



UNIVERSITY *of*
DENVER

2015 Space Survey Instructions

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2015 Space Survey Instructions

Table of Contents		Page
I.	Project Summary	3
	• Purpose and Objectives of Survey	3
	• Departmental Responsibilities and Certification	3
	• Project Schedule and Deadlines	4
	• Key Contacts for Help	4
II.	Updating the Space Survey	4
	• Survey Period	4
	• General Expectations	5
III.	Coding the Data: Definitions, Guidelines, and Examples	5
	• Department Number	5
	• Room Type Codes	6
	• Joint Use Space	7
	• Room Function Codes	7
	• Room Occupants Type Codes	8
	• Occupant Name and # of Occupants	8
	• NASF	8
	• Comments	8
	• PI Name/Fund #	8
IV.	2015 Survey Departments and Buildings	9
Appendices		
A.	Grant Room Usage Worksheet	
B.	Room Type Codes	
C.	Room Function Codes	
D.	DCAA Space Survey Questionnaire	

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.

2015 OBJECTIVES

A space survey is required in 2015 for the University's 2015 F&A Incurred Cost Analysis and 2015 Forward Pricing Proposal due by December 31, 2015. The last full survey taken by the University was completed in April 2012. The research units were surveyed and data updated in fall 2013.

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 Ulli Nierling.

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 --	April 22, 2015
Survey due to CA --	May 25, 2015
Survey review with CA --	completed by September 4, 2015

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**.

- | | | |
|---|---------|--|
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| • Will Meyers – ORSP | X-14019 | william.meyers@du.edu |

II. UPDATING THE SPACE SURVEY

This years space survey will track **FY2015** (July 2014 - June 2015) room usage. OMB A-21 requires that in a period when a survey is conducted, that 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 FY15.

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 Ulli Nierling.
 - b. For new rooms, also contact Ulli Nierling 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.

<u>Description</u>	<u>Codes</u>
Unassignable Areas	010 – 055
Temporarily Unassignable Areas	060 – 070
Assignable Areas:	
Classrooms	110 – 115
Labs	210 – 255
Offices	310 – 350
Library Facilities	410 – 455
Special Use Facilities	520 – 590
General Use Facilities	610 – 691
Support Facilities	710 – 895
Residential Facilities	910 – 970

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 Ulli Nierling if there are major discrepancies that you would like to have measured.

COMMENTS

The comments for FY2015 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. 2015 SURVEY DEPARTMENTS AND BUILDINGS

Academic Survey

Arts, Humanities and Social Sciences

Keely Gohl

Buildings

Sturm Hall
Frontier Hall
Mass Comm
Newman PAC
Shwayder Art Bldg
Nagel Hall (Psych)
Nagel Art Studio
JMAC Theater

Depts w/Spon Prog

Anthropology
Mass Comm
Psychology
Newman

SECS

Narcy Hogan

Buildings

Boettcher Auditorium
Computer Science Annex
Physics
Knudson Hall
Metallurgy
East Range
Wesley Hall
Aspen Hall

Depts w/Spon Prog

ARTI
Computer Science
Engineering

College of Education

Wendy Fish

Ruffato Hall
Fisher Early Learning Center
Ricks Center

GS-International Studies

Jennifer Keane

Korbel

GS-Social Work

Jennie Ratico

Craig Hall

GS-Prof Psychology

Traci Kruse

Ammi Hyde Building
Business Services Building

IAALS

Corina Gerety
John Moyer Hall

College of Law

Clint Emmerich
Ricketson Law Building

NSM

Joe Benson

Buildings

Boettcher West
Chamberlin Observ
Echo Lake Station/High Alt Lab
Aspen Hall
Olin Hall
Physics Building
Boettcher Auditorium
Seeley G. Mudd Building

Depts w/Spon Prog

Biology
Chemistry
ERI
Geography
Physics
Mathematics
NLECTC

Religious Studies

Andrea Stanton
Sturm Hall

UCOL

Teri Fuller
University Hall – 3rd floor only
UCollege – Josephine
Centennial Towers (classrooms)