Instructions

The most important part of the survey is to accurately reflect the functional use of space based on the activity performed in the room during the fiscal year, not just at the time of the survey. Please review your data carefully and submit updated information for each room. You should pay specific attention to the following items:

1) **Account for all your space.** Review space listing found on your department’s main Online Space Survey screen to make sure all rooms are accounted for.

2) **Review your floor plans for accuracy.** If there are modifications to the existing rooms, please highlight the areas in questions so we can update the floor plans. Floor plans can be found on REA’s website.

3) **Confirm room numbers.** The rooms listed on your survey should match the actual room numbers for the space and those printed on the floor plans.

Below you will find descriptions for each of the sections found in the Space Inventory Room Survey Page (see Figure 1 on page 9)

1) **Room Details Section** - The fields in this section should be pre-populated with data from the physical space inventory. While many of these fields typically remain constant, such as building number, room number, and square footage, renovations and changes do occur, so please review the floor plans for accuracy. The areas most subject to change are the capacity, the room category, and room use. Please provide revised information in the areas provided.

2) **Room Percentage Section** – This section details room assignment information and contains options for deleting a room as well as an area to provide survey comments. You must provide comments when deleting a room from your space listing. You are encouraged to utilize the survey comments field to add any information which may provide clarity to the
activities taking place in the room. This may be useful during a future audit, as a record of these comments is kept electronically.

3) **Program Classification Section** – All activities performed with some regularity by all occupants in the room should be considered and evaluated. Carefully code the program classifications in each room. Program classifications are determined by the activities performed and pay sources of the occupants in the room.

Program classifications must be stated in specific percentage terms and should reflect average functional usage for the 12 month period of the current fiscal year, taking into consideration anticipated activity for the remainder of the fiscal year. It is important to be familiar with the Program Classifications, which are defined in this packet (Section 4), before you start coding your space. Details explaining how to determine program classifications and specific percentages for each room are provided at the end of this section.

The occupants of a room and their pay sources affect the program classification and must be considered in determining the activities that take place in the rooms. When several individuals occupy a room, the frequency of their presence/activities should be considered in determining what percentage to assign to each program classification.

4) **Room Occupants Section** - Please add room occupants from the list provided. The occupants list is pre-filtered to include personnel from your department, select Show All to view personnel from other departments. If an occupant does not appear in the list (not in UA HR system), add their name and job title in the Survey Comments box. It is very important to know who actually occupies a room and how they are paid prior to assigning the program classifications for those people. Occupants are those who use the room during the fiscal year covered by the space survey. Occupants only need to be listed for offices, labs, shops, and greenhouses.

Note: The term “occupants” includes faculty, staff, paid students, unpaid students, visiting scientists, faculty emeriti and others who use the room.

5) **Accounts Section** – Please add all accounts funding Sponsored/Organized Research or Other Sponsored Activities in the room. The Accounts list is pre-filtered to include all accounts for your department, select Show All to view accounts from other departments. Federal guidelines require that space be coded consistently with the pay sources of the occupants/activities taking place in the space in question.
6) **PIs Section** – Please add Principal Investigators to all rooms under the PI’s direct responsibility. This includes all types of rooms.

Methods that can be helpful to determine the Program Classification(s) of a room are:

1) Specific knowledge of the activities performed in the room and pay sources of room occupants.
   a. Occupants, including job title and frequency of use.
   b. Accounts that fund the occupants’ pay and how the accounts are classified.
   c. Actual activities that take place in each room.

2) Interview(s) with the room occupant(s). Below are suggested questions:
   a. What do you work on in this room?
   b. How frequently do you use this room?
   c. Are there any students who use the room? If so, what do they work on?
   d. Do any unpaid people use the room (e.g. unpaid students or visiting scientists not paid by UA)?

3) Use scheduling logs or any documentation that supports the program use.

4) University accounts & payroll records.

When preparing to analyze the activities in the room, the focus should be on the question, **“Over the entire fiscal year (7/1/20XX – 6/30/20XX), how was this space used?”** All activities performed in the room should be considered and evaluated. Inherent in this analysis process is that some estimating of percentage of use is necessary. However, activities which occur rarely and are immaterial when evaluated over the entire fiscal year, are not necessary to report.

When several individuals occupy a room, the frequency of their presence and individual activities should be considered in determining what percentage to assign to each program classification. It is also important to document occupant’s payroll accounts and any other funded activities in the room.

Federal guidelines require that space should be coded consistently with the funding of the activities taking place in the space. Since the activity can vary in each room, each room should be individually considered as they may have different percentages allocated to the various functions.

**Please see pages 20-21 for survey examples.**
Suggested Procedure for Classifying Research Lab Space

Proper classification of space in research labs is a critical part of the space survey. The principal program classification of space in research labs is usually Sponsored/Organized Research. However, if some of the occupants of a research lab are paid for their work in the lab from general departmental funds or other accounts that are not coded as Sponsored/Organized Research, the space associated with activities paid from those accounts should be classified as Instruction, Departmental Research, or other appropriate functions. Similarly, if some of the occupants of a lab are not paid by the University, such as unpaid students or visiting scholars paid by their home institutions, the space associated with those activities in the lab should be classified as Instruction or Other Institutional Activities.

The procedures outlined below have been developed to assist you in determining the classification of space in a typical research lab.

1. Identify all the occupants of the lab and the accounts that pay their salaries or stipends. Also identify any unpaid occupants of the lab.

2. If the faculty member/investigator has Sponsored/Organized Research funding, establish the initial program classification of the lab as 100% Sponsored/Organized Research.

3. If any of the occupants of the lab are paid for their work in the lab from accounts that are not coded as Sponsored/Organized Research, estimate the percentage of activities in the lab paid from those accounts.

4. If any of the occupants of the lab are not paid by the University, estimate the percentage of the unpaid activities in the lab.

5. If there are any other activities conducted in the lab that are unrelated to Sponsored/Organized Research (ex. homework or studying), estimate the percentage associated with those activities.

6. Deduct the percentages in steps 3, 4, and 5 from 100%. The remaining percentage is the final percentage for Sponsored/Organized Research. For example, if the combined percentages in steps 3, 4, and 5 are 10%, the Sponsored/Organized Research percentage would be 90%. The 10% not classified as Sponsored/Organized Research should be classified as Instruction, Departmental Research or other appropriate functions.
The estimates in steps 3 and 4 should carefully consider how much time each occupant spent in the lab during the fiscal year covered by the space survey. For example, a student working in the lab 15 hours a week for four months should be given much less weight than a technician who works in the lab 40 hours a week the entire year.

These procedures are designed for typical research labs, and are not intended to cover every situation. Unique cases should be handled in accordance with the specific facts and circumstance involved.

**Figure 1 – Room Survey Page**