

# AiM 12.0.1

# 2024 Annual Space Survey

## TRAINING PRESENTATION

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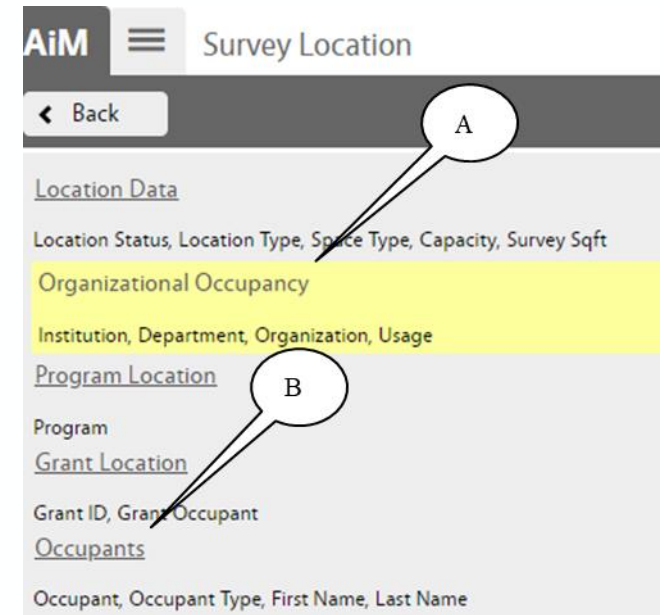


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# What is the Space Survey?

The space survey is the primary process of the campus room Inventory, used to collect the University's space-related information:

- Organizational Occupancy
  - Organization(s)/Department(s) & Percent(s)
  - Primary Usage(s) and Percent(s)
- Occupant(s)



# What is the Importance of the Space Survey?

## Regulatory Requirements

- Facilities and Administrative (F&A) rates.
- Meet federal and state requirements.

## Space Management

- Helps us validate the requirements for capital projects.
- It's a support mechanism to the University's strategic planning initiatives.
- Used to assess departmental space utilization and analysis.

## Budgeting and Planning

- Building and equipment depreciation tracking.
- O & M costs associated with structures.



# The Space Survey Fiscal Year period

**From July 01<sup>st</sup>, 2023 thru June 30<sup>th</sup>, 2024.**

The space survey must reflect the activities conducted in each room during the fiscal year.



# Space Representatives

## Space Surveyor:

Collects, verifies, and updates space data.

1. Review the rooms assigned to your space inventory are accurate.
2. Walk the space and identify the room(s) of the space survey.
3. Identify what space information has changed in each room,
  - The Organizational Occupancy – Department(s), Primary Usage(s) or Percent(s)
  - Occupants
4. Enter the space changes into the AiM space survey.



# Space Representatives

## Space Survey Approver:

1. Review the process followed by the Space Surveyor is correct.
2. Verify the space information surveyed by the Space Surveyor is accurate.
3. Correct or Return to the surveyor for corrections when needed.
4. Check that all locations' status at the space survey is either Verified or Changed.
5. Certify the space survey.
6. Route the Space Survey to the Space Administrator (Office of Space Planning) for final review and completion.

# Space Survey Resources

- **Space Survey Link** - provide to each department space surveyor & approver.

Example

MAJOR ADMINISTRATIVE UNIT	DEPARTMENT	2022 F-LEVELS	SPACE SURVEYOR	SPACE SURVEY APPROVER	SURVEY#	SURVEY LINK
FACILITIES AND SERVICES	FACILITIES AND SERVICES	F00XXX	Edelmira Estrada	Orasa Vaught	5279	<a href="https://aim-p.nmsu.edu/fmax/screen/SPACE_SURVEY_VIEW?spaceSurvey=5279">https://aim-p.nmsu.edu/fmax/screen/SPACE_SURVEY_VIEW?spaceSurvey=5279</a>

1. Click on the link.

- Enter your NMSU User Name and Password.
- Click on the **Login** button.



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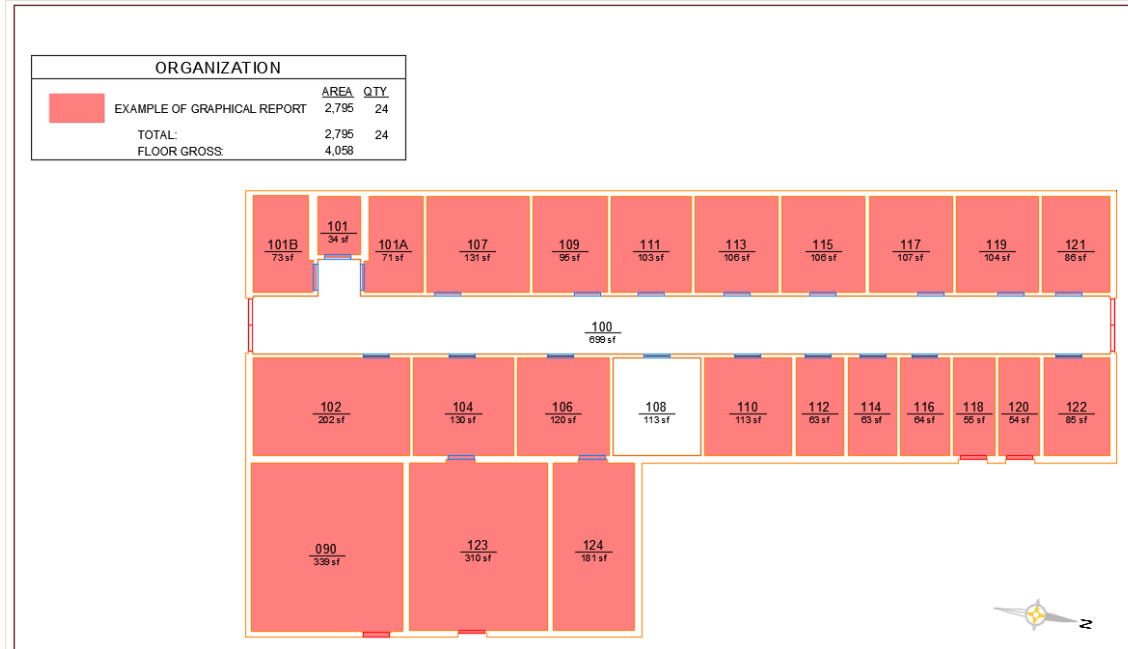


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# Space Survey Resources

## Floor Plans with a graphical representation of the department.

- Keep an eye on discrepancies between signage and the floor plans room numbers.
- We recommend you walk around your area with the floor plan in hand.



**Example:**

## Floor Plan with Graphical Report

The building name and number are shown in the graphical report.



# Space Survey Resources

## Space Survey User's Guide

### ➤ Appendix A: Functional Use Categories (Usages) – Pg. 30 & 31

Functional Use Code	Description	Definition and Examples	NMHED Eligibility	I&G	Banner Program Code
INS	Instruction	All space used for teaching and training (except research training). Includes vocational and technical teaching, instruction and training activities whether for credit or non-credit courses. Includes instruction, general academic, classrooms, and community education.	Eligible	Yes	1000-1080 Instruction



# Space Survey Resources

## Space Survey User's Guide

### ➤ Appendix B: Location Type (FICM) Codes – Pg. 32

- If you notice the ***Location Type (FICM)***, needs to be changed; do not edit them on the space survey; instead, add a description to the Notes Log or contact us.
- ***Location Type (FICM) changes can only be made through a space request submitted in AIM.***

100 Classroom Facilities	600 General Use Facilities	800 Health Care Facilities
110 Classrooms	610 Assembly	810 Patient Bedroom
115 Classroom Service	615 Assembly Service	815 Patient Bedroom Service
	620 Exhibition	820 Patient Bath
<b>200 Laboratory Facilities</b>	625 Exhibition Service	830 Nurse Station
210 Class Laboratory	630 Food Facility	835 Nurse Station Service
215 Class Laboratory Service	635 Food Facility Service	840 Surgery
220 Open Laboratory	640 Day Care	845 Surgery Service
225 Open Laboratory Service	645 Day Care Service	850 Treatment/Exam Clinic
250 Research/Nonclass Laboratory	650 Lounge	855 Treatment/Exam Clinic Svc
255 Research/Nonclass Laboratory Service	655 Lounge Service	860 Diagnostic Service Laboratory
	660 Merchandising	865 Diagnostic Service Laboratory Svc

# The Space Survey Main Screen

**A** 2481  
2016 Annual Space Survey - Financial Systems Administration  
Last Edited by SHARNELS On 05/24/2016 03:11 PM

**B** Institution: LAS CRUCES  
Department: LAS CRUCES  
Department: S30340  
Organization: F00602

**C** Survey: 19  
Verified: 0  
Changed: 0  
Remaining: 19

**D** Survey Location

Location or Room	Floor	University	Campus	Property	Location Type	Status
<a href="#">100A</a>	1	NMSU	LAS CRUCES	412A	W05	Awaiting Survey
<a href="#">101</a>	1	NMSU	LAS CRUCES	412A	310	Awaiting Survey
<a href="#">101B</a>	1	NMSU	LAS CRUCES	412A	310	Awaiting Survey
<a href="#">101C</a>	1	NMSU	LAS CRUCES	412A	310	Awaiting Survey
<a href="#">101D</a>	1	NMSU	LAS CRUCES	412A	350	Awaiting Survey
<a href="#">102</a>	1	NMSU	LAS CRUCES	412A	310	Awaiting Survey

**E** Status: [OPEN](#)

**F** Action menu items: Email, View, Extra Description, Sent Email, Notes Log, Status History, Related Documents

- A. Displays the space survey number and detailed description.
- B. Displays the campus, department, and organization to which this survey applies.
- C. These fields show the number of locations to be surveyed.
- D. Detailed list of the locations.
- E. The survey **Status** field; it's the one item on the screen that you will change.
- F. These menu items allow you to send an email, add an extra description, notes log, or attach related documents.

# Changing the Survey Status

**Survey Location**

Location or Room	Floor	University	Campus	Property	Location Type	Status
<a href="#">100A</a>	1	NMSU	LAS CRUCES	412A	W05	Awaiting Survey
<a href="#">101</a>	1	NMSU	LAS CRUCES	412A	310	Awaiting Survey
<a href="#">101B</a>	1	NMSU	LAS CRUCES	412A	310	Awaiting Survey
<a href="#">101C</a>	1	NMSU	LAS CRUCES	412A	310	Awaiting Survey
<a href="#">101D</a>	1	NMSU	LAS CRUCES	412A	350	Awaiting Survey
<a href="#">102</a>	1	NMSU	LAS CRUCES	412A	310	Awaiting Survey

1. Click on the Status zoom icon

2. The Space Survey Status window will display.

Status	Description
OPEN	SURVEY IS CURRENTLY OPEN
<b>SURVEYING</b>	SURVEYING IS IN PROGRESS
AWAITING CERT	SURVEYOR HAS COMPLETED SURVEY. REVIEW TO BE COMPLETED BY BUSINESS MANAGER

3. Select Surveying and Click Done

4. When you click done, you will return to the main survey screen.

# Changing the Survey Status

5. Click Save

6. Once you save, the edit button will re appear.

The screenshot shows the AiM Space Survey interface. At the top, there is a navigation bar with 'AiM', 'Space Survey', and 'SHARNELS About Logout'. Below this is a toolbar with 'Edit', 'Search', and 'Browse' buttons. The 'Edit' button is highlighted with a red arrow. The main content area shows a survey entry for '2481' with details like 'Last Edited by SHARNELS On 05/24/2016 03:11 PM', 'Status: OPEN', 'Type: Organ', and 'Survey Date: Jun 29'. Below this is a table titled 'Survey Location' with columns: Location or Room, Floor, University, Campus, Property, Location Type, and Status. The table contains several rows of location data.

Location or Room	Floor	University	Campus	Property	Location Type	Status
100A	1	NMSU	LAS CRUCES	412A	W05	Awaiting Survey
101	1	NMSU	LAS CRUCES	412A	310	Awaiting Survey
101B	1	NMSU	LAS CRUCES	412A	310	Awaiting Survey
101C	1	NMSU	LAS CRUCES	412A	310	Awaiting Survey
101D	1	NMSU	LAS CRUCES	412A	350	Awaiting Survey
102	1	NMSU	LAS CRUCES	412A	310	Awaiting Survey

7. Click on the first location

The screenshot shows the AiM Space Survey interface in edit mode. At the top, there is a navigation bar with 'AiM', 'Space Survey', and 'SHARNELS About Logout'. Below this is a toolbar with 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red box. The main content area shows a survey entry for '2481' with details like 'Last Edited by SHARNELS On 05/24/2016 03:11 PM', 'Status: SURVEYING Q', 'Type: Organization', 'Survey Date: Jun 29, 2016', and 'Template: 1005'. Below this is a table titled 'Survey Location' with columns: Location or Room, Floor, University, Campus, Property, Location Type, and Status. The table contains several rows of location data.

Location or Room	Floor	University	Campus	Property	Location Type	Status
100A	1	NMSU	LAS CRUCES	412A	W05	Awaiting Survey
101	1	NMSU	LAS CRUCES	412A	310	Awaiting Survey
101B	1	NMSU	LAS CRUCES	412A	310	Awaiting Survey
101C	1	NMSU	LAS CRUCES	412A	310	Awaiting Survey
101D	1	NMSU	LAS CRUCES	412A	350	Awaiting Survey
102	1	NMSU	LAS CRUCES	412A	310	Awaiting Survey

# Survey Location Screen

**NOT TO BE EDIT**

- The **Survey Location** screen provides detailed space information on the selected location.
- Here you will be able to select the **Organizational Occupancy & Occupants** section to survey.
- The little section below is for viewing purposes **ONLY**.
- Please do not edit any information on this screen

# Live Training

- Examples to change:
  - Organizational Occupancy
  - Primary Usages
  - Percent's
  - Occupants
  
- Click on the space survey example link:

[https://aim-u.nmsu.edu/fmax/screen/SPACE\\_SURVEY\\_VIEW?spaceSurvey=5307](https://aim-u.nmsu.edu/fmax/screen/SPACE_SURVEY_VIEW?spaceSurvey=5307)



# Certifying the Space Survey

## Accessing the Space Survey – Space Approver

- The surveyor has completed the surveying process for an organization and sent an email to the space approver indicating the space survey is complete and ready to be review and certify; use the link in the email to access the survey directly.



Mon 3/22/2021 11:57 AM

EEOROZCO@NMSU.EDU

2021 Space Survey

To Edelmira Estrada Orozco

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A message from user EEOROZCO

Space Survey is complete and ready for your review.

Thank you  
Milly Estrada

[https://aim-u.nmsu.edu/fmax/screen/SPACE\\_SURVEY\\_VIEW?spaceSurvey=5307](https://aim-u.nmsu.edu/fmax/screen/SPACE_SURVEY_VIEW?spaceSurvey=5307)

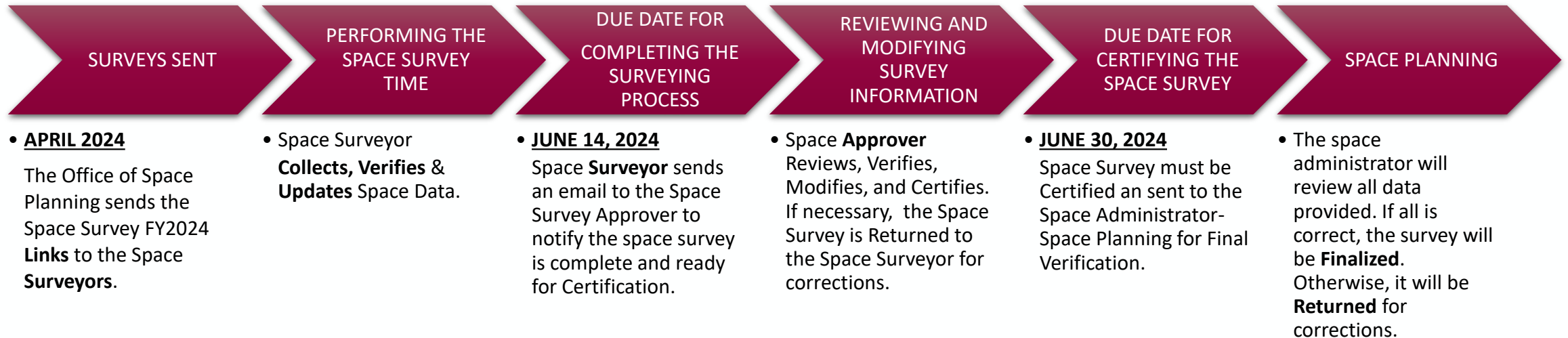


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# Space Survey Timeline and Due Date

## Allow yourself plenty of time to complete your survey



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# Contact Us

WITH YOUR QUESTIONS OR COMMENTS!

OFFICE OF SPACE PLANNING

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