Does the functional use of space percentages have to total 100% for each room surveyed?
Yes, 100% of the rooms’ usage needs to be accounted for.

How do I know the functional % to assign to a room?
Allocate the functional use percentages based upon the usage of the room. For example, if the room is used 20 hours per week, 5 hours for organized research and 15 hours for instruction, the allocation should be 25% Organized Research and 75% Instruction/Departmental Research. Refer to the Functional Usage of Space definitions and see examples in the Space Survey General Information document.

How do I allocate space for a room that is used by many individuals?
The functional % of space is based on the activities in the room. For example, if the room is used by faculty with organized research funding and faculty that do not have organized research funding a functional % should be assigned that reflects the organized research and instruction usage of the room. Refer to the Functional Usage of Space definitions and see examples in the Space Survey General Information document.

What functional % do I assign to a room that is used for faculty research but the research is not externally funded?
The room would be coded 100% Instruction/Departmental Research.

Do I have to assign a room code to a classroom?
No, you do not need to assign a space usage to a classroom. The room is considered Instructional and will automatically be coded as such.

What functional % do I assign to a teaching lab?
If the lab is strictly a teaching lab, then the room would be 100% Instruction/Departmental Research.

How do I allocate faculty office space?
If the office is used for instructional activities and sponsored research activities, then an appropriate percentage should be allocated as such, with appropriate allocations for other activities to account for 100% of the use of the office.

How do I code a room that is occupied by a department chair since they spend time on administrative functions?
The room should be coded based on the chairs’ activity. For example, chairs could be involved in several activities (administration, teaching, and organized research) the functional use of the room would be allocated based on the activities. Refer to the Functional Usage of Space Definitions to allocate the space usage.
What accounts on the list of externally funded grants do I need to consider when assigning space usage on the spreadsheet? The list provided is for all active projects during fiscal year 2021. The projects listed as 2-Research need to be considered when coding the functional usage of the room. A room can’t be coded as Organized Research unless there is a research account associated with the room.

How do I code a research lab?
To code a lab as organized research there must be an organized research externally funded account associated with the room. For example, the occupant of the lab must have an organized research externally funded account which was actively worked on during FY 2021. Refer to the list of externally funded projects for your department.

How do I code a lab when the occupant includes a Graduate Student doing research?
The room should be coded based on the activity of the Graduate Student as well as other occupants of the lab. For example, most Graduate Students may spend time in the lab working on organized research projects as well as performing activities associated with their course work. The room would then be coded a percentage for instructional activity and organized research.

Can I code a research lab 100% Organized Research?
No, it should not exceed 95%. It would be unlikely that a room would be used for 100% Organized Research, as other activities normally occur in the lab.