Dear Colleagues:

UPDATE DUE DATE: Friday November 29, 2019
EFFECTIVE: Friday, October 18, 2019

Campus facilities inventory for fall 2019.

This notice is addressed to all Space Control Officers identified by the divisions in September 2019. Per the Space Management Principles, the Space Control Officers are responsible for ensuring the information provided in the campus inventory is accurate.

The space inventory information that is in your purview on FacilitiesLink should be updated no later than Friday, November 29, 2019 to reflect the primary use of a room as of the end of the third week of fall quarter instruction (October 18, 2019). It is essential that each division maintain their space inventory and occupancy throughout the year. The facilities inventory update is particularly critical to assist our campus in performing accurate space analysis required by the Office of the President (UCOP) and for capital projects, space planning, and analysis. Detailed instructions for updating the facility inventory will be sent to all division facilities coordinators and will be posted on the Capital Planning & Space Management website:

http://cpsm.ucsc.edu/space-management/facilitieslink.html

This spring 2019, the campus is conducting a space survey to support the UCSC Federal indirect cost recovery (ICR) rate proposal. The ICR survey will rely on information you provided as part of the fall 2018 inventory update. It is critical that all space under the direction of a potentially active principal investigator (PI) is coded with the name of the PI. This is true regardless of the source of the PI's sponsored funding. 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. Planning and Budget will be contacting academic divisions later this year to provide training and coordinate execution of the upcoming ICR space survey.

Please contact me, Jackie Davis (phone x2-7799 or email jedavis@ucsc.edu) immediately if you have new staff assigned to update the space inventory so that a new account can be established for them or if you have any questions.