Space Inventory & Allocation System

FY2020 (July 1, 2019 – June 30, 2020)
System Updates & Information
Agenda

COVID19 Shut Down Space Questions
Space System Updates
Reminders
Deadlines for FY2020
Contact Information
Coding Usage of Space During COVID19 Shut Down
Coding Usage of Space During COVID-19 Shut Down

◊ **Office Space** - Most individuals who are working from home are remoting into computers that are sitting on their desks. If this is occurring, the **space IS NOT VACANT**. It is still being used. No coding for vacant is needed for this time period.

◊ If there is no one remoting in, storing files in the space, no equipment is being maintained, no one has accessed the space **the entire time period of the shut down**, the space will then be coded Vacant.

◊ **TIP** - to make sure we can identify the space that is in this situation and not a normal vacancy due to renovations or employee turnover please code the space as 13% vacant and the allocation category Vacant - COVID.
Coding Usage of Space During COVID-19 Shut Down

- **Equipment Rooms** – Equipment rooms are not vacant as the university is still paying electrical costs to operate the machinery during this shut down period. Research samples, etc. still must be maintained. Therefore, these rooms ARE NOT VACANT. They are still being used and no coding for vacant is needed for this time period.
Coding Usage of Space During COVID19 Shut Down

- **Research Labs** – In this case, the answer really is “it depends”:
  1. If there are computers/freezers/refrigerators or other items in the research lab that are still being utilized to maintain the research that was taking place, the lab is not vacant. The lab should **NOT** have a percentage of the allocation in the vacant category.
  2. If the PI, lab manager, etc. comes in occasionally to make sure everything is working and being maintained the space is not vacant. The lab should **NOT** have a percentage of the allocation in the vacant category.
  3. If the lab was truly shut down, which means no computers running, no equipment on, no one visiting the space for the **ENTIRE** shutdown, it is acceptable to allocate the space as vacant.

- **TIP** - To indicate the space was vacant during the shutdown and not a normal vacancy due to renovations or turnover, the space should be coded as 13% vacant, and use the allocation category Vacant – COVID.
Coding Usage of Space During COVID-19 Shut Down

- **Class Labs** – Again, the answer really is “it depends”:
  1. If there are computers/freezers/refrigerators or other items in the class lab that are still being utilized to maintain the research that was taking place, the lab is not vacant. The lab should **NOT** have a percentage of the allocation in the vacant category.
  2. If the faculty, graduate students, lab manager, etc. comes in occasionally to make sure everything is working and being maintained the space is not vacant. The lab should **NOT** have a percentage of the allocation in the vacant category.
  3. If the lab was truly shut down, which means no computers running, no equipment on, no one visiting the space for the **ENTIRE** shutdown, it is acceptable to allocate the space as vacant.
    a. **TIP** - To indicate the space was vacant during the shutdown and not a normal vacancy due to renovations or turnover, the space should be coded as 13% vacant, and use the allocation category Vacant – COVID.
Coding Usage of Space During COVID19 Shut Down Questions

- How do I “Walk the Space” to review the coding of Allocations?
  - Since this is not a “Base Year” that we use for the development of the proposal data, we will request that you practice the best social distancing during this time and be careful if entering a space with multiple individuals.
  - Reach out to your faculty, staff, and other individuals that know the space. They already might be aware of anything that you would have to consider when allocating space.
  - When allowed to return to our offices, gaze around the areas that concern you, but always practice safety first during this unprecedented time.
Coding Usage of Space During COVID19 Shut Down

Only Use This Category Based on the Slides Definitions!
Coding Usage of Space During COVID19 Shut Down Questions

- There were less people able to work in the space due to the social distancing requirement. Should I allocate vacant to the space because of this?
- NO. The space is not vacant. If there is anyone using the space, regardless of any social distancing guidelines that must be followed, the space is still being utilized.

- Should I use the code for Vacant 13% for any other vacancy?
- NO. Please only use 13% and the allocation category Vacant – COVID if coding space as truly vacant during the shutdown period. That way our office can identify the vacant space due to other reasons (renovations, employee departures, etc.)
Space System Updates
Thank You!!

A huge thank you to everyone that shared their valuable input about system update requests and changes. We have made every attempt to accommodate many of the recommendations that were sent. Without you, we can not make the system even better!
While in a room, it was requested to be able to move from room to room without going back to the front screen. Essentially a “next” button. More information was added on the orange tab to allow you the ability to do that. This is called the Room List.
A Question Mark on the Room List Means the Room is not Complete

Once the room is done, the question mark will change:

- To A Check Mark – When All parts of the room are complete: Occupants, Projects, Room Info, and Allocations
- To A Star – When the Space is Certified by the Certifier
- To A Lock – When it is Authorized by the Authorizer.
You Can Download your Entire File from the Front Screen of the Space System!

Simply Click on the Excel button by the filter and it will download the entire file.
You Now Have a “View All” button.

This gives you the ability to see the entire list of rooms, instead of clicking to the next page.
The Occupants Are Now Hyperlinks!

- Once in a room, you will notice that the names are now hyperlinks.
- If you click on the name, it will pop up a new window that lists all the rooms that the occupant is listed in.
The Occupants Are Now Hyperlinks!

<table>
<thead>
<tr>
<th>OCCUPANTS</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NAME</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jin, Shouguang</td>
<td>PROF</td>
<td>MD-MOLECULAR GENTCS / MICROBIO</td>
<td>2006-05-30</td>
</tr>
<tr>
<td>Kim, Young Sick</td>
<td>POSTDOC ASO</td>
<td>MD-MOLECULAR GENTCS / MICROBIO</td>
<td></td>
</tr>
<tr>
<td>Chen, Ronghao</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Room List - Jin, Shouguang**

<table>
<thead>
<tr>
<th>BLDG</th>
<th>FL</th>
<th>ROOM</th>
<th>USE</th>
<th>START DATE</th>
<th>END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0201-Academic Research Building</td>
<td>01</td>
<td>R1-187</td>
<td>250-RESEARCH LAB, WET</td>
<td>2006-jul-01</td>
<td></td>
</tr>
<tr>
<td>0201-Academic Research Building</td>
<td>01</td>
<td>R1-190</td>
<td>255-RESEARCH LAB SERVICE, WORKROOM</td>
<td>2018-Feb-01</td>
<td></td>
</tr>
<tr>
<td>0201-Academic Research Building</td>
<td>01</td>
<td>R1-191</td>
<td>250-RESEARCH LAB, WET</td>
<td>2006-jun-30</td>
<td></td>
</tr>
<tr>
<td>0201-Academic Research Building</td>
<td>01</td>
<td>R1-293</td>
<td>310-OFFICE, STANDARD</td>
<td>2001-jul-01</td>
<td></td>
</tr>
</tbody>
</table>
The Occupants Are Now Hyperlinks!

You can also, download that occupant's information into an excel file by clicking on the Excel button.
You can also download occupants in the Data Menu.

Click on the Rooms Hyperlink in the My Employees Tab.

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**Room List - Adams, Leanne Marie**

<table>
<thead>
<tr>
<th>BLDG</th>
<th>FL</th>
<th>ROOM</th>
<th>USE</th>
<th>START DATE</th>
<th>END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1376-Cancer/Genetics Research Complex</td>
<td>02</td>
<td>215</td>
<td>250-RESEARCH LAB, WET</td>
<td>2020-Feb-01</td>
<td></td>
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<td>1376-Cancer/Genetics Research Complex</td>
<td>02</td>
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<td>02</td>
<td>215E</td>
<td>255-RESEARCH LAB SERVICE, WORKROOM</td>
<td>2020-Feb-01</td>
<td></td>
</tr>
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</table>
Reports

The Complete Reports are now listed by a drop-down arrow for your convenience.
Reports

- The Room Worksheets will auto populate any allocations that are entered once the allocation is updated in the actual room information.
Space System Reminders
Did You Know There are THREE Ways to Get to the Space System

✧ You Can Get to the SPIN System through myUFL Main Menu!
  ✧ Main Menu > Space Utilization > Space Inventory and Allocation System
Did You Know There are THREE Ways to Get to the Space System

◊ Through the Cost Analysis Website:
https://www.fa.ufl.edu/directives/space-allocation-overview/

SPACE ALLOCATION OVERVIEW

WHAT IS SPACE ALLOCATION?

Space allocation is the annual process of collecting information on how university buildings and rooms are being utilized. To collect this data, the university uses a web-based computer application called the "Space Inventory and Allocation System (SPIN)" which has been developed as a joint effort between the Office of Cost Analysis and Planning, Design and Construction.

Attachments
- Space Certifier Contact List
- Space Interview Form
- Space Inventory & Allocation System (SPIN) Refresher
Did You Know
There are THREE Ways to Get to the Space System

◊ Directly to the SPIN System:
https://survey.facilities.ufl.edu/#/index
Unfortunately, there really is no set formula to be able to allocate space.

However, there are factors to consider:
Formula's For Rooms – Not A Standard

◊ Factors for Allocation of Space:

◊ The Assignable Square Footage of the Space

◊ How people are paid in the space
  ◊ Which means if doing research - if they are paid by department funds it is departmental research; if paid by organized sponsored research funds, it is organized research

◊ What the space is used for overall
  ◊ Is it instruction, administration, research, clinical, extension, other?

◊ Are there any items that is not used in the work of the space:
  ◊ A large couch, refrigerator for break room foods, etc.

◊ Are there multiple PI’s that share a lab and they all use it the same time?
  ◊ If so, then you will split the allocation if 2 PI’s 50/50 of how they each used the space. 3 PI’s 33/33/33, 4 PI’s 25/25/25/25, etc.
Formula's For Rooms – Not A Standard

✧ Factors for Allocation of Space:
   ✧ How much of the space was vacant?
     ✧ Was it a month? Two Months, Three Months?
     ✧ If so, this is the only time the formula is standard. It is the number of months vacant divided by 12
     ✧ For example: 3 months vacant / 12 months of the fiscal year = 25%
<table>
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<tbody>
<tr>
<td>Lemas, Dominick</td>
<td>RES AST PROF</td>
<td>MD-HOBI-GENERAL</td>
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<td>2017-11-01</td>
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Projects and Occupants Can Be Added to Multiple Rooms!

Check on the person you would like to add to other rooms under the occupant or project menu:
Projects and Occupants Can Be Added to Multiple Rooms!

- Under Occupants in the Space, Click on the Button that looks like three lines:

```
<table>
<thead>
<tr>
<th>LAB MANAGERS</th>
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<th></th>
<th></th>
<th></th>
<th></th>
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```
Projects and Occupants Can Be Added to Multiple Rooms!

Then Select Copy Occupant or Project:
Projects and Occupants Can Be Added to Multiple Rooms!

- Then type in the building name or number you would like to copy the occupant to.
Projects and Occupants Can Be Added to Multiple Rooms!

✧ Then select the rooms you would like to copy the occupant to and the beginning date they started occupying the space.

✧ **TIP** – You can select more than one room by holding the control key down while clicking on the next room.
Why Projects Can’t be Deleted and Requires an End Date

- It is required to put an end date on a project so that we know when the project work stopped in that space.

- If the system allowed a user to simply delete a project, even if added by mistake, it would give the ability not to have this required information if selected for audit.
Glossary of Space Terms and Room Types

- Did you know the Help Menu in SPIN gives a lot of useful information?
- Under Resources and Documents is the Space Terms and code definitions. Even a link to the RSH210 Allocation training registration!
Deadlines for FY2020
FY2020 Deadlines for CTRB

- As a reminder, if you have ANY space in the Clinical & Translational Research Building (1375) the deadlines are below:
  - Interviews should be done ASAP
  - Space Allocated in the system by May 29th
    - This does not mean that space must be certified and authorized. Only updated for the rooms.

- In addition, any space room updates or change requests done on the CTRB building will be given priority.
FY2020 Deadlines All Other Areas

- Reach Out and Get your Interviews Done: May 16, 2020
- Data Collected and Input in the System by the Space Certifier: September 18, 2020
- Space Reviewed and Authorized by the Space Authorizer: October 2, 2020
Contact Information and Resources
Contact Us!

Email: spacealloc@admin.ufl.edu
Phone: 352-392-5778
Website: https://www.fa.ufl.edu/directive-categories/space-allocation/