

---

**Office of the  
University Controller**

**Space Survey  
&  
Functional Usage Study**

**Fiscal Year 2008**

---

# University Space Survey

- ❖ What is a Space Survey?
- ❖ Why is it necessary?
- ❖ Who will be involved?
- ❖ What is the desired outcome?

---

## What is a Space Survey?

- ❖ Systematic process of functionalizing activities
- ❖ Census of facility use at the room level
- ❖ Creates allocation basis for recovery of indirect costs

---

## Why is it necessary?

- ❖ Significant part of University's F&A Cost proposal
- ❖ Facility components uncapped
- ❖ Increased Overhead recoveries

---

## Who will be involved?

- ❖ Controller's Office
- ❖ Academic departments in the research intensive buildings
- ❖ Research centers in owned and leased space

---

## What is the desired outcome?

- ❖ Space database containing room level data:
  - ❖ Occupants, projects and activity allocation
- ❖ Space analysis reports
  - ❖ Meet OMB Circular A-21 F&A proposal requirements
  - ❖ Identify questionable activity allocation

---

# Conduct of Space Survey

- ❖ Tools available to complete survey
  - ❖ Listing of space by organization
  - ❖ Organizational personnel lists
  - ❖ Organizational project (fund) list – various sorts
  - ❖ Web based entry forms
- ❖ Areas generally not surveyed
  - ❖ Dormitories, dining halls and student unions
  - ❖ General administrative areas
  - ❖ Non-departmental (classrooms and athletic facilities)

---

## Conduct of Space Survey (con't)

- ❖ Common areas are not surveyed
  - ❖ Hallways and corridors
  - ❖ Lobbies
  - ❖ Restrooms
  - ❖ Stairwells
  - ❖ Heating, air conditioning and furnace rooms
  - ❖ Elevator shafts

---

## Conduct of Space Survey (con't)

- ❖ Departmental Room data collection
  - ❖ Identify all primary and secondary occupants
    - ❖ Departmental personnel list provided
  - ❖ Identify funding for activity accomplished in room
    - ❖ Departmental list of funds provided
  - ❖ Functionalize activity in specific percentage terms
    - ❖ A-21 functional use categories and definitions provided
  - ❖ Review data
    - ❖ Verify all personnel and projects assigned to space
    - ❖ All space has been surveyed

---

# Summary

- ❖ Optimal method of allocating space related costs
- ❖ Supports Facilities & Administrative cost rate
- ❖ Generates overhead recoveries