# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduction</td>
<td>1</td>
</tr>
<tr>
<td>2. Survey Process</td>
<td>3</td>
</tr>
<tr>
<td>3. Instructions</td>
<td>5</td>
</tr>
<tr>
<td>4. Situations that Require Special Care</td>
<td>10</td>
</tr>
<tr>
<td>5. Definitions for Program Classification</td>
<td>12</td>
</tr>
<tr>
<td>6. Frequently Asked Questions</td>
<td>16</td>
</tr>
<tr>
<td>7. Account Code / Program Classification Table</td>
<td>22</td>
</tr>
</tbody>
</table>
Introduction

The Physical Space Survey Manual is designed to assist individuals assigned with the responsibility of maintaining their department’s space inventory records. The following sections of this manual will provide you with information necessary in understanding the Physical Space Survey Process at the University of Arizona.

Policy

The University of Arizona is required by State and Federal Regulations to maintain an accurate inventory of all buildings it owns or leases. The Physical Space Inventory provides the statistical basis for many internal, local, state and federal reports regarding campus buildings, their usage, capacity and occupants. The proper classification of space is vital to the university’s efforts in obtaining resources from State and Federal agencies (e.g., Facilities and Administrative rates and building renewal dollars).

Real Estate Administration has the designated responsibility for maintaining the University’s Physical Space Inventory. In order to comply with Arizona Board of Regents Policy Manual’s Chapter VII and the federal Office of Management and Budget (OMB) Circular A-21, Real Estate Administration annually reviews and updates all the university’s physical space with designated departmental representatives.

Purpose

The purpose of the Physical Space Survey process is to compile the space information in support of the policy. The Physical Space Survey Packet is provided to each department to assist individuals assigned with the responsibility of keeping their department’s space inventory records. The accurate classification of space is the foundation for many resource related calculations used to obtain resources from state and federal agencies. For example, the Facilities and Administrative Costs Rate (formerly Indirect Cost Recovery Rate) associated with all contracts and grants awarded to the University of Arizona is based in part on the space information that is captured during the inventory process.
The information gathered in the survey is also the statistical basis for the following reports:

**Local Level Reports:**

- Annual Physical Space Inventory Report
- Building Replacement Report
- Data for Responsibility Centered Management Model
- Data for the University’s Fact Book and Visitor Guides
- Departmental, College and Campus Wide Space Studies
- Instructional Space Utilization Analysis

**State Level Reports:**

- ABOR 7-11 Space Management Report
- ABOR 7-11 Property Leases Report
- ABOR 7-5 Building Renewal Report
- ABOR 7-5 Building Replacement Report
- Instructional Space Utilization Report
- Building Valuations for State Insurance

**Federal Level Reports:**

- Facilities & Administrative Costs Rate (formerly Indirect Costs or Overhead Rate) Proposal for Federal Contracts and Grants
- National Science Foundation Facilities Survey