Facilities Inventory Instructions for 2018

Update Due Date: Friday, November 30, 2018

Effective: Friday, October 19, 2018- (The status of rooms as of the end of the third week of fall instruction)

General

Those with delegated authority, such as Facilities Coordinators, Building Coordinators, or Analysts, etc. should organize the effort to update the annual space inventory in FacilitiesLink. However, space changes should be updated in FacilitiesLink throughout the year as they occur so that this call does not adversely impact your division. The Space Control Officer (SCO) or SCO delegate, should review all changes prior to submission- Friday, November 30, 2018.

Annual Inventory Update

- Detailed instructions for space changes can be found in the [FaciltiesLink 2018-19 Training Manual.](#)
- Contact CPSM, if there were alterations to a space that is not accurately reflected on FacilitiesLink, such as ASF or room numbering. Please do not change ASF or Room numbers.
- Identify all rooms that are Inactive (010), Unfinished (020) or undergoing Alterations or Conversions (030).

- For Room Use Codes 210 (Research and Laboratory or Studio), 211(Research Office) and 310 (Academic offices) use the appropriate suffix extension from the pull down menu based on the position title of the occupant (e.g., faculty, post doc, or TA).

   For Example:

   210-Research Lab/Studio - Emeritus   *210 - Research Lab / Studio - Faculty*
   210 - Research Lab / Studio - Grad Student   *210 - Research Lab / Studio - Mixed Use*
   210 - Research Lab / Studio - Res Staff
      (Room Use Code Definitions can be found here: https://ucsc.metabim.com/Usage/Default.htm)

- General Assignment Classrooms must use room use codes 110 (Classroom Facilities) & 130 (Seminar).

- Changes to Class Laboratories (Room Use Codes 260, 261 or 270) **after the third week of the fall quarter (October 19, 2018)**, should be communicated to CPSM.

- Enter the station count <u>for all occupied spaces</u>.

Room Use Code and Name	Room Use Code and Name
(No recorded station count will trigger error)	*(Station count needed for campus analysis)*
110-Classroom	**210**-Research Laboratory or Studio
130-Seminar	**211**-Research Office
260-Class Laboratory	**250**-Scholarly Activity
261-Special Class Laboratory	**310**-Academic Office
270-Open Laboratory	**320**-Other Office
340-Conference Room	**470**-Tutorial/Training Room
650-Assembly	

- Do not update the Suite or Ceiling Height fields.

- When dividing a room, use the next Space Suffix "X" and "Y" etc. Do not use suffixes A, B, C, D, etc. which are used for a suite of rooms.

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- Update Equipment and Room features by selecting ▮▮▮ Equipment Asset Management the Equipment module on the Home page. For labs include installed research equipment, plumbing, gas connection, sink, fume hoods, air conditioning, or special lighting. These updates will support future Indirect Cost Recovery surveys. Features and equipment may also be added at the Room page.

- Provide Principal Investigator names <u>for all research space</u>. If more than one P.I. is assigned to a room, then divide the room and enter the P.I. name for each portion of the space in a separate entry. Do NOT use the P.I. field for department chair or lab manager name.

- To update an Occupant you must have access to the Contacts Database (a listing of all active UCSC employees) in FacilitiesLink, which requires approval by the Space Control Officer of the division. To review how to update the occupant(s) in a room. See page 25 in the <u>2018-2019 FacilitiesLink Manual</u>. If you do not have Occupant privileges, <u>fill out this form,</u> and have it signed by the Space Control Officer of your division.

Private Activity
Identify space that is being used or being considered for use by a private activity in the Comments section on the Room Update page. Update the Loaned From and Loan notes, and change the Department to Campus Commercial Enterprises. Examples of private activity are: the Porter Slug Café, MBEST tenants in the MBEST Center, Kresge Food Co-op, and space leased to incubator organizations.

Regulated Materials Storage and Disposal
Enter into FacilitiesLink, all locations storing regulated materials. On the room page, next to Equipment, click "Add/Update". Regulated material must be reported to EH&S, contact Justin Delemus (jdelemus@ucsc.edu) to make sure that the location is tracked.

Indirect Cost Recovery Survey (ICR)
In spring 2019, the campus will conduct a space survey to support the **UCSC Federal indirect cost recovery (ICR) rate proposal**. The ICR survey will rely on information you provide as part of this fall 2018 inventory update. It is critical that all space under the direction of a potentially active principal investigator (PI) in 2018-19 is coded with the name of the PI. This is true regardless of the source of the PI's sponsored funding. <u>Facilities coordinators in the academic divisions are asked to pay particular attention to correctly identify occupants of spaces and classify room use, including the delineation of private activity and recharge activities.</u> Planning and Budget will be contacting academic divisions later this year to provide training and coordinate execution of the upcoming ICR space survey."

 If you have any questions or need assistance, call Jackie Davis at x27799 or David A. Lane at x95834,