Temporarily Unassignable Areas
These areas (Room Types 060 – 070) are portions of a building that are either: (1) unfinished or unusable or (2) under alteration (including space awaiting renovation).

- If the space was temporarily unassignable for longer than 3 consecutive months, it should be coded to the appropriate room type (unfinished or under alteration) and Room Function Code “TUA”.

- Space unfinished or unusable for 3 consecutive months or less should be coded based on its primary type code for the year. Example: Classroom 100 was being painted during the holiday break last year. Code this room as “Classroom” (110 – 115 code).

- Space under alteration for 3 consecutive months or less should be coded (room type and function)
  - If the post-renovation functional coding is known, the space should be coded based on the post-renovation use.
  - If the post-renovation functional coding is not known, the space should maintain the coding as it would have prior to the renovation.

C. Assignable Areas
Assignable Areas (Room Types 110 – 970) are portions of a building that are available for assignment to building occupants. If the room type changed during the year, the room should be coded as the type it was for the majority of the year.

Please see Appendix B for a detailed listing of Room Type Codes and Descriptions.

<table>
<thead>
<tr>
<th>Description</th>
<th>Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unassignable Areas</td>
<td>010 – 055</td>
</tr>
<tr>
<td>Temporarily Unassignable Areas</td>
<td>060 – 070</td>
</tr>
<tr>
<td>Assignable Areas:</td>
<td></td>
</tr>
<tr>
<td>Classrooms</td>
<td>110 – 115</td>
</tr>
<tr>
<td>Labs</td>
<td>210 – 255</td>
</tr>
<tr>
<td>Offices</td>
<td>310 – 350</td>
</tr>
<tr>
<td>Library Facilities</td>
<td>410 – 455</td>
</tr>
<tr>
<td>Special Use Facilities</td>
<td>520 – 590</td>
</tr>
<tr>
<td>General Use Facilities</td>
<td>610 – 691</td>
</tr>
<tr>
<td>Support Facilities</td>
<td>710 – 895</td>
</tr>
</tbody>
</table>

April 2012
JOINT USE SPACE

It may be determined that a room that has a Sponsored Project function, may also have another function (See Example 2 below). This room is then to be defined as Joint Use Space. Joint Use space is only applicable if one of the functions is Sponsored Project (i.e. ARC, OSA, or SIT) and another function is non-sponsored (i.e. INS or DAS). In these cases, if any percentage is a Sponsored Project, for these rooms the “Joint Y/N” field should be coded “Y” and the “Room Function Code” should reflect the Sponsored Project. All single use space rooms or joint use rooms where a Sponsored Project is not one of the functions, should have an “N” in this field.

ROOM FUNCTION CODES

Functional coding of all rooms (assignable and temporarily unassignable) is a key part of the University’s compliance with federal requirements. These Function Codes designate how space is used. Function Codes are only required for space with a Room Type Code of 060 or greater. Room Function Codes are 3-character alpha codes. University functions (activities) and codes are as follows:

**Academic Space**
- General Academic Instruction - INS
- Sponsored Projects:
  - Academic Research Center - ARC
  - Other Sponsored Activities - OSA
  - Sponsored Instruction - SIT
- Non funded (Departmental) Research - DPR
- Other Institutional Activities - OIA
- Departmental Administration - DAS

**Central Support Space**
- General & Administration - G&A
- Sponsored Projects Administration - SPA
- Computer Support - CSS
- Student Services/Support - SAS
- Library - LIB
- Operations & Maintenance - O&M

**Auxiliary Space**
- Auxiliary Operations - AUX
- Housing & Dining Services - HDS

**Inactive or Temporarily Unassigned Space**
- Inactive - IAC
- Temporarily Unassignable - TUA

It is important to remember when determining an appropriate function code that federal regulations require correlation between space coding and the accounting for the direct costs of Organized Research/Sponsored Projects. This means that space should be coded consistently with the funding of the activities taking place in the space.
Please see Appendix C for Room Function Codes and Definitions, Guidelines & Examples.

**OCCUPANT TYPE CODES**

It is very important to know who actually occupies a room prior to assigning the space functions for the rooms. Occupant types can change the room functional use assignment depending on how they are funded. For each room **coded as a sponsored project room (see Room Function Codes) or office**, the primary occupant type and name of that occupant is to be entered on the survey. Occupant Type Codes single character alpha as follows:

- F - Faculty
- E - Faculty Emeritus
- R - Professional researcher
- A - Research assistants/associates, including GRA’s
- P - Post docs
- G - GTA’s and other non work-study students
- V - Visiting professors
- W - Student work-study
- S - Admin office operations
- O - Other (define in comments)

**OCCUPANT NAME/# of OCCUPANTS**

In addition to providing Occupant Name for Sponsored Project Rooms; for any room coded as Office Space (Room Codes #310 – 313), please add the following on the worksheet:

- Name of current occupant (or primary occupant if more than one)
- # of occupants in the office

Example: If two faculty members share an office, put the name of the primary (or just one of their names if a primary is not known) in the Occupant Name field and “2” in the # of occupants field.

**NASF**

This represents the Net Assignable Square Footage for the space. Please review for accuracy and reasonableness and contact Loc Trang if there are major discrepancies that you would like to have measured.

**COMMENTS**

The comments for FY2012 should be more descriptive information of the room and how it is being used.

**PI NAME/FUNDS 1 – 15**

These fields are required if the room is used for a sponsored program (i.e. ARC, SIT or OSA). Please include the name of the Principal Investigator and any and all grant fund numbers (i.e. 36820A) being conducted in that room. Keep in mind that if the room is also being used for non-sponsored research then Joint Use should be a Y. The information completed in these fields needs to be cross-referenced back to the Grant Room Usage Worksheet.
IV. **2012 SURVEY DEPARTMENTS AND BUILDINGS**

**Academic Survey**

*Arts, Humanities and Social Sciences*

Keely Gohl

<table>
<thead>
<tr>
<th>Buildings</th>
<th>Depts w/Spon Prog</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sturm Hall</td>
<td>Anthropology</td>
</tr>
<tr>
<td>Frontier Hall</td>
<td>Political Science</td>
</tr>
<tr>
<td>Mass Comm</td>
<td>Psychology</td>
</tr>
<tr>
<td>Newman PAC</td>
<td>Learning Comm</td>
</tr>
<tr>
<td>Shwayder Art Bldg</td>
<td>Mass Comm</td>
</tr>
<tr>
<td>Nagel Hall (Psych)</td>
<td></td>
</tr>
<tr>
<td>Nagel Art Studio</td>
<td></td>
</tr>
<tr>
<td>JMAC Theater</td>
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</table>

**SECS**

Narcy Hogan

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<tbody>
<tr>
<td>Boettcher Auditorium</td>
<td>SECS</td>
</tr>
<tr>
<td>Computer Science Annex</td>
<td>Computer Science</td>
</tr>
<tr>
<td>John Greene Hall</td>
<td>Engineering</td>
</tr>
<tr>
<td>Knudson Hall</td>
<td>ARTI</td>
</tr>
<tr>
<td>Metallurgy</td>
<td></td>
</tr>
<tr>
<td>East Range</td>
<td></td>
</tr>
<tr>
<td>Wesley Hall</td>
<td></td>
</tr>
<tr>
<td>Physics</td>
<td></td>
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</tbody>
</table>

**Daniels College of Business**

Mark Williams

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<tr>
<th>Buildings</th>
<th>Depts w/Spon Prog</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daniels College of Business</td>
<td></td>
</tr>
<tr>
<td>The Joy Burns Center</td>
<td></td>
</tr>
<tr>
<td>Margery Reed Hall</td>
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</table>

**College of Education**

Bill McGreevy

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<tbody>
<tr>
<td>Ruffato Hall</td>
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</tr>
<tr>
<td>Fisher Early Learning Center</td>
<td></td>
</tr>
<tr>
<td>Ricks Center</td>
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</tr>
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</table>

**GS-International Studies**

Tiffany Hutchings

<table>
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<th>Buildings</th>
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<tbody>
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<td>Korbel</td>
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</table>

**GS-Social Work**

Jennie Ratico

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<th>Buildings</th>
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</thead>
<tbody>
<tr>
<td>Craig Hall</td>
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</tbody>
</table>

**GS-Prof Psychology**

Traci Kruse

<table>
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<tr>
<th>Buildings</th>
<th>Depts w/Spon Prog</th>
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<tbody>
<tr>
<td>Ammi Hyde Building</td>
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<tr>
<td>Business Services Building</td>
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</tr>
</tbody>
</table>
College of Law
Clint Emmerich
Ricketson Law Building

NSM
Tristy Hillestad

Buildings
Boettcher West
Chamberlain Observ
Echo Lake Station/High Alt Lab
John Greene Hall
Olin Hall
Physics Building
Physics House
Seeley G. Mudd Building
Boettcher Auditorium

Depts w/Spon Prog
Biology
Chemistry
ERI
Geography
Physics
Mathematics
NLECTC

Penrose Library
Candace Doughty
Aspen Hall
Driscoll Ballroom
Hampden Center
Nagel overflow dining

UCOL
Bill Harbert
University Hall – 3rd floor only
UCollege – Josephine
Centennial Towers (classrooms)

The Women’s College
Becky Allen
Chambers Center

Administration Buildings
Amy Lee
Mary Reed Building
University Hall (except for 3rd floor – UCOL)
University Office Annex (trailers)
Academic Office Annex
Boettcher Auditorium
Yegge Peak
Golf Course

Auxiliary Units Survey

Student Life
John Nichols
Driscoll Center North
Driscoll Center South
**Residence Halls**
Deborah Bain
   - Centennial Halls & Towers
   - JMAC
   - Nagel Hall
   - Nelson Hall

**Athletics & Recreation**
Dan Van Ackeren
   - Ritchie Center (except Health)
   - Stapleton Tennis Pavilion
   - Barton Lacrosse Stadium
   - Ciber Soccer Stadium
   - Bowlen Fitness Center

**Facilities**
Marc Wilkinson
   - Facilities Service Center
   - E3 Storage building
   - Project Manager Bungalow
   - Custodial Offices (RMCC)

**University Advancement**
Brittany Wilhelm
   - 990 Broadway (Lease)
   - 1165 Pennsylvania St.

**Other Buildings**
Diane Anderson
   - International House
Madelaine DeVan
   - English Language Center
   - Centennial Towers (classrooms)
Chris Wera
   - Ritchie Center (Health) part of 3rd floor
Anne Linder
   - UTS Building
Richard Michel
   - Centennial Towers (Events)
Dawn Kreider
   - Leo Block Alumni House
   - Newman Bungalow
Stephanie Krusemark
   - Multi-Cultural Center/Academic Youth Programs
Ed Henderson
   - Purchasing/Mail Services
Don Enloe
   - Campus Safety