

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 COVID19 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 COVID19 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.
 - 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

◇ 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!

Patient Care	<input type="checkbox"/>	Other Institutional Activities	<input type="checkbox"/>
Governance	<input type="checkbox"/>	Library	<input type="checkbox"/>
Public Service	<input type="checkbox"/>	Union Activities	<input type="checkbox"/>
Vacant or Under Renovation	<input type="checkbox"/>	Operations & Maintenance	<input type="checkbox"/>
Vacant - COVID	<input type="checkbox"/>		
TOTAL		<input type="checkbox"/>	<input type="button" value="Save"/>



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

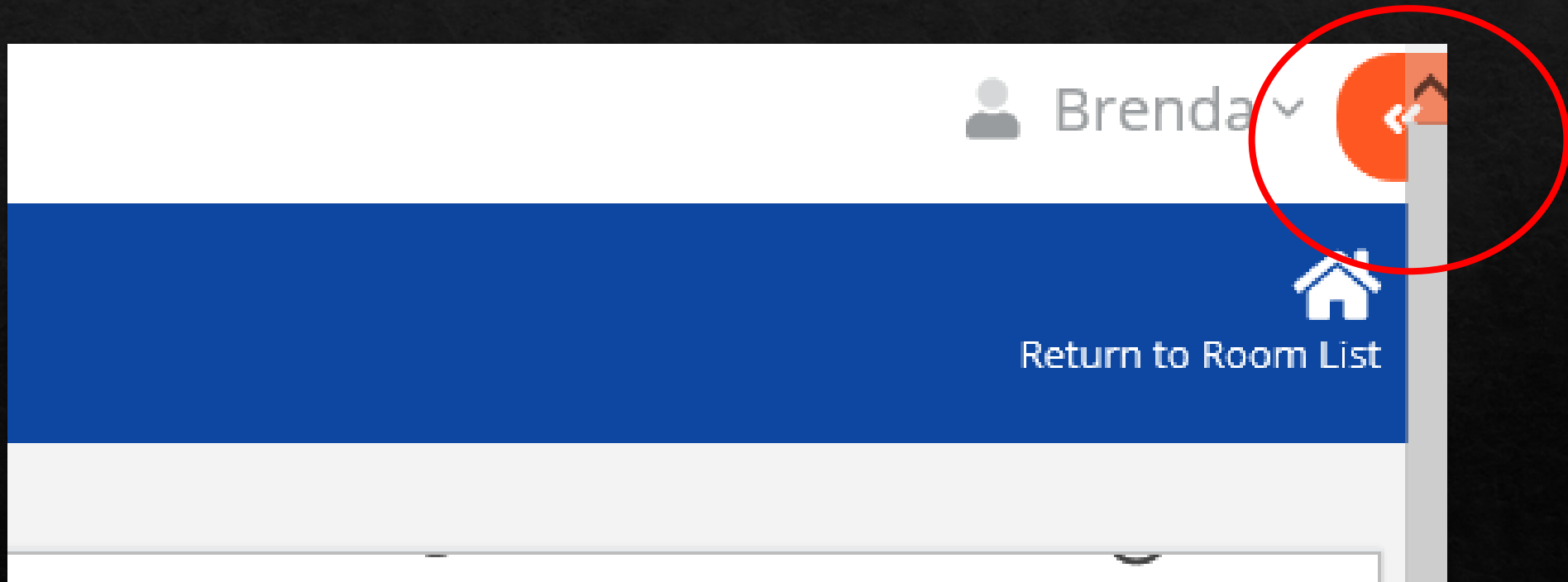
Thank You!!



- ◆ 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!

Added Information on Menu

- ◇ 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:

- ② To A Check Mark – When All parts of the room are complete: Occupants, Projects, Room Info, and Allocations
- ② To A Star – When the Space is Certified by the Certifier
- ② To A Lock – When it is Authorized by the Authorizer.

Filter Rooms					
?	020 - Academic Research Building	01	R1-149	255,2	RESEARCH LAB SERVICE,COLDROOM
?	0201 - Academic Research Building	01	R1-187	250,2	RESEARCH LAB,WET
?	0201 - Academic Research Building	01	R1-190	255,3	RESEARCH LAB SERVICE,WORKROOM
?	0201 - Academic Research Building	01	R1-191	250,2	RESEARCH LAB,WET
?	0201 - Academic Research Building	01	R1-191A	255,3	RESEARCH LAB SERVICE,WORKROOM
?	0201 - Academic Research Building	01	R1-228	255,3	RESEARCH LAB SERVICE,WORKROOM
?	0201 - Academic Research Building	01	R1-232	250,2	RESEARCH LAB,WET
?	0201 - Academic Research Building	01	R1-235	255,3	RESEARCH LAB SERVICE,WORKROOM
?	0201 - Academic Research Building	01	R1-235A	255,3	RESEARCH LAB SERVICE,WORKROOM

Room List

Filter

Refresh Excel

<< < 1 2 3 4 5 6 7 > >>

View All Show Depts

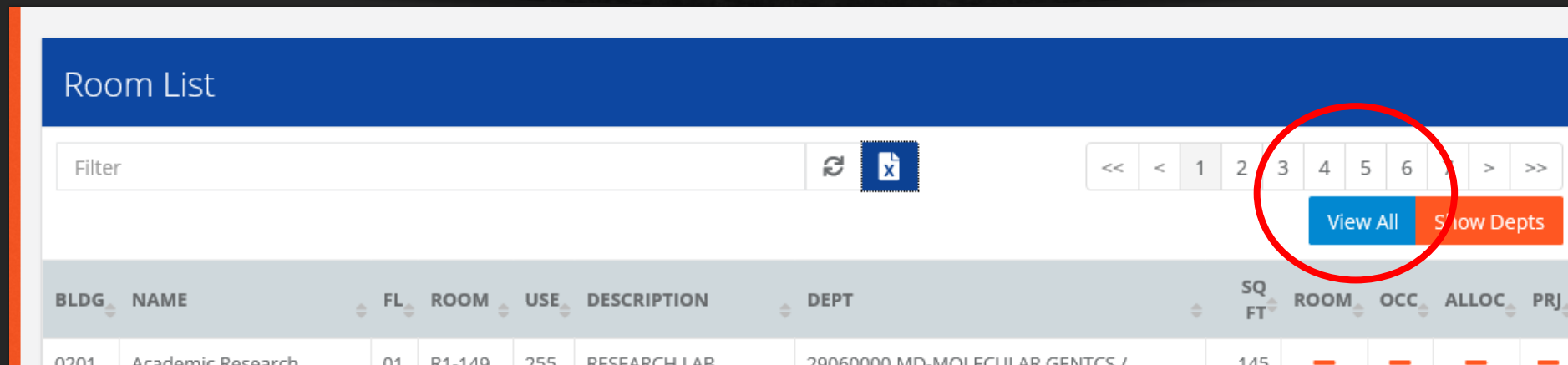
BLDG	NAME	FL	ROOM	USE	DESCRIPTION	DEPT	SQ FT	ROOM	OCC	ALLOC	PRJ
0201	Academic Research	01	R1-149	255	RESEARCH LAB	29060000 MD-MOLECULAR GENTCS /	145	-	-	-	-

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 screenshot shows a web application interface for a 'Room List'. At the top is a blue header bar with the text 'Room List'. Below this is a white control bar containing a 'Filter' input field, a refresh icon, a document icon, and a pagination control. The pagination control shows page numbers 1 through 6, with page 3 currently selected. A red circle highlights the 'View All' button (in blue) and the 'Show Depts' button (in orange) located below the pagination controls. Below the control bar is a table with columns: BLDG, NAME, FL, ROOM, USE, DESCRIPTION, DEPT, SQ FT, ROOM, OCC, ALLOC, and PRJ. The first row of data shows '0201', 'Academic Research', '01', 'R1-149', '255', 'RESEARCH LAB', '29060000 MD-MOLECULAR GENTCS /', '145', and four dashes.


BLDG	NAME	FL	ROOM	USE	DESCRIPTION	DEPT	SQ FT	ROOM	OCC	ALLOC	PRJ
0201	Academic Research	01	R1-149	255	RESEARCH LAB	29060000 MD-MOLECULAR GENTCS /	145	-	-	-	-

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!

OCCUPANTS			
<div> Add  Remove </div>			
<input type="checkbox"/>	NAME	TITLE	DEPT
<input type="checkbox"/>	Jin,Shouguang	PROF	MD-M GENT
<input type="checkbox"/>	Kim,Young Sick	POSTDOC ASO	MD-M GENT
<input type="checkbox"/>	Chen,Ronghao		

Room List - Jin,Shouguang					
BLDG	FL	ROOM	USE	START DATE	END DATE
0201-Academic Research Building	01	R1-187	250-RESEARCH LAB,WET	2006-Jul-01	
0201-Academic Research Building	01	R1-190	255-RESEARCH LAB SERVICE,WORKROOM	2018-Feb-01	
0201-Academic Research Building	01	R1-191	250-RESEARCH LAB,WET	2006-Jun-30	
0201-Academic Research Building	01	R1-191A	255-RESEARCH LAB SERVICE,WORKROOM	2006-Jun-30	
0201-Academic Research Building	01	R1-293	310-OFFICE,STANDARD	2001-Jul-01	
				 Excel	Close

<input type="checkbox"/>	Jin,Shouguang	PROF	MD-MOLECULAR GENTCS / MICROBIO	2006-06-30			Administration - Student	Other Sponsor Activities (O
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The Occupants Are Now Hyperlinks!

Room List - Jin,Shouguang					
BLDG	FL	ROOM	USE	START DATE	END DATE
0201-Academic Research Building	01	R1-187	250-RESEARCH LAB,WET	2006-Jul-01	
0201-Academic Research Building	01	R1-190	255-RESEARCH LAB SERVICE,WORKROOM	2018-Feb-01	
0201-Academic Research Building	01	R1-191	250-RESEARCH LAB,WET	2006-Jun-30	
0201-Academic Research Building	01	R1-191A	255-RESEARCH LAB SERVICE,WORKROOM	2006-Jun-30	
0201-Academic Research Building	01	R1-293	310-OFFICE,STANDARD	2001-Jul-01	

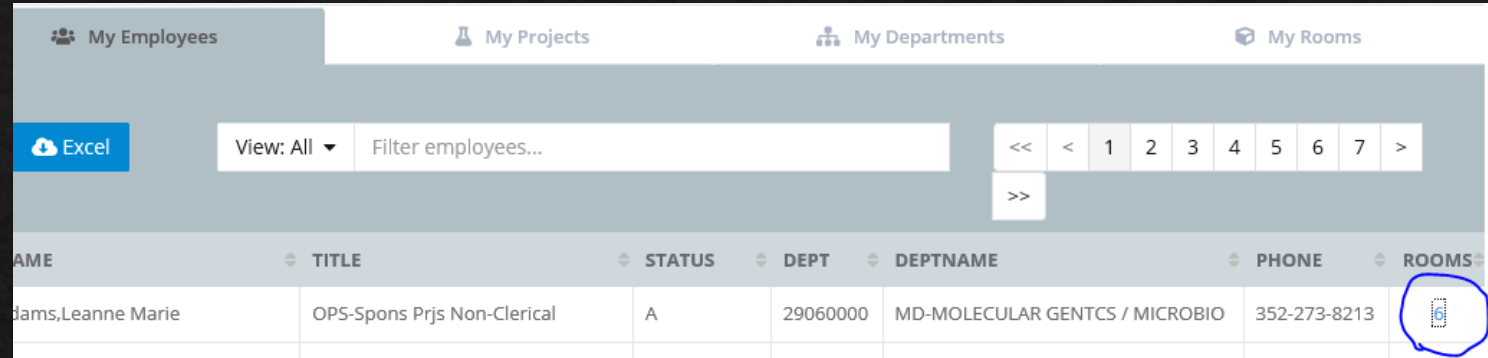
Excel Close

<input type="checkbox"/>	Jin,Shouguang	PROF	MD-MOLECULAR GENTCS / MICROBIO	2006-06-30			Administration - Student		Other Sponsor Activities (O
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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



My Employees							
Excel View: All Filter employees... << < 1 2 3 4 5 6 7 > >>							
NAME	TITLE	STATUS	DEPT	DEPTNAME	PHONE	ROOMS	
Adams, Leanne Marie	OPS-Spons Prjs Non-Clerical	A	29060000	MD-MOLECULAR GENTCS / MICROBIO	352-273-8213	6	

Room List - Adams, Leanne Marie					
BLDG	FL	ROOM	USE	START DATE	END DATE
1376-Cancer/Genetics Research Complex	02	215	250-RESEARCH LAB,WET	2020-Feb-01	
1376-Cancer/Genetics Research Complex	02	215A	250-RESEARCH LAB,WET	2020-Feb-01	
1376-Cancer/Genetics Research Complex	02	215B	255-RESEARCH LAB SERVICE,WORKROOM	2020-Feb-01	
1376-Cancer/Genetics Research Complex	02	215C	255-RESEARCH LAB SERVICE,WORKROOM	2020-Feb-01	
1376-Cancer/Genetics Research Complex	02	215D	250-RESEARCH LAB,WET	2020-Feb-01	
1376-Cancer/Genetics Research Complex	02	215E	255-RESEARCH LAB SERVICE,WORKROOM	2020-Feb-01	
			Excel Close		

Reports

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

The screenshot shows the UF Reports web application. The browser address bar displays <https://survey.facilities.ufl.edu/#/rpts>. The application has a top navigation bar with a search bar and a user profile for Brenda. A left sidebar contains navigation links: Home, Data, Search, Reports (active), Status, Admin, and Help. The main content area is titled 'Reports' and is divided into two columns. The left column, 'Status & Historical Reports', includes links to Space Worksheet, Projects by Building, Project Listing, Unreported Projects, Allocation Summary, Current Report, Status Summary by Department, and Completed Reports. A dropdown menu is open for 'Current Report', showing a list of years from 2019 down to 2004, with 2013 highlighted. The right column, 'Supporting Documentation', includes links to Room Worksheets (PDF), Employee Rooms and Assets, Employee Room Details, Employee List, Non-Employee List, Project List, Capital Assets, Certifier/Authorizer List, and Lab Manager Report. A greeting 'Good Morning Brenda!' is displayed in the top right corner.

UF

Search for a room

Brenda

Good Morning Brenda!

Reports

Status & Historical 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 status.
2019
2018
2017
2016
2015
2014
2013
2012
2011
2010
2009
2008
2007
2006
2004
- Status Summary by Department**
This report lists each department and their current status.
- Completed Reports**
This report displays room information, occupants, and projects for a selected fiscal year.

Supporting Documentation

- 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.

Reports

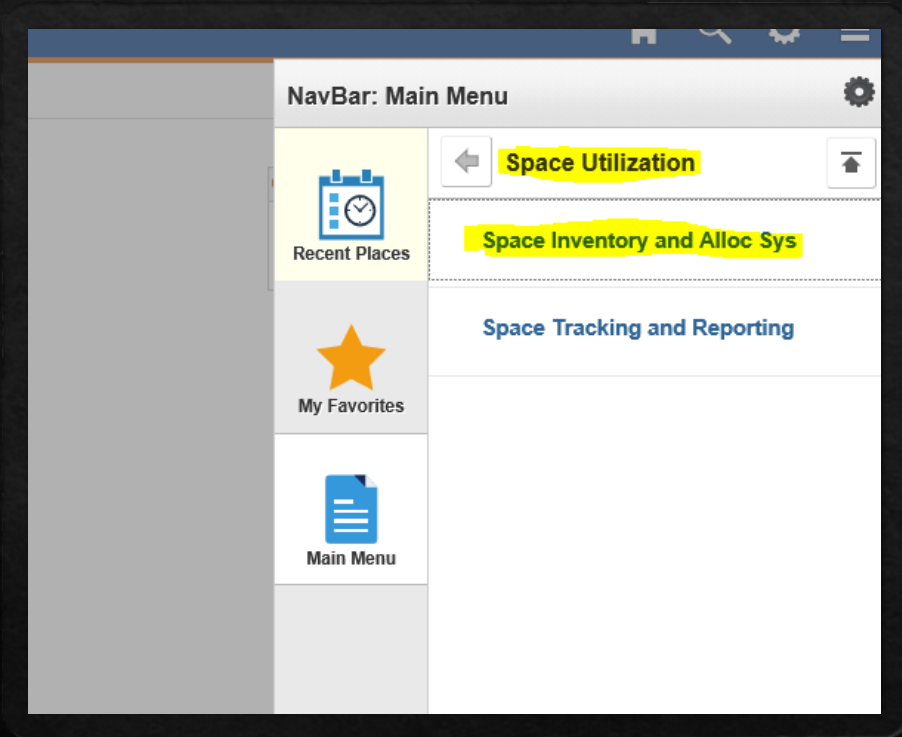
- ◇ The Room Worksheets will auto populate any allocations that are entered once the allocation is updated in the actual room information.

ROOM INFORMATION			
Building:	0201 - Academic Research Building	Floor:	03
Use:	310.1 - OFFICE, STANDARD	Room:	R3-106
Dept:	29141900 - MD-SURGERY-VASCULAR	Area:	223 sq ft
Name:			

ALLOCATIONS			
CATEGORY	%	CATEGORY	%
Administration - Departmental	100	Instruction	
Administration - General		Instruction - Sponsored	
Administration - Practice Plan		Research - Departmental	
Administration - Sposored Project		Research - Organized (OR)	
Administration - Student		Other Sponsored Activities (OSA)	
Agricultural Extension		Auxiliary	

Space System Reminders

Did You Know There are THREE Ways to Get to the Space System

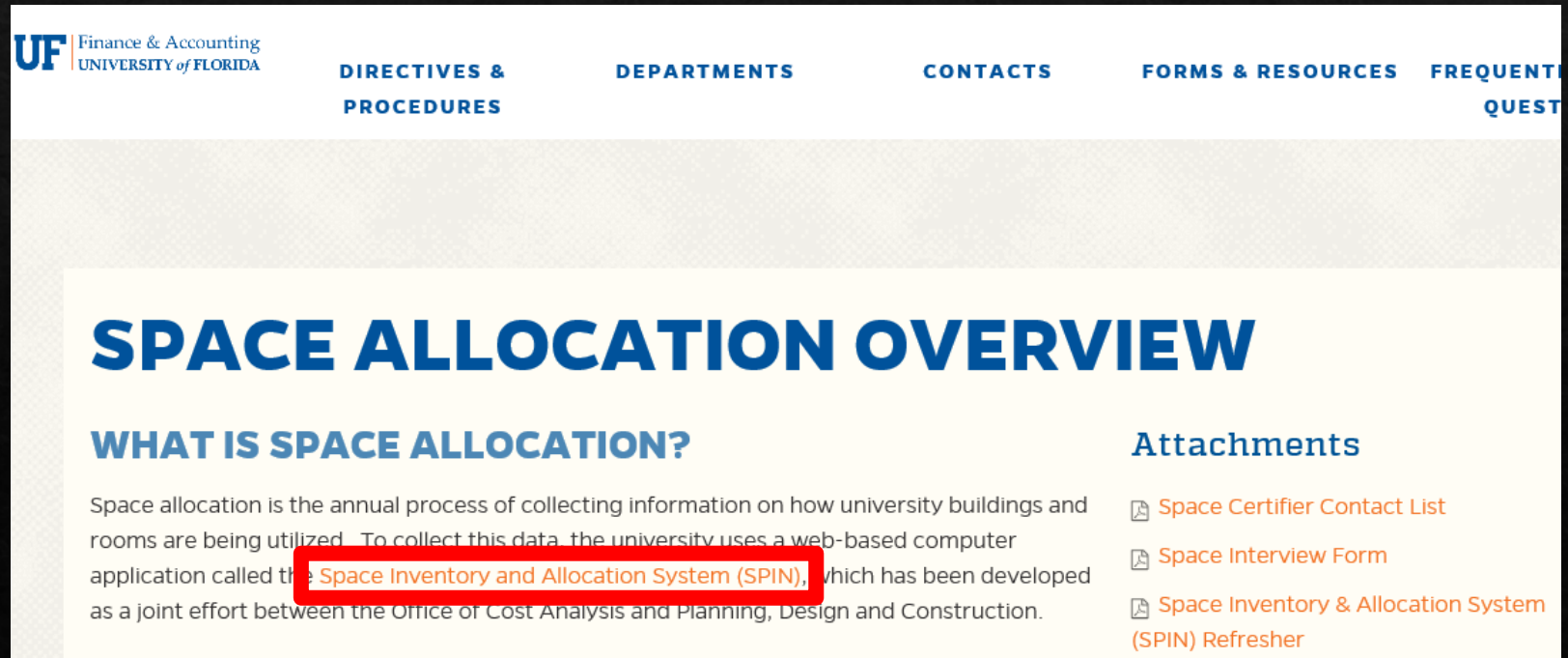


- ◆ You Can Get to the SPIN System through myUFL Main Menu!
 - ◆ Main Menu > Space Utilization > Space Inventory and Allocation System

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/>



The screenshot shows the University of Florida Finance & Accounting website. The header includes the UF logo and navigation links: DIRECTIVES & PROCEDURES, DEPARTMENTS, CONTACTS, FORMS & RESOURCES, and FREQUENTLY ASKED QUESTIONS. The main content area is titled "SPACE ALLOCATION OVERVIEW" in large blue letters. Below this, a section titled "WHAT IS SPACE ALLOCATION?" explains the process. The text states that space allocation is an annual process to collect information on university buildings and rooms. It mentions that the university uses a web-based computer application called the "Space Inventory and Allocation System (SPIN)", which is highlighted with a red box. The text also notes that SPIN was developed as a joint effort between the Office of Cost Analysis and Planning, Design and Construction. To the right of the text is a section titled "Attachments" with a list of links: "Space Certifier Contact List", "Space Interview Form", and "Space Inventory & Allocation System (SPIN) Refresher".

UF Finance & Accounting
UNIVERSITY of FLORIDA

DIRECTIVES & PROCEDURES DEPARTMENTS CONTACTS FORMS & RESOURCES FREQUENTLY ASKED QUESTIONS

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.

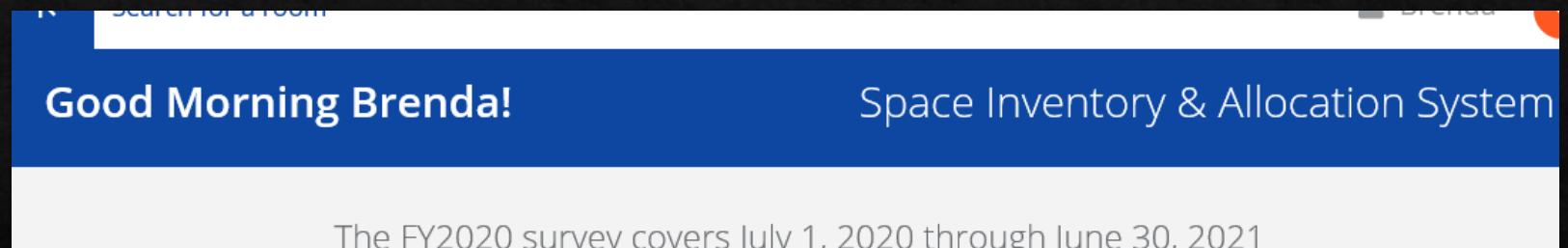
Attachments

- [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>



Formula's For Rooms – Not A Standard

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%







OCCUPANTS						 Add	 Remove	
<input type="checkbox"/>	NAME	TITLE	DEPT	START DATE	END DATE			
<input type="checkbox"/>	Lemas,Dominick	RES AST PROF	MD-HOBI-GENERAL	2017-07-01				
<input checked="" type="checkbox"/>	Jin,Shouguang	PROF	MD-MOLECULAR GENTCS / MICROBIO	2006-07-01				
<input type="checkbox"/>	Kim,Young Sick	POSTDOC ASO	MD-MOLECULAR GENTCS / MICROBIO	2017-11-01				




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:


Lab Managers & Occupants					
LAB MANAGERS			 Add	 Remove	
<input type="checkbox"/>	NAME	TITLE	DEPT	START DATE	END DATE
<input type="checkbox"/>	Kim,Young Sick	POSTDOC ASO	MD-MOLECULAR GENTCS / MICROBIO	2017-07-01	
OCCUPANTS			 Add	 Remove	
<input type="checkbox"/>	NAME	TITLE	DEPT	START DATE	END DATE
<input type="checkbox"/>	Lemas,Dominick	RES AST PROF	MD-HOBI-GENERAL	2017-07-01	
<input type="checkbox"/>	Jin,Shouguang	PROF	MD-MOLECULAR GENTCS / MICROBIO	2006-07-01	


OCCUPANTS				 Add	 Remove	
<input type="checkbox"/>	NAME	TITLE	DEPT			
<input type="checkbox"/>	Lemas,Dominick	RES AST PROF	MD-HOB			
<input checked="" type="checkbox"/>	Jin,Shouguang	PROF	MD-MOL GENTCS			
<input type="checkbox"/>	Kim,Young Sick	POSTDOC ASO	MD-MOL GENTCS			
<input type="checkbox"/>	Chen,Ronghao					


 Add Occupant

 Remove Occupant(s)

 Move Occupant(s)

 Copy Occupant(s)

 View Occupant History

 Verify

Projects and Occupants Can Be Added to Multiple Rooms!

Then Select Copy Occupant or Project:

Projects and Occupants Can Be Added to Multiple Rooms!

Copy Occupant

Copy From:

0201 Academic Research Building - R1-187

Copy To:

1376-Cancer/Genetics Research Complex

- ◆ 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.

Copy Occupant

Copy From: 0201 Academic Research Building - R1-187

Copy To: 1376-Cancer/Genetics Research Complex

R1-149

R1-187

R1-190

R1-191

R1-191A

R1-228

Start Date MM-DD-YYYY

OR... ☒ Use R1-187 occupant start/end dates

Close

Copy Occupants

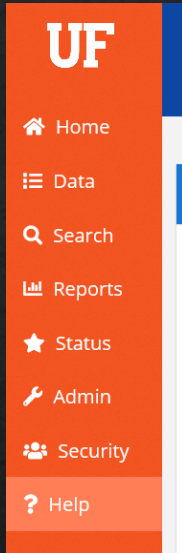
Why Projects Can't be Deleted and Requires an End Date



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!

Resources and Documents

- [User Manual](#)
- [RSH210 Space Allocation Training](#)
- [Room Use Code Definitions](#)
- [UF STARS](#)

A 3D-rendered red alarm clock is the central focus. The clock face is white with black tick marks and the word 'DEADLINE' in large, bold, black capital letters. The hands of the clock are black, with the hour hand pointing to 12 and the minute hand pointing to 11. The clock is positioned on a grey, jagged, and uneven surface that resembles a rocky or mountainous landscape. The background is a light, hazy yellowish-white, suggesting a bright sky or a distant horizon. The overall composition is dramatic and emphasizes the urgency of the deadline.

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/>

