



UNIVERSITY of
SOUTH FLORIDA
Facilities Management

FAMIS Space Survey Instructions

2023

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Table of Contents

Introduction.....	4
Intended Users	5
Reporting Research Data.....	5
Importance and Need for Data.....	5
Survey Scope	5
Gathering and Preparing Information	6
I. Sign-In Page	7
II. User Roles - (Surveyor & Approver).....	7
III. Find Surveys.....	8
IV. Navigating the List	9
V. Using Filters to Find Surveys.....	10
VI. Opening a Room to Complete the Survey	11
VII. Completing the Survey - (Surveyor role).....	12
VIII. Working through the Tabs	12
IX. Complex Allocation - (Research space only).....	13
X. Occupancy	19
XI. UDFs - (User Definable fields).....	21
XII. Approving the Survey - (Approver role).....	21
XIII. Visual Map (View Floor Plan).....	23
Contacts.....	30
Appendix A	31
Appendix B.....	37
Appendix C.....	38

Introduction

This document provides information on the annual space survey process to specify the function and occupancy of spaces at the University of South Florida. The data is maintained in the Space Management module within the Facilities and Asset Management Information System (FAMIS). This system allows the individual colleges and divisions to provide this information electronically. The FAMIS system contains information related to spaces, buildings, and grounds for the University, including building floor plans. The space information is used by the University for many purposes. Of them the primary purposes are:

1. To identify and catalog space used for (or available for use for) Research activities.
2. To provide non-research space occupant data for local university reporting.
3. To generate a Space File report by semester for submission of the required University's space data to the Florida State University System's Board of Governors, listing all spaces classified by type.
4. To provide space data to the class scheduling programs and property management systems.

This document focuses on collecting the information for items 1 & 2 above. The information for items 3, and 4 are managed by Facilities Management using other processes. However, information for items 1 & 2 are required to be provided by the departments that use the space. Primarily, the information needed is how the space is used and who uses it.

The information for item-1 is only required for research space. If the room is not being used to support research only the data for item-2 will be required.

The data needed for item-1 includes identifying the Principal Investigator (PI) that is using the space for research and the functional use of the room including the percentage of time the PI is using the space and each function. The data for item-2 is specifically used to identify the occupants that use the space for non-research activities and is outside of the occupant data used for research. The occupant data for item-2 is collected using a different section of the survey from the research data.

Item-1 example: a room may be designated as a research lab and is used by one PI 50% for Sponsored Research and another PI 50% for Departmental Research. Clearly specifying the use of the space will enable University leadership to make the most efficient use of these specialized areas. Once the information is gathered in the system, the colleges and divisions can use the information to manage and allocate spaces within their areas.

Intended Users

The document is intended to be a reference manual for the personnel who input the data into the system and also for the personnel who certify the data. All departments have identified Surveyors and Approvers. Surveyors are the users who typically input the data, Approvers are the users who certify and approve the data being provided.

Reporting Research Data

As a major Research University, a significant amount of space at USF is dedicated for the performance of research related activities. It's vital that USF's Senior management makes the most efficient use of these specialized areas to enhance USF's research profile and to meet sponsor and researcher expectations for the performance of this important mission. Preparation for the audit requires a collection of information related to space and its usage. Some of this required information is managed by Facilities Management using other processes. However, some of the information is required to be provided by the departments that use the space.

Importance and Need for Data

The data specified in this Space File is used as the basis for many high level University decisions, budget allocations and requests for additional capital funding from the State of Florida. The importance of maintaining an up -to-date space file cannot be overlooked. Critical information gathered regarding the utilization and occupancy of space is instrumental in supporting Responsibility Center Management (RCM) model, long range planning, as well as day-to-day operations.

Additionally, knowing who is occupying (or likely to occupy) each University space helps assure employee, student and visitor safety at USF. In the event of a storm or other natural disaster or a human-generated crisis such as a fire or equipment explosion, knowing the likely occupants of each room can help emergency workers make decisions and take actions that could save lives and prevent injuries.

The Surveyors and Approvers of the space play a critical role in this process and help the University in achieving and sustaining competitiveness and financial stability.

Survey Scope

All space at the university must be accounted for by the functionality and occupancy of each room. The FAMIS Space Survey module is used to collect the required information and allow the Surveyors and Approvers to review, add, and update the data for their area(s) of responsibility.

Gathering and Preparing Information

Before information is entered into FAMIS it is important to understand the differences and relationships between activity (effort) reporting and space allocation reporting. Activity reporting measures how an *individual's* time was used during a specific period. Space allocation reporting is concerned with the use of the space. Activity and Effort reporting is not addressed in this document as another system is used to collect this data.

It is also important to become familiar with the function codes. These are listed in Appendix A Functional Categories - Codes and Definitions and in Appendix B Functional Categories - Descriptions. An estimate percentage of time the space is utilized for each purpose needs to be assigned. This percentage should be based on actual use of the space. *Avoid simply splitting the room 50% - 50% or 33% - 33% - 34%, unless this is an accurate representation of how the room was utilized.*

The best way to gather information about the use of the space is by interviewing the personnel in that space. Some of the recommended questions to ask are:

- Over the entire fiscal year (7/1 to 6/30), how was this space used?
- Who are the primary occupants of each room?
- If the room has students, are these students funded from the extramural awards on which they are working?
- Is this room used for one or more purposes?
- In rooms that house grants, contracts, and cooperative agreement activities, which space function(s) best align?
- Has this room been vacant or under renovation?

It is important to get the room's usage over the entire year. Also, normal absences such as breaks, or vacations do not mean that it is vacant.

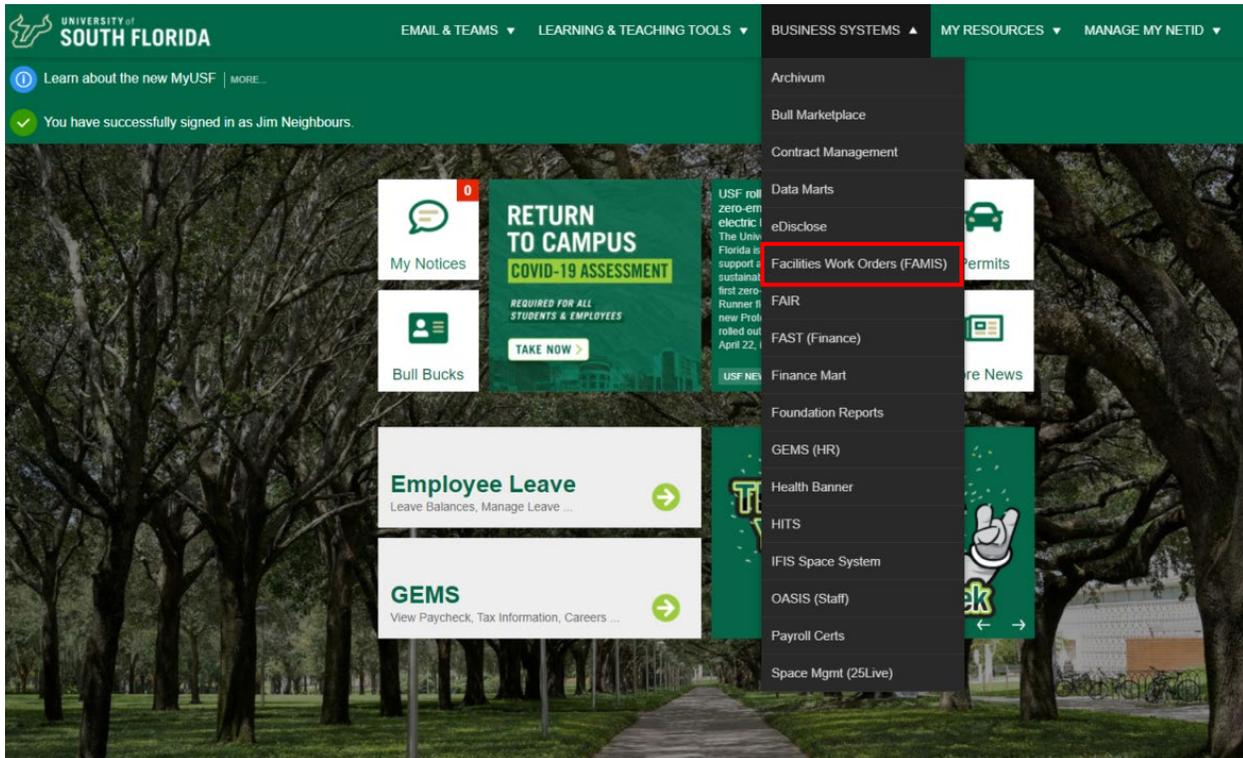
To assist in gathering the information and interviewing the occupants we have created a USF Space Survey Data template spreadsheet. This spreadsheet along with printing of the floor plans should assist in collecting the required information. Facilities Management has created the following website for information and access to the FAMIS Space Survey Instructions and data template.

USF Annual Space Survey (FAMIS) link:

<https://www.usf.edu/administrative-services/facilities/planning/annual-space-survey.aspx>

I. Sign-In Page

Access to FAMIS will be provided through MyUSF > Business Systems. Click on **Facilities Work Orders (FAMIS)** to enter your USF Net ID Name & Password and click “Sign In”.

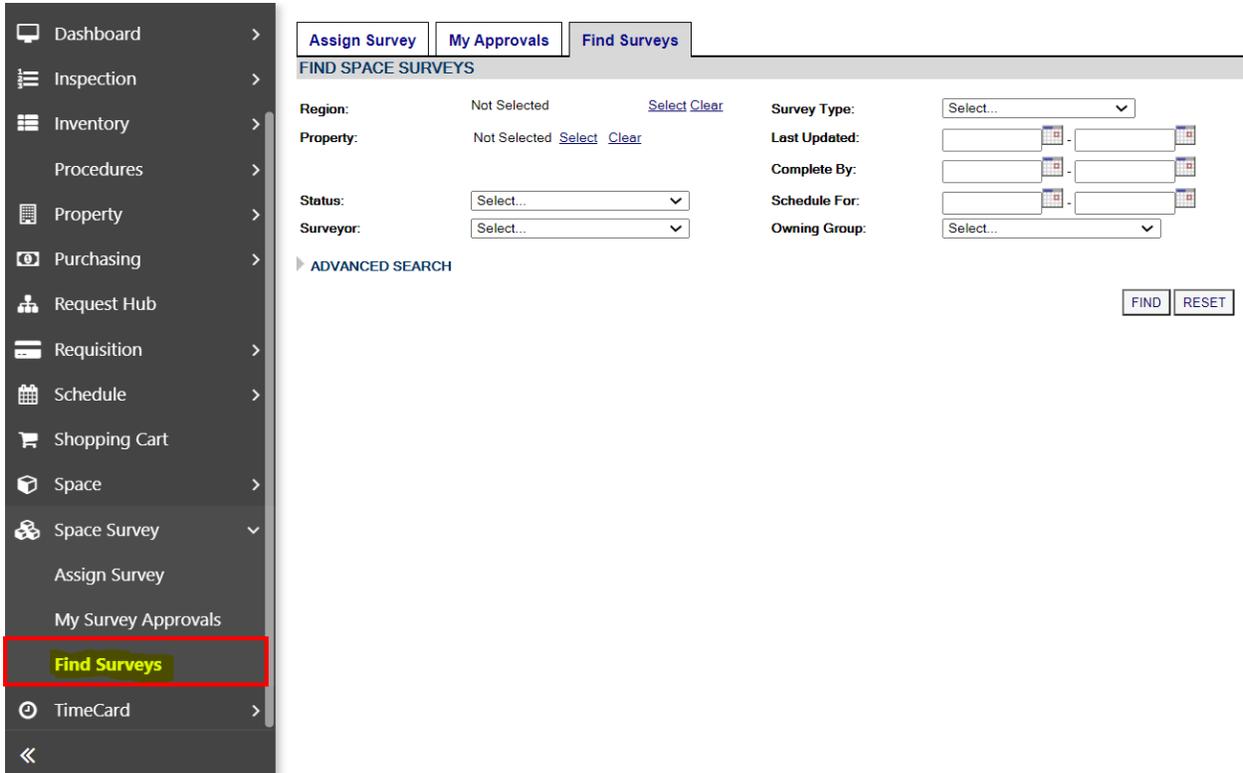


II. User Roles - (Surveyor & Approver)

There are two roles for space survey, these roles support a 2-step process to complete a survey. The 1-step and role is the Surveyor role. The Surveyor is responsible for providing the data for the rooms/surveys that have been assigned to their Department. The 2-step and role is the Approver. The Approver is responsible for the accuracy of the survey and data. Users that have been identified as the Approver are allowed the authority to certify the survey for their Department. (Some users may have both roles. Although, surveys are intended to be done with separation of responsibility, therefore there should always be multiple users involved with separate roles)

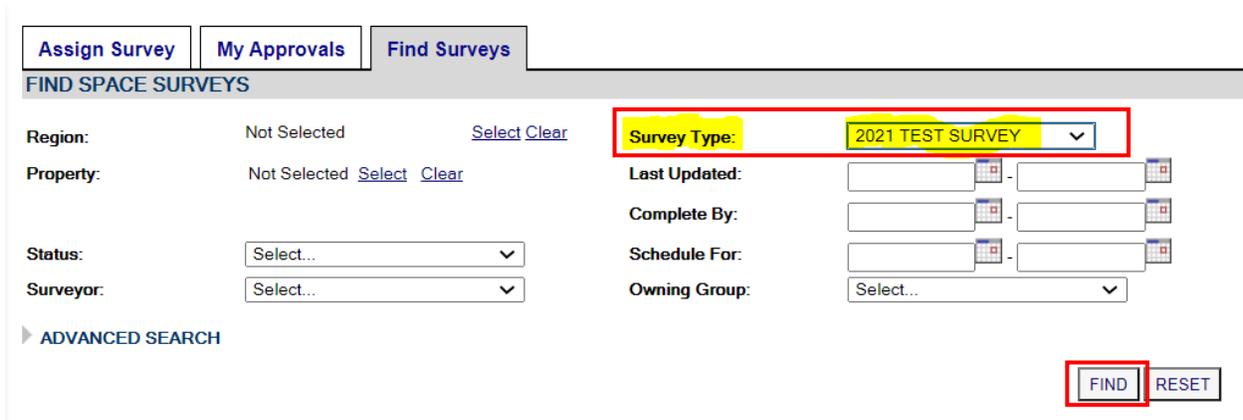
III. Find Surveys

Surveyors and Approvers will access the surveys through the Space Survey module, Find Surveys. Use the left navigation and click Space Survey, then click on Find Surveys.



To access the rooms included in the survey, select the appropriate Survey Type. Surveyors and Approvers will receive an email communication prior to the beginning of the survey. This email will include the name of the Survey Type to be utilized for the current survey.

Once the Survey Type is selected, click the FIND button to display the list of rooms in the survey. The list will only include the rooms that belong to the department(s) you have access to.



IV. Navigating the List

Use the vertical scroll bar on the right to move to the bottom of the page. To see all columns of data for the room/survey, use the horizontal scrollbar located at the bottom of the page. Within the list there are 3 options. 1- Link to open the survey. 2a- Link to open the room data. 2b- Link to view the floor plan in Visual Map that includes the room.

The screenshot shows the 'FIND SPACE SURVEYS' interface. It includes search filters for Region, Property, Status, Surveyor, Survey Type, Last Updated, Complete By, Schedule For, and Owning Group. Below the filters is a table with columns: Property, Space, Last Update, Surveys, Allocated Groups, Allocated Individuals, and Space Categories - Sub Categories. The first row of the table is highlighted with red boxes around the 'Space' column (containing '1001A', '2a', 'View In Visual Map', and '2b') and the 'Surveys' column (containing '2021 TEST SURVEY - 4/1/2021 (Details)' and '1'). A vertical scrollbar is highlighted on the right side of the table.

When the survey includes many rooms there will be multiple pages for the survey. To access additional rooms, use the numbered or arrow buttons along the bottom of the page. Use can also change the number of items per page.

The screenshot shows a continuation of the survey list. The table has the same columns as the previous screenshot. The first row of the table is highlighted with a red box. Below the table is a pagination bar with buttons for navigation (back, forward, first, last) and a dropdown menu for 'Items per page' (set to 25). The text '1 - 25 of 66 items' is displayed on the right side of the pagination bar.

Columns and options included in the list:

Property = 1- The name of the building for the survey. (Each room is a separate survey)

Space = 2a- Room number link, opens the VIEW SPACE - GENERAL INFORMATION page. 2b- Link to view the floor plan in Visual Map, opens the floor plan page with the room shown.

Note, when using the links, right-click, and pick "Open Link in new tab". This opens the page without losing the list on the Find Surveys page.

Allocated Groups = The Department who has been assigned the space/room.

Allocated individuals = Principal Investigator (PI) used in Complex Allocations for rooms that are utilized for research.

Space Categories / Sub-Categories = Space use code - The Postsecondary Education Facilities Inventory and Classification Manual (FICM) code. This is a national standard used for higher education and is reported to the Florida Board of Governors.

V. Using Filters to Find Surveys

When Surveyors/Approvers have many rooms to survey or approve the list may need filtering to improve manageability. To narrow the search, first select the appropriate Survey Type. To filter by property, click the Select link to the right of Property. Then enter the Property abbreviation or name. To further narrow the search, use the Floor filter and Owning Group. The Owning Group can be used to filter by Department assigned to the space. Click into the field and select the Department from the list. You can type part of the name to quickly move through the list and select the appropriate Department.

Additionally, you can use ADVANCED SEARCH to further filter the list to locate rooms/surveys. Space Category is a helpful filter to show rooms of a specific use (Ie: 04 - Research laboratory & 05 – Office – Computer). When the filters have been selected, click FIND.

FAMIS SPACE SURVEY INSTRUCTIONS

Assign Survey
My Approvals
Find Surveys

FIND SPACE SURVEYS

Property:	MDH-MORSANI CTR FOR ADVAN... Select Clear	Survey Type:	2021 TEST SURVEY ▾
Floor:	04 ▾	Last Updated:	<input type="text"/> - <input type="text"/>
Status:	Select... ▾	Complete By:	<input type="text"/> - <input type="text"/>
Surveyor:	Select... ▾	Schedule For:	<input type="text"/> - <input type="text"/>
		Owning Group:	Select... ▾

▼ ADVANCED SEARCH

Space Description:	Space Category: 04 - RESEARCH LABORATORY ▾
Occupant:	Space Subcategory: Select... ▾
Occupancy Status:	Space Type: Select... ▾
Allocated Individual:	Allocation Date: <input type="text"/>
Billing Group:	Department: <input type="text"/> Select Clear
Functional Category:	Functional Sub-Category: Select... ▾

FIND
RESET

Useful Status filters:

The Find Surveys page contains a Status filter, use this to locate rooms/surveys of a particular status.

Status Name	Definition
Select	Returns all surveys except those that are committed.
Created	Survey has been created but no other actions were taken.
In Progress	Survey has been created, edited, and saved, but has not yet been submitted for the Approver’s review and approval.
Submitted	Survey has been edited and saved & submitted for the Approver’s review and approval. (Note: approval is pending - status reports will not include edits until approved)
Committed	All steps for the survey have been completed – survey has been, saved, submitted to the Approver for review, and then approved by the Approver.
Cancelled	Survey was created, opened, and then later cancelled. Any edits made will be lost.
Rejected	Survey has been rejected by the Approver, the surveyor will then need to go in and update the data. The Surveyor will then Save & Submit to return the survey to the Approver for approval.
On Hold	Survey has been put on hold by the Approver, the Approver will then go back to the survey later to approve.

VI. Opening a Room to Complete the Survey

To open the room and review, update and submit the survey, click the link in the Survey column. This will open the room in a new browser tab. Each room/survey will have a separate link, the link opens the room to the Edit Survey page. Note, rooms that have been Saved & Submitted appear in the list but do not have a link. These rooms are awaiting approval, only users that are Approvers will have the link.

Note, it is recommended to view the floor plan and walk the space to gather the occupant and department data prior to doing the survey. (See Visual Map section below to access the floor plan)

Assign Survey
My Approvals
Find Surveys

FIND SPACE SURVEYS

Property: MDH-MORSANI CTR FOR ADVAN... Select Clear Floor: 04 Status: Select... Surveyor: Select...	Survey Type: 2021 TEST SURVEY Last Updated: <input type="text"/> - <input type="text"/> Complete By: <input type="text"/> - <input type="text"/> Schedule For: <input type="text"/> - <input type="text"/> Owning Group: Select...
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▶ ADVANCED SEARCH

FIND
RESET

Property	Space	Last Update	Surveys	Allocated Groups	Allocated Individuals
MDH-MORSANI CTR FOR ADVANCED HEALTH CARE	4109 View In Visual Map	360 zAdmin2 - 2/4/2021	2021 TEST SURVEY - 3/31/2021 (Details)	COLLEGE OF MEDICINE OPHTHALMOLOGY - 33	

VII. Completing the Survey - (Surveyor role)

The room opens to the Edit Survey page, Under the Survey Details section there are three tabs:

Complex Allocation = Used to survey research space only - *skip this section if the room is not used for research*

Occupancy = Used to indicate the occupants for the room and can contain Unnamed Occupants (Ie: number of Students Assistants etc.) and Occupying Individuals (The primary person(s) who occupies the space. (The Principal Investigators (PI) is not to be included here, PI's are Allocated Individuals and are added using Complex Allocations. See Complex Allocations below)

UDFs = This tab contains 2 data elements. 1- The USF Code. 2- A Survey Room Comments/Notes text box. 1- USF Code is used to report the use of the space. This is how the department is utilizing the room, this data is used for local reporting. 2- Survey Room Comments/Notes (Used to indicate changes to the room or report incorrect information etc.)

VIII. Working through the Tabs

When trying to Save and or Save & Submit data you are entering on the Edit Survey page(s) you may receive the message "Exception: UDF Field is not associated to the UDF Group." This message indicates that clicking on the UDFs tab is required. This is to ensure that the UDFs tab is not being overlooked and that the data needs to be verified. Once you have verified the USF Code and made any updates, you can then click on the Save and or Save & Submit buttons to save the survey data.

Example of the UDF exception message:

[Edit Survey](#)

▢ Space: General Information

Exception: UDF Field is not associated to the UDF Group.

Property	Space	Description
CPH-COLLEGE OF PUBLIC HEALTH BLDG	1203	Research Lab - 29
Last Updated	Floor	Last Updated By
02/04/2021 8:50:03 AM	01	360 zAdmin2

▢ Survey Details

Exception: UDF Field is not associated to the UDF Group.

Complex Allocations

Occupancy

UDFs

IX. Complex Allocation - (Research space only)

To enter data for a research space click Edit Current Allocation on the right side of the Current Survey section. The Current Space Allocation section will show the previous Complex Allocation (this may not have data).

Note, it is recommended to use filters and the Advanced Search section to add the 04 - Research laboratory Space Category to locate only research spaces prior to surveying these spaces. Before entering the research space data review the Space Category found on the Find Surveys page. DO NOT enter Complex Allocations for spaces that are not used for or support research.

FAMIS SPACE SURVEY INSTRUCTIONS

[Edit Survey](#)

Space: General Information

Property	Space	Description
MDH-MORSANI CTR FOR ADVANCED HEALTH CARE	4109	Research Lab - 29
Last Updated	Floor	Last Updated By
02/04/2021 9:05:53 AM	04	360 zAdmin2

Survey Details

Complex Allocations | [Occupancy](#) | [UDFs](#)

Current Space Allocation

Description	Start Date	End Date
CA-MDH-4109	01/01/2021	
Area		
207,000 Sq.Ft.	Sq.Ft.	

Department

100% 33 - COLLEGE OF MEDICINE OPHTHALMOLOGY 207 Sq.Ft.

Current Survey

[Copy from Current Allocation](#) | [Create New From Blank](#) | [Edit Current Allocation](#)

[Save](#) | [Save & Submit](#) | [Cancel](#) | [Return to Surveys](#)

Clicking on Edit Current Allocation expands this section, here we will enter the research data. This includes verifying the Department, adding Allocated Individual and Space Function. The Department will already be populated for the room. *No changes should be made to the Department. **If you feel the Department is assigned incorrectly, STOP and DO NOT enter any Complex Allocation data and notify The University Space Coordinator as indicated in the Contacts section of this document.*** If the Department is incorrect, skip the Complex Allocation section and move on to Occupancy and the UDF's sections. You can use the Survey Room Comments/Notes on the UDF's tab to notify the Space Coordinator about the Department.

Note, when entering Complex Allocation data for research space use the Edit Current Allocation button. DO NOT click on the Copy from Current Allocation or Create New From Blank buttons, doing so will remove the Description from the Complex Allocation header and will end the current allocation. Neither options are appropriate for USF's workflow and use of space survey. If either one of these buttons are used inadvertently, click the Cancel button to go back to the survey list to reopen the room/survey and reenter the data.

Example of the Edit Current Allocation header:

Edit Current Allocation [Reset](#)

Description	Start Date*	End Date
CA-MDH-4109	01/01/2021 	MM/DD/YYYY 
Area		
207,000 Sq.Ft.		

Note, DO NOT add, edit or change the dates in the header section. (The End Date is to remain blank)

Complex Allocations definitions

Department = The assigned owner of the space (This will always be set to 100% for the space, only one Department can be the owner).

Allocated Individual = The Principal Investigator(s) (PI), that utilizes the space for research.

Space Function = The Functional Category, Sub-Category and Percentage. The categorization and functional use of the research space.

To start adding data for the research space, click Add Nested Allocation located to the right on the Department line, this is (Layer 1) of the Complex Allocation. This will open Allocated Individual (Layer 2), to indicate who the Principal Investigator(s) (PI) are that utilize the space. The next required data is the Space Function (Layer 3), here you select Functional Category. This is the last required data for Complex Allocations.

Note, Space Category should not be used. This would be (Layer 4) and is selected as a Nested Allocation under Space Function. DO NOT select this, USF only uses a 3 Layer model. If you mistakenly get to this layer, click into the dropdown and select Space Category, DO NOT select any data from the dropdown for Space Category, Sub-Category or Type and immediately click on the Remove button. This will clear the layer and allow you to continue with entering survey data without causing an issue.

To add the Allocated Individual, click on Add Nested Allocation to the right of the Department line, this will open the Allocated Individual, click on Allocated Individual, and use the dropdown to select the Principal Investigator (PI). Then add the Percentage the researcher utilizes the space. Multiple PI's can be added to the space. Although, the percentage cannot exceed 100%. When this data is correct click Save.

Department Add Nested Allocation

100% 33 - COLLEGE OF MEDICINE OPHTHALMOLOGY 207 Sq.Ft.

Allocated Individual Add Nested Allocation

100% Zayed, Abla - U95718213 207 Sq.Ft.

Allocated Individual

Zayed, Abla - U95718213 ✕ ▼

Percentage

100

Save Remove

To add the Space Function, click on Add Nested Allocation to the right of the Allocated Individual line. Click into the Functional Category field and select from the dropdown list. Then select the Functional Sub-Category (There is only one selection for Sub-Category). Then enter the percentage used for this Functional Category/Sub-Category and click Save. If multiple functions are used in the space, repeat the steps to add Space Function data. The total for the functional categories cannot exceed 100%.

(See Appendix A for Functional Categories - Codes and Definitions)

(See Appendix B for Functional Categories - Descriptions)

Department Add Nested Allocation

100% 33 - COLLEGE OF MEDICINE OPHTHALMOLOGY 207 Sq.Ft.

Allocated Individual Add Nested Allocation

100% Zayed, Abla - U95718213 207 Sq.Ft.

Space Function

Functional Category
OR - Organized Research ✕ ▼

Functional Sub-Category
OR ✕ ▼

Percentage
50

Save Remove

When the Complex Allocation data has been completed, click Save and/or Save & Submit. Use Save if not complete and you want to return to the room/survey and complete the data later. You can Save & Submit when the data is correct, this must be done to advance the space survey to the Approver.

Note, DO NOT USE the Department button at the bottom of the Complex Allocation. The Department is assigned by the University Space Coordinator and is always (Layer 1). USF does not allow more than one Department to be assigned the owner of the space.

Example of a completed Complex Allocation:

Department	Add Nested Allocation
100% 33 - COLLEGE OF MEDICINE OPHTHALMOLOGY 207 Sq.Ft.	
Allocated Individual	Add Nested Allocation
100% Zayed, Aba - U95718213 207 Sq.Ft.	
Space Function	Add Nested Allocation
50% OR 103.5 Sq.Ft.	
Space Function	Add Nested Allocation
50% DR 103.5 Sq.Ft.	

DO NOT USE
Department

Save Save & Submit Cancel Return to Surveys

Example of the Save conformation:

When the room/survey has been saved successfully you will see “The survey is successfully updated” in green text. This conformation appears briefly, and you may miss it if not looking closely.

FAMIS SPACE SURVEY INSTRUCTIONS

The survey is successfully updated!

Complex Allocations | Occupancy | UDFs

Current Space Allocation			Edit Current Allocation		
Description	Start Date	End Date	Description	Start Date*	End Date
CA-MDH-4109	01/01/2021		CA-MDH-4109	01/01/2021	MM/DD/YYYY
Area			Area		
207.000 Sq.Ft.	Sq.Ft.		207.000 Sq.Ft.		
Department			Department		
100% 33 - COLLEGE OF MEDICINE OPHTHALMOLOGY 207 Sq.Ft.			100% 33 - COLLEGE OF MEDICINE OPHTHALMOLOGY 207 Sq.Ft.		

Buttons: Add Nested Allocation, Reset

You can click the Return to Surveys button to return to the Find Surveys page, although this is not recommended. Instead go back to the open browser tab and click Find, this will refresh the page and update the list to not include rooms/surveys that have been completed. Using the open Find Surveys page will save time if you want to continue through the list. You can always change the filters to generate a new room/survey list.

X. Occupancy

To enter the Occupancy data, click on the Occupancy tab under the Survey Detail section.

Note, the Principal Investigator (PI) that uses the space for research is added in the Complex Allocations section.

Complex Allocations | **Occupancy** | UDFs

Current Space Allocation			Current Survey	
Description	Start Date	End Date		
CA-ABC-0100B	04/06/2021		Copy from Current Allocation Create New From Blank	
Area			Edit Current Allocation	
169.000 Sq.Ft.	Sq.Ft.			
Department				
100% 1 - ANCILLARY SUPPORT 169 Sq.Ft.				

Buttons: Save, Save & Submit, Cancel, Return to Surveys

On the Current Survey section, you can enter the number of Unnamed Occupants and the Description (Ie: number of Students Assistants etc.) as well as the Occupying Individuals (The primary person(s) who

FAMIS SPACE SURVEY INSTRUCTIONS

occupies the space) and their data. To add an Occupying Individual, click into the field, from the dropdown select the user, or type part of the name to find a user quickly. (Currently the date, percentage, and primary location fields are not being used)

The image shows two side-by-side screenshots of the 'Current Survey' form. The left screenshot shows the 'Current Space' view with 'Occupancy Breakdown' (0 unnamed occupants) and an empty 'Occupying Individuals' table. The right screenshot, highlighted with a red border, shows the 'Current Survey' view. In this view, the 'Occupancy Breakdown' shows 4 unnamed occupants with the description 'Student Asst.'. The 'Occupying Individuals' table has two entries: 'Abbas, Ali - U6828...' and 'Adams, Alana - U8...'. Below the table, a dropdown menu is open, showing a search field 'Type or Select' and a list of users: 'Aaron, Mayra - U66737199', 'Abaquita, Edwin - U04717091', 'Abbas, Jaida - U96215273', and 'Abbas, Ali - U68288951'. At the bottom right of the form are buttons for 'Save', 'Save & Submit', 'Cancel', and 'Return to Surveys'.

Example of completed Occupancy data:

The image shows a screenshot of the 'Current Survey' form with completed data. The 'Occupancy Breakdown' section shows 4 unnamed occupants with the description 'Student Asst.'. The 'Occupying Individuals' table has two entries: 'Abbas, Ali - U6828...' and 'Adams, Alana - U8...'. Below the table is a search field 'Type or Select' with a dropdown arrow.

Name	Effective Date*	Expiration Date	Percentage	Primary Location
Abbas, Ali - U6828...	03/04/2021	MM/DD/YY	0	No
Adams, Alana - U8...	03/04/2021	MM/DD/YY	0	No

XI. UDFs - (User Definable fields)

The UDFs tab contains the USF Code and a field for Comments/Notes. The USF Code is used to report the use of the space. This is how the department is utilizing the room, this data is used for local reporting. The Survey Room Comments/Notes field can be used to indicate changes to the room or report incorrect information etc. Provide as much detail as possible. This will be reviewed by the University Space Coordinator.

The USF Code should be verified and changed if the code does not represent the current use of the space. Surveyor are required to change/update this field for their department space if the code is incorrect. When changes are made always add a comment in the Survey Room Comments/Notes field indicating a change was made.

(See Appendix C for USF Codes List - Space usage codes used for local reporting)

The screenshot displays the 'Survey Details' page with the 'UDFs' tab selected. It shows two side-by-side panels: 'Current Space' and 'Current Survey'. The 'Current Survey' panel is highlighted with a red border and contains the following fields:

- Survey Data**
 - USF Code:** A dropdown menu with the text 'Type or Select' and a downward arrow.
 - Room Comments/Notes:** A text area containing the text: 'The room has been divided into two rooms, 4109A & 4109B.'

At the bottom of the page, there are four buttons: 'Save', 'Save & Submit', 'Cancel', and 'Return to Surveys'.

XII. Approving the Survey - (Approver role)

When a survey has been saved and submitted the room/survey is then awaiting approval. To approve, users who have the Approval role will access the list by selecting My Survey Approvals from the left navigation. This will open to a list of surveys that are awaiting approval. There are two ways to approve.

- 1- Use the survey number link in the first column to open each room/survey separately from the list.

Note, when using the link, right-click, and pick “Open Link in new tab”. This opens the page without losing the list of pending approvals.

- 2- You can also approve all pending surveys at once without opening them individually. This is done by clicking the top small square in the last column, this will check all surveys in the list, then click the APPROVE button.

Note, it is recommended to review each individual room/survey prior to approving to ensure all data is accurate. It is the responsibility of the Approver to ensure the accuracy and certify the survey.

Assign Survey | My Approvals | Find Surveys

MY SURVEY APPROVALS

SURVEYS WAITING FOR APPROVAL (3)

Survey	Property	Floor	Space	Status	Change Type	Approval Level	Complete By Date	Survey Type	Submitted By
21	MDL-USF HEALTH-STUDENT GROUP LEARNING BLDG	01	1006	Submitted	DataCorrection	1	4/1/2021	2021 TEST SURVEY	Wilgus, Louise (wilgus)
24	MDL-USF HEALTH-STUDENT GROUP LEARNING BLDG	01	1018	Submitted	DataCorrection	1	4/1/2021	2021 TEST SURVEY	Wilgus, Louise (wilgus)
22	MDL-USF HEALTH-STUDENT GROUP LEARNING BLDG	01	1001A	OnHold	RoomReviewedNoAI locationChange	1	4/1/2021	2021 TEST SURVEY	Neighbours, James (jimneigh)

APPROVE REJECT

Approvers have the ability to enter all data as the Surveyor. This allows them to make changes as necessary prior to approval. Using the survey number link to open each room/survey individually not only allows the Approver to approve, but also to Reject and put a survey On Hold.

Actions when the Approver **Rejects** or puts a room/survey **On Hold**:

On hold = Allows the approver to return the room/survey to the list awaiting approvals. If the Approver made any changes to what the Surveyor submitted the changes will be lost and the survey will retain what the Surveyor submitted.

Reject = Sends the room/survey back to the Surveyor for changes and resubmission, and the status changes back to Created.

FAMIS SPACE SURVEY INSTRUCTIONS

Survey Details

Complex Allocations | Occupancy | UDFs

Current Space Allocation			Edit Current Allocation		
Description	Start Date	End Date	Description	Start Date*	End Date
CA-MDL-1006	01/01/2021		CA-MDL-1006	01/01/2021	MM/DD/YYYY
Area			Area		
5433.000 Sq.Ft.	Sq.Ft.		5433.000 Sq.Ft.		

Department	Department
100% 36 - COLLEGE OF MEDICINE PATHOLOGY & CELL BIOLOGY 5433 Sq.Ft.	80% 104 - CPH DEAN'S OFFICE 4346.4 Sq.Ft.

Space Function
100% OR 4346.4 Sq.Ft.

On Hold | **Approve** | **Reject** | Cancel | Return to Surveys

XIII. Visual Map (View Floor Plan)

Use the View in Visual Map link to open the floor plan and review the rooms, the link will open with the room highlighted.

Note, when using the link, right-click, and pick "Open Link in new tab". This opens the page without losing the current survey list and filters.

FAMIS SPACE SURVEY INSTRUCTIONS

Assign Survey
My Approvals
Find Surveys

FIND SPACE SURVEYS

Property: MDL-USF HEALTH-STUDENT GR... [Select](#)
[Clear](#)

Floor:

Status:

Surveyor:

Survey Type:

Last Updated: -

Complete By: -

Schedule For: -

Owning Group:

▶ **ADVANCED SEARCH**

Property	Space	Last Update	Surveys	Allocated Groups	Allocated Individuals
MDH-MORSANI CTR FOR ADVANCED HEALTH CARE	1004 View In Visual Map	360 zAdmin2 -	2021 TEST SURVEY -	COLLEGE OF MEDICINE RADIOLOGY - 39	
MDH-MORSANI CTR FOR ADVANCED HEALTH CARE	1005 View In Visual Map			COLLEGE OF MEDICINE RADIOLOGY - 39	
MDH-MORSANI CTR FOR ADVANCED HEALTH CARE	1008 View In Visual Map			CENTER FOR ADVANCED HEALTH CARE - 5	

Visual Map opens with the room highlighted. The Space Info panel included information about the room. You can zoom into the floor plan to see more detail by using the wheel on your mouse or the **Zoom Window / Zoom Out / Zoom In** icons in the tool bar at the top of the drawing panel.

Note, Visual Map can be accessed directly using the left navigation by clicking on Space > Visual Map. To open a building, select it using the Building filter at the top of the page.

Create
Find
Visual Map
Run Report
Location Audit

Visual Map/Space Planning

Visual Map Search
Site: TAMPA
Building: MDH-MORSANI CTR FOR ADVANCED HEALTH CARE
Floor: 01
Theme: No Theme
Selected floor only

Space Info

1004

Description: Office Service - 26

Area: 60.0

Category: 05 - OFFICE - COMPUTER

SubCategory: 315 - Office Service

Occ. Status:

Occupants:

Search Results
X:279.82, Y:136.47 (Foot)
Scale 1: 453

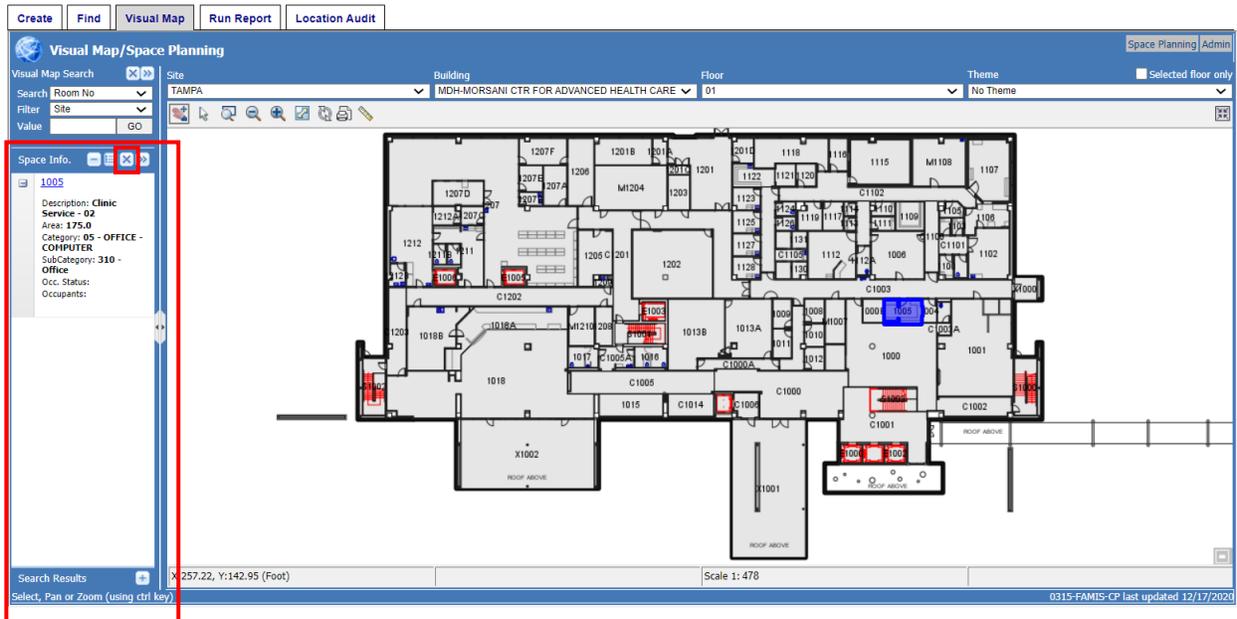
0315-FAMIS-CP last updated 12/17/2020

Visual Map Tools



Button	Description
Select	Click to select a room on the map
Pan and Mouse Scroll	Click and hold down mouse to move the map around on the screen.
Zoom Window	Click to select an area of the map to zoom in and out on
Zoom In	Click to zoom in. This is helpful to see room numbers.
Zoom out	Click to zoom out
Zoom extents	Click to return to the map extents
Refresh	Click to refresh the map
Printable View	Click to view a printable view of the map for printing
Measure	Select this button and Click in the area to begin measuring and double-click to end measuring.

Clicking on a room will highlight the room in the drawing panel and provide detail in the Space Info panel.



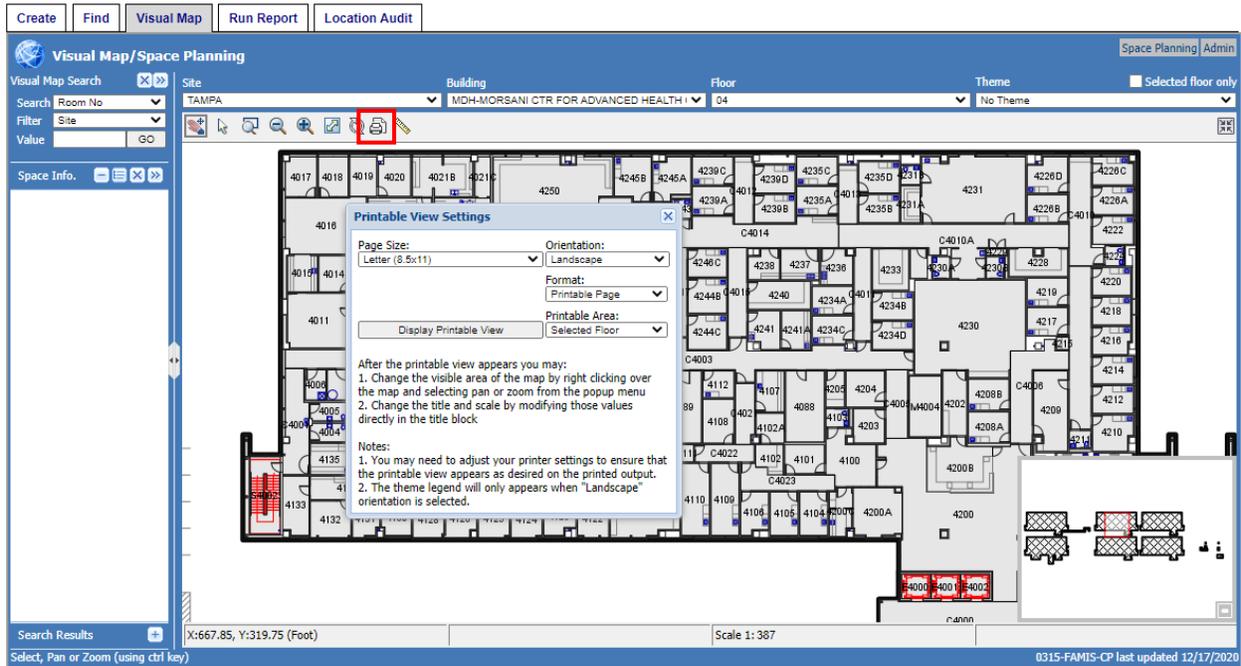
To view the entire floor, click the small X in the Space Info. panel to “Clear History and unselect spaces”. Click in the Floor filter at the top, then select the floor number to view that floor level. The lower right corner of the drawing panel contains a Bird’s Eye View navigation tool. This tool can be opened and closed by using this small square in the lower right corner of this panel. Bird’s Eye View can be used to move around the map or to another floor.

Bird's Eye View

- 1- To move around in the map, place your cursor in the Bird's Eye View and hold down the left mouse button, then move the red box to the desired location and release the mouse button.



Printable View



The Display Printable View will open a new browser tab, you can change the visible area, Drawing scale and make changes to the title block by following the steps in the Printable View Setting dialog box.

To print, right-click on a blank area of the page and pick Print.

FAMIS SPACE SURVEY INSTRUCTIONS

3/9/2021 04 MDH-MORSANI CTR FOR ADVANCED HEALTH CARE



famis 04 MDH-MORSANI CTR FOR ADVANCED HEALTH CARE

Scale: 1:250	Date: Mar 09 2021	Time: 6:29 pm	User: mrough
--------------	-------------------	---------------	--------------

<https://af.famis.com/ViewMapImage.php?printformat=HTML&pageize=Water&orientation=IL&printarea=FLOOR&structurelayer=Floor&structure=1012&sr=0268&sr=284&sr=948&sr=446>

1/2

3/9/2021 04 MDH-MORSANI CTR FOR ADVANCED HEALTH CARE

Print 1 sheet of paper

Destination **KM C654 PCL (B&W)**

Pages All

Copies 1

Layout **Landscape**

Color Black and white

More settings

Print Cancel

Contacts

When contacting, please reach out with the methods below in the following order:

1. E-mail
2. Microsoft Teams
3. Phone

For space related questions, contact:

The University Space Coordinator - Jordan Richardson by e-mail at: jlricha3@usf.edu or by phone: 974-2488

For grant and research related questions, contact:

John Cannon by e-mail at: jcannon@usf.edu or by phone: 974-5343

For technical information, contact:

Jim Neighbours at by e-mail at: jimneigh@usf.edu or by phone: 974-0871

Appendix A

Functional Categories - Codes and Definitions

Functional Category	Functional Sub-Category
I – Instruction	I
<p>Use this category to report space used for all teaching, training, and instructional activities, whether offered for credit toward a degree, certificate, or on a noncredit basis. Includes all activities related to teaching, such as preparation, grading, labs, and assistance to students registered in class.</p> <p>Also includes space for:</p> <ul style="list-style-type: none"> • Syllabus production, exam preparation, textbook orders, and roster preparation. • Formal classroom teaching. • Academic counseling and advising students. • Course preparation. • Continuing education activities • Counseling students for any reason that aids in completing their degree 	

GA - General Administration	GA
<p>Use this category to report space used for activities of the general executive and administrative offices of the University and other activities of a general character that do not relate solely to any major function of the institution: i.e., solely to <i>Instruction, Organized Research, Other Sponsored Activities, or Auxiliary/Other Institutional Activities</i>. This category is only for areas that benefit the entire university that are not typically contained within the academic departments.</p> <p>Includes space used for:</p> <ul style="list-style-type: none"> • President’s and vice-presidents’ offices. • Institution-wide financial management, business services, budget and planning, personnel management, and risk management. • Office of the General Counsel. • Information Systems. • Finance and Administration. • Operations of the central administrative management information system. • Central administration of health affairs. • Payroll • Human Resources <p>Does not include space used by:</p> <ul style="list-style-type: none"> • Activities within non-university-wide dean’s offices, academic departments, organized research units, or similar organizational units. That space is considered <i>Departmental Administration</i>. 	

OSA - Other Sponsored Activity	OSA
<p>Use this category to report space used for sponsored projects, including state sponsored projects which benefit the community at large, that are not <i>Organized Research</i> or <i>Sponsored Instruction</i>. Includes space used for:</p> <ul style="list-style-type: none"> • Data accumulation projects, census taking, data base construction • Other funded projects which do not fit the definition of training or research • Interagency Personnel Agreements (IPAs) – employees that are loaned to Federal government agencies • Many state funded programs will be classified in this category Monitoring air and water quality, ozone levels, the effects of potential environmental hazards • Projects to attract employers, create jobs, enhance employer competitiveness • Funded information centers • Education of the public on health issues, modifications to behaviors which put the public at risk such as those associated with alcohol, drugs, HIV, tobacco, firearm safety • Reclamation projects related to community assets or the generation of the community wealth, such as housing, highways, parks, forests, coal mines, oil wells, oceans, rivers, streams, etc. <p>Does not include space used for:</p> <ul style="list-style-type: none"> • Clinical trials using animal subjects and occurring in labs should be reported as <i>Organized Research</i>. • Drug studies and clinical trials using human subjects should be coded as Clinical Trials/Pharmaceuticals. 	

DA - Departmental Administration	DA
<p>Use this category to report space used for administrative and support services that benefit common or joint departmental activities or objectives in academic deans' offices, academic departments and divisions, organized research institutes, study centers, and research centers.</p> <p>Academic deans' offices: Space attributable to administrative functions.</p> <p>Academic departments: Space attributable to the administrative work (including bid and proposal preparation for new awards) of faculty (including department heads) and other professional personnel conducting research and/or instruction shall be allowed.</p> <p>Includes space used for:</p> <ul style="list-style-type: none"> • General departmental office functions, including that of a chair and departmental staff, secretarial, clerical, assistants, and administrative officers. • Administrative functions in deans' offices. • General departmental services, including mail distribution and telephone service and departmental computer support. • Development of bid and proposal for new research activities. • Departmental conference room. <p>Does not include space used for:</p> <ul style="list-style-type: none"> • Direct administrative effort related to a specific course. That is considered Instruction. • Direct administrative effort related to a specific sponsored project and funded by the sponsored project. That is considered Organized Research. 	

FAMIS SPACE SURVEY INSTRUCTIONS

- Space used for undergraduate or graduate coordination and GME. Space for student advising and counseling. That space is considered Instruction.

SA - Student Administration	SA
Space used for activities for the administration of student affairs and for services to students. The activities include, offices of Deans of Students, Admissions, Registrar, counselors, as well as student health and the infirmary.	

V - Vacant or Under Renovation	V
Use this category when space is closed, entirely unused, empty, or undergoing renovation. Space that has been unused during part of the year should be shown at the corresponding percentage that it was vacant. For example: a room that was empty, due to renovation, for three months would be shown as 25% <i>Vacant or Under Renovation</i> on that fiscal year's Space Allocation Survey. For newly constructed buildings, where vacant space exists due to staged move-in, contact Facilities Management as to how to proceed. NOTE: Normal absences for breaks and vacations do not mean a room is vacant. Also, a room does not have to be used a specified number of hours a week. A dissection room for instruction used three days per week by students and unused the other four days would be allocated as 100% <i>Instruction</i> .	

OR - Organized Research	OR
Use this category to report space used for research and development activities of an institution that are separately budgeted and accounted for. Includes space used for: <ul style="list-style-type: none"> • Sponsored Research. This includes all research and development space used for activities that are sponsored by federal and nonfederal agencies and external organizations. This category includes space used in the training of individuals in research techniques (commonly called "research training") where such activities utilized the same facilities as other research and development activities and where such activities are not included in the instruction function. Examples: <i>Outside Sponsored Research, such as federal, state, or local government; Industry; and Foundations.</i> • University Research. This includes all research and development space that is sponsored by institutional funds and is separately budgeted and accounted for. This type of organized research is awarded after review of an internal application for support of a specific project. Examples: <i>Office of Research Internal Awards.</i> 	

OIA - Other Institutional Activities	OIA
Use this category to report space used for all activities of an institution that are not specifically assigned to other categories, including any significant effort devoted to college and university-wide committee assignments: Includes space used by the following:	

- Athletics
- Residence halls and faculty housing
- Student unions and intercollegiate athletics
- Bookstores and public museums
- Chapels and theaters
- Dining halls and other similar auxiliary enterprises

As well as space used for:

- Development, fund-raising and institutional advancement
- Intercollegiate activities
- Public Relations
- Rare book collections
- Service centers/ Recharge centers/ Specialized Service Facilities
- Clubs and student organizations
- Alumni Affairs
- Visiting Professors, emeritus faculty and volunteers
- projects which benefit the public, which are not externally funded
- Any work completed for USPS senate
- Any work completed for Faculty senate

Also, includes space used for any other categories of activities, the cost of which are "unallowable" to sponsored agreements, unless otherwise indicated in the agreement.

Does **not** include space used for:

Undergraduate or graduate coordinating/advising. That is considered *Instruction*

CLIN - Clinical Trials	CLIN
<p>Use this category to report space used for sponsored projects that are not Organized Research or Sponsored Instruction.</p> <ul style="list-style-type: none"> • Includes space used for: <ul style="list-style-type: none"> ○ Drug studies and clinical trials using human subjects • Does not include space used for: <ul style="list-style-type: none"> ○ Clinical trials using animal subjects and occurring in labs should be reported as organized research. 	

SI - Sponsored Instruction	SI
<p>Use this category to report space used for specific instructional or training activities established by a grant, contract, or cooperative agreement.</p> <p>Includes space used for:</p> <ul style="list-style-type: none"> • Projects with a stated purpose of providing the participants with a new skill • Projects with dissertations as outcomes • Awards whose line item funding consist predominately of : stipends, scholarships, fellowships, tuition • Development of specialty training tools • Salary support only for young investigators • National Research Service Awards (NRSAs) 	

- National Institute of Health (NIH) awards such as “K” award – Career Development or “T” award - Training
 - Young clinical investigators awards’
- Does **not** include space used for:
- Research training. That is considered *Organized Research*.

DR - Departmental Research	DR
<p>Use this category to report space used for research development and scholarly activities that are not <i>Organized Research</i> and, consequently, are not separately budgeted for and accounted.</p> <p>Includes space used for and supported by:</p> <ul style="list-style-type: none"> • Research-related activities that are funded with unrestricted funds, such as miscellaneous donors, combined grants or allocation of overhead funds. • Startup/seed money activities of new faculty. 	

SPA - Sponsored Project Admin	SPA
<p>Sponsored Project Administration includes all activities performed by Office of Research and includes Pre-Award and Post-Award functions, research compliance and other activities performed primarily to administer sponsored projects. These organizations are designated <i>primarily</i> to administer sponsored projects, which also includes individuals in large research departments who devote 100% of their time to Sponsored Project Administration and compliance officers.</p>	

LIB – Library	LIB
<p>Use this category to report space used for the operation of the libraries in the university library system. Library administration should also be reported to this category.</p> <p>Includes space used for:</p> <ul style="list-style-type: none"> • Storage of books and purchased material of the library. • Reading areas. • Study rooms. • Library administrative room areas. • Library Archives <p>Does not include space used for:</p> <ul style="list-style-type: none"> • Small departmental libraries that are not a part of the official university library system. That is considered <i>Department Administration</i>. • Rare book collections, which should be reported as Auxiliary/Other Institutional Activities. 	

PC - Patient Care	PC
<p>Use this category to report any and all space used for clinical practice activity, including the treatment of patients related to the Faculty Practice Plans.</p> <p>Includes space used for:</p> <ul style="list-style-type: none"> • Health care delivery and treatment rooms not related to research or instruction. • Patient care rooms (if any are assigned to your authority code). 	

FAMIS SPACE SURVEY INSTRUCTIONS

- Administrative and support services for the billing, collection, and distribution of professional fees.
- Faculty office space when used for scheduling, reviewing patient charts or other administrative activities related to clinical practice.
- Administrative support to faculty for any activity related to clinical practice.

These are all considered *Practice Plan Administration*.

FCO - Fixed Capital Outlay	FCO
<p>Use this category to report space used for the administration, supervision, operation, maintenance, preservation, and protection of the institution's physical facilities.</p> <p>Includes space used by:</p> <ul style="list-style-type: none">• Facilities Management.• Environmental Health & Safety offices.• University Police and Public Safety.• Campus Mail.• Telecommunications closets, custodial closets• Custodial Storage• Grounds Maintenance• Skilled craft shops, carpentry, HVAC, electrical	

Appendix B

Functional Categories - Descriptions

Description	Function Code	Grant Required
Clinical Trials/ Pharmaceuticals	CLIN	Yes
Departmental Administration	DA	No
Departmental Research	DR	No
General Administration	GA	No
Instruction	I	No
Library	LIB	No
Organized Research	OR	Yes
Other Institutional Activity / Auxiliary	OIA	No
Other Sponsored Activity	OSA	Yes
Patient Care	PC	No
Sponsored Instruction	SI	Yes
Sponsored Project Administration	SPA	No
Student Administration	SA	No
Vacant or Under Renovation	V	No
FCO - Fixed Capital Outlay	FCO	No

Appendix C

USF Codes List - Space usage codes used for local reporting

A&P Office - 00
Advisor Office - 57
Athletics - 66
Classroom Support - 58
Clinic - 01
Clinic Service - 02
Computer Lab - 03
Condemned - 04
Conference Room - 05
Consultation-Health Care - 06
Copy/Supply /Mail Room - 50
Cubicle(s) - 52
Day Care - 07
Departmental Classroom - 08
Departmental Lounge - 09
Dictation-Health Care - 10
Dining - 73
Dining Support - 74
Direct Support Organization - 11
DSO Office Space - 48
Faculty Administration - 12
General Classroom - 13
Graduate Assistant Office - 14
Graduate Studio - 15
Graduate Study Room - 16
Hazardous Waste - 17
Health Care/ Health Care Support - 77
Journal - 18
Leased Space - 19
Lecture Hall - 20
Library - 21
Media - 63
Media Support - 64
Meeting Room - 68
Meeting Room Support - 69

FAMIS SPACE SURVEY INSTRUCTIONS

Merchandising - 70
Non-University Occupancy - 22
Not Applicable - 23
Office - 75
Office Service - 26
Open Lab - 61
Open Lab Support - 62
OPS Office (Adjunct) - 24
OPS Office (non-instructional) - 25
Patient Restroom - 56
Ph.D. Students - 55
Post Office - 27
Postdoc Office - 46
Reception Area - 28
Recreation - 67
Research Lab - 29
Research Lab Service - 30
Residential - 76
Retired Faculty Office - 47
Satellite Computer Center - 31
Seminar Classroom - 32
Servers/Computer Hardware - 54
Shop - 71
Shop Support - 72
Special Use - 65
Staff Office - 44
Storage - 33
Student Assistant Office - 34
Student Class or Organization - 35
Student Lounge - 59
Student Study Room - 36
Studio - 37
Study Support/Stacks - 60
T&R Office (Instructor) - 38
T&R Office (Non-Tenure Faculty) - 49
T&R Office (tenure-track) - 39
Teaching Lab - 40
Teaching Lab Service - 41
Tenure Track Faculty - 42
Treatment Room - Health Care - 43
Unfinished Space - 45
Vending - 53

FAMIS SPACE SURVEY INSTRUCTIONS

Waiting Area - 51
Exterior Circulation - 901
Exterior Stairs - 902
Loading Dock - 903
Covered Walkway/Doorway/Alcove - 904
Elevator - 911
Lift - 912
Interior Circulation - 921
Interior Stairs - 922
Atrium - 923
Custodial Room- 931
Restroom - 941
Restroom W - 942
Restroom M - 943
Restroom Unisex - 944
Restroom Family - 945
Telecomm/Telephone Equip - 951
Mechanical Room - 961
Electrical Room - 962
Mechanical Chase - 963
ZZZ - Structural Area - 999