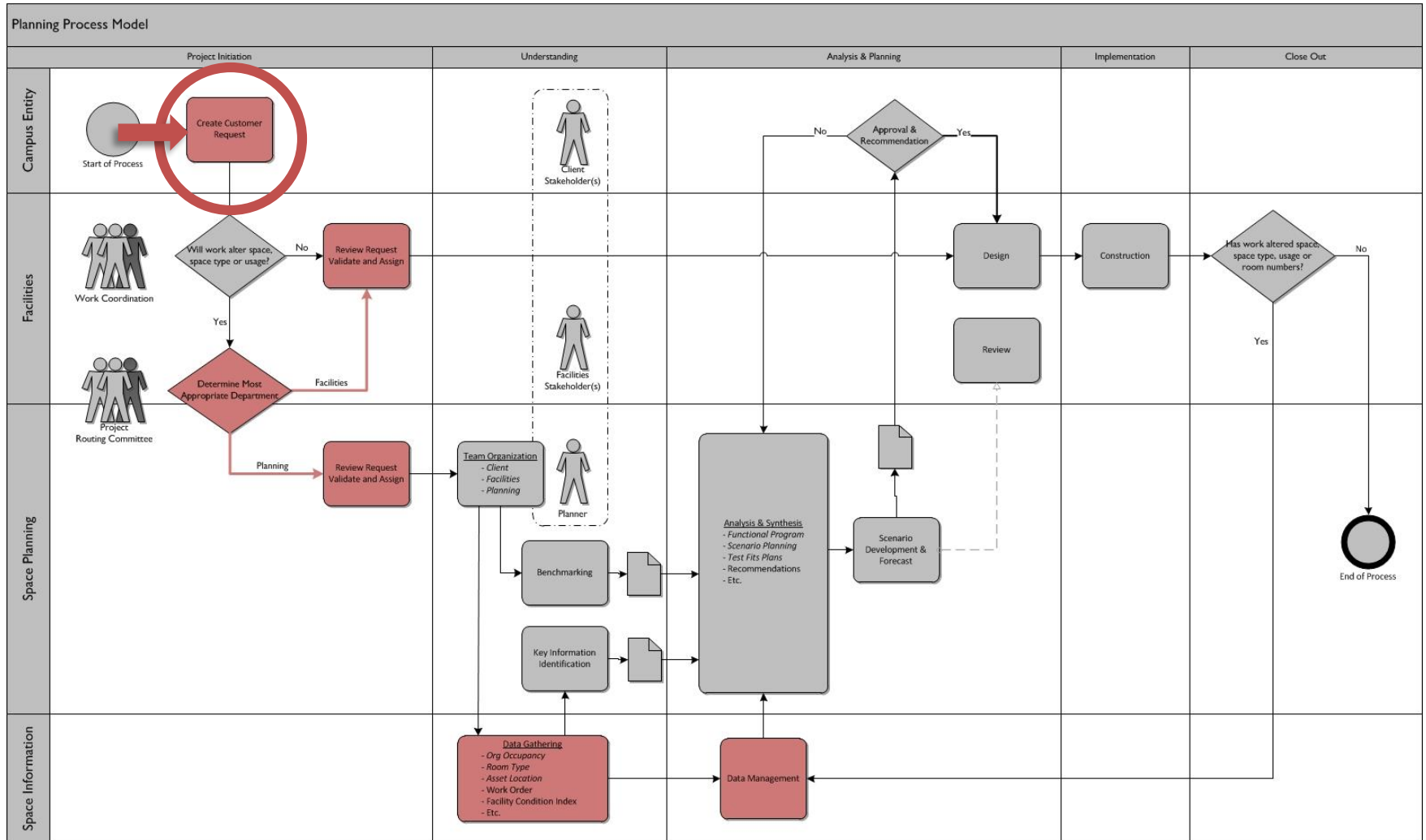


Space Planning Process and the Use of an Integrated Facilities Management Software

**Office of Physical, Environmental and Long Range Planning
University of Hawai'i at Mānoa**

October 3, 2013

Planning Process Model



Customer Request

AiM Hello, KEVINGRI [Logout](#)

Customer Request View: [Select](#)

Transaction: **81754** Entry Clerk: KEVINGRI Request Status: [Select](#)

Date Created: Oct 02, 2013 07:57 PM

Request Details

Problem Code:

Description:

Requestor

Contact:

Contact Phone:

Contact Email:

Authorization

Authorizer:

Authorizer Email:

Fiscal Officer:

Fiscal Officer Email: SERGENT@HAWAII.EDU

Location

Campus:

Facility:

Property:

Location:

AiM Interface

UNIVERSITY of HAWAII[®] MĀNOA Office of Physical, Environmental, and Long Range Planning

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- Long Range Development Plan
- Landscape Master Plan
- Transportation Demand Management Plan
- Sidewalk Master Plan
- Campus Facilities Planning Board
- Design Advisory Panel
- Space Management
- Mānoa Sustainability Council
- Make a Planning Request**

Contact Us

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Assistant Vice-Chancellor
Physical, Environmental,
and Long Range Planning

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Campus Landscape Architects:
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P. (808) 956-4712
E. gillmar@hawaii.edu

Planning the Future of UH Mānoa

The Office of Physical, Environmental, and Long Range Planning provides leadership, guidance, and information in the areas of planning, design, sustainability, and space management. Operating under the Vice Chancellor for Administration, Finance, and Operations, the Office focuses on best practices in building and campus design, environmental stewardship, energy and resource efficiency, landscape and transportation planning, and space management. The Office further supports UH Mānoa's academic mission in providing a campus that attracts, retains, teaches, and prepares students, staff, and faculty to become leaders in their chosen field.

Make a Planning Request

Name:

Phone:

Email:

Request Title:

Description:

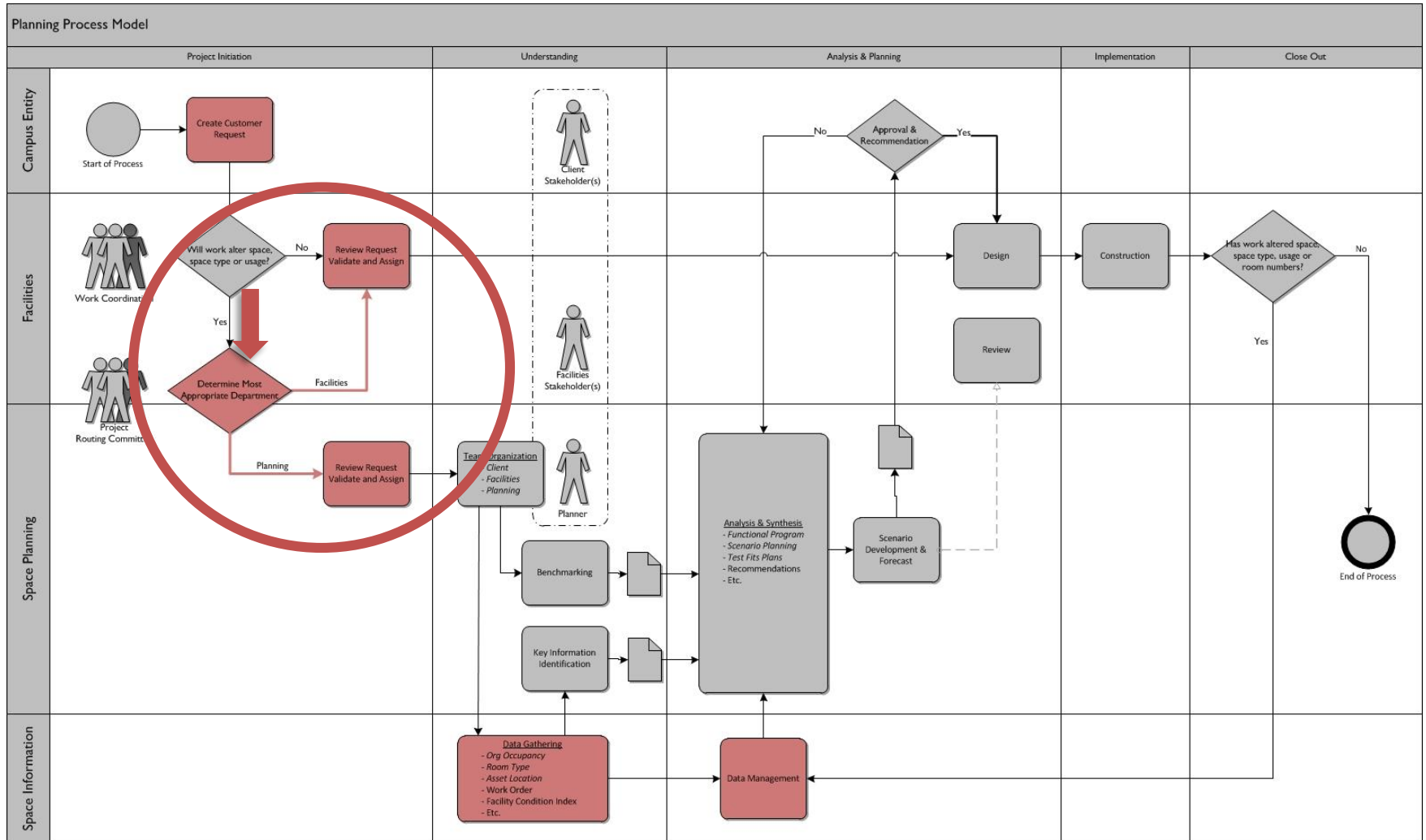
Building:

Click the submit button to submit the form.


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



Planning Process Model



Project Routing


Hello, KEVINGRI [Logout](#)
[About](#) [Help](#)


Work Order
View:

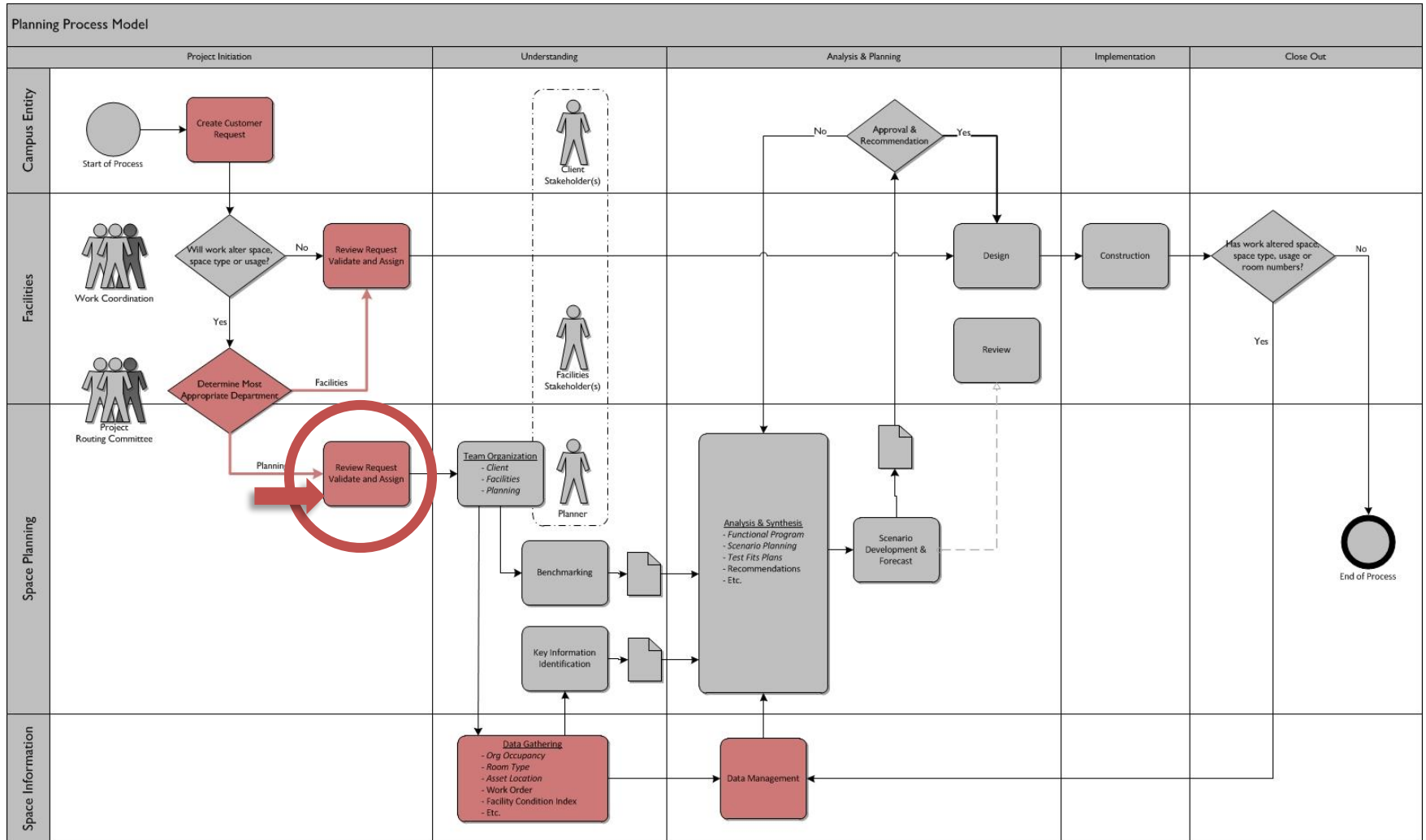
Work Order	207105-14-MA	Created By	KEVINGRI	Status	OPEN
		Date Created	Oct 03, 2013 12:03 AM	Project	
Description	NEW PSYCHOLOGY RECRUIT NEEDS A RESEARCH LABORATORY WHERE SHE WILL CONDUCT ANIMAL TESTING ON MICE. THE LABORATORY REQUIRES A CHEMICAL FUME HOOD AND +/- 3 DEGREE CELSIUS TEMPERATURE CONTROL.			Desired Date	Jan 01, 2014
				Budget	\$0.00

Organization	Property	Classification
Organization	Campus	Problem Code
MAPSY	MA	MA-SP-PROJECT
PSYCHOLOGY	UNIVERSITY OF HAWAII AT	PLANNING PROJECT
Requestor	Facility	Type
	MAIN CAMPUS	MA
	UNIVERSITY OF HAWAII AT	UNIVERSITY OF HAWAII AT
Contact	Property	Category
ASHLEY MAYNARD	CAMPUS	SP
Contact Phone	GENERAL MANOA CAMPUS	SPACE PLANNING
Contact Email		

Phase						
Phase	Description	Location	Shop	Work Code	Priority	Status
001	FIND SUITABLE SPACE FOR NEW PSYCHOLOGY RECRUIT		MA-SPACE	D0000	3-ROUTINE	NEW

Work Order

Planning Process Model

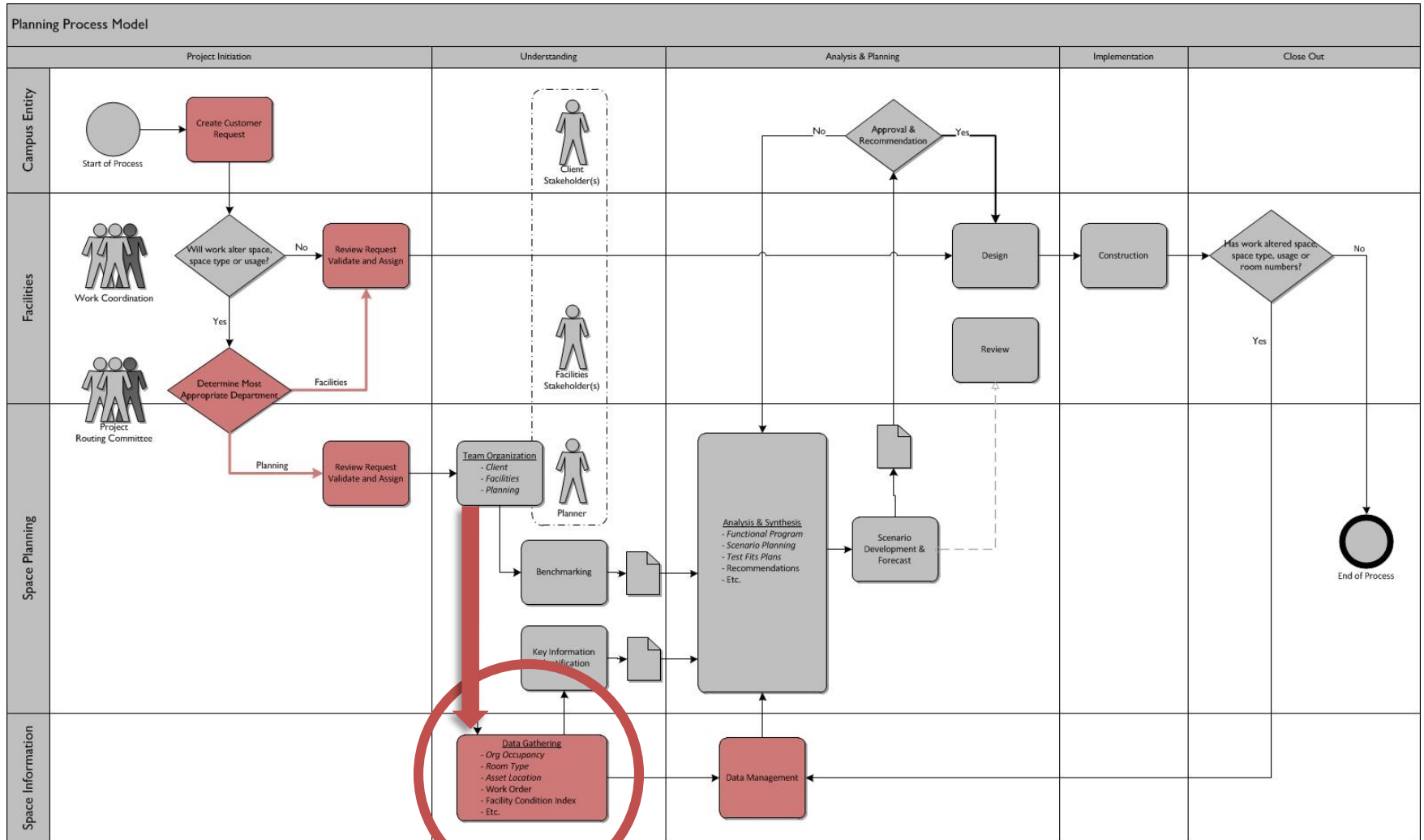


Project Routing

Work Order	
Work Order	21
Description	NE AN DE
Organization	MA PSI
Requestor	ASI
Contact	
Contact Phone	
Contact Email	
Phase	001
Phase	001
Phase Description	FIND SUITABLE SPACE FOR NEW PSYCHO
Shop	MA-SPACE
Shop Description	PLANNING DEPARTMENT
Primary Person	
Priority	3-ROUTINE
Equipment/Asset	
Type	
Asset	
Asset Type	
Asset Group	
Template	
PM Standards	
Shop Person	
Shop Person	KEVIN GRIFFIN

[illegible]

Planning Process Model



Data Gathering- BIRT Reports

The screenshot displays the AiM Space Management web application. The top navigation bar includes the AiM logo, a user greeting "Hello, KEVINGRI", a "Logout" link, and "About" and "Help" links. A left-hand menu lists various options: Organizational Occupancy, Program Location, Grant Location, Space Survey, Space Analysis, and Move Order. Below the menu is a "Setup" section. The "Report Listing" section shows a list of reports with checkboxes, including "5000-SP-UHM Campus Sum", "5005-SP-UHM Bldg Sum Type", "5030-SP-UHM Rm Inv Rpt", "5040-SP-UHM Org Occ Sum", "5060-SP-UHM Rm Type Sum", "Active Rooms", "Missing Usage V.1", "CRIS Space Data", "Survey Inventory V.1", and "Survey Summary V.1". A red arrow points from the "5040-SP-UHM Org Occ Sum" report to a "BIRT Report Viewer" window. This window shows "Showing page 1 of" and a "Go to page:" field. A "Parameter" dialog box is open, displaying the message "Parameters marked with * are required." and a required parameter "Org Param: *" with a dropdown menu showing "MALAS - LABORATORY ANIMAL SERVICES". The dialog has "OK" and "Cancel" buttons.

AiM Online Access

UHM All Campuses- Organizational Occupancy Summary by Building

Source: AUM Database
Date: Wed Oct 02 2013 23:26:33 GMT-1000 (HST)

Office of Physical, Environmental and Long Range Planning
University of Hawaii at Manoa



LABORATORY ANIMAL SERVICES - MALAS

Floor	Room	Room Description	Room Type Code	Capacity	Net SF
BIOMEDICAL SCIENCES BUILDING - 1172					
2	T202A	ANIMAL FACILITIES SERVICE	575		56
2	T202C	2			22
2	T203	ANIMAL SUPPORT- ANTEROOM	575		135
2	T203A	ANIMAL ADMIN- OFFICE	310		960
2	T203B	ANIMAL SUPPORT - CAGE WASH	575		71
2	T203C	2			8
2	T203D	ANIMAL ADMIN- BREAK ROOM / OFFICE	575		39
2	T203F	ANIMAL SUPPORT - STORAGE	575		1,162
2	T210	OFFICE	315		428
2	T210A	CLASSROOM SERVICE	115		313
2	T210B	RESEARCH/NONCLASS LABORATORY	250		88
2	T210C	2	310		124
2	T210D	2	310		174
3	T304	ANIMAL FACILITIES SERVICE	575		407
3	T304A	ANIMAL HOLDING ROOM	570		106
3	T304B	ANIMAL HOLDING ROOM	570		111
3	T304C	ANIMAL HOLDING ROOM	570		294
3	T304D	ANIMAL LABORATORY / PERMANENT - PROCEDURE ROOM	575		96
3	T304E	ANIMAL HOLDING ROOM / STORAGE	575		294
3	T304F	ANIMAL HOLDING ROOM	570		111
3	T304G	ANIMAL HOLDING ROOM	570		106
3	T304H	ANIMAL LABORATORY / PERMANENT - PROCEDURE ROOM	575		77
3	T304I	ANIMAL SUPPORT - STORAGE	575		65
4	T400A	ELEVATOR SPACE	W02		68
4	T404	ANIMAL FACILITIES SERVICE	575		45
4	T404A	ANIMAL SUPPORT - STORAGE	575		65
4	T404B	ANIMAL HOLDING ROOM	570		106
4	T404C	ANIMAL HOLDING ROOM	570		111
4	T404D	ANIMAL HOLDING ROOM / STORAGE	575		294
4	T404E	ANIMAL HOLDING ROOM	575		124
4	T404F	ANIMAL HOLDING ROOM	570		124
4	T404G	ANIMAL LABORATORY / PERMANENT - RODENT SURGERY PROCEDURE	575		432
4	T404GA	ANIMAL FACILITIES SERVICE	575		66
4	T404H	OFFICE	310		93
4	T404I	ANIMAL FACILITIES SERVICE	575		236
5	T503	ANIMAL FACILITIES SERVICE	575		407
5	T503A	ANIMAL SUPPORT - STORAGE	575		65
5	T503B	ANIMAL LABORATORY / ASSIGNABLE - ANIMAL HOLDING	570		112
5	T503C	ANIMAL LABORATORY / ASSIGNABLE - ANIMAL HOLDING	570		110
5	T503D	ANIMAL HOLDING ROOM	570		295

Oct 2, 2013 11:26 PM

LABORATORY ANIMAL SERVICES - MALAS

Floor	Room	Room Description	Room Type Code	Capacity	Net SF
BIOMEDICAL SCIENCES BUILDING - 1172					
5	T503E	ANIMAL LABORATORY / PERMANENT - PROCEDURE ROOM	575		75
5	T503F	ANIMAL LABORATORY / PERMANENT - PROCEDURE ROOM	575		99
5	T503FA	PUBLIC CORRIDOR SPACE	575		32
5	T503G	ANIMAL HOLDING ROOM	570		295
5	T503H	ANIMAL HOLDING ROOM	570		111
5	T503I	ANIMAL HOLDING ROOM	570		112
6	T600A	ELEVATOR SPACE	W02		68
6	T603	ANIMAL SUPPORT - STORAGE	575		439
6	T603BC	ANIMAL LABORATORY / PERMANENT - PROCEDURE ROOM	575		77
6	T603C	ANIMAL SUPPORT - STORAGE	575		67
6	T603G	ANIMAL FACILITIES SERVICE	575		65
7	T701F	ANIMAL FACILITIES	570		121
7	T701G	ANIMAL HOLDING ROOM	575		67
7	T701H	ANIMAL HOLDING ROOM	570		87
7	T701J	ANIMAL QUARTERS	255		54
7	T701K	PUBLIC CORRIDOR SPACE	W06		138
Building Subtotal:					9,904

JABSOM KAKA'AKO MEDICAL RESEARCH BUILDING - 969 I

I	I22	OFFICE	310		231
I	I22A	OFFICE	310		110
I	I22B	OFFICE	310		114
I	I23	LOUNGE	650		455
I	I26	ANIMAL FACILITIES SERVICE	575		155
I	I26A	ANIMAL FACILITIES SERVICE	575		331
I	I26AA	CENTRAL STORAGE	730		179
I	I27	ANIMAL FACILITIES	570		157
I	I28	ANIMAL FACILITIES SERVICE	575		2,389
I	I28A	ANIMAL FACILITIES SERVICE	575		264
I	I28B	ANIMAL FACILITIES SERVICE	575		103
I	I29	ANIMAL FACILITIES SERVICE	575		159
I	I30	ANIMAL FACILITIES SERVICE	575		85
I	I31	ANIMAL FACILITIES SERVICE	575		324
I	I33	ANIMAL FACILITIES SERVICE	575		283
I	I34	ANIMAL FACILITIES SERVICE	575		92
I	I35	ANIMAL FACILITIES	570		230
I	I36	ANIMAL FACILITIES	570		314
I	I37	ANIMAL FACILITIES	570		269
I	I38	ANIMAL FACILITIES	570		358
I	I39	ANIMAL FACILITIES	570		257
I	I40	ANIMAL FACILITIES	570		275
I	I41	ANIMAL FACILITIES SERVICE	575		156
I	I42	ANIMAL FACILITIES SERVICE	575		115

Oct 2, 2013 11:26 PM

Data Gathering- BIRT Reports

The screenshot displays the AiM Space Management web application. The top navigation bar includes the AiM logo, a user greeting "Hello, KEVINGRI", a "Logout" link, and "About" and "Help" links. A left-hand menu lists various options: Organizational Occupancy, Program Location, Grant Location, Space Survey, Space Analysis, and Move Order. Below the menu is a "Setup" section. The "Report Listing" section contains a list of reports, each with a checkbox. A red arrow points from the checkbox next to "5040-SP-UHM Org Occ Sum" to a "Parameter" dialog box. The dialog box, titled "Parameter", contains the text "Parameters marked with * are required." and a dropdown menu labeled "Org Param: *" with the value "MAPSY - PSYCHOLOGY" selected. The dialog box has "OK" and "Cancel" buttons at the bottom.

AiM Online Access

UHM All Campuses- Organizational Occupancy Summary by Building

Source: AIM Database

Date: Wed Oct 02 2013 21:21:24 GMT-1000 (HST)

Office of Physical, Environmental and Long Range Planning
University of Hawaii at Manoa



PSYCHOLOGY - MAPSY

Floor Room Room Description Room Type Code Capacity Net SF

BIOMEDICAL SCIENCES BUILDING - I172

5	T506	OPEN LABORATORY	251.1		695
7	T701B	OFFICE	310		129
7	T701M	ANIMAL QUARTERS	420		61

Building Subtotal: 885

KRAUSS HALL - 1046

I	101	ALTERATION CONVERSION AREA	315		1,298
I	101A	ALTERATION CONVERSION AREA	850		244
I	101B	ALTERATION CONVERSION AREA	310		146
I	101BA	CLINIC	850		113
I	101BBA	WEIGH IN ROOM	855		68
I	101C	ALTERATION CONVERSION AREA	350		146
I	101D	ALTERATION CONVERSION AREA	250		184
I	101E	ALTERATION CONVERSION AREA	310		185
I	101F	TREATMENT RM	310		147
I	101G	TREATMENT RM	850		181
I	101H	TREATMENT RM	850		185
I	101J	CLINIC	310		49
I	101K	CLINIC	850		77
I	101L	CLINIC	850		100
I	101M	OFFICE	310		77
I	121	OFFICE	310		224

Building Subtotal: 3,424

KRAUSS HALL PRI BUILDING #1 - 1046B

I	004	OFFICE	310		288
I	005	RESEARCH/NONCLASS LABORATORY	250		275
I	005A	RESEARCH/NONCLASS LABORATORY SERVICE	255		12
I	005B	RESEARCH/NONCLASS LABORATORY SERVICE	255		17
I	009	OFFICE	310		236
I	010	OFFICE	310		236
I	011	OFFICE	310		347
I	013	OFFICE SERVICE	315		198
I	014	RESEARCH/NONCLASS LABORATORY	250		265
I	015	OFFICE	310		267
I	016	RESEARCH/NONCLASS LABORATORY	250		313

Building Subtotal: 2,454

KRAUSS HALL PRI BUILDING #2 - 1046C

I	023A	OFFICE SERVICE	315		237
I	023B	OFFICE	310		278
I	023C	OFFICE SERVICE	315		195
I	023D	OFFICE SERVICE	315		250

Building Subtotal: 960

SAKAMAKI HALL - 1047

4	C400	OFFICE	310		1,040
4	C401	OFFICE SERVICE	315		78
4	C401A	OFFICE	310		257
4	C402	OFFICE	310		226
4	C403	OFFICE	310		187
4	C404	OFFICE	310		141

Oct 2, 2013 9:21 PM

PSYCHOLOGY - MAPSY

Floor Room Room Description Room Type Code Capacity Net SF

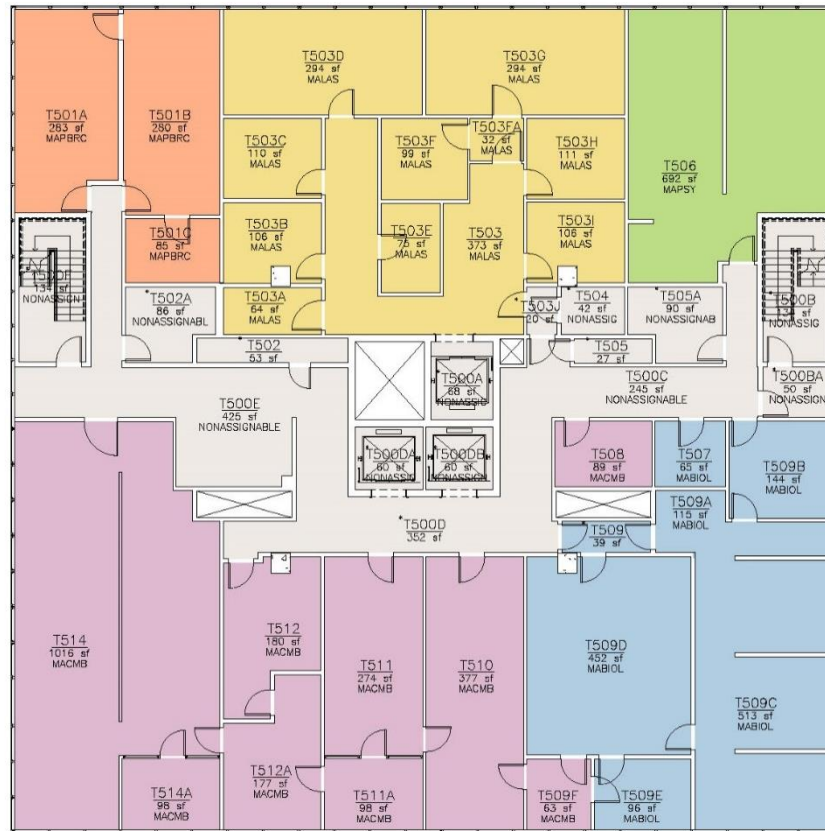
SAKAMAKI HALL - 1047

4	C405	OFFICE	310		141
4	C406	OFFICE	310		287
4	C407	OFFICE	310		141
4	C408	OFFICE SERVICE	315		155
4	C408A	OFFICE SERVICE	315		44
4	C409	OFFICE	310		278
4	C410	OFFICE SERVICE	315		129
4	C412	OFFICE SERVICE	315		132
4	C413	OFFICE SERVICE	315		102
4	D400	OFFICE	310		1,447
4	D401	OFFICE	310		109
4	D402	OFFICE	310		109
4	D403	OFFICE	310		160
4	D404	OFFICE	310		148
4	D405	OFFICE	310		130
4	D406	OFFICE	310		148
4	D407	OFFICE	310		175
4	D408	OFFICE	310		148
4	D409	OFFICE	310		130
4	D410	OFFICE	310		148
4	D411	OFFICE	310		159
4	D412	OFFICE	310		110
4	D413	OFFICE	310		110
4	D414	OFFICE SERVICE	315		162
4	D415	OFFICE SERVICE	315		118

Building Subtotal: 6,847

Total PSYCHOLOGY: 14,570

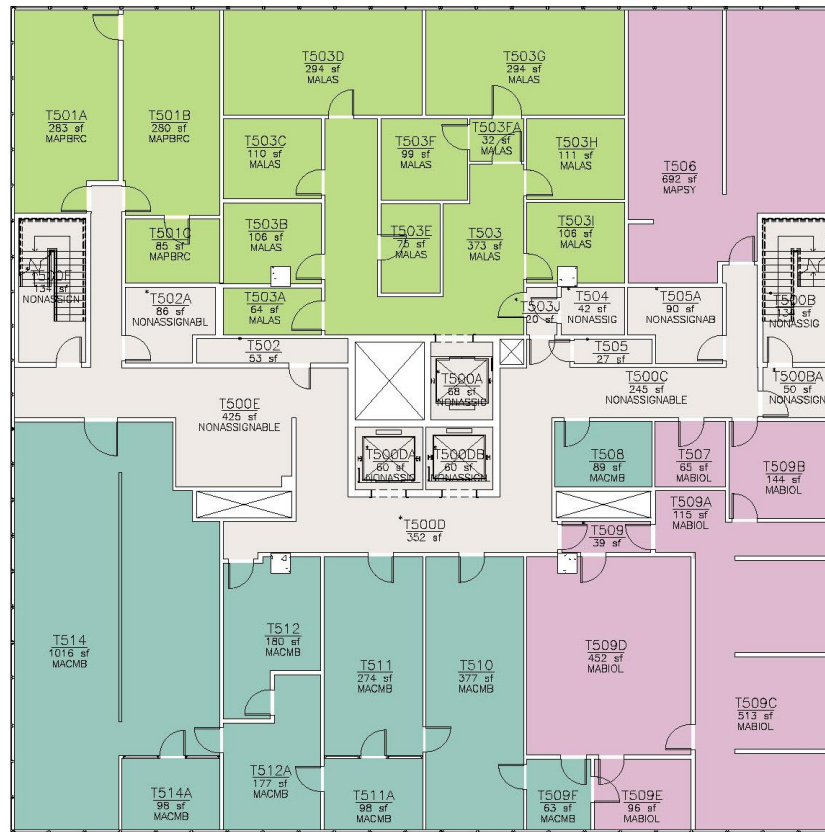
Data Gathering- AiMCAD Plugin



ORGANIZATION		
	AREA	QTY
BIOLOGY	1,424	7
DEPARTMENT OF CELL AND MOLECULAR BIOLOGY	2,372	9
LABORATORY ANIMAL SERVICES	1,664	11
NON-ASSIGNABLE SPACE	1,846	15
PACIFIC BIOSCIENCES RESEARCH CENTER (DIRECTOR)	648	3
PSYCHOLOGY	692	1
TOTAL:	8,646	46
FLOOR GROSS:	9,620	

Biomedical Sciences Building 500 Level- Organizational Occupancy

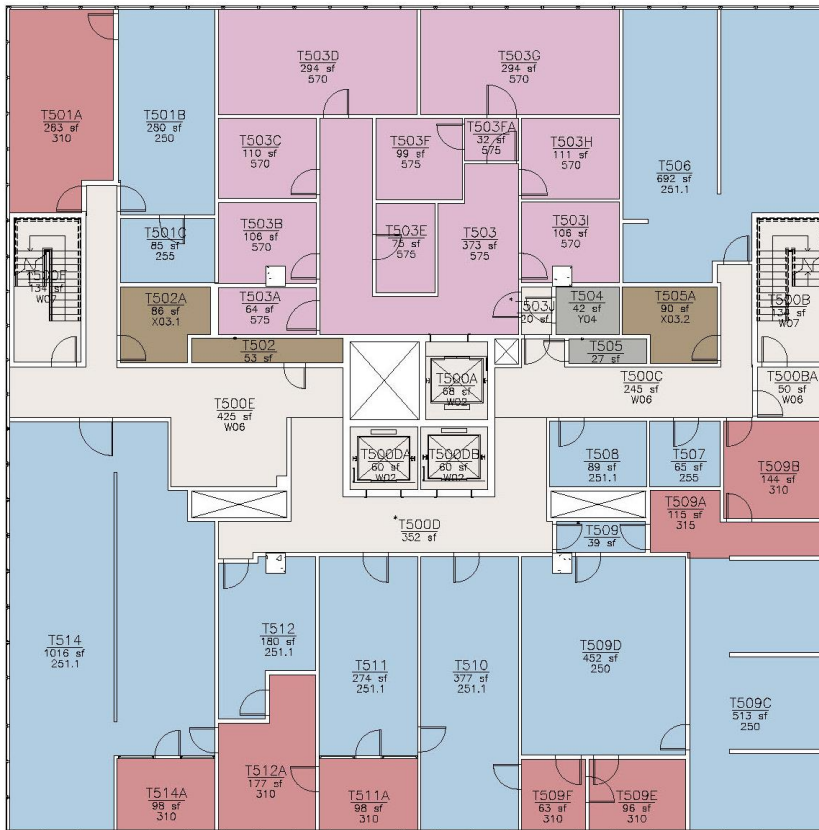
Data Gathering- AiMCAD Plugin



ORGANIZATION		
	AREA	QTY
MAVCAA- VICE CHANCELLOR FOR ACADEMIC AFFAIRS	2,116	8
MADNMD- JOHN A. BURNS SCHOOL OF MEDICINE	2,372	9
MAVCRG- VICE CHANCELLOR FOR RESEARCH & GRADUATE EDUCATION	2,312	14
NON-ASSIGNABLE SPACE	1,846	15
TOTAL:	8,546	46
FLOOR GROSS:	9,620	

Biomedical Sciences Building 500 Level- Organizational Occupancy at Level 2

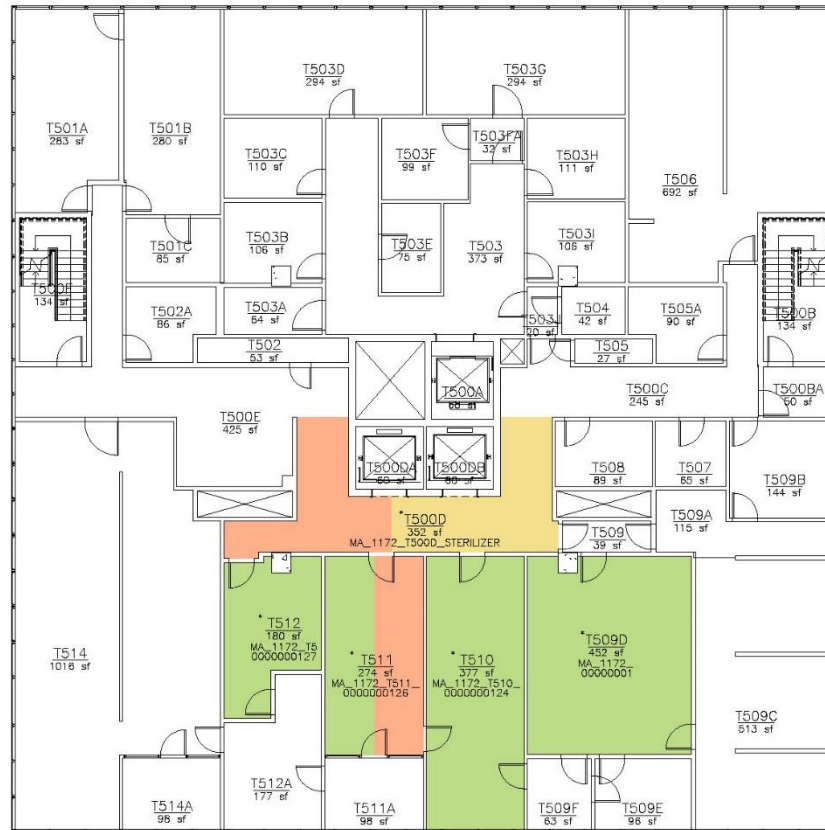
Data Gathering- AiMCAD Plugin



LOCATION TYPE		AREA
250 - RESEARCH/NONCLASS LABORATORY		1,245
251.1 - RESEARCH/NONCLASS LABORATORY- WET, BIOLOGY-BASED		2,628
255 - RESEARCH/NONCLASS LABORATORY SERVICE		189
310 - OFFICE		959
315 - OFFICE SERVICE		115
570 - ANIMAL QUARTERS		1,021
575 - ANIMAL FACILITIES SERVICE		643
W02 - ELEVATOR		188
W06 - PUBLIC CORRIDOR		1,092
W07 - STAIRWAY		268
X02 - JANITOR ROOM SPACE		53
X03.1 - PUBLIC REST ROOM- MEN		86
X03.2 - PUBLIC REST ROOM- WOMEN		90
Y03 - SHAFT		27
Y04 - UTILITY/MECHANICAL		42
TOTAL:		8,646
FLOOR GROSS:		9,620

Biomedical Sciences Building 500 Level- Location Type

Data Gathering- AiMCAD Plugin



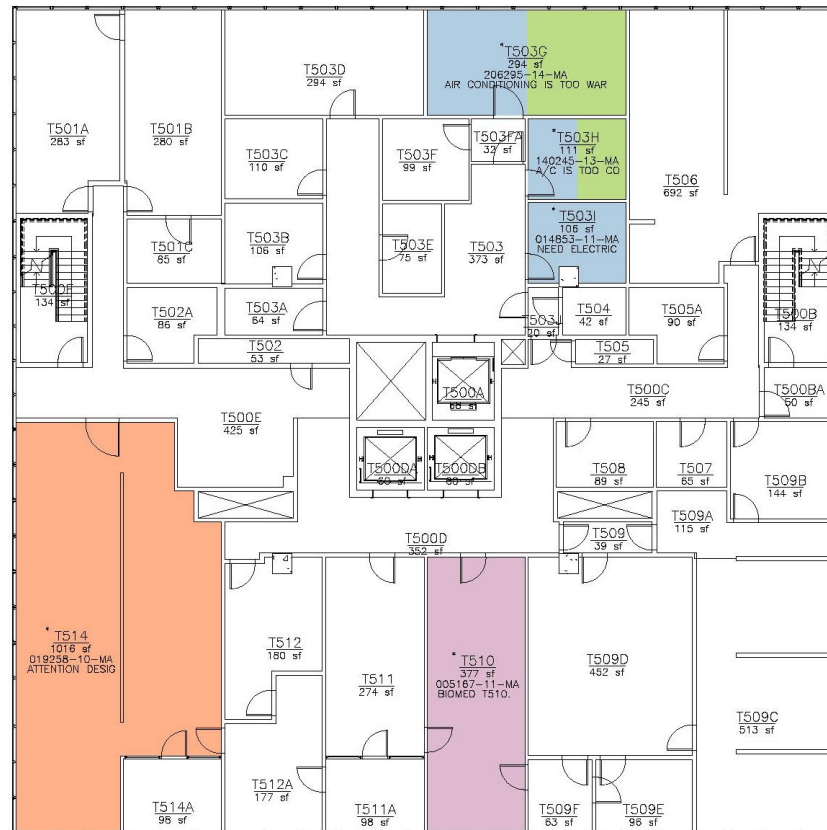
Group		
	AREA	QTY
D201901 EMERGENCY EYE WAS	245	2
D304202 EXHAUST HOOD, FUM	1,146	4
E102701 STERILIZER	88	1
TOTAL:	1,479	7
FLOOR GROSS:	9,620	

ROOM	Description	Asset
T500D	MA_1172_T500D_STERILIZER	0000000128
T500D	MA_1172_T500D_EMERGENCY EYE WASH, SHOWER, AND COMBO STATIONS	0000000129
T500D	MA_1172_T500D_EMERGENCY EYE WASH, SHOWER, AND COMBO STATIONS	0000000120
T509D	MA_1172_T509D_EXHAUST HOOD, FUME	0000000122
T510	MA_1172_T510_EXHAUST HOOD, FUME	0000000124
T511	MA_1172_T511_EMERGENCY EYE WASH, SHOWER, AND COMBO STATIONS	0000000126
T511	MA_1172_T511_EXHAUST HOOD, FUME	0000000125
T512	MA_1172_T512_EXHAUST HOOD, FUME	0000000127

End of chart

Biomedical Sciences Building 500 Level- Assets

Data Gathering- AiMCAD Plugin

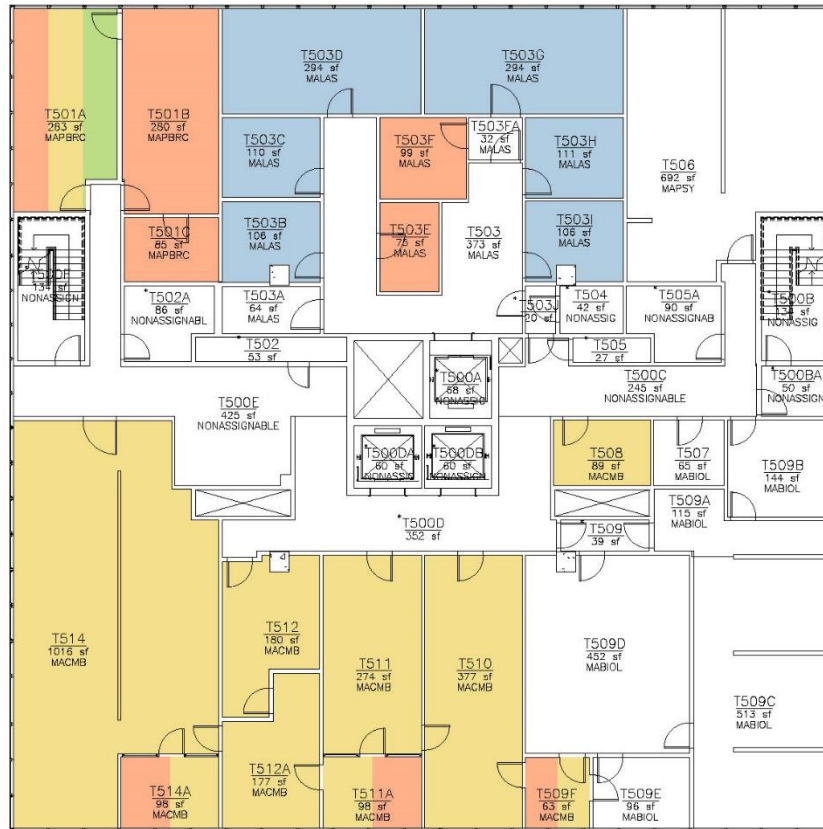


SHOP		AREA	QTY
	DESIGN	1,016	1
	ELECTRICAL SHOP	377	1
	UHM-AC REPAIR AND MAINTENANCE SHOP	101	2
	UTILITIES	309	3
TOTAL:		1,803	7
FLOOR GROSS:		9,620	

TR0306	W0#	Description
T50306	202825-14-MA	AIR CONDITIONING IS T00 WARM IN ROOM T5030# AND D0303. TEMPERATURE IS 78 DEGREES FAHRENHEIT. IT SHOULD BE AROUND 70 DEGREES FAHRENHEIT. NO ANIMALS HOUSED IN THIS ROOM.
T50306	014846-11-MA	NEED ELECTRICAL OUTLET IN ROOM T50306 ON OPPOSITE WALL OF ENTRANCE
T50306	140245-13-MA	A/C IS TOO COLD. ANIMAL ROOMS SHOULD BE AT 73 DEGREES FAHRENHEIT, BUT A/C IS AT 67 DEGREES FAHRENHEIT
T50306	144850-11-MA	NEED ELECTRICAL OUTLET IN ROOM T50306 ON OPPOSING WALL OF THE ENTRANCE
T50306	207292-14-MA	AC A LITTLE COLD IN ROOM T5030#. IT IS HOUSING ANIMALS. TEMPERATURE RANGE SHOULD BE 70-73 DEGREES FAHRENHEIT. RIGHT NOW ROOM IS AT 68 DEGREES FAHRENHEIT
T50306	129104-13-MA	A/C IS TOO COLD. ROOMS T503#, T5030# AND T6030# ARE 65-70 DEGREES FAHRENHEIT. WANT ROOM TEMPERATURES AROUND 70-73 DEGREES FAHRENHEIT BECAUSE IT IS HOUSING RESEARCH SPECIMENS. AC-2 NOTIFIED AT 915AM
T50306	135763-13-MA	A/C IS TOO COLD. ROOM TEMPERATURE REACHED 68 DEGREES FAHRENHEIT. SHOULD RANGE FROM 70-73 DEGREES FAHRENHEIT
T50306	014863-11-MA	NEED ELECTRICAL OUTLET IN ROOM T5030 ON THE OPPOSING WALL OF ENTRANCE
T50306	008167-11-MA	BOMBED T503. PREVENT A GUEST ESTIMATE TO INSTALL A 120V RECEPTACLE FOR A WATER PURIFICATION SYSTEM. MAIN UNIT IS NOT INSTALLED ABOVE THE SINK, TO THE RIGHT OF THE FUME HOOD. REFERENCE NO #1561-11. ATTN: VERNON SHIRAMA
T5104	019208-10-MA	ATTENTION DESIGNED: PLEASE INSTALL A NEW WALL AND DOOR ON THE 5TH FLOOR OF THE BOWENROCK RESEARCH BUILDING. DOOR TO HAVE A SMALL GLASS WINDOW. NEW WALL TO EXTEND FROM EXISTING WALL TO EXISTING WALL.

Biomedical Sciences Building 500 Level- Work Orders

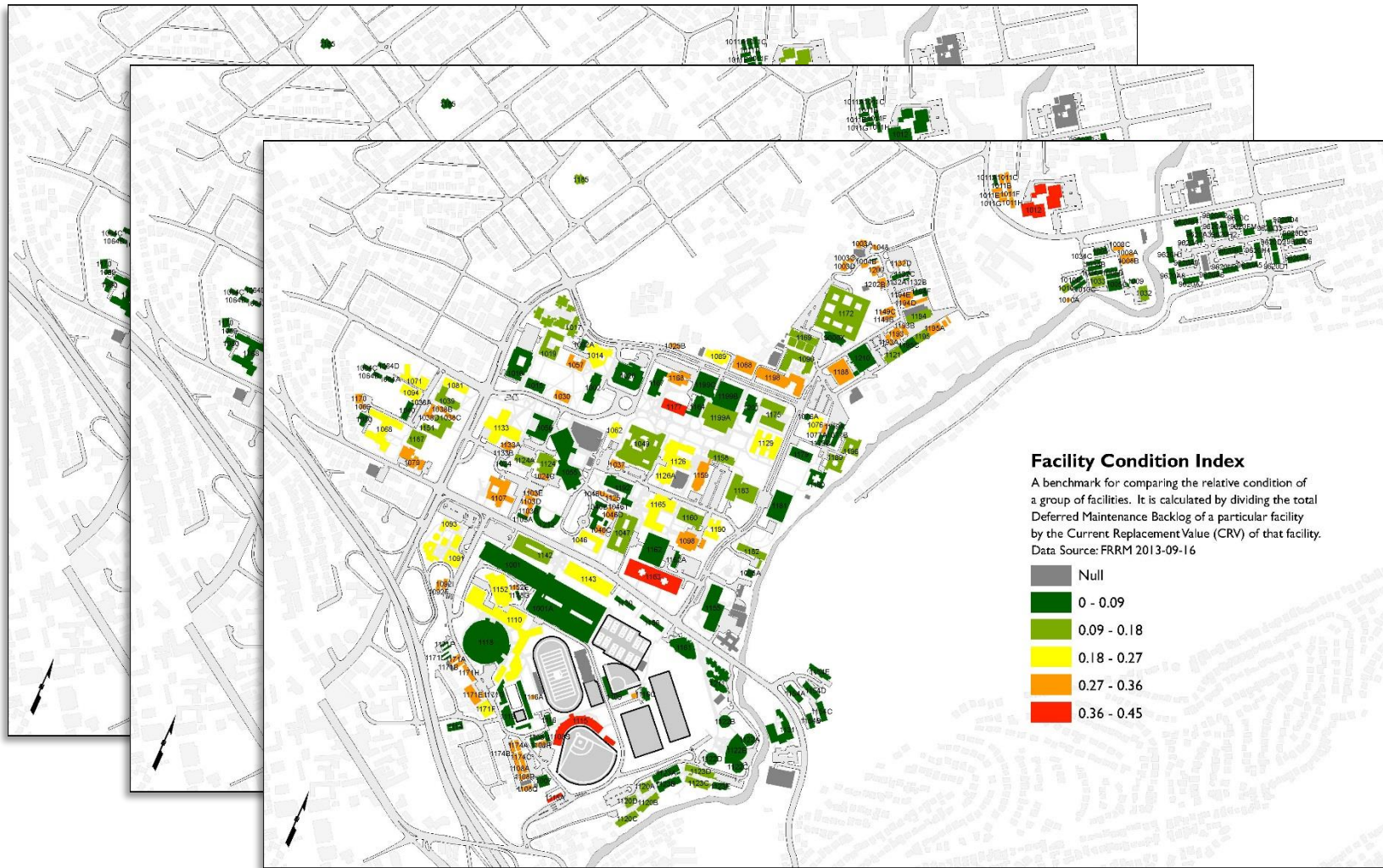
Data Gathering- AiMCAD Plugin



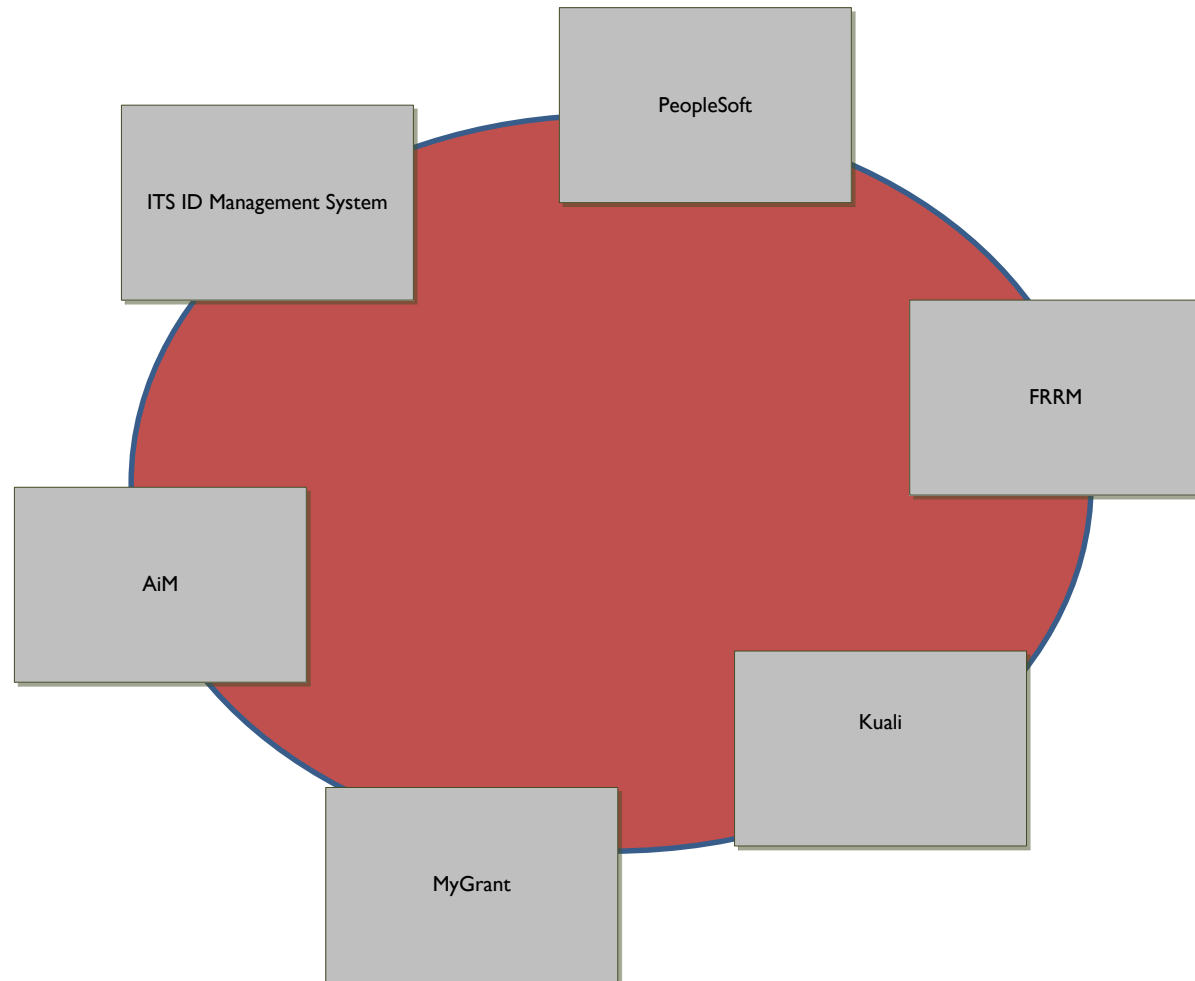
Description		AREA
DEPARTMENTAL ADMINISTRATION		28
INSTRUCTION/DEPT RESEARCH		2,344
LABORATORY ANIMAL SERVICES		1,021
ORGANIZED RESEARCH		822
TOTAL:		4,215
FLOOR GROSS:		9,620

Biomedical Sciences Building 500 Level- Usage

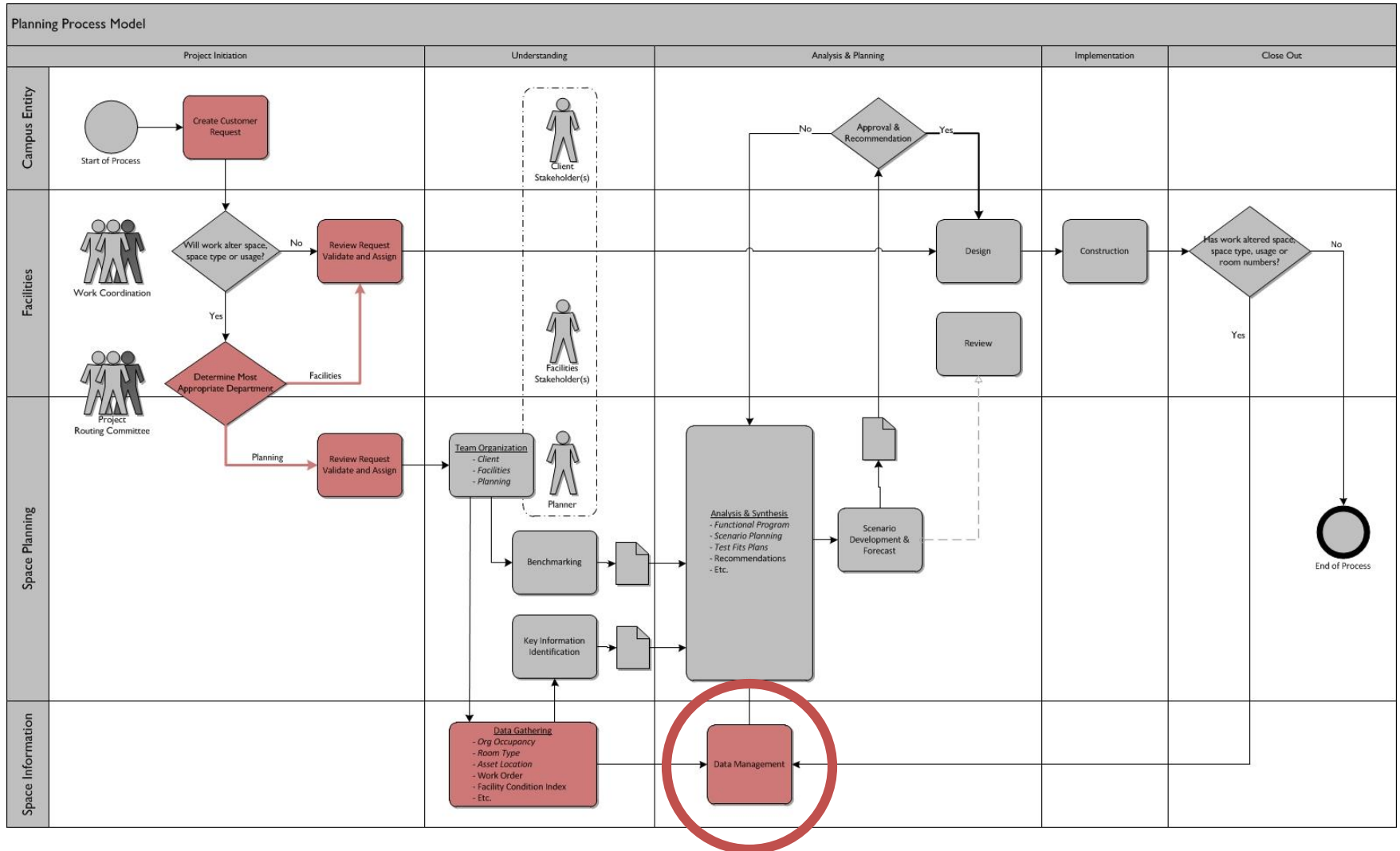
Data Gathering- GIS & FRRM



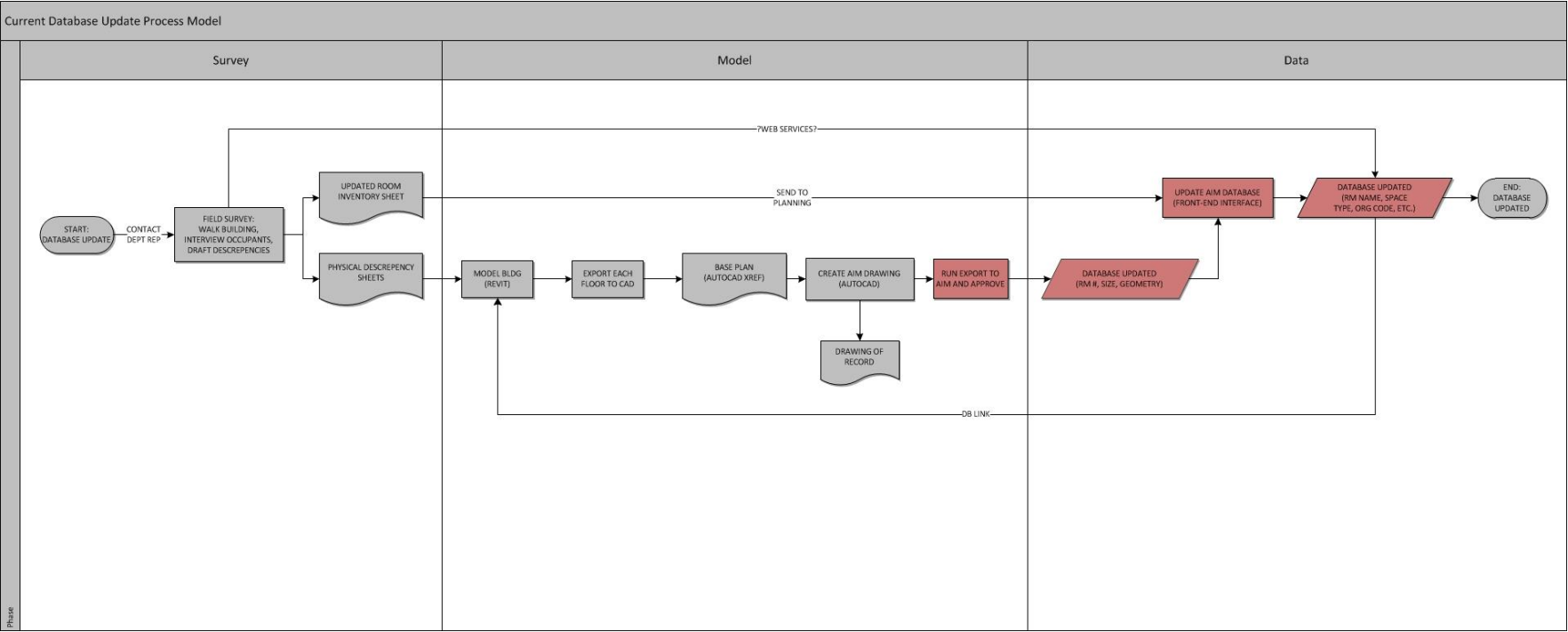
Data Gathering- Collaboration



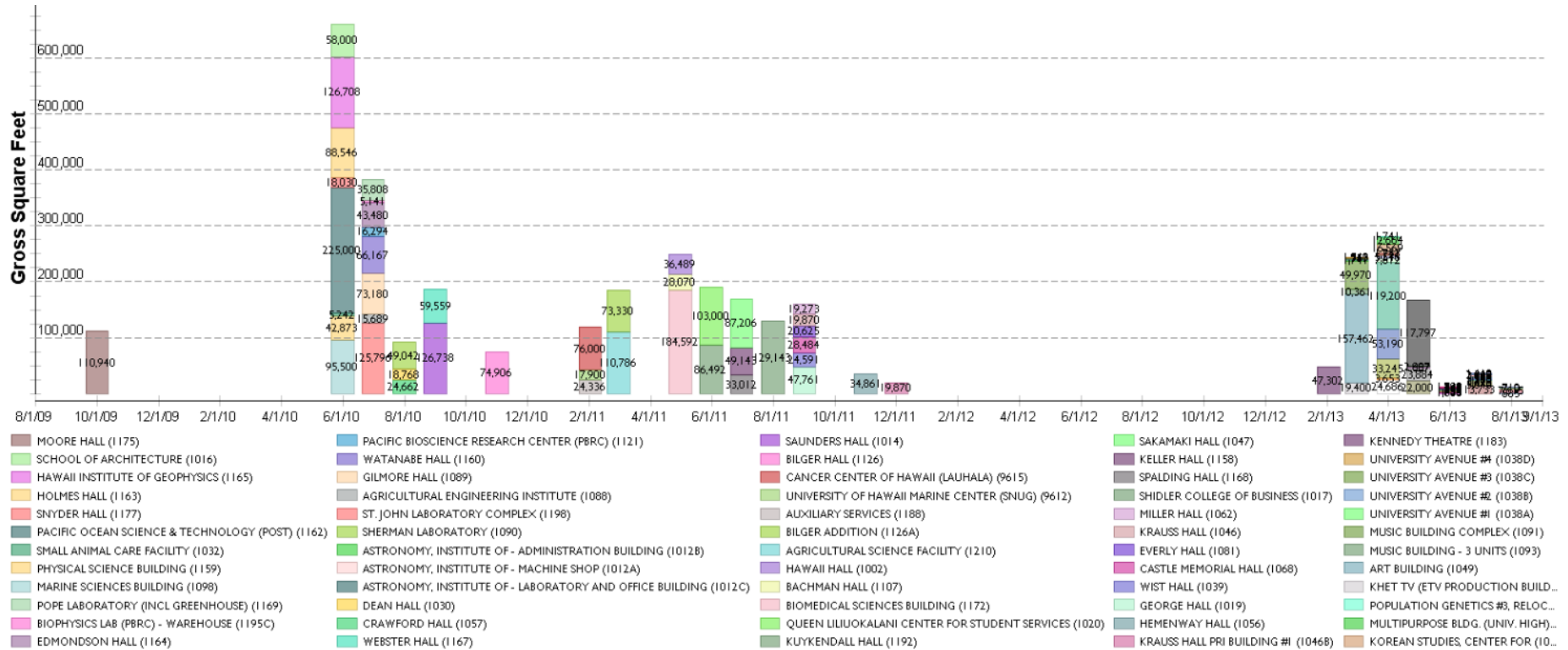
Planning Process Model



Data Management- Current Database Update Process Model



Data Management- Field Survey History



Where We Are Heading

- Formal space change notification policy
- More robust request form on website
- Interactive map with various space data
- 1 year digital space survey to select entities
- 3 year maximum turnover for on-site surveys
- Informational dashboards for key personnel





Space Planning Process and the Use of an Integrated Facilities Management Software

**Office of Physical, Environmental and Long Range Planning
University of Hawai'i at Mānoa**

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