

# Space Inventory Recommendations

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- AssetWorks AiM should be the source of building information that will be used by various users/systems such as:
  - Building names, building numbers, and room numbers for all University owned and leased space
  - Net assignable square feet
  - Room type
  - Organizational occupants
- The University should use the Facilities Inventory and Classification Manual (FICM) guidelines for:
  - Measuring and computing net assignable square feet (NASF)
  - Room type taxonomy; if the University customizes room types, they should roll up to a FICM room type and should be used for all campuses
- The University should use the Kuali Financial System (KFS) organization code to identify organizational occupants in AiM; further, the University should distinguish between room “owners” and “users” because it is an important distinction for Facilities & Administrative (F&A) cost proposal purposes
- AiM should be used to maintain data for the F&A space survey, which could also be used for other reporting purposes, which are:
  - People – recommend using UH username as primary ID with UH ID as secondary ID in AiM because KFS will use UH username, which could be used to map grants with principal investigators
    - An issue that came up during the recent US Department of Health & Human Services Division of Cost Allocation (HHS DCA) site visit is how to identify rooms assigned to specific faculty members because HHS DCA wanted to visit all rooms assigned to individual faculty as part of their review. Deans/directors or other decision makers might also find this information useful when making space allocation decisions. We might want to see how this information could be captured in AiM.
  - Grants – recommend using 7-digit KFS account and 2-digit chart code; could format like work order system for consistency (chart code + account code).
  - Functional use – recommend updating table to match KFS A-21 codes.
- However, a different interface should be developed, purchased or leased (e.g. AssetWorks Web Services or Maximus Web Space) to update data, including the F&A Space survey data, due to AiM space survey limitations and usability issues. The ability to upload survey data might be another alternative.
- System administration should decide on a standard, internal space utilization benchmark/analysis methodology (e.g., research dollar per square foot) to be used by all campuses and decide whether to collect data for external reporting purposes such as the National Science Foundation Survey of Science & Engineering Research Facilities. This will help determine what additional data should be maintained in AiM and in other databases to make the necessary calculations (e.g., direct & indirect expenditures for grants in a room from KFS).