

**NORTH CAROLINA STATE UNIVERSITY
OFFICE OF F&A ANALYSIS – FY19 F&A PROPOSAL**

F&A SPACE UTILIZATION SURVEY INSTRUCTIONS FOR ACADEMIC DEPARTMENTS

ROOM-BY-ROOM SPACE UTILIZATION SURVEY GUIDANCE

Room is **used for more than one function**:

- Assign all applicable Space-Use Codes AND
- If all activities share the space equally, assign percentages to Space-Use Codes based on time used by each activity OR
- If different activities have specifically assigned space in the room, apportion percentages based on square footage assigned to each activity.

Room **use per the NCSU Space System (FMI) is incorrect**:

- Document the correct Office of University Architect (OUA) Room Use Code AND
- Assign all applicable Space-Use Codes by applying this Room-By-Room Space Utilization Survey guidance AND
- Ensure location (department, building, room) and details are **posted to the OUA Update List**.

Room is a **laboratory or lab service area used for Organized Research**:

- Assign Space-Use Code “22” (Individual or Project Research) AND
- Apportion usage percentages across all Space-Use Codes assigned to the room to total 100% AND
- Assign Project IDs to document the research activity conducted in the space and to support the percentage of Organized Research apportioned to the room.

Room is used for **Organized Research associated with a formal University research organization, institute or center**:

- Assign Space-Use Code “21” (Research Centers) AND
- Apportion usage percentages across all Space-Use Codes assigned to the room to total 100% AND
- Assign Project IDs to document the research activity conducted in the space and to support the percentage of Organized Research apportioned to the room.

Room is used for **intensive “dry” Organized Research** (i.e. type of research does not require traditional laboratory or lab service area infrastructure):

- Assign Space-Use Code “22R” (Faculty Research- Office Non-laboratory) AND
- Apportion usage percentages across all Space-Use Codes assigned to the room to total 100% AND
- Assign Project IDs to document the research activity conducted in the space and to support the percentage of Organized Research apportioned to the room.

Room is a laboratory **supported by ledger-6 or 7 funds, or owned/controlled by an independent internal or external entity, agency or group**:

- If lab space is supported by ledger-6 or 7 funds, assign Space-Use Code “95” (Lab operations – ledger-6 and 7); OR
- If lab space is controlled based on a strong internal affiliation with the University but the affiliated party is technically independent from NCSU (i.e. visiting scientist not paid by the University), assign Space-Use Code “91” (Labs for Independent Operations – Internal); OR

- If Lab is used by an external entity, agency or group (i.e. USDA), assign Space-Use Code “92” (Labs for Independent Operations – External).

Room is a **laboratory or lab service area used for Instruction:**

- Assign Space-Use Code “11” (Instruction & Departmental Research).

Room is a **classroom:**

- Assign Space-Use Code “11” (Instruction & Departmental Research).

Room is a **computer lab:**

- If the computer lab is **open to anyone**, assign Space-Use Code “46” (Departmental Administration).
- If the computer lab is **open solely to students**, assign Space-Use Code “11” (Instruction & Departmental Research).

Room is a **Service Center:**

- If space is used in activities that charge rates subject to formal **review and approval by the NCSU Office of Cost Analysis**, assign Space-Use Code “99” (Service Center) AND document the Service Center Project ID(s); OR
- If the location is used to provide **technical (TSA) or fabrication (FSA) expertise under contract to external firms and agencies subject to NCSU - SPARCS Office guidelines**, assign Space-Use Code “99T” (Service Center – TSA/FSA) AND document the TSA/FSA Project ID(s); OR
- If room is used in **recharge activities associated with a University waiver to forego charging ledger-5 sponsored agreements**, assign Space-Use Code “99W” (Service Center - Waiver).

Room is a **conference room:**

- Assign Space-Use Code “46” (Academic Administration)

Room is a **faculty member’s office:**

- If space is used by **retired faculty**, assign Space-Use Code “96” (Retired Faculty); OR
- If space is for **general office use by the faculty member** (i.e. he/she has an assigned lab or other space where his or her Organized Research is predominately performed), assign Space-Use Code “97” (Faculty/Post-Doctoral Office); OR
- If faculty member **performs intensive organized research in the location AND he/she has no assigned lab or research space**, assign Space-Use Code “22R” (Faculty Research-Office/Non-Laboratory) AND
- Apportion usage percentages across all Space-Use Codes assigned to the room to total 100% AND
- Assign Project IDs to document the research activity conducted in the space and to support the percentage of Organized Research apportioned to the room.

Room is a **postdoctoral office:**

- Assign Space-Use Code “97” (Faculty/Post-Doctoral Office).

Room is a **graduate student office:**

- Assign Space-Use Code “98” (Graduate Student Office)

Room is a **media center** utilized to create instructional aids including radio, television or other audio visual mediums:

- If services **are not billed** to users, assign Space-Use Code “43” (Educational Media Service).
- If **users are billed for services**, assign the appropriate Service Center Space-Use Code “99” AND document the Service Center Project ID if the unit is subject to Institutional oversight (i.e. OCA or SPARCS).

Room is **used by deans, department or section heads, or their administrative support staff:**

- If activities conducted provide direct support to or are an integral part of one or more of the three primary functions of Organized Research, Instruction and Public Service, assign Space-Use Code “46” (Academic Administration).
- If room is used to support students, assign Space-Use Code “51” (Student Services Administration).
- If room is used **for fund raising, or other activity that is unallowable** for cost reimbursement on Federal sponsored agreements, assign Space-Use Code “46U” (Administration – Unallowable).

Room is used as a **departmental library:**

- If the library supplements the formal campus library system AND is accessible to all students, faculty and staff – assign Space-Use Code “41” (Library).
- Otherwise assign Space-Use Code “46” (Academic Administration).

Room is **not in use currently**, the recent past or foreseeable future:

- Room is use-ready and available for assignment – assign Space-Use Code “01” (Capable of Use).
- Room is **under renovation or is not usable** in the present state – assign Space-Use Code “02” (Incapable of Use).

Room use is **shared with another department:**

- Document relative square footage and how space is used by each department AND
- Apply space survey procedures for department being surveyed AND
- Ensure location (department, building, room) is posted to the **F&A Shared Space List**.

Major renovations or other **changes in room use are not reflected in the space data;** changes affect survey classification:

- Document room number(s), assign Space-Use Code(s) and briefly note the circumstances AND
- If any portion of the room is used for Organized Research; apportion room percentages and assign appropriate Project IDs AND
- Ensure location (department, building, room) and details are posted to the **OUA Update List**.

Room is **occupied by another department but not reflected as such** in the space data:

- Document room number(s), record Space-Use Code(s) and briefly note the circumstances AND
- If any portion of the room is used for Organized Research; apportion room percentages and assign appropriate Project IDs AND
- Ensure location (department, building, room) and details are posted to the **OUA Update List**.