

## - Space and Equipment Inventory –CHECKLIST

**Prior to using this checklist, review the University's Space and Equipment Inventory Web Site for the latest guidance on how to conduct a space and equipment inventory.**

- **Movable Equipment** - Run the Mov Equip by Dept w/Comments report in [Peoplesoft Financials](#) or see your department's financial manager for assistance. Save the report's data in an excel file and use a tracking tool. Verify the location and condition of the each item.
- **Funding Sources for Semi-Monthly Employees**- Run the [effort certification report](#) for your department to obtain a listing of chart strings funding the department's personnel.
- **Funding Sources for Bi-weekly employees** - Run the [labor distribution report](#) for account 56100 to obtain a list of chart strings for personnel on [wages](#).
- **Department Personnel** - Obtain list of department's personnel from your HR representative. Each person should be entered as an occupant in at least one space location. Submit the list of personnel who did not have any assigned space during the inventory year with your certification form.
- **Floor Plans** - Print floor plans for your department's space ([Click here for instructions on how to access the floor plans](#))
- **Assigned Spaces** - Review assigned spaces in the Famis Self Service by following the instructions for each tab using the [FAMIS Self-Service Space Training Guide](#) – Are all of your department's rooms accounted for? Including any off campus leased space? Please contact Campus Planning Services with questions or if you are missing spaces.
- **Updating FAMIS Space Information**- Review each room record and make any necessary changes in the FAMIS self-service space database. [Update the inventory year](#) on the Room Info Tab for each room to signify its completion.
- **Certification** - Please print, sign, scan and e-mail the [Certification Form](#) , the final Moveable Equipment excel file and the list of employees without an unassigned space to [Laurie.Desso@uvm.edu](mailto:Laurie.Desso@uvm.edu).

**Please contact the appropriate individual with questions:**

### **Space Data including Room Use, Building Diagrams and Reporting**

Michael A. Richards  
Campus Planning Services  
Email: [Michael.A.Richards@uvm.edu](mailto:Michael.A.Richards@uvm.edu)  
Phone: (802) 656-9204

### **Functional Space Classification, Chart Strings**

Jana Talcott  
Cost Accounting Services  
Email: [Jana.Talcott@uvm.edu](mailto:Jana.Talcott@uvm.edu)  
Phone: (802) 656-1336

### **Movable Equipment**

Laurie Desso  
Cost Accounting Services  
Email: [Laurie.Desso@uvm.edu](mailto:Laurie.Desso@uvm.edu)  
Phone: (802) 656-1482