



2024 Space Survey

Campus Planning & Real Estate

March 18 - April 15

COORDINATED BY: Carley Engleson (*they/she*), Business Data Analyst 2



Agenda

Annual Space Survey Overview

Purpose

Participants

2024 Timeline

Survey Facts

Training & Resources

New Surveyors

Survey Process Expectations

Purpose

Why is accurate space data important?



Data Integrity

- Base Plan Updates
 - Remodels
- Building Additions
- Department Space Updates
- Office Occupants & Lab Space PI's



Strategic Planning

- Space Use Improvements
- Project Feasibility
- Reduction of Leased Space



Annual Reports

- Medicare Cost Reimbursement
 - SOV Risk Management
- Owned & Leased Buildings



Department Support

- Data Requests
- Facilities & EHS
- Design & Construction
 - Regulatory Compliance (DNV Survey, FLS Plans, etc)



Research

- NSF Survey
- F&A Rate Proposal

Participants

Department
Surveyors



- Main contact for all survey communications
- Inspect & verify all department assigned space & crosscheck floorplans via Space Console
- Confirm room types, update occupants, check room use/FOMOPPL, validate shared allocations, add emergency contacts, etc.
- Submit appropriate room type, relinquishment, or assignment requests

Department
Leadership



- Assists Survey Coordinator with department surveyor setup
- Assists Department Surveyor(s) with space validations & internal specifications
- Will be notified if department survey is late or surveyor communications halt

Survey
Coordinator



- Organizes all survey communication, access setup, training, documentation, and resources
- Point of contact & problem solver
- Responsible for all requests and subsequent updates to space, finalizes each survey

2024 Timeline

Announcement & Surveyor Setup

February 27 – March 18

- Contact each department assigned space
 - Confirm surveyors
- Setup all OASIS access
- Communicate expectations
- Provide documents & resources

Surveyor Training & Refresher Materials

available throughout survey

- Comprehensive survey process overviews & materials
 - Live Compass Classes
 - Recorded walkthroughs
 - Downloadable PDF's

Survey Submissions & Deadline

March 18 – April 15

- Provide continual surveyor support
 - Assist with space updates
- Due to an upcoming major Archibus upgrade, all survey submissions must be completed by April 15

Survey Facts

- > 170 buildings
- > 500 departments assigned space
- > 32,500 rooms to be surveyed
- > 200 annual space surveyors

Training & Resources



Recordings

Compass classes
Recorded walkthroughs



Documentation

Process flows
Expectations
Definitions
Troubleshooting

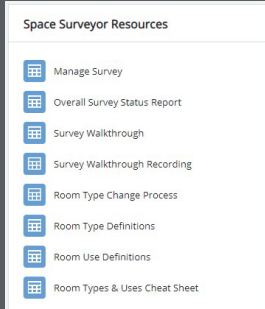


Platforms

OASIS Web Central
O₂ Space Survey Site

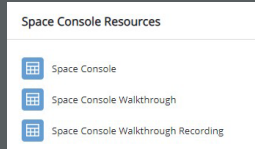
And of course... Carley is your biggest resource! Please reach out for guidance, clarification, troubleshooting, moral support, etc. during your survey process.
Available via email, Teams, video or phone chat.

New Surveyors



Survey Walkthrough

Comprehensive PDF & step by step recording of the survey process available on your OASIS homepage! Can be used in conjunction with or instead of live Compass class.



Space Console Walkthrough

Comprehensive PDF & step by step recording of how to navigate the Space Console to view & print floor plans, available on your OASIS homepage!



Compass Classes

Live walkthrough of entire survey process for new surveyors or past surveyors needing additional hands-on training. Ask Carley anything!





Survey Process Expectations

- Current Occupants, PI's, and Emergency Contacts
 - Confirm that all occupants in your survey are up-to-date, add new or future occupants, and remove inactive or incorrect occupants
 - Add occupants to office spaces that are *not* intra-department hotel/flex
 - Set occupant(s) as Principle Investigator (PI) *only* in research lab spaces
 - Ensure rooms with sensitive materials (research samples, hazardous waste, etc) are assigned proper emergency contacts
- Remote surveyors
 - Must work with on-site department surveyors in order to verify assigned space in-person
- Confirm accurate room types
 - Contact Carley directly for assistance
- Submit clinical room type change requests
- Survey room notes
 - Do NOT use to communicate with Carley

A low-angle, upward-looking photograph of a tall, white tower. The tower's structure is a complex lattice of dark metal beams. A cable car, a dark, rounded capsule, is suspended from two cables that run diagonally across the frame. The sky is a clear, vibrant blue with a few wispy clouds and a single white contrail from an airplane. The perspective is from the base of the tower, looking up towards the top of the frame.

Thank You!