INSTRUCTIONS FOR THE FALL 2006 SPACE INVENTORY UPDATE

NOTE: Even if you have participated in this process in the past, please read these instructions carefully as submission dates and other information have changed.

For the Fall 2006 update, you are encouraged to use the on-line edit process. However, if you prefer you may submit your changes by making corrections to a hardcopy report of your space data. Regardless of which process used, your changes are needed by October 20, 2006. Of course, you are welcome to submit your changes earlier, but they should reflect the expected assignment, use and occupancy of your space as of October 20, 2006.

You will need a user ID and password to view your room data. If you do not have a user ID and password, you can send us an email using the CONTACT US tab at the top of the page. You can then either choose to print or view a report of your space by department (selecting ALL ROOMS BY DEPARTMENT from the REPORTS menu and following the prompts). A detailed HELP system is available to assist users with the operation of the website.

There are two ways to submit your updates:

ON-LINE UPDATE PROCESS

Once you have retrieved the reports and found rooms requiring edits, you may submit changes to the information for a particular room using the on-line editing feature of the website. Use the CAMPUS tab to select the appropriate building and room. If any of the room data elements require updates, click on the REQUEST CHANGE button. Modify the data elements requiring changes and submit your changes. Please be aware that each revision will generate 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). If you would prefer not to receive these e-mails, select “Don’t notify” from the “Notify Type” drop down menu.

If a room has been reassigned to another department, please provide the correct department name in the “Department” field. If you do not know the new department, please select department code XXXX – Unknown Department from the end of the drop down department list. If your department has been assigned rooms that are not yet reflected in your space data, please notify us using the CONTACT US feature and providing as much detail as possible about each room.

If you need assistance in using this process or if you need to re-familiarize yourself with the correct update procedures, please call our office at 51763.

PAPER REPORT UPDATE 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 51763 and we will send a paper report of your department’s space, listed by room. Please review this report carefully and make any necessary corrections using a colored pen or pencil (preferably red). If a room has been reassigned to another department, please note that information along with the name of the new department, if known. If your department has been assigned rooms that are not yet reflected in your space data, please list them at the end of the report providing as much information about each room as possible.
If you are using this process, send the updated All Rooms Report to Space Inventory Services, 731 Charles E. Young Drive, South, mailcode 152608 by October 20, 2006. Please include the name, telephone number and email address of the person who completed the update. If you submit an updated paper report, we recommend that you keep a copy for reference.

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

**USE CODES**

The current List of Space Inventory 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. The list has recently been modified to clarify some of the definitions. Please review carefully the codes typically used by your department. If you are uncertain about the appropriate use code, please call us at 51763 for assistance.

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

**DESCRIPTION FIELD**

The codes for the description field 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 merely 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 using the CONTACT US feature of the website or by calling us at 51763.

**FACULTY-PI SPACE ASSIGNMENTS**

The Faculty-PI field was developed for departments that assign blocks of space to faculty as principal investigators and have a need to track such space in the space inventory. The last name and first initial of the faculty member to whom the space is assigned should be placed in this field. The name of the person physically occupying the space (for example, a research assistant or administrative staff) is then reported in the occupant field. The principal investigator’s name would only be reported in the occupant field if he or she is the primary occupant of the space. If your department does not assign space in this way, the faculty-PI field may be left blank. Please enter the P.I.’s last name and first initial, separated by a comma (e.g., DOE, J).

**OFFICES**

Offices have one or more primary occupants and fall into three main categories: academic offices (310A-G use codes); administrative offices (320 use code); and research offices (211 use code). For all offices, the number of primary stations (excluding chairs for visitors) and the occupant(s) should be listed. See instructions below for occupants and stations. A primary station refers to a desk or worktable assigned to an individual. A shared 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 310A-G as described below. The 310 code should not be used without a suffix unless the occupant’s type of appointment is unknown.

- 310A) permanent ladder faculty,
- 310B) temporary faculty or lecturers,
- 310C) teaching assistants (TAs),
310D) emeriti faculty,
310E) visiting faculty,
310F) other academic user (e.g., postdoctoral scholars, graduate students who are not TA’s), or
310G) multiple academic titles in a shared office.

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. However, if the office is also the director’s primary faculty office, it would be assigned a use code of 310A-G.

If the office is used for research activities (i.e., computer analysis of data, preparation of research studies, etc.), it should be assigned a use code of 211 (research office). A research office is usually not a faculty member’s primary office, which is more appropriately assigned use code 310A-G. 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 a primary occupant.

**OCCUPANT**

The space inventory database includes a field for actual occupants of a particular room. For offices, the last name and first initial of the person occupying the space should be entered in this field in capital letters, separated by a comma (e.g., DOE, J). If the office has two stations, the last name and first initial of both occupants may be listed, separated by a backslash (e.g., BRUIN, J/DOE, J). If the office is shared by more than two persons or if the occupant changes frequently, you may use a functional designation such as POSTDOCS, TAS, ADMIN STAFF, VARIOUS or other generic classification. 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., JAMES BRIDGES THEATER) or some other unique room designation.

**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 third 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 at the end of the List of Space Inventory Use Codes.

**FLOORPLANS**

To assist you in reviewing your space data, floorplans for most campus academic and administrative buildings are now available on the Space Inventory Website to users with user IDs and passwords. If there have been physical changes to your space that are not reflected on the posted floorplans, please notify us through the CONTACT US feature or call us at 51763 to arrange for a field survey.

We appreciate your participation in this process. Again, all changes must be submitted by **October 20, 2006** to be included in UCLA’s annual submission of official space data to the Office of the President.