Space Inventory & Allocation System (SPIN)

Refresher Training For Fiscal Year 2019

System Developed by Business Affairs, Technical Services
Space: the final frontier. These are the voyages of the University of Florida Space Certifiers. Their mission: to explore strange new areas, to seek out room allocations and room occupants. To boldly explore where no space certifier has walked before.
Your Space Captain for Today

- Brenda Harrell – Assistant Controller
Agenda

• Overview
• Space Allocation Category Refresher
• Tips for Allocating Space
• The SPIN System, Reports and Other Tools
• Deadlines
• Training and Security
• Questions?
Overview

• Fiscal Year 2019 is not a base year.
  • Why are you making me do this?
Overview

• Fiscal Year 2019 is not a base year.
  • RCM Budgeting uses space
  • It is important to keep up with space every year in order to maintain a good data set.
  • If you are in the CTRB Building – it is required for bonding issues.
  • College Deans use the data for decisions on who needs space, what space is vacant, and how it can be better utilized.
Overview

• What is this year’s certification period?
• July 1, 2018 – June 30, 2019
Space Allocation Category Refresher
Space Allocation Categories Refresher

• The primary question to ask when deciding what category to use is:
  • How was space actually used during the Fiscal Year?

• As a space certifier, some of the rooms you will know how to allocate:
  • What category would these rooms normally fall under?
    • Copy Room
      • Department Administration
    • Break Room (Kitchen)
      • Other Institutional Activities
    • Conference Room
      • Department Administration
Space Allocation Categories Refresher

• There are four main categories that departments use for Space Allocation:
  • Administration
  • Research
  • Instruction
  • Other
Most of you are not General Administration. Do not use this category unless you are one of the below:

- Finance & Accounting
- Human Resources
- IT (Core)
- General Counsel
- President’s Office
- Provost Office (unless supporting students)
Most of you are not Sponsored Project Administration. **Do not use this category** unless you are one of the below:

- Division of Sponsored Programs
- Contracts and Grants
- Cost Analysis
- Jacksonville Division of Sponsored Programs
- College of Dentistry Core Grants Office
Most of you are not Student Administration. Do not use this category unless you are one of the below:

- Office of the Registrar
- Bursar
- Parts of the Provost Office
Administration

• That leaves two Administrative Categories for non-Core Office Departments to select from:

• **Practice Plan Administration** is normally only found in the Health Science Center and Vet Med. If you are not in these areas, you can cross that category off your list as well.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>%</th>
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</thead>
<tbody>
<tr>
<td>Administration - Departmental</td>
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<tr>
<td>Administration - General</td>
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<tr>
<td><strong>Administration - Practice Plan</strong></td>
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<tr>
<td>Administration - Sponsored Project</td>
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<tr>
<td>Administration - Student</td>
<td></td>
</tr>
</tbody>
</table>
That leaves two Administrative Categories for non-Core Office Departments to select from:

- **Departmental Administration** – we would expect in all department space. As a space certifier, you are practicing departmental administration. Other examples:
  - Department Chair
  - Any fiscal staff in a department that is not paid from a grant
Instruction

• There was a lot of confusion with these categories:
  • Instruction is **UNPAID** UF students that are either in a classroom setting, or in another area such as an office or a lab, that is working on any activity.
  • Also any **PAID** UF student that has a desk in a research lab, even if paid from a research grant, and that is the only desk they have.
    • OR, any **PAID** UF student that their responsibility is a teaching assistant. *(NOT PAID ON GRANTS)*
There was a lot of confusion with these categories:

- Sponsored instruction
  - This is NOT for students that are paid on grants who are being taught research. If they are paid on a grant, even if it looks like teaching, it is whatever that grant activity is.
  - Only use this category if you confirm that the activity in the room is being supported from a Sponsored Instruction type grant:
    - Program Code would be 1100
    - NOT research training grant

Note – It is being considered that in the future these two will be combined OR projects reported to that category to use it. What do you think? Suggestions?
Research

• There are two main categories for Research
  • Organized Research
  • Departmental Research
Research

• Organized Research - OR
  • To code a space OR, someone in the space must have payroll support from the OR project. This research has to be separately budgeted and accounted for.
  • It is OK to have a high OR space if everyone in the space is paid by grants and nothing else.
    • Examples – Equipment Rooms or Clean Rooms could be 100% OR if everyone that uses that space is paid by a grant. We would not expect a desk in these areas, except to run the equipment.
Research

• Organized Research – OR
  • UF Fund Codes that can be used to support OR, as long as the project type is for OR purposes.

Funds:

201 (Federal)
209 (Non-Federal)
214 (Non-Federal Clinical Trials): But not Patient Care

103 (IFAS State Matching)
  • Only for Program code 2XXX

221 (IFAS Experiment Station Federal appropriations)
  • Only for Program code 2XXX

223 (IFAS Experiment Station Federal appropriations)
  • Only for Program code 2XXX

This also includes cost sharing space to meet committed cost sharing requirements from grants that may come from a variety of resources!
Research

• Department Research
  • Departmental Research looks and acts just like Organized Research but the salary and funding support is from a departmental source and is not separately budgeted and accounted for.
    • This includes GAP and Start-Up Funding
    • Other examples: Indirect Cost Funding, development of proposals for new research (not continuations).
“OTHER” Space Allocation Categories
Other Sponsored Activities

• This category is for sponsored awards that are not research or instruction that resides in support from UF Funds 201, 209, and 214
  • Extension related grants
  • Pediatrics, CMS Grants
  • Sponsored Museum Exhibits
Ag Extension

• Space related activities involving the College of Agriculture (IFAS) and Vet Med
  • Should not be related to funding that is supporting those activities from funds 201 or 209.
Auxiliary

• If you are a Service Center, Specialized Service Facility, Recharge Center, this is your category
  • If you charge for it, it is auxiliary space
    • Examples – Animal Care Services, Reitz Union, Butterfly Museum, Soil Testing Lab
Vacant/Under Renovations

• Space that is closed, entirely unused, or undergoing renovations
  • Not being used as a storage closet
  • Not for Faculty who are on sabbatical, but still uses the desk or computer
  • You go on vacation for 2 weeks
  • Only use the room once a week
  • *Rule of thumb – Unused for a month straight or more*
Other Institutional Activities

• THE DUMP POT
  • Breakrooms
  • UNPAID People in UF SPACE
    • Examples
      • Emeritus Faculty
      • Visitors that stay more than a month, such as visiting researchers that are supported only by their home country or institution
      • Jacksonville – UFJPI Paid Staff
  • Large Couches
  • Large Refrigerators
  • Aquariums where the fish are not used for research or instruction
  • Books that have dust on them that are not part of the UF Library
  • Stacks of Empty boxes – Because you might ship that back one day
Other – Other Space Allocation Categories

• Governance – preparing for a faculty senate meeting or university-wide search committees. This is only a when a **significant** amount of work is devoted to these university wide committees.
  • We don’t expect to see much of this category in actual space

• Patient Care – All space used for the clinical practice activity, including the treatment of patients related to the Faculty Practice Plans.
  • This is for the Health Science Center and Vet Med areas only

• Union Activities – Space used for the United Faculty of Florida (UFF) or Academic and Professional Assembly (APA). In order to allocate this use, the occupant should most likely be an officer.
  • We don’t expect to see much of this category in actual space
Other – Other Space Allocation Categories

• Library – This is for the UF Library System ONLY.
• Operations & Maintenance – For use of the below areas;
  • PPD, Facilities Services, Campus Mail, EH&S, UPD, Areas of IFAS Research Centers
• Public Service – This is normally outside of an office space and generally done off campus. Duties such as serving as a consultant to local, state or national agencies. Editor of a professional journal.
  • We don’t expect to see much of this category in actual space
Normal Set of Categories that Will be Used

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<th>Allocations</th>
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<td>Vacant or Under</td>
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Tips for Allocating Space
Tips for Space Allocation

• Interviewing the occupants of the space is the best way to get an general idea of the activities that goes on in the space!

• Get out and tour your space! How do you know if a refrigerator or lounge sofa is in a research lab if you have never been?

• If someone says the space is research, verify how those occupants are being funded to determine what kind of research.

• Students in lab space with a desk must have proportion allocated to instruction regardless of how they are paid. UNLESS they have dedicated space to do their school work in a different area.
Tips for Space Allocation

• Avoid standard splits! If all of your research space is coded 90% OR and 10% DR every space year, it will be viewed as if no review of the space has actually been done.

• It is also recommended that the space certifiers work in conjunction with your payroll person in your department, effort coordinator, and grants individuals.
Tips for Space Allocation

• Payroll Matters! It is important to have a space to base match.

• Effort Matters! We expect that if a faculty member has multiple activities on their effort record, there would be multiple activities in their office space.
  • *Note – Effort to space is rarely a one to one match!* Example – a faculty member has administration on his effort record. We would not expect administration to be in the research lab.
The SPIN System, Reports, and Other Tools
Where is the System located?

- [https://survey.facilities.ufl.edu/](https://survey.facilities.ufl.edu/)
- Or you can navigate through PeopleSoft Menu Now!
The Data Screen
The Data Screen
# The Data Screen

<table>
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<tr>
<th>BLDG</th>
<th>NAME</th>
<th>FL</th>
<th>ROOM</th>
<th>USE</th>
<th>DESCRIPTION</th>
<th>DEPT</th>
<th>SQ FT</th>
<th>ROOM</th>
<th>OCC</th>
<th>ALLOC</th>
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<td>Academic Research Building</td>
<td>01</td>
<td>R1-143</td>
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<td>-</td>
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</table>
System Errors

• You can see why the system is not allowing you to verify a section of the space by clicking on the ?.
Project Verification

- If the room was allocated to Organized Research (OR) or Other Sponsored Activities (OSA), the associated project numbers must be added to the room. In addition, if a room is allocated between 1-99% OR or OSA Federal requirements dictate that you not only designate the sponsored research projects that are occurring within the room, but that you also provide the funding sources (chartfield string) supporting the non-sponsored activities occurring in the room.

- Both projects and chartfields entered in the previous fiscal year will be shown in the Room Information screen. If a project was not worked on in this space for any part of the current fiscal year, the project should be removed with an end date of June 30, 2018 or earlier.

- Projects that ended in the fiscal year must still be accounted for.
SPIN System – Non-Sponsored Sources

• In the system, there are special selections that can be made to document the non-sponsored allocation(s) when PeopleSoft ChartFields are not applicable.

• Use these selections to report the non-sponsored portion of a room that has been partially allocated to Organized Research:
  • **Not UF-Paid:** This can include laboratories and other research space used by students, visiting researchers, Emeritus faculty, and volunteers who are not paid by UF.
  • **GA Grant-Funded:** Students who are paid by the grant being conducted in the room **AND** have a desk in the room at which they can work on their own dissertation or other course work.
  • **Vacant/Renovated:** This can be used if the room has some portion allocated to Organized Research and Vacant/Under Renovation for the fiscal year.
SPIN Status

• You can see the status of the space reporting from many different locations. The certifier’s goal is to have all rooms contain ✓ in the Occupants, Space Allocation and Projects columns. The best place is on the home page of the SPIN system.

The FY2017 survey covers July 1, 2016 through June 30, 2017
Please complete all interviews by May 18th  
Certify all space by Friday, August 11th  
Authorize all space by Thursday, August 31st

<table>
<thead>
<tr>
<th></th>
<th>Room Verification</th>
<th>Occupancy Verification</th>
<th>Allocated Rooms</th>
<th>Allocated Projects</th>
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<td></td>
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<tr>
<td>0 out of 628 Room Info Verified</td>
<td>0 out of 628 Room Occupants Verified</td>
<td>0 out of 628 Rooms Allocated</td>
<td>0 out of 628 Room Projects Verified</td>
<td></td>
</tr>
</tbody>
</table>

✓ ✓ ✓ ✓ ✓
SPIN Status

- Another area you can see status is from the “Certify” button on the left hand menu. The information displayed will show the status for each department ID that you are responsible for.
SPIN Status

• 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 unreported projects remain. Clicking the “Unreported Projects” will show all projects that still need to be associated with a room. If a project is included on this list in error, please contact the Office of Cost Analysis at 392-5778 for assistance.
SPIN Status

• 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 “Open Space Requests” will show the user all the pending space requests.
Space Change Requests

- **Office Size Across Campus**
  - Did you know there are appropriate office sizes based on the job title of the occupant?
    - Because of this increased scrutiny will be done when doing space change requests.

- Did you know there was a space management guideline that was established due to this fact?
  - Was sent to the Dean’s Offices
  - Will be Posted to our website
Space Change Requests

- Office Size Across Campus

<table>
<thead>
<tr>
<th>Facility Space Name</th>
<th>Occupants</th>
<th>Min.</th>
<th>Norm</th>
<th>Max</th>
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<tr>
<td><strong>OFFICE SPACES</strong></td>
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<tr>
<td><strong>Instructional Office Facilities</strong></td>
<td></td>
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<tr>
<td>Director's Office</td>
<td>1</td>
<td>150</td>
<td>175</td>
<td>200</td>
</tr>
<tr>
<td>Other Administrator</td>
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<td>125</td>
<td>135</td>
<td>145</td>
</tr>
<tr>
<td>Faculty Office – Single</td>
<td>1</td>
<td>110</td>
<td>120</td>
<td>130</td>
</tr>
<tr>
<td>Faculty Office – Multiple</td>
<td>Varies</td>
<td>115 NSF for first person, plus 55 NSF for each additional person</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secretary/Clerk – Single</td>
<td>1</td>
<td>100</td>
<td>110</td>
<td>120</td>
</tr>
<tr>
<td>Secretary/Clerk – Multiple</td>
<td>Varies</td>
<td>105 NSF for first person, plus 50 NSF for each additional person</td>
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</tr>
<tr>
<td>Reception</td>
<td>Per number seated</td>
<td>15</td>
<td>20</td>
<td>25</td>
</tr>
<tr>
<td>Conference</td>
<td>Per occupant</td>
<td>15</td>
<td>20</td>
<td>25</td>
</tr>
<tr>
<td>Workroom</td>
<td>Varies</td>
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<tr>
<td>Files</td>
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<td>120</td>
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<tr>
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<tr>
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<tr>
<td>Faculty Lounge</td>
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<td>11</td>
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Space Change Requests

- Office Size Across Campus

<table>
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<th>Norm</th>
<th>Max.</th>
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<td>110</td>
<td>120</td>
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<tr>
<td>Office – Multiple</td>
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<tr>
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# Space Change Requests

- Office Size Across Campus

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<th>Director’s Office</th>
<th>Other Administrator</th>
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<th>Staff Office – Multiple</th>
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<td>115 NSF for first person, plus</td>
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<td>per person, plus</td>
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<td>200</td>
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**Secretary/Clerk**

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**Reception**

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<td>Per occupant</td>
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**Conference**

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<tbody>
<tr>
<td></td>
<td>Per occupant</td>
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<table>
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<th>Varies</th>
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<td>Per occupant</td>
<td>35 NSF for each additional person</td>
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<tbody>
<tr>
<td><strong>Files</strong></td>
<td>100</td>
<td>125</td>
<td>150</td>
</tr>
<tr>
<td></td>
<td>120</td>
<td>150</td>
<td>175</td>
</tr>
</tbody>
</table>

**Storage**

<table>
<thead>
<tr>
<th></th>
<th>10</th>
<th>11</th>
<th>12</th>
</tr>
</thead>
</table>
Space Change Requests

- Office Size Across Campus

<table>
<thead>
<tr>
<th>Facility Space Name</th>
<th>Occupants</th>
<th>Min.</th>
<th>Norm</th>
<th>Max.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administrative Office Facilities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>President’s Office</td>
<td>1</td>
<td>250</td>
<td>300</td>
<td>350</td>
</tr>
<tr>
<td>Vice President’s Office</td>
<td>1</td>
<td>200</td>
<td>225</td>
<td>250</td>
</tr>
<tr>
<td>Dean’s Office</td>
<td>1</td>
<td>200</td>
<td>225</td>
<td>250</td>
</tr>
<tr>
<td>Bursar’s Office</td>
<td>1</td>
<td>175</td>
<td>200</td>
<td>225</td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>1</td>
<td>175</td>
<td>200</td>
<td>225</td>
</tr>
<tr>
<td>Other Administrator</td>
<td>1</td>
<td>125</td>
<td>150</td>
<td>175</td>
</tr>
<tr>
<td>Secretary/Clerk – Single</td>
<td>1</td>
<td>110</td>
<td>120</td>
<td>130</td>
</tr>
<tr>
<td>Secretary/Clerk – Multiple</td>
<td>Varies</td>
<td>55 NSF for each additional person</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reception</td>
<td>Per number seated</td>
<td>15</td>
<td>20</td>
<td>25</td>
</tr>
<tr>
<td>Conference</td>
<td>Per occupant</td>
<td>20</td>
<td>25</td>
<td>30</td>
</tr>
<tr>
<td>Workroom</td>
<td>Varies</td>
<td>25 NSF for each additional person</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Files</td>
<td>120</td>
<td>135</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>100</td>
<td>125</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>Storage</td>
<td>125</td>
<td>150</td>
<td>175</td>
<td></td>
</tr>
</tbody>
</table>
Check Marks

• Each section will be gray until you have completed the section.

• Once verified it will change from gray to blue with a large checkmark:
Buttons on the Occupants and Projects Section

- The button to add and remove is displayed at the top of the section. In addition, there is a button with lines, that gives more options.
Buttons on the Occupants and Projects Section
Lab Manager Option

- The lab manager designation, is the person who is responsible for the space in case of emergencies with Environmental Health & Safety. They are the ones that someone would call in case of an emergency with the lab.

- This is not a required field in order to certify, but can be used as a great tool for your area.

- In addition, if there is an emergency, EH&S will be able to contact the appropriate person.
Adding a Non-UF Occupant

- You have the ability to add an individual that may need to be added as an occupant of space.

- Go to your Data Screen and Select My Employees
Adding a Non-UF Occupant

• Once there, click on the notebook paper lined icon:
Adding a Non-UF Occupant

- This will give you the option to add a Non-UF Employee to your employee list:
Adding a Non-UF Occupant

• That will then give you a box to be able to type in the information that the system needs:

![Add Non-UF Employee Form](image)

• Once you have added the information, you will click the “Add” button to add that individual to your list.
Adding a Non-UF Occupant

- Click Add an Occupant, and start typing the Non-UF Employee’s Name:

![Add Occupant Window]

- Be sure to put into the Start Date that the individual started to occupy the space.
Reminder - Email Notifications

• Email Notifications will go to the affected individual’s when:
  • Space is Certified
  • Space in Un-certified
  • Space is Unauthorized
  • Space is re-assigned from one department to another
Canceling Space Change Requests

• As a reminder, you can now cancel Space Change Requests if you feel that it was submitted in error.

• You can do that by navigating to the Certify Option on the left hand menu:
Canceling Space Change Requests

• Then Select “Open Space Requests:

• Then select the “Cancel” button to cancel the request:
## SPIN Reports

### Space Worksheet
This report is used for gathering information to be entered in the system. It lists all rooms by department along with the current occupants.

### Projects by Building
This report lists buildings and rooms that have projects associated with them, in building/room order.

### Project Listing
This report lists projects in order by project number and all rooms they are reported in.

### Unreported Projects
This report lists all projects that have not been reported (or exempted) this fiscal year.

### Allocation Summary
This report shows an average allocation by department for the current fiscal year.

### Current Report
This report lists rooms by department with their current occupants, allocations and projects.

### Status Summary by Department
This report lists each department and their current certification status.

### Room Worksheets (PDF)
This generates a PDF that puts each room on a page with current occupants and projects and a space to enter in allocations. Can be used when conducting surveys of room occupants.

### Employee Rooms and Assets
This report lists the current employees and the rooms and assets currently assigned to them.

### Employee Room Details
This report lists employees along with each room they are currently assigned to.

### Employee List
This report lists the current employees and the number of rooms they currently occupy.

### Non-Employee List
This report lists all individuals added to the system as non-employees and the number of rooms they currently occupy.

### Project List
This report lists all active projects assigned to a department and the number of rooms they are currently associated with.

### Capital Assets
This report lists all capital assets by department and their current location.

### Certifier/Authorizer List
This report shows all the certifiers and authorizers for your space.

### Lab Manager Report
This report shows all the lab managers for your lab space.

### Completed Report - 2018
This report displays room information, occupants, allocations and projects as reported in FY 2018.

### Completed Report - 2017
This report displays room information, occupants, allocations and projects as reported in FY 2017.

### Completed Report - 2016
This report displays room information, occupants, allocations and projects as reported in FY 2016.

### Completed Report - 2015
This report displays room information, occupants, allocations and projects as reported in FY 2015.

### Completed Report - 2014
This report displays room information, occupants, allocations and projects as reported in FY 2014.

### Completed Report - 2013
This report displays room information, occupants, allocations and projects as reported in FY 2013.

### Completed Report - 2012
This report displays room information, occupants, allocations and projects as reported in FY 2012.

### Completed Report - 2011
This report displays room information, occupants, allocations and projects as reported in FY 2011.
Certified Holistic Report

• Did you know that you can see everyone’s activities for a year by running the Effort Certified Holistic Report for your Department?

• The Terms to Run for will be Summer 2017, Fall 2017, and Spring 2018 (Keep In Mind Spring has yet to be open)

• This can be a final review before you certify your space
FY2019 Deadlines
General Deadlines for Fiscal Year 2019 Space Survey

• All Interviews should be completed before: Friday, May 17th, 2019
  • This is to avoid any faculty who may leave for the Summer

• All data entry into the SPIN System should be completed by: August 1st, 2019

• Review of the Space data and Space Certification Completed by: August 16th, 2019

• Authorization of the Space Data Completed by: August 31st, 2019
CTRB Building Deadlines for Fiscal Year 2019
Space Survey

• All Interviews should be completed before: May 1\textsuperscript{st}, 2019
  • This is to avoid any faculty who may leave for the Summer

• All data entry into the SPIN System for anyone who has space in the CTRB Building and review of that data: May 31\textsuperscript{st}, 2019
Training and Security
Space Training

• It is mandatory to take the space training to become a space certifier. To register you can navigate to myUFL > My Self Service > Training and Development > mytraining and type in RSH210 in the Activity.

• If you would like for us to walk the space with you if you have a questions, send us an email and we would be happy to assist:
  • spacealloc@admin.ufl.edu
Obtaining Space Inventory & Allocation (SPIN) Security

There are three roles that are available to users to access Space Allocation data for your department.

**SPIN Browse Role**
UF_N_IND_COST_SP_ALLOC_BROWSE

This is a “View Only” role to allow the user access to the system.

**SPIN Certifier Role**
UF_N_IND_COST_SP_ALLOC_CERTIFY

This role is for the Department Space Certifier. The role requires RSH210 training completion before the role can be requested. This individual should be a department staff individual that would have responsibility to speak with faculty and staff to determine space usage, input space data in the system, compare effort and payroll to verify space usage that was given, and the overall certification of the department's space data. If the department is selected for audit by the federal government, this individual will also represent the department to discuss how space was determined and provide backup documentation of that determination.

**SPIN Authorizer Role**
UF_N_IND_COST_SP_ALLOC_AUTH

This role is for the Department Authorizer. The role must be a Dean, Director, or Department Chair level in order to approve the space certification for the department. If the department is selected for audit by the federal government, this individual will also represent the department to discuss how space was determined and answer questions related to the overall departmental functions.

**Authority Area Security Request Requirement**

All roles require input into the Authority Area field of the security request that includes the eight-digit Department ID(s) that you are requesting access to the SPIN system for. If the field is not initially updatable, the DSA must select the Save button to activate the field for input.

Examples:
- 29000000 = provides access to all DeptIDs beginning with “29”
- 29010000 = provides access to all DeptIDs with ‘2901’
- 29010000:29020000:29030000 = access to all DeptIDs beginning with 2901, 2902, 2903 (Note the required semicolons between each and at the end, with no spaces in between.)
See More Space Information on the CA Website!

- [http://www.fa.ufl.edu/departments/cost-analysis/space-allocation/](http://www.fa.ufl.edu/departments/cost-analysis/space-allocation/)

**Space Allocation**

**Space Inventory & Allocation System**

**Space Allocation Survey**

For help with your space allocation survey, please contact us at spacealloc@admin.ufl.edu.

- Obtaining Space Inventory & Allocation (SPIN) Security
- Space Inventory & Allocation System User Manual (PDF)
- Space Inventory & Allocation System
- Space Allocation Refresher FY2018 Presentation
- Space Interview Form (PDF)
- Department Space Certifier Contacts
- Quick Facts for Space Certifiers
- Quick Facts for Health Science Faculty
- Quick Facts for Agriculture Faculty
- Quick Facts for Vet Med Faculty
- Quick Facts for Other Colleges Faculty
Keep Sending In Your Suggestions

• We are always happy to hear your suggestions and comment. Please keep sending them in!
THANK YOU!

We really appreciate all of your help and understanding as we walked your areas this past year. It takes a lot of time to develop the space allocation and we can not thank you enough for being so kind and welcoming to your various areas.
Questions?
Need Assistance

• Cost Analysis
  • For Space Allocation, Training, or General Questions Contact:
    • 392-5778
    • spacealloc@admin.ufl.edu

• Planning, Design & Construction
  • To Add, Remove, or correct the ASF of a room contact:
    • space@admin.ufl.edu the Email will come up with
THANKS FOR COMING