

VII. Certification/Authorization

The steps for certifying and authorizing your space are identical. Depending upon your security you will see either a "Certify Now" link or "Authorize Now" link on the status report. This link will only be activated once ALL projects and pending space requests have been cleared for ALL departments within your security level.

STATUS REPORT							
Page 1	17 Buildings						
DEPT	NAME	ROOMS	STATUS	OCCUPANTS	ALLOCATION	PROJECTS	
<input type="checkbox"/>	34010000	DN-DEANS OFFICE	16	INCOMPLETE	X	X	✓
<input type="checkbox"/>	34010100	DN-ADMINISTRATION	82	INCOMPLETE	X	X	✓
<input type="checkbox"/>	34010300	DN-CLINIC ADMINISTRATION	242	INCOMPLETE	X	X	✓
<input type="checkbox"/>	34010400	DN-OFFICE OF RESEARCH	3	INCOMPLETE	X	X	✓
<input type="checkbox"/>	34030000	DN-ORAL BIOLOGY	101	INCOMPLETE	X	X	✓
<input type="checkbox"/>	34060100				X	X	✓
<input type="checkbox"/>	34060200				X	X	✓
<input type="checkbox"/>	34060300				X	X	✓
<input type="checkbox"/>	34060500				X	X	✓
<input type="checkbox"/>	34070100	DN-ORTHODONTICS-GENERAL	41	INCOMPLETE	X	X	✓
<input type="checkbox"/>	34080000	DN-OSDS	84	INCOMPLETE	X	X	✓
<input type="checkbox"/>	34100000	DN-PEDIATRIC DENTISTRY	14	INCOMPLETE	X	X	✓
<input type="checkbox"/>	34110000	DN-ENDODONTICS	14	INCOMPLETE	X	X	✓
<input type="checkbox"/>	34130000	DN-PERIODONTICS	14	INCOMPLETE	X	X	✓
<input type="checkbox"/>	34140000	DN-PROSTHODONTICS	36	INCOMPLETE	X	X	✓
<input type="checkbox"/>	34150000	DN-DENTAL BIOMATERIALS	15	INCOMPLETE	X	X	✓

Select the Department ID you would like certified or authorized and select "Certify Now" or "Authorize Now". Multiple Department IDs may be selected at once.

After certification, the status will change from "Complete" to "Certified". Once the space is authorized the status will change to "Authorized".

Select All Clear All

CERTIFY NOW

Space Inventory & Allocation System User Manual

Welcome Jodit

NY BUILDINGS			NY DEPARTMENTS		
BLDG	NAME	# ROOMS	DEPT	NAME	# ROOMS
0001	UNIVERSITY AUDITORIUM	35	02010000	PV-VICE PRESIDENT'S OFFICE	42
0002	LINTON E. GRINTER HALL	136	02010100	PV-ADMINISTRATION	3
0003	COL. EDGAR S. WALKER HALL	39	02020000	PV-FACULTY DEVELOPMENT	2
0004	GEORGE PEABODY HALL	122	02030000	PV-HONORS OFFICE	11
0005	GEORGE S. SMATHERS LIBRARY	94	02050000	PV-INSTITUTIONAL RESEARCH	15
0006	NATHAN P. BRYAN HALL	113	02060000	PV-WRITING PROGRAM	24
0007	JAMES N. ANDERSON HALL	90	02090000	PV-UNIV CTR-EXCELLC IN TEACH	8
0008	KEENE-FLINT HALL	80	02120000	PV-CNTR. PRECOLLEGIATE EDUC	9
0009	TOWNES F. LEIGH HALL	129	03010000	RE-REGISTRAR-ADMINISTRATION	298
0010	B.H. GRIFFIN - W.L. FLOYD HALL	75	03020000	RE-OFFICE OF ADMISSIONS	24

System Status: The system is open for occupancy, allocation and project edits. Certification and Authorization of space must be complete by **JUNE 30, 2007**.

REPORTS

- Status Report/Certify Space
- Report Menu
- Space Worksheet (Excel)
- Completed Report - 2002
- Completed Report - 2003
- Completed Report - 2004
- Completed Report - 2006

HELP

- View User Manual (PDF)
- View List of Allocation Definitions
- View List of Room Use Codes (PDF)
- Ask a Question (via Email)
- Report a Problem

Facilities - Planning - Construction
University of Florida
PO Box 113000
Gainesville, FL 32611-5050
352.392.1256

VIII. Where to Get Help

Space Allocation Definitions and Project Questions
Curtis Ball, Office of Cost Analysis
392-5778 - cball@ufl.edu

Space Change Requests, Health Center Space and Changes
Dave Heather, Facilities Planning and Construction
294-0087 - dheather@ufl.edu

Technical Help
Jodi Chase, Facilities Planning and Construction
294-0084 - jchase@ufl.edu

Finance & Administration
Facilities Planning & Construction
Office of Cost Analysis
March 2007
survey.facilities.ufl.edu



V. Status Report

The Status Report can be run from the Main Menu or from the link on the bottom menu. The Status Report shows a list of all departments, the number of rooms, and their current status. The certifier's goal is to have all rooms contain a ✓ in the Occupants, Space Allocation and Projects columns.

After certification the status will change from "Complete" to "Certified". Once the space is authorized the status will change to "Authorized".

STATUS REPORT							
Page 1						1 Buildings	
	DEPT	NAME	ROOMS	STATUS	OCCUPANTS	ALLOCATION	PROJECTS
<input type="checkbox"/>	16120100	LS-CHEMISTRY-GENERAL	443	INCOMPLETE	X	X	X

Select All Clear All

There are **64** department projects that have not been reported in your space. All projects must be tied to space before certification can occur.
[View Unreported Projects List](#)

There are **1** pending space requests. All space requests must be resolved before certification can occur.
[View Unresolved Space Requests](#)

All Organized Research and Other Sponsored Activity projects must be accounted for in the Space Inventory & Allocation System before certification can occur. If there are any projects that have not been associated with space, a message will appear indicating how many projects remain. Clicking the "View Unreported Project List" will show the user all the projects that still need to be associated with a location. If a project shows up on this list in error, please contact the Office of Cost Analysis at 392-5778.

In addition, all space requests must be completed before certification can occur. If there are any pending space requests that have not been resolved, a message indicating how many pending requests exist will be displayed. Clicking the "View Unresolved Space Requests" link will show the user all the pending space requests.

If a request shows on this list in error, please contact Dave Heather at Facilities Planning & Construction at 392-1256.

Moving Projects

Projects, just like occupants, can be moved from one room to another - without being removed and added again - by using the "MOVE" function. This will remove the project from the current room and move it to a new room.

CURRENT PROJECTS					
Building: 0006 - NATHAN P. BRYAN HALL Floor: 02 Room: 0201B - OFFICE SF: 477					
	Type	Project #	PI	Title	Awarded
<input type="checkbox"/>	OR	00049822	SHUGAN, STEVEN	EDITOR- JOURNAL	\$109,057

Moving projects will **remove** them from their current room and add them to the room selected below.

MOVE SELECTED PROJECTS TO:

Building: 0006 - BRYAN HALL

Room: 0100 - OFFICE

Move Out Date: 03-28-2007
(MM-DD-YYYY)

MOVE CANCEL

Copying Projects

Projects can be copied from one room to another by using the "COPY" function. This is especially useful in instances where work is being done on a project in more than one location. This function will copy selected projects in the room to a new room.

Removing Projects

To remove a project, select the project that needs to be removed and click on the "REMOVE" link. If the project listed never occupied the space and needs to be removed from the system entirely, enter the same end date as the beginning date. Beginning and ending dates can be found by viewing the "HISTORY" screen.

CURRENT PROJECTS					
Building: 0006 - NATHAN P. BRYAN HALL Floor: 02 Room: 0201B - OFFICE SF: 477					
	Type	Project #	PI	Title	Awarded
<input type="checkbox"/>	OR	00049822	SHUGAN, STEVEN	EDITOR- JOURNAL	\$109,057

ADD REMOVE MOVE COPY HISTORY

Once the room has been allocated 100% and all appropriate accounts have been added, the will change to a .

Outline

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I. Introduction

University of Florida (UF) uses a web-based computer application called Space Inventory and Allocation System to annually collect information on how university buildings and rooms are being utilized. The system was developed as a joint effort between Contracts & Grants Accounting Services and Facilities Planning and Construction.

The information gathered as a result of this survey is used for many purposes. One objective is to assist with development of the Facilities & Administrative (FnA) Rate Proposal to the federal government. Another purpose is to inventory UF space and internally track and monitor how well the University's space is being used.

There are two processes to reporting space - certifying and authorizing. Different individuals within the department must complete each of these processes. The Office of Cost Analysis requires that authorizers be at the Chair or Director level (similar to Payroll Certification.) Exceptions can be made for departments that have a TEAMS Business Manager.

The results obtained through use of the space survey can literally translate into millions of dollars in funding for the University of Florida. Whether you certify or authorize space for your department, you play a critical role in the University of Florida's compliance with federal and state guidelines, and its quest to remain competitive with other educational institutions.

Adding Projects

To add a project, select the "ADD" link. You can search for a project using the project number, PI UF ID, Department ID or a title keyword. A list of active projects will appear:

OTHER SPONSORED ACTIVITY PROJECTS						
Add?	Project #	PI Name	Title	Start Date	End Date	Amount
<input type="checkbox"/>	00050818	FROSCH, JOAN	Movement Revolution Documentar	2005-06-01	2006-08-31	20,000
<input type="checkbox"/>	00058832	ROVINE, VICTORIA	African Fashion/Global Style	2004-01-01	2006-12-31	10,000
<input type="checkbox"/>	00059995	SONKE, JILL	AIM Together Africa	2006-07-01	2007-06-30	21,024
<input type="checkbox"/>	00065335	BROPHY, TIMOTHY	Integrating Curriculum, Theory	2007-01-01	2007-04-15	5,000

ORGANIZED RESEARCH PROJECTS						
Add?	Project #	PI Name	Title	Start Date	End Date	Amount
<input type="checkbox"/>	00000723	KAYE, STANLEY	LIGHTING MASTER STUDY	2001-06-01	2008-08-17	18,074
<input type="checkbox"/>	00048294	FROSCH, JOAN	MOVEMENT (R)EVOLUTION DIA	2004-02-10	2006-08-14	8,000
<input type="checkbox"/>	00055978	ROVINE, VICTORIA	Florida Network for Globa			
<input type="checkbox"/>	00062350	BRANDMAN, RUSSELLA	Vital Visionaries Program			
<input type="checkbox"/>	00062431	OLIVERIO, JAMES	Integrated Situational Aw			
<input type="checkbox"/>	00062782	ROGAL, MARIA	The Visual Culture of Mex			
<input type="checkbox"/>	00064196	FROSCH, JOAN	New African Dance: Movement (R	2006-09-01	2007-06-30	28,100

The projects are grouped by type: Other Sponsored Activity, Organized Research or Departmental Research.

DEPARTMENTAL RESEARCH/OTHER PROJECTS						
Add?	Project #	PI Name	Title	Start Date	End Date	Amount
<input type="checkbox"/>	00000630	MCGLOTHLIN, DONALD	DSR ALLOCATION FOR GRADUATE ST	1999-07-01	2008-07-31	129,000
<input type="checkbox"/>	00000693	,	PROFESSORSHIP AWARD PROGRAM	2001-03-26	2010-06-30	26,913

Select the project that is being worked on in the room, scroll to the bottom of the list and select "Add Projects". More than one project may be added at a time.

The system will automatically populate the start date as the project's start date. If this needs to be corrected it can be done by changing the date in the "Project History" screen.

Patient Care includes space used for:

- Health care delivery and treatment rooms not related to research or instruction.
- Patient care rooms (if any are assigned to your department).

Does not include space used for:

- Administrative and support services for the billing, collection, and distribution of professional fees.
- Faculty office space when used for scheduling, reviewing patient charts or other administrative activities related to clinical practice.
- Administrative support to faculty for any activity related to clinical practice.

These are all considered *Practice Plan Administration*.

Public Service (Pub Svc)

Use this category to report space used for assigned duties such as serving as a consultant to local, state or national agencies; serving as an officer in professional societies; acting as an editor for a professional journal.

Union Activities

Use this category to report space used for effort expended on United Faculty of Florida (UFF) or Academic and Professional Assembly (APA) activities.



Vacant or Under Renovation (Vac Ren)

Space that is closed, entirely unused, empty, or undergoing renovation. Space that has been unused during part of the year should be shown at the corresponding percentage that it was vacant.

For example: a room that was empty, due to renovation, for three months would be shown as 25% *Vacant or Under Renovation* on that fiscal year's Space Allocation Survey.

NOTE: Normal absences for breaks and vacations do not mean a room is vacant. Also, a room does not have to be used a specified number of hours a week. A dissection room for instruction used three days per week by students and unused the other four days would be allocated as 100% *Instruction*.

f. Project Verification

If the room was allocated to Organized Research or Other Sponsored Activities, the associated project numbers must be added to the room. This can be done from the "Current Projects" screen which can be accessed by clicking on the  or the  icons.

Gathering and Preparing the Information for Input

Step I - Before you enter information into the web-based system, you need to become familiar with the space allocation categories. See *Space Allocation Survey Category Descriptions* on pages 14 through 20 for a complete description of each category.

Step II – Interview your room occupants. A feature of the Space Inventory and Allocation Survey is the ability for each department to export to Excel a listing of all the buildings and rooms for which they are responsible. (See Space Inventory and Allocation System/Reports subheading on page 8.) You can then use the Excel worksheet as a tool to interview the occupants on how the space is being utilized. This is the department's record that the individual and his or her supervisor provided and agreed to the space allocation information. Your department's authorizer may wish to review the data with you before you enter it into the *Space Inventory and Allocation System*. You must retain a copy of this information in your office in the event your area is audited.

Please call Cost Analysis at 392-5778 if you have any questions about the space allocation categories or which category to use in a specific situation.

EXAMPLES

When preparing to allocate (spread) the use of a room, the question to be answered is, "Over the entire fiscal year (7/1 to 6/30), how was this space used?" The person responsible for reporting should interview the occupant(s) of a room in order to determine all uses for the room during the fiscal year.

It is important to understand the differences and relationships between activity (effort) reporting and space allocation reporting. Activity reporting measures how an *individual's* time was used during a specific period. However, when a space administrator interviews occupants of a room to find out how that space is used, he or she is asking what activities were performed *in that space*. There is not necessarily a one-to-one relationship between activity reports and space. For example:

A professor reported his/her activity for all three semesters of a year as 60% *Organized Research*, 30% *Instruction* (including advisement), and 10% *Department Administration*. This represents the time spent on these activities by the professor. Two rooms are assigned to this professor: an office and a laboratory. After the space administrator interviews the professor, the following is clear:

Teaching is performed in classrooms that are allocated in a separate department as instruction. The professor's lab is used 20 hours a week, entirely for organized research. It is therefore allocated as 100% *Organized Research* in the Space Inventory and Allocation system. The professor's office is used approximately 15 hours a week and is estimated by the professor to be used 70% for *Instruction*, 10% for *Organized Research*, and 20% for *Department Administration*. The office is therefore allocated accordingly in the *Space Inventory and Allocation System*.

If a Room Has No Occupants

Identify the use of the room through talking with the chairperson and/or the people who utilize the room and allocate accordingly.

Example: A departmental mailroom, conference room, or shared equipment room are examples of rooms that may not have assigned occupants.

If a Room is Used for One Purpose

Identify what purpose the room was used for and allocate it accordingly.

Example: A research lab used only for organized research funded by a sponsored agreement would be allocated as 100% *Organized Research*.

If a Room is Used for More Than One Purpose (Joint Use)

Estimate the percentage of time the room is used for each purpose. This should be based, as stated earlier, on interviews with the person(s) who use the room. Avoid simply splitting the room 50%-50% or 33%-33%-34%, unless this is an accurate representation of how the room was used.

Example: If a lab is used for departmental and organized research, it would be a joint-use room. A faculty member might use his or her office for work related to instruction, departmental administration, and clinical practice. These are examples of joint use of a room and the room should be allocated according to the percentage of each activity performed in the room during the fiscal year.

If a Room Has Been Vacant or Under Renovation

Determine the appropriate percentage of the year that the space was vacant. *Normal absences for breaks and vacations do not mean a room is vacant.*

Library (Lib)

Use this category to report space used for the operation of the libraries in the university library system. Library administration should also be reported to this category.

Includes space used for:

- Storage of books and purchased material of the library.
- Reading areas.
- Study rooms.
- Library administrative room areas.

Specifically includes:

Library West, Smathers Library, Marston Science Library, Education Library, Journalism Reading Room, Music Library, Architecture and Fine Arts Library, Health Science Center Library, Borland Library (Jacksonville), Map and Imagery Library, Mead Library (P.K. Yonge), Veterinary Medicine Reading Room, and Legal Information Center.

Does not include space used for:

- Small departmental libraries that are not a part of the official university library system. That is considered *Instruction*.
- Rare book collections, which should be reported as *Auxiliary/Other Institutional Activities*.

Operations and Maintenance (O&M)

Use this category to report space used for the administration, supervision, operation, maintenance, preservation and protection of the institution's physical facilities.

Includes space used by:

- Physical Plant Division (PPD).
- Facilities Planning & Construction offices.
- Environmental Health & Safety offices.
- University Police Department.
- Campus Mail.

Patient Care

Use this category to report any and all space used for clinical practice activity, including the treatment of patients related to the Faculty Practice Plans.

ized Research or Sponsored Instruction. (These projects used to have a FLAIR (SAMAS) expansion option (EO) of 14 or 16.) They are designated by the agency as "Other Than Research."

Examples of such programs include:

- Children's Medical Services.
- Mother/Infant Care Services.
- Sponsored Museum Exhibits.
- Sponsored Journal Editorship.
- Sponsored Conference.

Agricultural Extension (Ag Ext)

Use this category to report activities involving the Institute of Food and Agricultural Sciences' (IFAS) Cooperative Extension Service.

Auxiliary/Other Institutional Activities (Aux or OIA)

Use this category to report space used for all activities of an institution that are not specifically assigned to other categories.

Includes space used by:

- Residence halls, dining halls, student unions, intercollegiate athletics, bookstores, faculty housing, chapels, theaters, public museums, and other similar auxiliary enterprises.

As well as space used for:

- Development and fund-raising.
- Intercollegiate activities.
- Public relations.
- Rare book collections.
- Service Centers/Recharge Centers/Specialized Service Facilities.

Also includes space used for any other function, the activities of which are unallowable per OMB A-21.

Governance (Gov)

Use this category to report space used for any significant effort devoted to college and university-wide committee assignments.

Does not include space used for:

- Undergraduate or graduate coordinating/advising. That is considered *Instruction*.

Example: A room that was vacant (empty) for 3 months would be allocated as 25% vacant /renovated and the remaining 75% spread under the appropriate categories reflecting how the room was used during the rest of the fiscal year.

Remember, the question that must be answered for each room, office, and lab is, "Over the entire fiscal year, how was this space used?"

II. Accessing Space Inventory & Allocation System

a. Online Security Request

In order to access the *Space Inventory and Allocation System*, you will need to have your department's Security Administrator create a security request through myUFL. They will need to enter your UF ID, department ID and one of the following roles:

UF_N_IND_COST_SP_ALLOC_BROWSE,
UF_N_IND_COST_SP_ALLOC_CERTIFY or
UF_N_IND_COST_SP_ALLOC_AUTH.

b. Recommended System Requirements

Required:

Resolution: 800 x 600

Browser: Microsoft Internet Explorer 5.x or higher or Netscape Navigator 4.x or higher

Javascript must be enabled

Cookies must be enabled

Recommended:

Resolution: 1024 x 768 or higher

Browser: Microsoft Internet Explorer 5.x or higher

III. Main Menu

Once you have obtained security permissions to access the *Space Inventory & Allocation System*, the first screen to appear is the Main Menu.

Space Inventory & Allocation Survey

UF UNIVERSITY of FLORIDA

Welcome Jodi!

MY BUILDINGS			MY DEPARTMENTS		
BLDG	NAME	# ROOMS	DEPT	NAME	# ROOMS
0001	UNIVERSITY AUDITORIUM	35	02010000	PV-VICE PRESIDENT'S OFFICE	42
0002	LINTON E. GRINTER HALL	136	02010100	PV-ADMINISTRATION	3
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0006	NATHAN P. BRYAN HALL	113	02060000	PV-WRITING PROGRAM	24
0007	JAMES N. ANDERSON HALL	90	02090000	PV-UNIV CTR-EXCELLC IN TEACH	8
0008	KEENE-FLINT HALL	80	02120000	PV-CNTR PRECOLLEGIATE EDUC	9
0009	TOWNES R. LEIGH HALL	129	03010000	RE-REGISTRAR-ADMINISTRATION	298
0010	B.H. GRIFFIN - W.L. FLOYD HALL	75	03020000	RE-OFFICE OF ADMISSIONS	24

System Status: The system is open for occupancy, allocation and project edits. Certification and Authorization of space must be complete by JUNE 30, 2007.

REPORTS

- Status Report/Certify Space
- Report Menu
- Space Worksheet (Excel)
- Completed Report - 2002
- Completed Report - 2003
- Completed Report - 2004
- Completed Report - 2006

HELP

- View User Manual (PDF)
- View List of Allocation Definitions
- View List of Room Use Codes (PDF)
- Ask a Question (via Email)
- Report a Problem

Main Menu Floor Plans Reports Status Report Help

Facilities - Planning - Construction
University of Florida
PO Box 115050
Gainesville, FL 32611-5050
352.392.1256


View Selections

Users can view their space by building or by department. If a user has more than ten buildings or departments, all of their buildings/departments can be viewed by clicking on the link for "MORE".

System Status

The status of the system will display on the main menu. When a survey is not in progress the system will only be open for occupancy edits and space change requests.

Help Screens

Help screens are available throughout the application to guide the user when completing the survey. They can be found by clicking on the  icon.

Sponsored Instruction (Spo Ins)

Use this category to report space used for specific instructional or training activities established by a project, contract, or cooperative agreement.

Does not include space used for:

- Research training. That is considered *Organized Research*.

Departmental Research (DR)

Use this category to report space used for research development and scholarly activities that are not *Organized Research* and, consequently, are not separately budgeted and accounted for.

Includes space used for:

- Research-related activities that are funded with unrestricted funds, such as miscellaneous donors, combined projects or allocation of overhead funds. This includes Gap and Start-Up funding.

Organized Research (OR)

Use this category to report space used for research and development activities of an institution that are separately budgeted and accounted for.

Includes space used for:

Sponsored Research. This includes all research and development space used for activities that are sponsored by federal and nonfederal agencies and external organizations. This category includes space used in the training of individuals in research techniques (commonly called "research training") where such activities utilized the same facilities as other research and development activities and where such activities are not included in the instruction function.

Examples: *Outside Sponsored Research, such as federal, state, or local government; Industry; and Foundations.*

University Research. This includes all research and development space that is sponsored by institutional funds and is separately budgeted and accounted for. This type of organized research is awarded after review of an internal application for support of a specific project.

Examples: *Division of Sponsored Research (DSR) Opportunity Fund projects.*

Other Sponsored Activities (OSA)

Use this category to report space used for sponsored projects that are not *Organ-*

Practice Plan Administration (PPA)

Use this category to report any and all space used in *support* of clinical practice activity, including administrative activities related to the Faculty Practice Plans.

Includes space used for:

- Administrative and support services for the billing, collection, and distribution of professional fees.
- Faculty effort related to scheduling, reviewing patient charts, or other administrative activities related to clinical practice.
- Administrative support to faculty for any activity related to clinical practice.

Does not include:

- Actual health care delivery and/or treatment. This is considered *Patient Care*.

Sponsored Project Administration (SPA)

Sponsored Project Administration includes all activities performed by Contracts and Grants offices (Main, EIES, & IFAS) and the Division of Sponsored Research. These organizations are designated primarily to administer sponsored projects. It also includes individuals in large research departments who devote 100% of their time to Sponsored Project Administration.

Student Administration (STU Adm)

Space used for activities for the administration of student affairs and for services to students. Includes: offices of Deans of Students, Admissions, Registrar, counselors, as well as student health and the infirmary.

Instruction (INS)

Use this category to report space used for all teaching, training, and instructional activities, whether offered for credit toward a degree, certificate, or on a noncredit basis. Includes all activities related to teaching, such as preparation, grading, labs, and assistance to students registered in class.

Also includes space for:


- Syllabus production, exam preparation, textbook orders, and roster preparation.
- Formal classroom teaching.
- Academic counseling and advising students.
- Course preparation.
- Departmental libraries that are not part of the library system.

IV. Room List

16120100 - LS-CHEMISTRY-GENERAL									
Filter by Bldg		Select a Building		Jump to Bldg				GO	
Filter by Floor		All Floors							
Page 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 442 Rooms									
Room Info	Building	Floor	Room	Room Use	Sq Ft	Pending Requests	Occupants	Allocation	Projects
0008 - KEENE-FLINT HALL	01	0109	CLASS LABORATORY	664	0	✓	✓	✓	
0008 - KEENE-FLINT HALL	02	0250	OFFICE	217	0	✓	✓	✓	
0008 - KEENE-FLINT HALL	02	0251	OFFICE	215	0	✗	✗	✓	
0008 - KEENE-FLINT HALL	02	0252	CONFERENCE ROOM	335	0	✗	✗	✓	
0008 - KEENE-FLINT HALL	02	0254	OFFICE SERVICE	91	0	✗	✗	✓	
0008 - KEENE-FLINT HALL	02	0255	OFFICE	119	0	✗	✗	✓	
0008 - KEENE-FLINT HALL	02	0256	OFFICE	115	0	✓	✗	✗	
0008 - KEENE-FLINT HALL	02	0257	OPEN CLASS LABORATORY	542	0	✗	✗	✓	
0008 - KEENE-FLINT HALL	02	0258	OPEN CLASS LABORATORY	542	1	✗	✗	✓	
0008 - KEENE-FLINT HALL	02	0260	OFFICE	463	0	✗	✗	✓	
0008 - KEENE-FLINT HALL	02	0261	OFFICE SERVICE	41	0	✗	✗	✓	
0008 - KEENE-FLINT HALL	02	0262	OFFICE SERVICE	41	0	✗	✗	✓	
0008 - KEENE-FLINT HALL	02	0264	OFFICE	409	0	✗	✗	✓	
0008 - KEENE-FLINT HALL	02	0266	OFFICE	155	0	✗	✗	✓	
0009 - LEIGH HALL	02	0200	OPEN CLASS LABORATORY	742	0	✗	✗	✓	
0009 - LEIGH HALL	02	0200A	RESEARCH/ NONCLASS LAB	187	0	✗	✗	✓	
0009 - LEIGH HALL	02	0200B	RESEARCH/ NONCLASS LAB SERVICE	144	0	✗	✗	✓	
0009 - LEIGH HALL	02	0202	OPEN CLASS LABORATORY	587	0	✗	✗	✓	
0009 - LEIGH HALL	02	0202A	OFFICE	169	0	✗	✗	✓	
0009 - LEIGH HALL	02	0204	CLASS LABORATORY	1,004	0	✗	✗	✓	
0009 - LEIGH HALL	02	0206	RESEARCH/ NONCLASS LAB	247	0	✗	✗	✓	

The room list will display 20 rooms at a time with navigation controls at the top and bottom of the screen. The list contains room information, floor and room numbers, room use, square footage, change request, occupant update status symbols, space allocation status symbols and project information status symbols.

a. Room Information Screen

Select the  symbol to view the room information detail screen. Review the information on this screen for accuracy. If any errors in the utilization are detected, select the back arrow button and click on the room number to allow you to make a space change request.

b. Space Change Request Screen

If you have the proper security you will be able to click on the Room Number and the Space Change Request screen will appear: **** Note: If you are not able to click on the room number and create a space change request, please refer to page 7 on obtaining the proper security.**

This form is used to let Facilities Planning and Construction know about changes to the room.

For example:

1. If the room should not be assigned to your department, check the Wrong Dept box. If you know which department the room should be assigned to, insert the correct Department ID in the New Dept field.
2. If the room use has changed, choose the correct Room Use selection from the drop down menu. Update the Sub Use of the room in the same way.
3. If there has been any physical change to the room in the past year, make a note in the Comments field. Facilities Planning and Construction will visit the location and revise the floor plan and square footage information.

After completing the Space Change Request Form, click the Submit button and you will be returned to the room list. A number should now appear in the Pending Requests column indicating how many requests have been made for that room. Certification cannot occur until all Pending Requests have been resolved. Continue with the survey.

c. Add Missing Room Screen

If you need to add a room that is missing from your department's assigned room list, click on Report a Missing Room. A window will open with a form that will allow the user to request the addition of a room.

0006 - BRYAN HALL	G	0114	OFFICE SERVICE	75		X	X	✓
0006 - BRYAN HALL	G	0115	OFFICE	171		X	X	✓
REPORT A MISSING ROOM Next >>								

Includes space used for:

- General departmental office functions, including that of a chair and departmental staff, secretarial, clerical, assistants, and administrative officers.
- Administrative functions in deans' offices.
- General departmental services, including mail distribution and telephone service.
- Development of bid and proposal for new research activities.
- Departmental conference room.

Does not include space used for:

- Direct administrative effort related to a specific course. That is considered *Instruction*.
- Direct administrative effort related to a specific sponsored project and funded by the sponsored project. That is considered *Organized Research*.
- Space used for undergraduate or graduate coordination. That space is considered *Instruction*.

General Administration (GA)

Use this category to report space used for activities of the general executive and administrative offices of the University and other activities of a general character that do not relate solely to any major function of the institution: i.e., solely to *Instruction*, *Organized Research*, *Other Sponsored Activities*, or *Auxiliary/Other Institutional Activities*. This category is only for areas that benefit the entire university.



Includes space used by:

- President's and vice-presidents' offices.
- Institution-wide financial management, business services, budget and planning, personnel management, and risk management.
- Office of the General Counsel.
- UF Bridges.
- Finance and Administration.
- Central administration of health affairs.
- Payroll.

Does not include space used by:

- Activities within non-university-wide dean's offices, academic departments, organized research units, or similar organizational units. That space is considered *Departmental Administration*.

e. Space Allocation

Entering/Submitting Information—Each Space Allocation record will be preset with the  icon. This icon indicates that the room needs to be allocated. During non-survey periods the Space Allocation and Project information screens will not be available for input. Click on the  to update the Space Allocation.

Category	%	Category	%
Administration - Departmental	0	Agricultural Extension	0
Administration - General	0	Auxiliary/Other Institutional Activities	0
Administration - Practice Plan	0	Governance	0
Administration - Sponsored Project	0	Library	0
Administration - Student	0	Operations & Maintenance	0
Instruction	0	Patient Care	0
Instruction - Sponsored	0	Public Service	0
Research - Departmental	0	Union Activities	0
Research - Organized	0	Vacant or Under Renovation	0
Other Sponsored Activities	0	Total:	0

SAVE **CLEAR** **CANCEL**

**Note: If you have any questions regarding the space allocation categories, or how to properly fill out this form, please contact the Office of Cost Analysis at 392-5778*

The certifier must allocate the room 100% to one or more of the above categories. If the total does not equal 100%, an error message will be displayed. Choose the allocation categories using the following definitions:



Departmental Administration (DA)

Use this category to report space used for administrative and supporting services that benefit common or joint departmental activities or objectives in academic deans' offices, academic departments and divisions, organized research institutes, study centers, and research centers.

Academic deans' offices: Space attributable to administrative functions.

Academic departments: Space attributable to the administrative work (including bid and proposal preparation for new awards) of faculty (including department heads) and other professional personnel conducting research and/or instruction shall be allowed.

d. Occupancy Verification

During a survey period, each record in the Room List screen (See Page 9) will be preset with the following symbol . This symbol represents that the record needs to be reviewed. Click on the icon to update and verify room occupants. During non-survey periods, an  will appear instead, but occupant changes will still be allowed.

Name	Title	Phone	PS
<input type="checkbox"/> PIERRE,ALEXANDRA	Transfer Student	392-1900	Y
<input type="checkbox"/> SHANAHAN, JAKE LIAM	STUDENT	392-1900	Y
<input type="checkbox"/> ZINNA, AMY GRACE	--UNKNOWN--	392-1900	Y
<input type="checkbox"/> COLLIER, WALTER, III	IT Expert	392-1374 7257	Y
<input type="checkbox"/> IRBY, JOHN RAYMOND	STUDENT	+1 5-40 2707496	Y

ADD **REMOVE** **MOVE** **COPY** **HISTORY** **VERIFY**

The Current Occupants screen will show all occupants that were reported in last year's Space Inventory and Allocation Survey. Review the occupants who are reported in the room. *Occupant information including title and phone come from the UF Directory. If any of this information is incorrect, the UF Directory should be updated.*

Adding Occupants

To add a new occupant, select **ADD**. You can search for an occupant using their UF ID, last name or Dept ID.

Search By ONE of the following choices:

UF ID (no dash) LAST NAME: smith,a DEPT ID (8 digits)

Search **Clear**

Type in a UF ID or last name and click on search.

You also have the ability to search by Dept ID.

ADD?	NAME	TITLE	DEPT
<input type="checkbox"/>	SMITH,ABRON DEVIONN	OPS GROUNDSKEEPER	PPD-OPER EG GROUNDS-MAINT
<input type="checkbox"/>	SMITH,AMANDA C	POST DOC ASO	AG-HORTICULTURAL SCIENCES
<input type="checkbox"/>	SMITH,AMIE K	SR A/P PRO SPC	JN-WUFT-TV PROD CTR-ADMIN
<input type="checkbox"/>	SMITH,AMY A	AST PROF AND PROG DIR	MD-PEDS-HEMATOLOGY
<input type="checkbox"/>	SMITH,AMY M	OFFICE MANAGER	MD-EMERGENCY MED-CLINICAL
<input type="checkbox"/>	SMITH,ANDREW JOSEPH	STUDENT	MD-MOLECULAR GENTCS / MICROBIO
<input type="checkbox"/>	SMITH,ANGEL MARIE	--UNKNOWN--	MD-PEDS-CHILD ABUSE PREVENTION

ADD OCCUPANTS

Click on the "Add?" to add occupants to the room. You can select more than one.

The first ten results will be displayed. Use the navigation tools to scroll through the search results until you find the name you are looking for.

Moving Occupants

Occupants can be moved from one room to another - without being removed and added again - by using the "MOVE" function. This will remove the occupant from the current room and move them to a new room.

Select Occupants

CURRENT OCCUPANTS				
Building: 0006 - NATHAN P. BRYAN HALL Floor: G Room: 0100 - OFFICE SF: 351				
Name	Title	Phone	PS	
<input type="checkbox"/> MATHIS,RENEE C	Executive Secre	392-2397 1215	Y	
<input type="checkbox"/> OGAWA,WENDY M	Secretary	-	Y	
<input type="checkbox"/> WORLEY,ELIZABETH D	--UNKNOWN--	392-6091	Y	

Moving occupants will **remove** them from their current room and add them to the room selected below.

MOVE SELECTED OCCUPANTS TO:

Building:

Room:

Move Out Date: (MM-DD-YYYY)

Select the occupants you wish to move and select the building and room to which they will be moving. You must also enter the move date in a MM-DD-YYYY format. Once this information has been entered click "Continue" to complete the move.

Copying Occupants

Occupants can be copied from one room to another by using the "COPY" function. This is especially useful in instances where a professor and research assistants occupy both an office and a laboratory or more than one lab. This function will copy selected occupants of the room to a new room.

CURRENT OCCUPANTS				
Building: 0006 - NATHAN P. BRYAN HALL Floor: G Room: 0100 - OFFICE SF: 351				
Name	Title	Phone	PS	
<input type="checkbox"/> MATHIS,RENEE C	Executive Secre	392-2397 1215	Y	
<input type="checkbox"/> OGAWA,WENDY M	Secretary	-	Y	
<input type="checkbox"/> WORLEY,ELIZABETH D	--UNKNOWN--	392-6091	Y	

Copying occupants will leave them in their current room **and add them** to the room selected below.

COPY SELECTED OCCUPANTS TO:

Building:

Room:

Start Date: (MM-DD-YYYY)

Removing Occupants

To remove an occupant, select the occupants you wish to remove and click on the Remove link. If the occupant listed never occupied the space and needs to be removed from this space entirely, change the start date to match the end date in the "History" screen. The date which the occupant was removed will be automatically entered by the system.



Viewing Occupancy History

To view the history of a room, select the "HISTORY" function. You can edit the occupant's begin and end dates by clicking on the date you wish to change.

OCCUPANCY HISTORY					
Building: 0006 - NATHAN P. BRYAN HALL Floor: G Room: 0100 - OFFICE SF: 351					
Name	Title	Phone	Start Date	End Date	
DAUGHERTY,ANN M	Senior Secretary	+1 352 2736745	07-01-2001	08-04-2002	
			09-27-2002	04-04-2003	
OLECH,CARLY DANIELLE	Public Relations Account Executive		05-13-2002	05-16-2003	
MATHIS,RENEE C	Executive Secre	+1 352 3922397 1215	07-01-2001		
CLOUSE,RACHEL W	Sr Secretary	+1 352 3927992 1316	07-01-2001	06-30-2004	
BUMATAY,KEVIN L	STUDENT ASST	+1 352 3922397	07-01-2001	12-27-2001	
WORLEY,REBECCA ANNE	Program Assistant	+1 352 3920381	07-01-2001	07-17-2003	
OGAWA,WENDY M	Secretary		05-19-2003		
GUBIN,AARON	--UNKNOWN--		05-06-2004	06-30-2004	
PATRICK,KATELIN Y	OPS OFFICE/CLER		07-01-2001	08-15-2001	
YOUNT,EMILY L	--UNKNOWN--	+1 352 3922397 1283	05-15-2006	05-19-2006	
CLOUSE,AMANDA KAY	--UNKNOWN--		08-23-2005	05-04-2006	
WORLEY,ELIZABETH D	--UNKNOWN--	+1 352 3926091	08-29-2006		

[BACK](#)

Verifying Occupants

The final step to Occupancy Verification is to officially Verify Occupants. To do this, click on "VERIFY". Once you have verified occupants, the icon in the occupants column of the Room List will change from a  to a . You are now ready to go to the Space Allocation Screen for that room.