INSTRUCTIONS FOR THE FALL 2003 DEPARTMENTAL SPACE INVENTORY UPDATE

For the Fall 2003 annual survey update, you can update your data files either on-line or by using the paper report update process of years past.

ON-LINE UPDATE PROCESS:

Staff with established Space Inventory Website user IDs and passwords may access the system at http://space.facnet.ucla.edu and login to the system. You can then either choose to print or view a report of your space by department (selecting from the REPORTS menu and following the prompts) or review individual rooms by drilling-down from the CAMPUS selection tab to the appropriate room. If you are unsure of your account information, you may request a user ID from the CONTACT US tab of the website.

Once you have retrieved the reports and found rooms requiring edits, you may change the information for a particular room using the on-line editing feature of the website. When you drill down to a particular room in a building, you will find a button indicating "REQUEST A CHANGE" in one or more elements of the room data. Follow the prompts to request a change on-line.

The on-line editing system is optimal if you have a limited number of updates to post. Please be aware that each revision will generate at least two e-mail messages (one to acknowledge receipt of the requested change and one e-mail when the change is actually completed in the database). The notification system may be disabled by the user (information about this option is available in the HELP section of the website).

PAPER REPORT UPDATE EDIT PROCESS:

To use the paper report update method, you may print the All Rooms by Department report for your department(s) and make the corrections manually. If you wish, you may call the Space Inventory Services office at ext. 52602 and we will send a paper report of your department's space listed by room. We ask that you would then please review this report carefully and make any necessary corrections to the data listed. Please use a colored pen or pencil (preferably red) when marking the changes. If you suspect the size of a particular room is in error, or if recent construction activities have altered the dimensions, please call Space Inventory Services at 52602 to arrange for a field survey. Also, if your department is no longer assigned to a particular space, please note that information, along with the department now assigned to that area, if known. If you are just “loaning” a room, please note that as well.

Regardless of the edit process used, your response should reflect the expected assignment, use and occupancy of the space as of October 17, 2003.

The information below is provided to assist you in your review of the data:

USE CODES

The current list of use codes can be found on the website under REFERENCES. Each room is assigned a primary function or “Use Code” such as academic office, conference room, seminar room, etc. as defined by the Office of the President. If you need to make any changes to a room’s primary use, you may either use the coding schema or provide a written description of the use.
For **academic** offices only, please amend the use code 310 with an A-G suffix to indicate whether the office is assigned to

- A) permanent ladder faculty,
- B) temporary faculty or lecturers,
- C) teaching assistants (TAs),
- D) emeriti faculty,
- E) visiting faculty,
- F) other academic user (e.g., postdoctoral scholars, graduate students who are not TA’s), or
- G) multiple academic titles.

The detailed information on faculty offices is not reported to the Office of the President but is used to provide analytical data for campus planning.

Please note that changing a use code frequently requires a corresponding change to the description field, below.

**DESCRIPTION FIELD**

The codes for the description can also be found on the website under REFERENCES. The campus-generated field is used to provide additional information for campus management. In some cases, when the use code is already quite specific, the description field will essentially repeat the information. The reference document shows the list of the Description Fields, their definitions, and the use codes with which they are associated. In addition, the List Of Space Inventory Use Codes is cross-referenced with the associated Description Fields. If you find that an appropriate description is not included, please feel free to request an additional description by sending an e-mail to the Space Inventory office (you may use the CONTACT US feature of the website).

**FACULTY-PI SPACE ASSIGNMENTS**

Many departments assign blocks of space to faculty as principal investigators and have expressed a desire to track such space in the space inventory. In response to this need, a new field was added to last year’s survey. The field is for Faculty-PI space assignments. The last name and first initial of the faculty member to whom the space is assigned should be placed in this field. If your department does not assign space in this way, the field may be left blank. Please enter the data using capital letters.

**OFFICES**

Offices have one or more primary occupants and fall into three main categories: academic offices (310 use code); administrative offices (320 use code); and research offices (211 use code). For all offices, the number of primary *workstations* (excluding chairs for visitors) and the *occupant(s)* should both be listed. A primary workstation refers to a desk or worktable assigned to an individual. A workstation, such as a computer station, that is used intermittently by a variety of individuals would not be counted as an office station.

If the office is the primary location of faculty and other academic instructional appointees, it should be assigned a use code of “310” (academic office). For academic offices, the use code should be augmented with an alpha suffix to indicate the type of appointment held by the occupant. The use codes for academic offices are described above.

If the office is used for administrative activities, it should be assigned a use code of “320” (other office). Occupants will be administrative staff, including academic administrators. For example, an office occupied by the director of a research institute and used primarily for that person’s administrative duties would be assigned use code 320 even if the occupant is a faculty member.
If the office is used for research activities (i.e., computer analysis of data, preparation of research studies, etc.), it should be categorized with a use code of “211” (research office). A research office is distinguished from a faculty member’s primary office, which is more appropriately assigned use code 310. Research offices typically house professional researchers or graduate students engaged in desk-based research. The Faculty-PI Space Assignment field, described above, may be used to indicate a faculty member who is responsible for the space but who is not an occupant.

**OCCUPANT**

The space inventory database includes a field for actual occupants of a particular room. For offices, the occupant should be an individual if the office has only a single station. The last name and first initial of the person occupying the space should be entered in this field. If the office has two stations, the last name and first initial of both occupants should be listed separated by a “/”. If the office is shared or if the occupant changes frequently, you may use a functional designation such as “postdocs”, “TAs”, “admin staff”, or other generic classifications. For other types of rooms, this field may be used for other descriptive information about a room that would not fit elsewhere, such as a named room (i.e. the “James Bridges Theater”) or some other unique room designation. Please enter the data using capital letters.

**STATION COUNTS**

Certain rooms require station count information. These include: offices, classrooms, seminar rooms, conference rooms, class labs, open labs, and other room types as noted in the second column of the List of Space Inventory Use Codes. Service rooms, by definition, have no work stations. More information about station counts can be found on the last page of the List of Space Inventory Use Codes.

If you are using the paper process, send the updated All Rooms Report to Space Inventory Services, 731 Charles E. Young Drive, South, mailcode 152608 by **October 17, 2003**. Please include the name, telephone number and email address of the person who completed the update. If you forward an updated paper report, we recommend that you keep a copy of your corrected All Rooms Report for reference.

If you are using the on-line edit feature of the website, a list of changes will be maintained electronically. All changes must be submitted by **October 17, 2003**.

*Thank You!*