Planon Space & Occupancy Survey

Michael Richards – Space Planning/Mapping Specialist: Planning, Design and Construction

Dawn Caffrey – Senior Cost Accounting Analyst: Financial & Cost Accounting Services
Space Survey Goals

1. Update *Space Assignment*, *Room type* and *Room Occupants*

2. Update *Funding sources* and *Functional activities* of rooms
   - Identify all activities performed in each room for reasonable cost allocations.
   - Use methodologies that comply with federal government costing standards
   - Develop proposal statistics that are defensible during F&A rate negotiations with the federal government
Space Survey Timeline

- **FY24 Space Survey Opens April 9th, 2024**
  - Survey of space usage for July 1, 2023 - June 30, 2024

- **Trainings Available:**
  - April 9th, 2024 9:00-11:00
  - April 16th, 2024 1:00-3:00
  - April 18th, 2024 9:00-11:00

- **Open labs will be set up for every other week, starting in mid May.**
  - Look for email announcements coming soon

- **Survey closes June 30th, 2024**
Space Survey Importance

- Space costs and functional use data are used in the F&A rate development.
- Space costs are required to determine building square footage costs and “fully burden” the rates used by Income/Expense activities.
- Certified square footage is the basis for facilities expense allocations to Responsibility Centers under the Institutional Base Budgeting (IBB) model.
- Space costs are required to assess the financial impact of a program
- Efficient and effective space planning and management requires current space information
- Federal regulatory compliance of bond-financed spaces.
Agenda

- Navigation
  - Space Inventory vs. Space & Occupancy Survey
  - Dashboards

- Floor Plans & CAD Drawings

- Survey: Space Type, Departments, Principal Investigators, Occupants and Chartstring Entry

- Functionalization of Space
  - How to Functionalize Space
  - Survey: Functional Use Features
  - Exception Errors

- Cluster/Bulk Updates
- Approval Workflow
- Reports
<table>
<thead>
<tr>
<th>Accounts Payable</th>
<th>Employee vs. Independent Contractor Determination</th>
<th>Print &amp; Mail Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Receivable/Billing</td>
<td>F&amp;A Costs &amp; Rates</td>
<td>Private Business Use</td>
</tr>
<tr>
<td>Administrative Business Services (ABSC)</td>
<td>Financial Reporting</td>
<td>PurCard</td>
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<tr>
<td>Benefit Rates</td>
<td>Fixed Assets</td>
<td>Purchasing &amp; Contracts</td>
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<tr>
<td>Budgeting by Fund</td>
<td>Fuel Card Program</td>
<td>Research Study Participant Payments</td>
</tr>
<tr>
<td>Cash Receipts &amp; Deposits</td>
<td>Gifts &amp; Endowments</td>
<td>Revenue-Generating Activity Guide</td>
</tr>
<tr>
<td>Chart of Accounts</td>
<td>Incentive-based Budgeting</td>
<td>Space Survey</td>
</tr>
<tr>
<td>Costs on Sponsored Agreements</td>
<td>Insurance Expense Accounting</td>
<td>Tax Information</td>
</tr>
<tr>
<td>Cost Transfers</td>
<td>Lease Administration</td>
<td>Travel &amp; Expense</td>
</tr>
<tr>
<td>Course &amp; Program Fees</td>
<td>Monthly Closing</td>
<td>Treasury Management</td>
</tr>
<tr>
<td>Debt Management</td>
<td>Movable Equipment</td>
<td>University Project Management Office</td>
</tr>
<tr>
<td>Effort Management &amp; Reporting</td>
<td>Non-sponsored Projects</td>
<td>UVM Bookstore</td>
</tr>
<tr>
<td></td>
<td>Payroll</td>
<td>Year-end Closing</td>
</tr>
<tr>
<td></td>
<td>Petty Cash</td>
<td></td>
</tr>
</tbody>
</table>
FY24 Space Survey

The University's FY24 space survey will be starting on April 9, 2024 with a completion deadline of June 28, 2024. The University's new PlanOn Integrated Work Management System will be used by department surveyors to view and update room and occupancy information on the space survey form. Participants can register for one of the training sessions by going to PeopleSoft and searching for course number CPT025.

The space survey process has been migrated to our new integrated workplace management system from FAMIS to PlanOn.

Please note that space changes resulting from new construction and approved space transfers between colleges occurring during FY23 and through October 1, 2023 (FY24) were captured and reflected in the ASF inventory report used for IBB purposes.

Please contact Joanna.birbeck@uvm.edu and/or Lindsey.Donovan@uvm.edu.

Training Videos

PlanOn Access and Navigation
PlanOn - Accessing Floor Plans and Viewing Spaces
PlanOn Property Portfolio
PlanOn Space Survey Form Part 1
PlanOn Space Survey Form Part 2
PlanOn - Running Reports for Space Survey

Key Resources

1. Space functional usage definitions (PDF)
2. Space Type Definitions (PDF)
3. PLANON LOGIN

Policies & UOPs

Forms

User Guides/Training

Contact


Michael Richards, Space Planning/Mapping Specialist
Want to register for courses?

Inclusion Excellence Symposium

An ORCID ID (unique identifier) will soon be required for federal grants.

1. Get an ORCID id
2. Connect your ORCID id to UVM

Join an Interest Group

ORCID

PeopleSoft
- Human Resources
- Financials
- PeopleSoft Email Help (Footprints)
- PeopleSoft Access Request
- PeopleSoft User Guides

Banner Administrative Pages

If you need access to Banner Administrative Pages (formerly Banner IHE), please complete the Banner Access Request Form.

Human Resource Services Quick Links
- HR's Main Page
- HR's Forms
- Benefit Plan Providers
- Staff Handbook
- University and University Officers' Manual
- New Employees (Orientation)
- PeopleAdmin (Jobs at UVM)

Tools for Employees
- Calendar
- Event Management
- Footprints at UVM
- Kronos
- LinkedIn Learning (Lynda Training)
- Library
- "NEW" Planon
- Professional Development and Training
- Salesforce
- Software Downloads
- WebFiles
- WebXTender (non-Banner databases)

The above applications may require a separate login.
Planon is UVM's new enterprise Integrated Work Management Software (IWMS) which brings all facilities-related services, information, and workflows together in one intuitive software portal. (Planon entirely replaced our legacy Famis system.)

How to Login

Planon is cloud-based and any web browser will work. Planon uses UVM Websath and all UVM employees may log in with their UVM NetID credentials (aka ‘single sign-on’)

Login to Planon

IT Knowledgebase Tutorials

Planon Self-Service: Getting Started

Video Tutorials

FOR ALL PLANON USERS
- Getting Started & Basic Screen Navigation (.mp4, 03:11 minutes) (updated 10/3/2023)

FOR UVM DEPARTMENTAL REQUESTORS
Dashboards

Navigation Panel

Click Gear icon to open gadgets

Gadgets

Widgets (Tiles)

Calendar

Alarms

Help

Click NetID to log out
Customize Dashboard

Navigation Panel

Gadgets

Widgets (Tiles)

Click to add Gadget
Expand the arrow for Space audits and click on Space & occupancy survey to open the space survey.

Space overview provides views of properties, buildings, and rooms in the database.

Property Portfolio - buildings, complexes, landholdings, parking lots, and grounds

Spaces Inventory - shows room level detail by building, by floor.
Create a filter
Use preset filters. Note: filters will be highlighted in green when turned on and remain on when navigating tabs
Show archived items
Toggle between list and tree
Refresh
Page scroll
Select property

Space Inventory

![Space Inventory Screenshot](image-url)
Select property > select component tab > select floor

Click Components > Floors and select a floor

Click to view floor plan
Select Spaces tab > select space > toggle between floor plan view and data view
If one space is selected, it will be highlighted on the floor plan. Click “All” to view all spaces on the floor plan.

Click “All” to display all rooms on floor plan
Select CAD Integrator drop down>Space Mapping>Departments to see graphic report of occupying departments

Select Space Mapping and choose a parameter.
Static Floor Plans

Static PDFs and DWGs of the current layouts are also available to download. Go to Space Overview>Property Portfolio>Select a property>select Property Details>Docs and Com Logs. Select the desired drawing set in the Elements list and click download in the Data Panel next to Document Secure. The PDF set will download all floors of a building as one file.
Select Space & Occupancy Survey

Select the current FY Space Survey
Select Survey Component

Select the component to survey.
Select Space & Workspace

1. Select Space & Workspace

2. Select Room

3. Change status to "In Progress"

4. Click on Survey Form to make changes to space
# Space Type

One primary space type per room

<table>
<thead>
<tr>
<th>Survey form</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Space details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room</td>
<td>0090</td>
<td></td>
</tr>
<tr>
<td>Alternate room name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property</td>
<td>0345, Marsh Hall</td>
<td></td>
</tr>
<tr>
<td>Floor</td>
<td>Level 1</td>
<td></td>
</tr>
<tr>
<td>Net area</td>
<td>123,000</td>
<td></td>
</tr>
</tbody>
</table>

**Common space usage details**

- Start date: 3/21/2022
- End date:  
- Space type: 210, Class Laboratory

**Department space usage details**

<table>
<thead>
<tr>
<th>Department</th>
<th>% Space per unit</th>
<th>Function-use space usage details</th>
</tr>
</thead>
<tbody>
<tr>
<td>11000, VP Finance &amp; Administration</td>
<td>100.00</td>
<td></td>
</tr>
</tbody>
</table>

**Principal-investigator space usage details**

No records found.

**Person/Occupant occupancy details**

No records found.

[Add Department] [Assign % evenly]

[Add Function use] [Add Principal Investigator] [Assign % evenly]

[Add Occupant] [Assign % evenly]

Save/Update  Cancel
# Department Space Usage

## Survey Form

**Space Details**
- Room: 0690
- Alternate Room Name: 3345, Marsh Hall
- Property: Level 1
- Floor: 1
- Net Area: 123.000

## Check Dept

**Department Space Usage Details**

<table>
<thead>
<tr>
<th>Department</th>
<th>% Space per unit</th>
<th>Function &amp; Use Space Usage Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>x 11000, VP Finance &amp; Administration</td>
<td>100.000</td>
<td></td>
</tr>
</tbody>
</table>

**Add Department**
- Assign % evenly

## Principal-investigator Space Usage Details

No records found.

**Add Principal Investigator**
- Assign % evenly

## Person/Occupant Occupancy Details

No records found.

**Add Occupant**
- Assign % evenly
Department Space Usage

- All space releases and transfers between Responsibility Centers or between Responsibility Centers and Support Centers must be approved by the Provost and Vice President for Finance and Administration through the Space Request Form (PDF).

- Space that is transferred between departments within Responsibility Centers or within Support Centers does NOT require a Space Request.
  - Users who have access to the Dean’s department in a college can change/transfer departments that roll up to their college. (For example, 55000 LCOM Dean’s Office can change/transfer 55520, 55650, etc.)

- Department space usage details must total 100.00% and represent the appropriate portions of space per department for shared spaces.

- The correct percent breakdown between departments is important.
Add all occupants who used the space during the fiscal year.
2 Options for entering occupants

<table>
<thead>
<tr>
<th>Start date</th>
<th>End date</th>
<th>Occupant</th>
<th>% Occupancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/6/2024</td>
<td></td>
<td></td>
<td>0.001</td>
</tr>
</tbody>
</table>

Add Occupant

<table>
<thead>
<tr>
<th>Last name</th>
<th>First name</th>
<th>Code</th>
<th>Net ID</th>
<th>Email</th>
<th>Office number</th>
<th>Department. O...</th>
<th>Department N...</th>
<th>Position classification</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ades</td>
<td>Hannah</td>
<td></td>
<td><a href="mailto:ades@uvm.edu">ades@uvm.edu</a></td>
<td><a href="mailto:ades@uvm.edu">ades@uvm.edu</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ades</td>
<td>Philip</td>
<td></td>
<td><a href="mailto:pades@uvm.edu">pades@uvm.edu</a></td>
<td><a href="mailto:pades@uvm.edu">pades@uvm.edu</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ades</td>
<td>Steven</td>
<td></td>
<td><a href="mailto:sades@uvm.edu">sades@uvm.edu</a></td>
<td><a href="mailto:sades@uvm.edu">sades@uvm.edu</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ades</td>
<td>Hannah</td>
<td></td>
<td><a href="mailto:ades@uvm.edu">ades@uvm.edu</a></td>
<td><a href="mailto:ades@uvm.edu">ades@uvm.edu</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rhoades</td>
<td>Andrew</td>
<td></td>
<td><a href="mailto:ajrhoades@uvm.edu">ajrhoades@uvm.edu</a></td>
<td><a href="mailto:ajrhoades@uvm.edu">ajrhoades@uvm.edu</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Principal Investigator Space Usage Details

**No records found.**

<table>
<thead>
<tr>
<th>Principal Investigator</th>
<th>% PI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ates, Philip</td>
<td>50.00</td>
</tr>
<tr>
<td>Doyle, Margaret</td>
<td>50.00</td>
</tr>
</tbody>
</table>

### Person/Occupant Occupancy Details

**No records found.**

<table>
<thead>
<tr>
<th>Start date</th>
<th>End date</th>
<th>Occupant</th>
<th>% Occupancy per Department</th>
<th>Is PI?</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/6/2024</td>
<td></td>
<td>Ates, Philip</td>
<td>25.00</td>
<td>Y, Yes</td>
<td>55520, Medicine</td>
</tr>
<tr>
<td>3/6/2024</td>
<td></td>
<td>Collins, Cheryl</td>
<td>75.00</td>
<td>N, No</td>
<td>55520, Medicine</td>
</tr>
<tr>
<td>3/6/2024</td>
<td></td>
<td>Doyle, Margaret</td>
<td>5.00</td>
<td>Y, Yes</td>
<td>55550, Pathology/Laboratory Medicine</td>
</tr>
<tr>
<td>3/6/2024</td>
<td></td>
<td>Sanders, Jill</td>
<td>95.00</td>
<td>N, No</td>
<td>55520, Medicine</td>
</tr>
</tbody>
</table>
Occupant Details - Who, %, PI, Dept

- The start and end date on the occupant level are NOT used at this time since the survey is for all occupants of the space during the entire fiscal year.

- The total occupant percentage must add up to 100.00% for each department.
  - There is a “Sort by Department” button to help you see all occupants listed in order of department to help you add all occupants up to 100%

- Enter “Yes” or “No” in the PI column. Anyone entered as “Yes” will automatically be inserted into the Principal-Investigator section.

- Each occupant must be assigned to one of the departments in the space.
  - This is NOT the occupants home department.
  - Only the departments listed in the “Department Space Usage Details” section of the survey will be available to be selected here.

- For students and affiliated employees not listed, please select from the following:
  - Student, Unfunded (functional use code would be 10 – Instruction)
  - Org Employee, Affiliated (functional use code would be 72 – Non-Institutional Agency)
  - Recharge Center, UVM (functional use code would be 60-Auxiliary with fund 150 chartstring)

- Chartstrings need to be added for each occupant
Chartstrings need to be added for each occupant

- Planon contains all chartstrings that funded each funded occupant over the past 18 months.
  - Updated nightly from PeopleSoft. However, it does NOT contain any payroll dollars associated to those chartstrings.
- There are three different ways to add the occupant chartstrings to the survey form.
  1. Add all chartstrings that funded the occupant
  2. Add a selected chartstring that funded the occupant
  3. Manually add a chartstring
1. Add all chartstrings that funded the occupant

<table>
<thead>
<tr>
<th>Occupant</th>
<th>% Occupancy per Department</th>
<th>Is PI?</th>
<th>Department</th>
<th>Chart string occupancy details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ades, Philip</td>
<td>100.000</td>
<td>Y, Yes</td>
<td>S5650, Patholo</td>
<td>![Chartstring Table]</td>
</tr>
</tbody>
</table>

*Add Chartstring* ✗ Assign % evenly Add All Chartstrings
1. Add all chartstrings that funded the occupant

- Remove chartstrings from the full list as follows:
  - Funded activity in a previous fiscal year
  - Department suspense chartstrings
  - Leave of absence related chartstrings (905 function code) unless it is for a faculty’s sabbatical and that faculty member did use the space during that time (requires manual functional use calculation).
  - Funded activity that **did not occur in the space** that is being surveyed. (For example, the Space Type being surveyed is a “250, Research/Nonclass Laboratory” and the occupant has chartstrings that contain the following function codes:
    - 201 - Instruction
    - 291 – Department Research
    - 311 – Organized Research
    - 312 – Organized Research
    - 505 – Faculty Admin Assignments
2. Add a selected chartstring that funded the occupant

Add Chartstring
3. Manually add a chartstring

- Account code, Project-PC business unit, and Project ID are not required.
  - Project ID recommended if known.
- Allow the system to automatically calculate the department’s space functional use for the following situations:
  - Unfunded Students (their portion of the space usage should be assigned as “Instruction”).
  - Upcoming summer effort for 9-month faculty if the chartstring is not set up yet, but the department knows the chartstring function code. (Ex. 311 for organized research).
- Fund 150 for income/expense spaces without occupants (Recharge Center, UVM)
Chartstrings Percentage

Chartstrings need to be added for each occupant

- Be as **accurate** as possible when completing the percent per chartstring for each occupant.

- This is a **critical component** in the functional use calculation for each department in a space.

- The chartstrings need to add up to 100% **per occupant**.

- The “Assign % evenly” button should **ONLY** be used when:
  - There is only one chartstring to quickly enter in 100%
  - When all the chartstrings have the same function use activity.

  - See the **functional use definitions list** with space functional use codes and their matching PeopleSoft function codes.
### Principal-Investigator Space Usage Details

<table>
<thead>
<tr>
<th>Principal Investigator</th>
<th>% PI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ades, Philip</td>
<td>50.000</td>
</tr>
<tr>
<td>Doyle, Margaret</td>
<td>50.000</td>
</tr>
</tbody>
</table>

- All Principal-Investigators (PI) need to be listed in this section of the survey for each laboratory and laboratory service space.
- PI entries will automatically populate from the occupant detail data if the “Is PI?” field is marked “Yes.”
- Additional PIs may be manually added if necessary. (For example: A PI has shared equipment in the space, but no longer oversees the laboratory).
- Removing an occupant does not remove the PI entry.
- PIs must total 100% but the percentage breakdown here is NOT important, so click on the “Assign % evenly” button.
Classifying Functional Space Usage

- Space costs are required to determine building square footage costs to “fully burden” the rates used by Income/Expense activities.

- Certified square footage is the basis for facilities expense allocations to Responsibility Centers under the Institutional Base Budgeting (IBB) model.

- Space costs and functional use data are used in the F&A rate development.
Facilities & Administrative (F&A) Definition

F&A costs are those that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular sponsored project, an instructional activity, or any other institutional activity.

<table>
<thead>
<tr>
<th>Cost Groupings</th>
<th>Cost Pools</th>
</tr>
</thead>
</table>
| F- Facilities (Uncapped) | Building Depreciation Expense  
Movable Equipment Depreciation Expense  
Operation & Maintenance Expense  
Interest Expense  
Library Expense |
| A-Administrative (Capped at 26.0%) | General Administration  
Department Administration  
Sponsored Projects Administration  
Student Administration and Services |

One of the largest revenue sources for the University.

1% on our rate could be equivalent to $650K-$750K in revenue per fiscal year.
Space Survey Importance (F&A) Rate

The facilities cost group of the F&A rate are allocated based on the results of the space functional usage (i.e. square footage statistics).

- Federal regulations require the allocation of facilities costs based upon functional use of space.

- Federal regulations require the allocations to be “appropriately documented in sufficient detail for subsequent review by the cognizant federal agency”.

<table>
<thead>
<tr>
<th>Cost Groupings</th>
<th>Cost Pools</th>
</tr>
</thead>
<tbody>
<tr>
<td>F- Facilities</td>
<td>1. Building Depreciation Expense</td>
</tr>
<tr>
<td></td>
<td>2. Movable Equipment Depreciation Expense</td>
</tr>
<tr>
<td>(Uncapped)</td>
<td>3. Operation &amp; Maintenance Expense</td>
</tr>
<tr>
<td></td>
<td>4. Interest Expense</td>
</tr>
<tr>
<td></td>
<td>Library Expense</td>
</tr>
</tbody>
</table>
F&A Rate: Operations & Maintenance Example

Facilities Operations & Maintenance Expenses for a fiscal year ~ $73 Million

How much should we allocate to Organized Research to charge the Federal Government (or other sponsor) for the work they hire UVM to do in our facilities?

- ~ $7M O&M Expense for Given Complex.

<table>
<thead>
<tr>
<th>Operations and Maintenance</th>
<th>General Administration</th>
<th>Department Administration</th>
<th>Instruction &amp; Department Research</th>
<th>Organized Research</th>
<th>VCHIP</th>
<th>Other Institutional Activities</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3%</td>
<td>1%</td>
<td>12%</td>
<td>33%</td>
<td>37%</td>
<td>1%</td>
<td>13%</td>
<td>100%</td>
</tr>
<tr>
<td>$228,941</td>
<td>$51,450</td>
<td>$852,717</td>
<td>$2,303,647</td>
<td>$2,537,838</td>
<td>$93,189</td>
<td>$932,218</td>
<td>$7,000,000</td>
</tr>
</tbody>
</table>

It cost the University $2.5M to conduct Organized Research in Given Complex in that fiscal year and it is the University’s goal to have the sponsors pay their fair share of that expense through the F&A rate. We cannot do that without accurate space surveys.
Key Principle in Functionalizing Space

- A room’s space functional classification aligns with the functional description in the occupant(s) chartstrings funding their activities in that room.

<table>
<thead>
<tr>
<th>Organized Research (Given Complex)</th>
</tr>
</thead>
<tbody>
<tr>
<td>37%</td>
</tr>
<tr>
<td>$2,537,838</td>
</tr>
</tbody>
</table>

Space aligns with Base (Salary & Wages of Occupants in space)

Fiscal Year View of the Space: July 1, 2023 - June 30, 2024
Space Functional Usage - Critical Success Factors

- First hand knowledge of how the space was used during the fiscal year.

- Knowledge of the occupant(s) and their time (FTE) in a room during the fiscal year.

- Determining functional activities performed in the room.

- Information on funding sources related to the activities for the space (grants, contracts, departmental funds, etc.)

- Have the list of Space Functional Usage Definitions handy.

- Refer to the complete Space Survey User Guide

- See the Inventory Checklist for additional useful resources to help you get organized.
Space Functional Usage - Critical Success Factors

- First hand knowledge of how the space was used during the fiscal year.
- Knowledge of the occupant(s) and their time (FTE) in a room during the fiscal year.

1). The first step is to determine who used the space during the fiscal year or is anticipated to use the space by the end of June.

- Non-paid individuals such as unfunded students and volunteers need to be accounted for as well.
- Occupants from other departments using your space must also be accounted for.
- You may need to wait until June to complete some rooms if there will be summer researchers or new hires who are unknown at this time.
Space Functional Usage - Critical Success Factors

- First hand knowledge of how the space was used during the fiscal year.
- Knowledge of the occupant(s) and their time (FTE) in a room during the fiscal year.
- Determining functional activities performed in the room.
- Information on funding sources related to the activities for the space (grants, contracts, departmental funds for research or instruction, etc.)
- Have the list of Space Functional Usage Definitions handy.
- Refer to the complete Space Survey User Guide
- See the Inventory Checklist for additional useful resources to help you get organized.
Space Functional Usage - Critical Success Factors

1. Determining **functional activities performed in the room**.

2). The second step is to determine how the occupants identified in step one were funded.

3. Information on **funding sources** related to the activities for the space (grants, contracts, departmental funds, etc.)

3). The third step is to determine which of the occupant’s funded activities occurred in each of the rooms they occupied during the fiscal year and the percentages.

**NOTE**: An occupant may have used 3 different rooms:

- Office (ex. All functional activities may have occurred in this space, but that should be confirmed with the occupant.)
- Class Laboratory (ex. Instruction may be the only functional activity this person had in this space).
- Research/Nonclass Laboratory (ex. Organized Research and/or Department Research may be the only functional activities this person had in this space).
Space Functional Usage - Critical Success Factors

- First hand knowledge of how the space was used during the fiscal year.
- Knowledge of the occupant(s) and their time (FTE) in a room during the fiscal year.
- Determining functional activities performed in the room.
- Information on funding sources related to the activities for the space (grants, contracts, departmental funds, etc.).
- Have the list of Space Functional Usage Definitions handy.
- Refer to the complete Space Survey User Guide
- See the Inventory Checklist for additional useful resources to help you get organized.
Save Documentation:

- Retain any documentation such as room logs, room assignment lists, and interview notes used to assign functional usage to a room.

- This is especially true of rooms coded 100% Organized Research, which must pass a higher level of scrutiny than other rooms.

- Spaces involving non-institutional agency: Any bond-associated activity requires record retention for the life of the bond plus three years.
<table>
<thead>
<tr>
<th>Description</th>
<th>Space Functional Use Code</th>
<th>Chartstring Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction*</td>
<td>10*</td>
<td>Functions: 211, 212, 213</td>
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<td>Department Research</td>
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<td>Function: 291</td>
</tr>
<tr>
<td>Organized Research</td>
<td>22</td>
<td>Functions: 311, 312, 313, 320</td>
</tr>
<tr>
<td>VCHIP Program</td>
<td>24</td>
<td>Program Code: 0601</td>
</tr>
<tr>
<td>Experiment Station Research</td>
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<td>Public Service</td>
<td>30</td>
<td>Functions: 411, 412, 413</td>
</tr>
<tr>
<td>Extension Research/ Service</td>
<td>38</td>
<td>Functions: 361, 362, 421, 422</td>
</tr>
<tr>
<td>Auxiliary Services (Income/Expense)</td>
<td>60</td>
<td>Fund: 150</td>
</tr>
</tbody>
</table>

*Instruction & Department Research: Chartstrings with the noted functions require space functional use code 10, but not all 10-Instruction spaces will have chartstrings. Ex. Classrooms or class labs.

Other functional use codes not listed above do not require specific chartstrings or occupants. Manual space functional use calculations are required in those cases.

Some overrides are necessary: 53-Grounds and Police Admin, 55-Museum, 57-Environmental Safety, 59-Research Protection Office, 75-University Foundation

99-Req Fxn Reassignment
Inactive Area:

- A room is active for five months only. Four months was used for Organized Research (OR) by 1 occupant and one month was used for Department Research (DR) by a different occupant.
- Focus on how the space was used when it was used.

<table>
<thead>
<tr>
<th>Occupant</th>
<th>% Occupancy per Department</th>
<th>Is PI?</th>
<th>Department</th>
<th>Chart string occupancy details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Margare</td>
<td>0.200</td>
<td>Y, Yes</td>
<td>55650, Patholo</td>
<td><img src="image" alt="Chart string occupancy details" /></td>
</tr>
<tr>
<td>Cheryl</td>
<td>0.200</td>
<td>N, No</td>
<td>55650, Patholo</td>
<td><img src="image" alt="Chart string occupancy details" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Function use</th>
<th>% Space per function use per dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>22. Organized Research</td>
<td>0.800</td>
</tr>
<tr>
<td>11. Department Research</td>
<td>0.200</td>
</tr>
</tbody>
</table>

Add Function use
### Functional Usage - Examples

#### Inactive Area:

- A room is inactive for ALL 12 months of the fiscal year with no individuals assigned to the space for any portion of the fiscal year.
- Function 81-Inactive should **never** be entered into a space that was used for any portion of the year.

---

![Image of software interface demonstrating functional usage examples for an inactive area.](image-url)
Functional Usage - Examples

Administrative Space (includes telecommuting):

- The occupant of an office is a staff member whose one activity in the space is to provide departmental administrative support.
- Occupant’s salary is funded by one chartstring with a function code of 501.
- Occupant used the space 2 days a week and telecommutes 3 days a week.

Assessing functional usage of space:

- One activity in the space of function 501 when it was used.
- Assign space code 56-Departmental Administration for 100% of the space.
Functional Usage - Examples

Income/Expense Space

- One room occupant is a staff member whose one activity in the room is to provide an income/expense service.
- Occupant’s salary is funded by two chartstrings.
  - Chartstring #1 has a fund value of 150
  - Chartstring #2 has a fund value of 100 and a function value of 201 (instruction)

Assessing functional usage of space:

- Chartstring #1 is funding the income/expense activity
- DO NOT include chartstring #2 as that did not fund activity in this space
- Assign space functional use code 60-Auxiliary Service for 100% of the space
Functional Usage - Examples

Non-Institutional Agency Occupant

- A non-UVM paid visiting professor uses a UVM research lab to collaborate with one UVM researcher during the fiscal year.
- The two occupants share the research lab equally during the year.

Space Functional Use Allocation:

- 22-Organized Research for 50%
- 72-Non-Institutional Agency for 50%

When using the non-institutional agency room functional designation in a bond-financed space, retain records for private business use evaluation.
## Functional Usage - Examples

### Non-Institutional Agency Occupant

<table>
<thead>
<tr>
<th>% Space per unit</th>
<th>Function-use space usage details</th>
<th>% Space per function use per deci</th>
</tr>
</thead>
<tbody>
<tr>
<td>100.000</td>
<td></td>
<td>50.000</td>
</tr>
</tbody>
</table>

Add Function use

<table>
<thead>
<tr>
<th>% PI</th>
</tr>
</thead>
<tbody>
<tr>
<td>100.000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupant</th>
<th>% Occupancy per Department</th>
<th>% PI</th>
<th>Department</th>
<th>Chart string occupancy details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Margaret</td>
<td>50.000</td>
<td>Y. Yes</td>
<td>55650, Pathology &amp; Labor</td>
<td>no records found.</td>
</tr>
<tr>
<td>Org Employee, Affiliated</td>
<td>50.000</td>
<td>N. No</td>
<td>55650, Pathology &amp; Labor</td>
<td>no records found.</td>
</tr>
</tbody>
</table>

Add Chartstring | Assign % evenly | Add All Chartstrings
Chartstring | Chartstring %
100.000
Space Functional Usage - Labs and Lab Service rooms

Research Lab space:

- 2 occupants use the lab room
- Occupant #1: 40 hours per week (1.0 FTE), paid from Organized Research (function code 311)
- Occupant #2: 20 hours per week (0.5 FTE), paid from Department Research (function code 291)

Total Occupant hours of 60 hours:
- 40 hours out of 60 = 67% Organized Research
- 20 hours out of 60 = 33% Department Research

Assessing functional usage of space:
- 67% Organized Research (space code = 22)
- 33% Department Research (space code = 11)
Space Functional Usage - Labs and Lab Service rooms

Research Lab space:
- 4 occupants in the lab
- One PI, a tech, and two graduate assistants (GA) occupy the lab.
- 100% funded activity in the room is paid by Organized Research funds.
- The GA’s occasionally use the lab for studying.

Assessing functional usage of space:
95% Organized Research (OR)
5% Instruction (for study time)
Lab Service Rooms:

- Functional classification follows the lab group(s) it serves

- When multiple lab groups are served, classify lab service space by the collective assignable square footage (ASF) of labs served. Example:
  - First lab group is 100% Department Research (100 square feet)
  - Second lab group is 100% Organized Research (200 square feet)
  - Functions for lab service room = 33% Dept Research, 67% Org. Research

- Suggestion:
  - Complete lab groups first to determine their functional use breakdown
  - Determine ASF breakdown of labs served
  - Enter PI as occupant (and PI section) with % of ASF determined above
  - Enter chartstrings for PI to represent functional breakdown of their lab
    - May need manual chartstring
  - Enter analysis summary in the comment box of lab service room
Functional Usage – Office space of a Dept. Chair

Position #1 (0.2 FTE): Professor position which is 50% funded by OR and 50% funded by Department Research (DR)

Position #2 (0.8 FTE): Dept. Chair position which is 100% funded by Department Administration (DA)

First hand knowledge: The department chair states that they use the space for all of their funded activities. Should the allocation be 100% department administration? No! It should be:

Assessing functional usage of space

<table>
<thead>
<tr>
<th># of Months</th>
<th>FTE</th>
<th>Function</th>
<th>Dist %</th>
<th>Yearly View</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>0.2</td>
<td>OR</td>
<td>50%</td>
<td>10%</td>
</tr>
<tr>
<td>12</td>
<td>0.2</td>
<td>DR</td>
<td>50%</td>
<td>10%</td>
</tr>
<tr>
<td>12</td>
<td>0.8</td>
<td>Dept Admin</td>
<td>100%</td>
<td>80%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>200%</td>
<td>100%</td>
</tr>
</tbody>
</table>
Functional Usage – Office space of a Dept. Chair

Position #1 (0.2 FTE): Professor position which is 50% funded by OR and 50% funded by Department Research (DR)

Position #2 (0.8 FTE): Dept. Chair position which is 100% funded by Department Administration (DA)
Add one suggested functional use at a time

System will automatically calculate percentage based on chartstrings.
- Exception: Function code 905 (multiple space functional uses)

Manual changes
- Function code
- Percentage

Update all function use percentage button
- Does not add new functional use codes
- Does not delete old functional use codes
- Don’t use this if there are manual changes entered

Must have 100% to save (automated calculation could be 99.999%)
Space Exception Status

- After saving updates to the space survey form you must refresh your room listing.

- If there is a violation to the functional use codes for the room and the occupant chartstrings the room status is change to “Survey Item Awaiting Approval”.
**Space Exception Status**

- Cannot transition a room to completed and must fix the error or enter a comment as to why the mismatch is valid.

**Space Information**

- **Survey Project**: PY24, TEST SURVEY
- **Survey Components**: 0278
- **Property**: 0545, Colchester Research Facility
- **Floor**: 01, Level 1
- **Room**: 164

**Surveyor**

- **Surveyor**: 0065388, Frank, Marlene

**Status**

- **User-defined status**: SPO4, Waiting on approval
- **Space exception status**: 

**Comment**

2000 characters remaining (2000 maximum)

**Space Exception Status**

- Mismatch with space functional use code 22 (Organized Research) and chartstring functions 311, 312, 313 and/or 320.
# Space Functional Usage - Funding Chart Strings

<table>
<thead>
<tr>
<th>Description</th>
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Other functional use codes not listed above do not require specific chartstrings or occupants. Manual space functional use calculations are required in those cases.

Some overrides are necessary: 53-Grounds and Police Admin, 55-Museum, 57-Environmental Safety, 59-Research Protection Office, 75-University Foundation

99-Req Fxn Reassignment
Space Exception Status

- Email is sent to surveyor and FCAS
Space Exception Status: Denied

- FCAS will enter “Denied”, write a comment and email the surveyor.

- Surveyor must resolve the error, refresh the space and transition it to completed.

- Surveyor also needs to delete the “Denied” message once resolved.
FCAS reviewed Surveyor’s comment and the survey details and approved the exception.
NEW METHODOLOGY

Aligning the University’s surveying of Research/Non-class Laboratory and laboratory service spaces (cold rooms, stock rooms, material storage, etc.) with the review methodology of our cognizant Federal agency for our F&A rate negotiations.

All rooms that a PI oversees as a “laboratory cluster”.
  - Assumes that all individuals in the research lab are using the lab service spaces in the same manner.

If a PI has multiple laboratories with substantially different occupants, funding sources, and functional use then survey them as separate clusters to maintain accuracy.
Room Clusters (Bulk Survey Updates)

- Press “Ctrl” button and select all spaces to be updated at once.
- Update the survey form as you would for a single space.
- Save and refresh the room list to ensure there are no violations.

Tip: Do not use the Shift key.

Click here to add notes to all selected spaces
Room Clusters (Bulk Survey Updates)

- Be sure to save a comment stating which spaces were included in the PI’s cluster.
- To do this, click on the “Modify within selection” button when all spaces are selected, enter your note, and click “Ok.”

![Modify within selection dialog box](image)
Room Clusters (Bulk Survey Updates)

- Planon will ask to confirm the number of spaces to be updated. Press “Ok” again.
Approval Workflow: Status Icons

All rooms within a component must be a completed status.
Approval Workflow: Spaces

Space & occupancy survey

Current room status: SP03, Assigned

Click to change the room status to the next stage in the workflow.
Approval Workflow: Spaces

1. **Space Information**
   - Survey Project: FY24, TEST SURVEY
   - Survey components: 0278
   - Property: 08/46, Colchester Research Facility
   - Floor: 01, Level 1
   - Room: 176
   - Surveyor: 0055888, Frank, Marlene

2. **Status Transitions**
   - Completed by Surveyor
   - In Progress

3. **Note:** If needed, a space may transitioned back to "In Progress".
Room Clusters (Status Transitions)

- Select all spaces within the cluster and click on the “Action on Selection” button to open the complete list of status transitions.
Planon is unable to hide status transitions in the “Action on Selection” list based on role type. However, Surveyor and Space Owners can only complete the following actions:

- In Progress
- Completed by Surveyor
Approval Workflow: Component

Once all spaces within a component are in completed status and a QA has been completed, a surveyor needs to transition the component to “Completed” status.
Approval Workflow: Component

Once the component is transitioned to completed status an email is automatically generated to the Owner to alert them that the component is ready for their review.

Owner Component Review

Space survey component ready for review

The following Space survey component is ready for review. Please find the details of the record below.

<table>
<thead>
<tr>
<th>Space survey component details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survey project name</td>
</tr>
<tr>
<td>Component name</td>
</tr>
<tr>
<td>Start date</td>
</tr>
<tr>
<td>Space Survey Admin</td>
</tr>
</tbody>
</table>
Once the component is reviewed the Owner can transition it back to “In progress” if edits are required or to “Approved”. Once marked as approved, an email is automatically sent to the Space Manager to submit the survey data to the inventory.
Once submitted to the inventory by the Space Manager the survey form is locked and cannot be edited. There is no survey link, but reports are still available.
Reports

Department Room Summary Report
Select a survey component (department)>Click Space & Workspace>Select “All” spaces>Click Report
Reports

Department Room Summary Report

Select PDC – Room Summary Report > Click Save As > Choose PDF > Click OK
Department Room Summary Report

The Room Summary report will display one room per page.
Department Survey Progress Report

This tabular report will display a list of rooms and their status by component. Select the component>Click Space & Workspace>All>click Report>Select PDC - Space Survey Progress.
Reports

Department Survey Progress Report

Select PDC – Space Survey Progress

Click “Save As”
The report will display a list of rooms and their status.

<table>
<thead>
<tr>
<th>Property Code</th>
<th>Property Name</th>
<th>Floor</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1016</td>
<td>Pierce Building House</td>
<td>03</td>
<td>Assigned</td>
</tr>
<tr>
<td>1016</td>
<td>Pierce Building House</td>
<td>03</td>
<td>Assigned</td>
</tr>
<tr>
<td>1016</td>
<td>Pierce Building House</td>
<td>03</td>
<td>Assigned</td>
</tr>
<tr>
<td>1016</td>
<td>Pierce Building House</td>
<td>03</td>
<td>Assigned</td>
</tr>
<tr>
<td>1010</td>
<td>Pierce Building House</td>
<td>03</td>
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<td>03</td>
<td>Assigned</td>
</tr>
<tr>
<td>1010</td>
<td>Pierce Building House</td>
<td>03</td>
<td>Assigned</td>
</tr>
<tr>
<td>1010</td>
<td>Waterman Building</td>
<td>01</td>
<td>Completed</td>
</tr>
<tr>
<td>1010</td>
<td>Waterman Building</td>
<td>01</td>
<td>Completed</td>
</tr>
<tr>
<td>1010</td>
<td>Waterman Building</td>
<td>01</td>
<td>Completed</td>
</tr>
</tbody>
</table>

Select Yes for header and no for wrap text; click OK to download report.
Reports

Component Status Report

Click Survey Component

Space & occupancy survey CSP

Click Report

To see all components in report, click “All”
Select “PDC - Component Status Report”

Click Save As
Component Status Report

Save as

Save as

XLSX: Data only

Delimiter:

Output line break characters as:

Space

Include header

Yes No

Wrap text for Excel

Yes No

Select XLSX Data Only

Tabular report with component status

<table>
<thead>
<tr>
<th>Dept Code</th>
<th>Dept Desc</th>
<th>Status Code</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>00001</td>
<td>General University</td>
<td>SS02</td>
<td>In progress</td>
</tr>
<tr>
<td>10000</td>
<td>Presidents Ofc</td>
<td>SS02</td>
<td>In progress</td>
</tr>
<tr>
<td>10020</td>
<td>Office of Engagement</td>
<td>SS02</td>
<td>In progress</td>
</tr>
<tr>
<td>10030</td>
<td>Office of VP Div Equ &amp; Incl</td>
<td>SS02</td>
<td>Waiting on Approval</td>
</tr>
<tr>
<td>10050</td>
<td>Women's Center</td>
<td>SS02</td>
<td>Completed</td>
</tr>
<tr>
<td>10080</td>
<td>PRISM Center</td>
<td>SS02</td>
<td>In progress</td>
</tr>
<tr>
<td>10090</td>
<td>Mosaic Ctr Students of Color</td>
<td>SS02</td>
<td>In progress</td>
</tr>
<tr>
<td>10100</td>
<td>Audit Services</td>
<td>SS02</td>
<td>Submitted</td>
</tr>
<tr>
<td>10200</td>
<td>UVM Foundation</td>
<td>SS02</td>
<td>In progress</td>
</tr>
<tr>
<td>10300</td>
<td>VP Legal Affairs &amp; Gen Counsel</td>
<td>SS02</td>
<td>In progress</td>
</tr>
<tr>
<td>10305</td>
<td>Compliance &amp; Privacy Services</td>
<td>SS02</td>
<td>In progress</td>
</tr>
</tbody>
</table>
Questions?
Contacts

Planning Design & Construction:
Role Access, Space List, Space Type, Building Diagrams, Reporting
• Michael.A.Richards@uvm.edu
• Joanna.Birbeck@uvm.edu

Financial & Cost Accounting Services:
Space Functional Use Classification, Chartstrings
• Dawn.Caffrey@uvm.edu
• Lindsey.Donovan@uvm.edu