Space Allocation Form			
General Information			
Name			
Building Number			
Room Number			

Room Occupants				
Name	Title	Move In Date	Move Out Date	
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Room Use - please use all that apply (percentage MUST equal 100%)			
Use	Percentage		
Departmental Admin - use for general dept office functions. Includes space used for the admin portion of proposal development, mail rooms and conference rooms			
Instruction - use for teaching, training, and instructional activities such as syllabus production, exam/course preparation, grading, academic counseling, grading, classroom teaching and labs. *Include Sponsred Instruction Awards Acivity in this category*			
Organized Research** - use for activities that are sponsored by federal or non federal agencies, including University DSP grants and committed cost share			
Departmental Research - use for research related activities funded with unrestricted funds such as misc. donors, combined grants or overhead, also for proposal development			
Other Sponsored Activities - use for sponsored projects that are not Organized Research or Sponsored Instruction. They are designated by the agency as "Other Than Research"			
Agricultural Extension - use for activities involving IFAS Cooperative Extension Service			
Vacant- use for space that is closed, entirely unused, or empty due to normal vacancies such as open positions.			
Under Renovation - use for space that was vacant while construction work was taking place.			

Room Use - please use all that apply (percentage MUST equal 100%)		
Governance - use for significant effort devoted to college and university wide committee assignments		
Public Service - use for duties such as serving as a consultant to local, state, or national agencies, an officer in professional societies, or editor for a professional journal		
Practice Plan Administration - use in support of clinical practice activity, including administrative activities to the Faculty Practice Plan. Includes space use for Administrative and support services for the billing, collection, and distribution of professional fees. Faculty effort related to scheduling, reviewing		
Patient Care - use this category to report any and all space used for clinical practice activity, including the treatment of patients related to the Faculty Practice Plans		
Union Activities - use for effort expended on United Faculty of Florida activities		
Operations and Maintenance - use for administration, operation, maintenance, and protection of UF's physical facilities (ex. PPD, Campus Mail, Police Dept, EH&S)		
Auxiliary - use for all activities of the institution that charge other areas for services provided. Includes space used for Service Centers, Recharge Centers, Specialized Service Facilities, faculty housing, public museums and other similar enterprises		
Other Institutional Activities - use this category to report space used for all activities of an institution that are not specifically assigned to other categories. Includes space used by break areas (refrigerators, microwaves), visiting students & faculty, volunteers, emeritus faculty, etc		
Organized Research or Other Sponsored Activity Type Projects		
Project Number		