



**New Mexico State University**

Office of Space Planning

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*AiM 12.0.1 Space Survey User Guide*

*March 2024*

## **Confidential Business Information**

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## **Introduction**

Every year the University conducts an annual space survey. The information furnished by campus departments on the survey is provided to a number of state and federal agencies and is used in many different ways on behalf of NMSU. In addition to being critical for internal records, the information has a direct bearing on cost allocations in several areas; therefore, it is critical that the survey be completed in a timely manner as accurately as possible.

Beginning in 2016, the space survey will be conducted in the AiM system. Utilizing our enterprise system for conducting the survey will facilitate reporting and allow us to ensure that all organizations are completing it consistently.

## Performing the Space Survey

### Accessing the Space Survey

If you have been identified as the individual performing the space survey for your organization, you will receive an email with a [link](#) to the survey after you have completed training. Once you receive the email, you may begin the surveying process at any time. If you will be performing the survey for more than one organization, you will receive an email with a link for each organization (F-level).

Greetings!

RE: Annual Space Survey

The information you furnish in these surveys is provided to several state and federal agencies and is used in many ways on behalf of NMSU by different entities; please pay particular attention to the accuracy of the information reported. Besides being critical for our internal records, this information has a direct bearing on cost allocations in several areas.

The links provided below will take you to your FY 2024 Space Survey. Your space survey will be reviewed by the primary business officer/manager and submitted to the Office of Space Planning for final verification.

For each location in the space survey, do the following:

1. Follow the instructions in the manual to verify and update the following information:
  - Organizational Occupancy (F-Level, Usage Types, Percentages).
  - Occupants (must have an occupant in every Office – 310 location type).
2. Continue to survey each location until they all have a status of Verified or Changed.
3. Change the status of the Space Survey to 'AWAITING CERT' when you have completed the survey and follow the instructions to send an email notification.

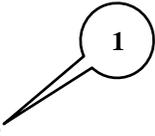
The deadline for submission to Space Planning is **June 30, 2024**.

The Office of Space Planning can be contacted at [space-mgt@nmsu.edu](mailto:space-mgt@nmsu.edu) or 575-646-2509 should you have questions regarding the annual space survey.

Thank You!

Hyperlink Example:

F00001 - [https://aim-p.nmsu.edu/fmax/screen/SPACE\\_SURVEY\\_VIEW?spaceSurvey=4823](https://aim-p.nmsu.edu/fmax/screen/SPACE_SURVEY_VIEW?spaceSurvey=4823)

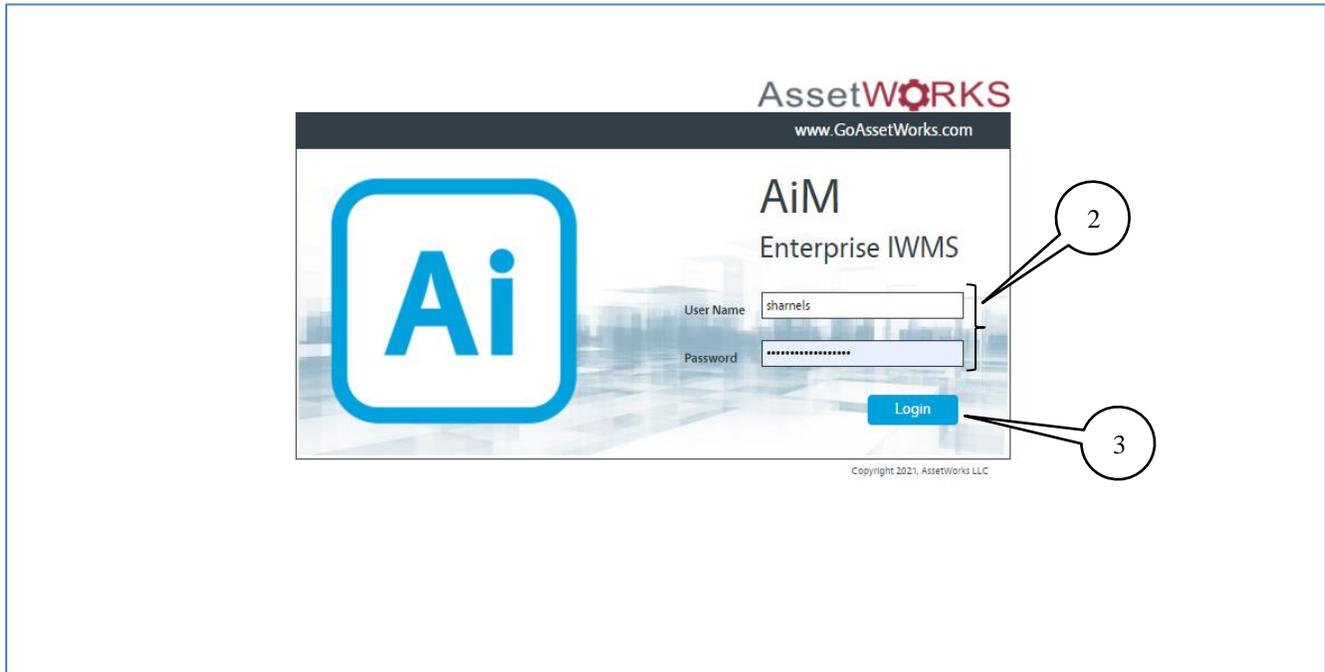


1

1. Click on the hyperlink in the email you receive (or copy it and paste it into your browser's address bar) to access the AiM system.

## Accessing the Space Survey

The AiM logon screen will be displayed.



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

The space survey main screen will display

The screenshot shows the AiM Space Survey interface. At the top, there is a header with 'AiM' and 'Space Survey' on the left, and 'SHARNELS About Logout' on the right. Below the header is a navigation bar with 'Edit', 'Search', and 'Browse'. A left sidebar contains an 'Action' menu with options like 'Email', 'View', 'Extra Description', 'Sent Email', 'Notes Log', 'Status History', and 'Related Documents'. The main content area displays a survey card for '2481' with a description '2016 Annual Space Survey - Financial Systems Administration'. Below this is a table of survey completion statistics for 'LAS CRUCES' and 'FINANCIAL SYSTEMS'. At the bottom is a 'Survey Location' table listing various rooms and their status.

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

- A. Space survey number and detailed description.
- B. The campus, department, and organization for which this survey applies are displayed in this section of the screen.
- C. These fields show the completion of information for this organization survey:
  - **Survey** shows the total number of locations (rooms) to be verified or changed.
  - **Verified** shows the number of locations that didn't need a change to their current data.
  - **Changed** shows the number of locations that had an update to their current data.
  - **Remaining** shows the number of locations that have not yet been surveyed for this organization.
- D. The individual locations (rooms) included in this space survey are listed in the bottom section.
- E. The survey **Status** is the only field on this screen that you will change. It can have one of these possible values:
  1. **OPEN** – This is the status when the survey is generated and sent to you.
  2. **SURVEYING** – This is the status you will set to start surveying and keep while you are working on the survey.
  3. **AWAITING CERT** – This is the status you will set when you have completed the survey and are sending it to your space survey approver.
  4. **RETURNED** – This is the status that will be set by the space survey approver or by the NMSU Space Management office if corrections are needed.
- F. These menu items allow you to take additional actions on the survey, including sending an email notification to the survey approver when you have finished conducting the survey and adding notes to the survey.

## Changing the Survey Status

The screenshot shows the AiM Space Survey interface. The 'Edit' button is highlighted with a callout bubble containing the number '4'. The interface displays a survey titled '2016 Annual Space Survey - Financial Systems Administration' with a status of 'OPEN'. The survey details include: Institution (LAS CRUCES), Department (530340), Organization (F00602), Survey Date (Jun 29, 2016), and Template (2016 Annual Space Survey -). A table below shows the survey location details for various rooms at NMSU, all with a status of 'Awaiting Survey'.

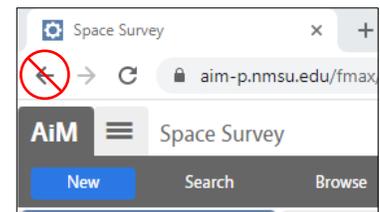
Location or Room	Floor	University	Campus	Property	Location Type	Status
<a href="#">100A</a>	1	NMSU	LAS CRUCES	412A	W05	Awaiting Survey
<a href="#">101</a>	1	NMSU	LAS CRUCES	412A	310	Awaiting Survey
<a href="#">101B</a>	1	NMSU	LAS CRUCES	412A	310	Awaiting Survey
<a href="#">101C</a>	1	NMSU	LAS CRUCES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

- Click on the Edit button to begin the surveying process.

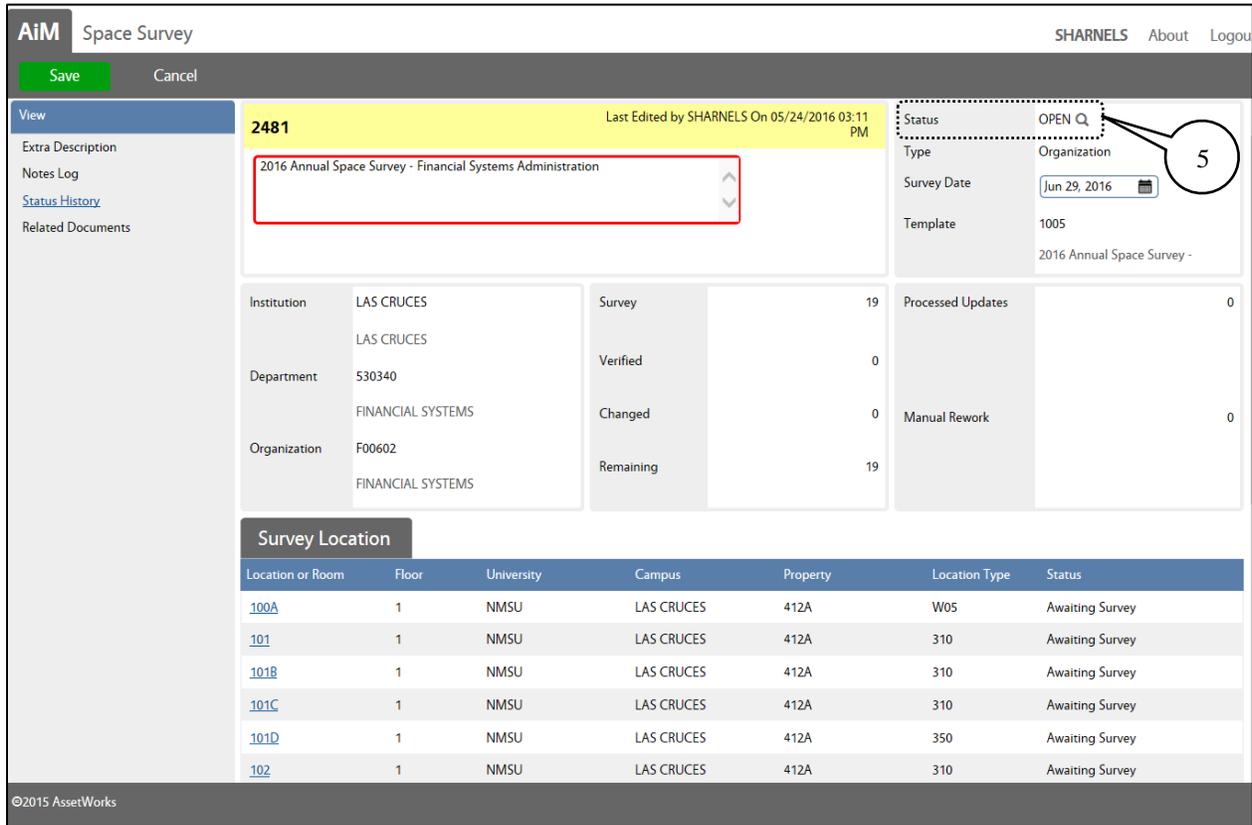
**NOTE:** *It is a good idea; to **Save** your work periodically as you go through the space survey.*



Do not click the browser back button to go back to previous screens. Clicking on the browser back button will cause the AIM system to freeze and lock. The approximate wait time is 15-30 minutes to log back in.

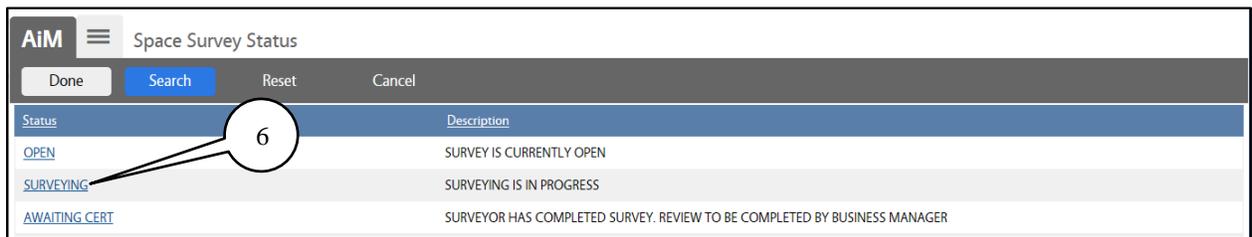


## Changing the Survey Status



5. Click on the **Status** zoom icon  to change the survey status.

The list of statuses that you can select will be displayed.



6. Click on **SURVEYING**.

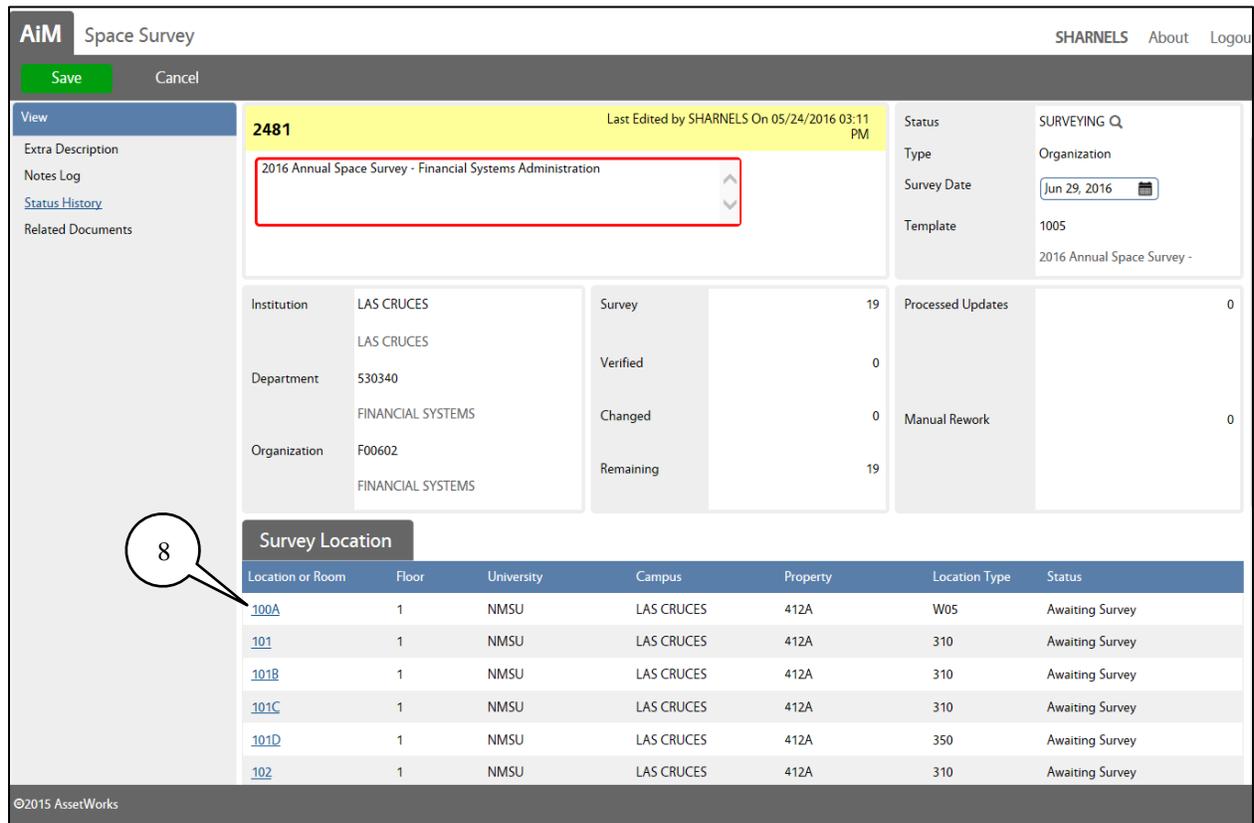
When you click on surveying status, you will return to the **Space Survey** main screen.

## Changing the Survey Status



- Click on the Save button. Once you save, the Edit button will re-appear; click on it to start surveying.

Notice that the **Status** has changed to **SURVEYING**.



- Click on the first location (room) **number** to start surveying.

**NOTE:** You must change the status to **“SURVEYING”** to see your **Survey Locations**.

## Survey Location Data

The **Survey Location** screen will appear. The **Location Data** section information is displayed on the screen. **This section is for viewing purposes ONLY. Please do not edit any information on this screen.**

The screenshot shows the 'Survey Location' screen in the AiM system. The top navigation bar includes 'Done' and 'Cancel' buttons. The main content area is divided into several sections:

- Location Data** (highlighted in yellow): Lists 'Location Status, Location Type, Space Type, Capacity, Survey Sqft'.
- Organizational Occupancy**: Lists 'Institution, Department, Organization, Usage'.
- Program Location**: Lists 'Program'.
- Grant Location**: Lists 'Grant ID, Grant Occupant'.
- Occupants**: Lists 'Occupant, Occupant Type, First Name, Last Name'.

On the right side, there is a summary table for the location:

University	NMSU	Status	Awaiting Survey
	NEW MEXICO STATE UNIVERSITY		
Campus	LAS CRUCES		
	LAS CRUCES		
Property	412A		
	ACADEMIC RESEARCH A		
Floor	1		
	Floor 1		
Location or Room	101D		
	FSA CONFERENCE ROOM		

Below this table, a detailed view of the location data is shown:

Location Type	350	Location Status	ACTIVE
Space Type	ASSIGNABLE	Stations	31
Primary Usage	INS	Survey Sqft	317.0

A red box highlights the input fields for Location Type (350), Space Type (ASSIGNABLE), Primary Usage (INS), Location Status (ACTIVE), Stations (31), and Survey Sqft (317). A red line and the text 'NOT TO BE EDITED' are overlaid on this section. Callouts 9, 10, and 11 point to the Location Type, Primary Usage, and Stations fields respectively.

9. Verify the **Location Type** is still valid.

- ✓ The **Location Type** is also known as the **FICM** code.

**FICM** codes are listed in [Appendix B](#) for your reference.

10. Verify the **Primary Usage** of the space.

- ✓ This field is also known as the **Functional Use** of the space.
- ✓ **Primary Usage** must be changed in the *Organizational Occupancy* section.

**Functional Use** categories with descriptions and examples are listed in [Appendix A](#) for your reference.

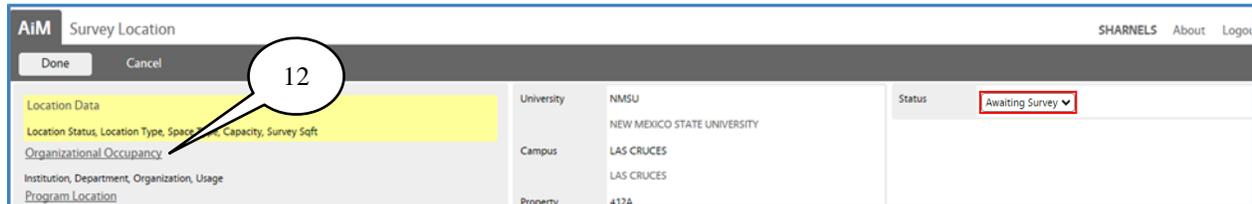
11. Verify the number of stations (or seats).

**Note 1:** If you notice the **Location Type (FICM)**, Space Type, Location Status, Stations, or Survey Sqft need to be changed; do not edit them on this screen; instead, add a description to the Notes Log.

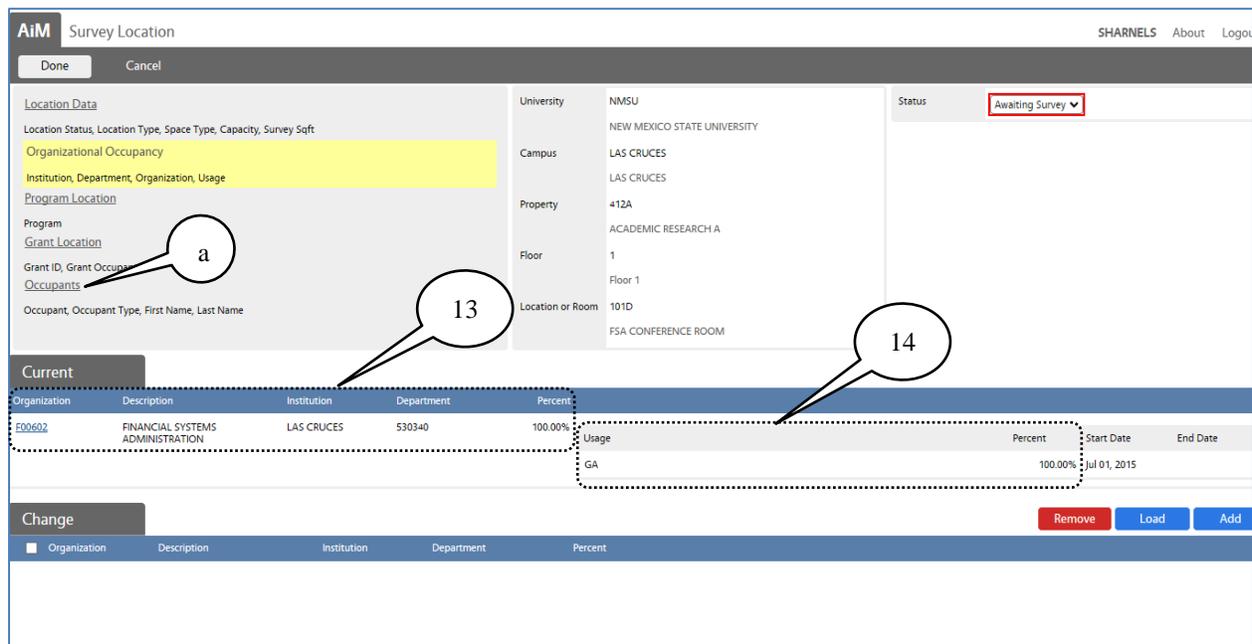
**Note 2:** **Location Type (FICM)** changes can only be made through a [space request](#) submitted in AiM.

## Organizational Occupancy

The **Organizational Occupancy** section of the survey allows you to allocate the space among multiple organizations or change the organization utilizing the space. It also allows you to split the **Primary Usage** types within an organization.



12. Click on the **Organizational Occupancy** link.



Review the **Current** section of the screen.

13. Review the **Organization (F-level)** and **Percent** current information.

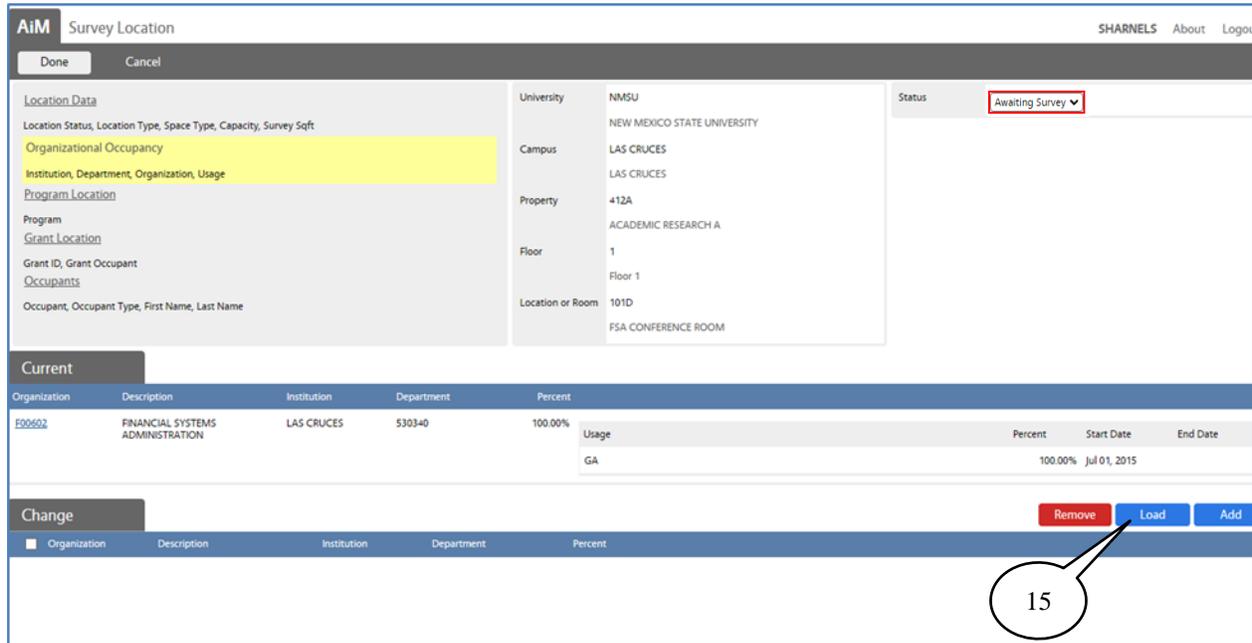
14. Review the **Usage (Primary Usage)** and **Percent** current information.

If the current screen information is correct and no changes are required -

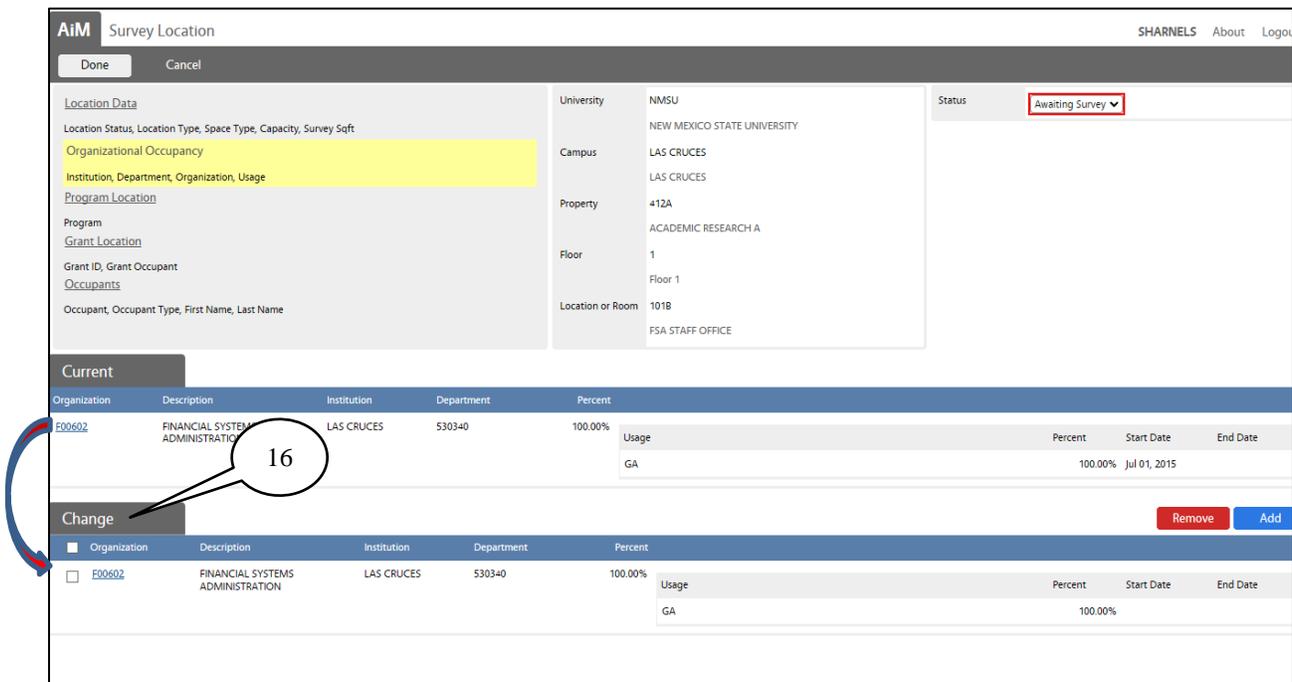
- a. Click on the **Occupants** link and proceed to the Occupants section of this manual (page 16).

If changes are necessary to the **Organization (F-level)**, **Usage (Primary Usage)**, or **Percent**, keep going into the following page.

## Organizational Occupancy

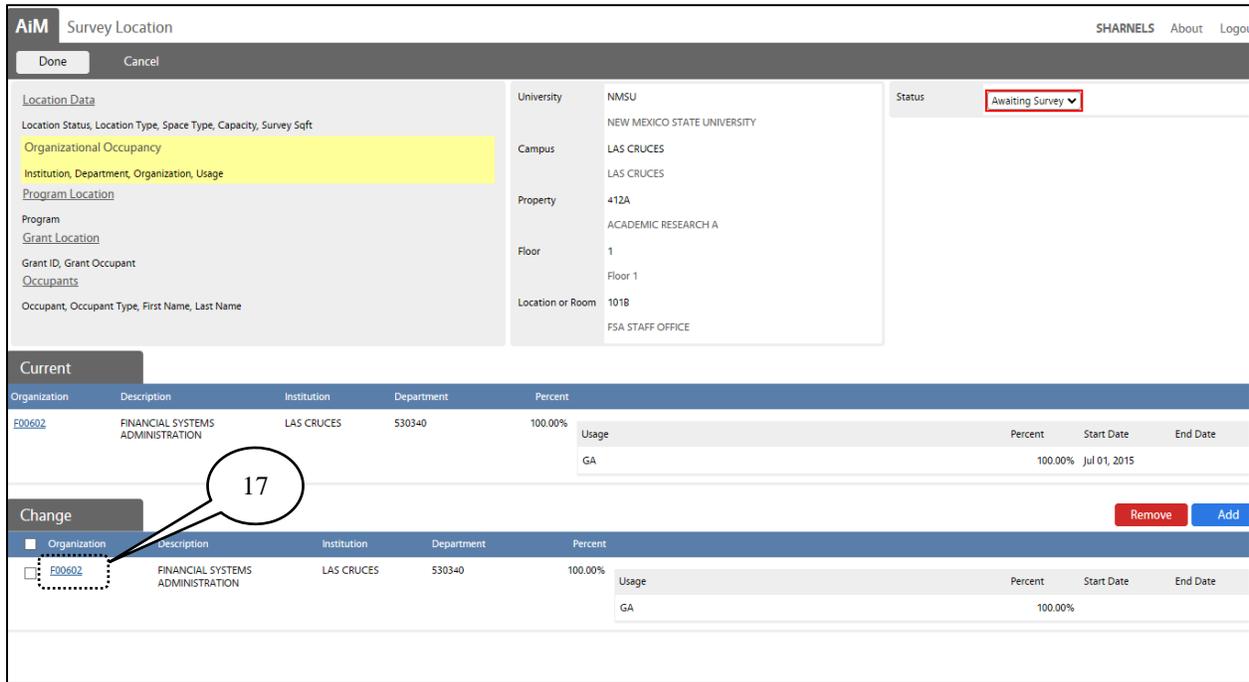


15. Click on the **Load** button to **load the current information for editing**. Do this **ONLY** if you need to change the current information.



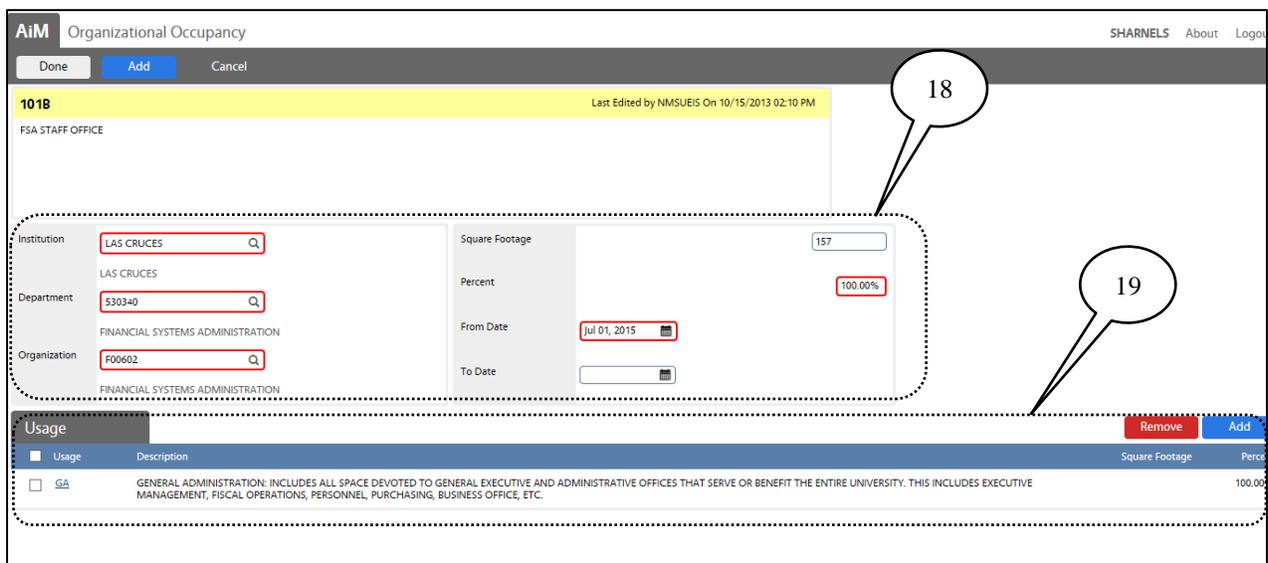
16. The **Current** organization information is loaded to the **Change** section, where the editing will start.

## Organizational Occupancy



17. Click on the **Organization (F-Level) number** to change the **Organization (F-level), Percentage and/or Primary Usage**.

The **Organizational Occupancy** screen will display when you click on the F-level number.



18. The **Organization (F-Level) and Percent Current** information is displayed in this section of the screen.

19. The **Usage (Primary Usage) and Percent Current** information is displayed in this section of the screen.

## Organizational Occupancy

End the current Organization (F-level), Primary Usage, and Percent.

The screenshot shows the 'Organizational Occupancy' form in the AiM system. The form is for record '101B' and is titled 'FSA STAFF OFFICE'. It includes fields for Institution (LAS CRUCES), Department (530340), and Organization (F00602). The Percent field is set to 100.00%. The From Date is Jul 01, 2015, and the To Date is June 30, 2021. A table below shows Usage with a code 'GA' selected. Callout 20 points to the To Date field, and callout 21 points to the Usage code 'GA'.

20. You must insert an **End Date** (to date) to the current **Organization**.

21. Click on the **Usage (Primary Usage Code)** to end date the current **Usage**.

The **Organizational Occupancy Usage** screen will display when you click on the usage code.

The screenshot shows the 'Organizational Occupancy Usage' form in the AiM system. The form is for record 'Usage' and is titled 'VACANT SPACE'. It includes fields for Usage (VAC), Percent (100.00%), and Square Footage. The Start Date is empty, and the End Date is June 30, 2021. Callout 22 points to the End Date field, and callout 23 points to the Done button.

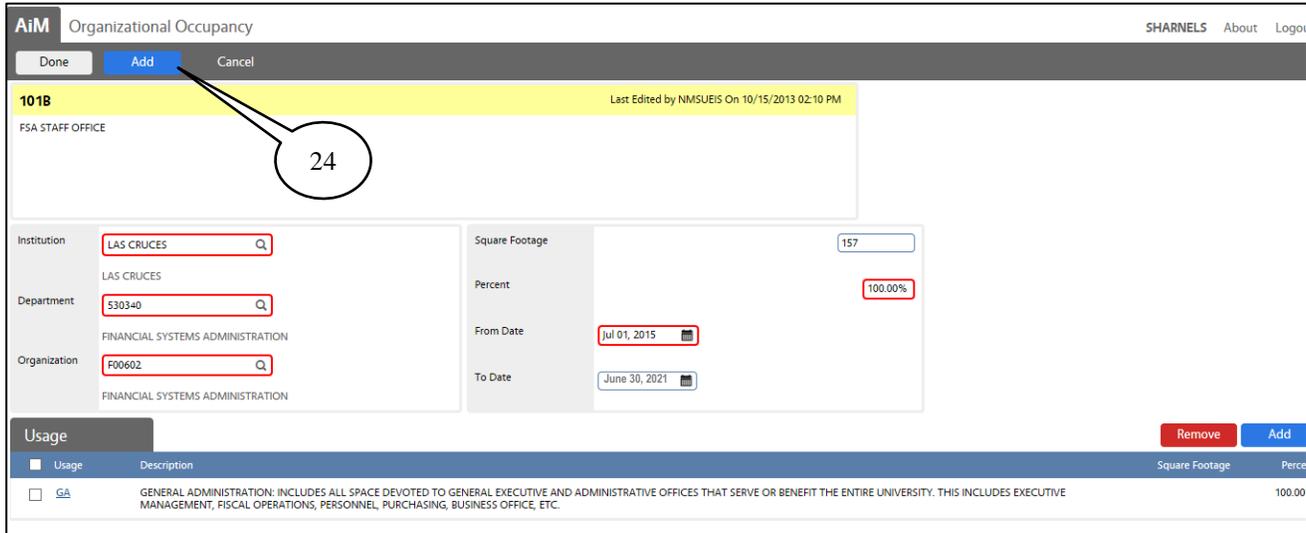
22. You must insert an **End Date** to the current **Usage**.

23. Click on the **Done** button.

When you click done, the screen will go back to the **Organizational Occupancy** screen.

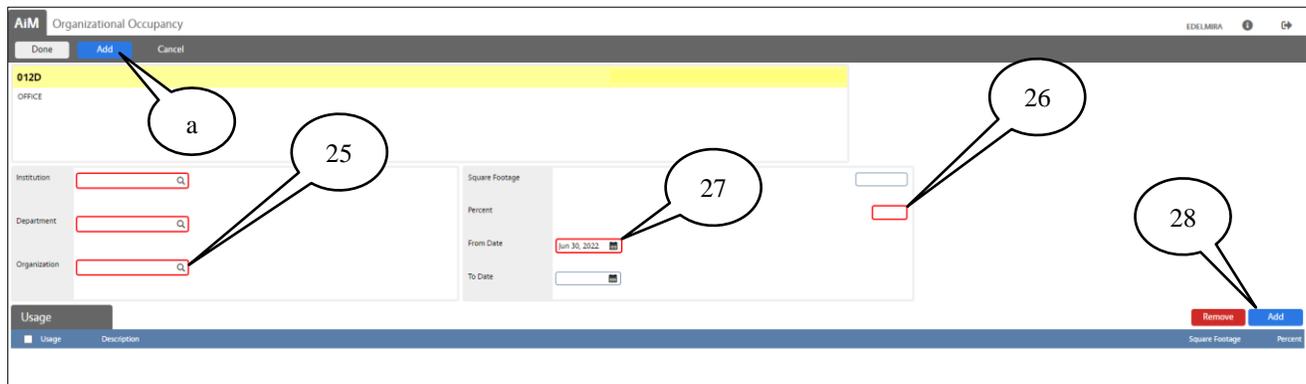
## Organizational Occupancy

Add a new Organization (F-level), Primary Usage, and Percent.



24. Click on the **Add** button.

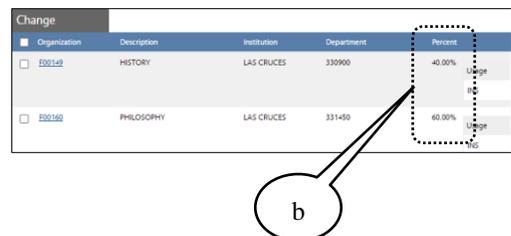
A blank **Organizational Occupancy** screen will be open.



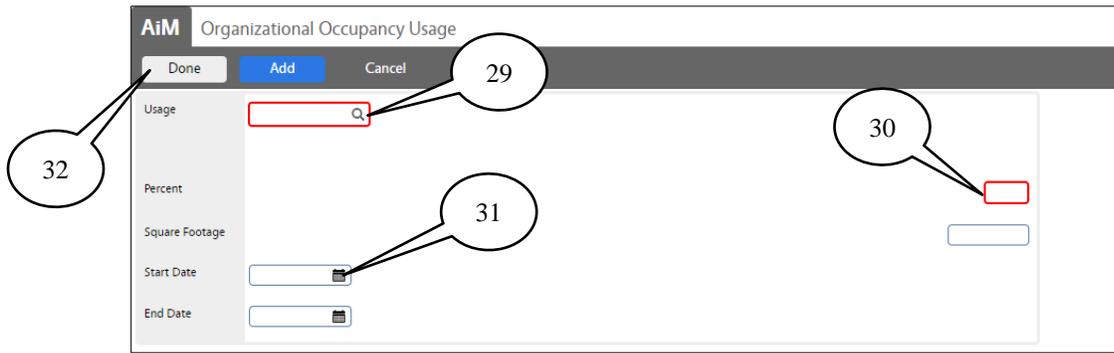
25. Click inside the red box, type the **Organization (F-level)** number and click on  the zoom icon. This action will automatically load the *Department* and *Institution* information.
26. Click inside the red box type the organization **Percent** information. The total percent of the **Organization** must equal 100%.
27. Click on the calendar icon to add the **Start Date** (from date) for the new organization.
28. Click on the **Add** button to load the **Organizational Occupancy Usage** screen.



- If more than one **Organization** uses the space,
- a. Click on the Add button, repeat steps 25 to 33.
  - b. The total percent among all the **Organizations** must equal 100% in the **Percent** field.



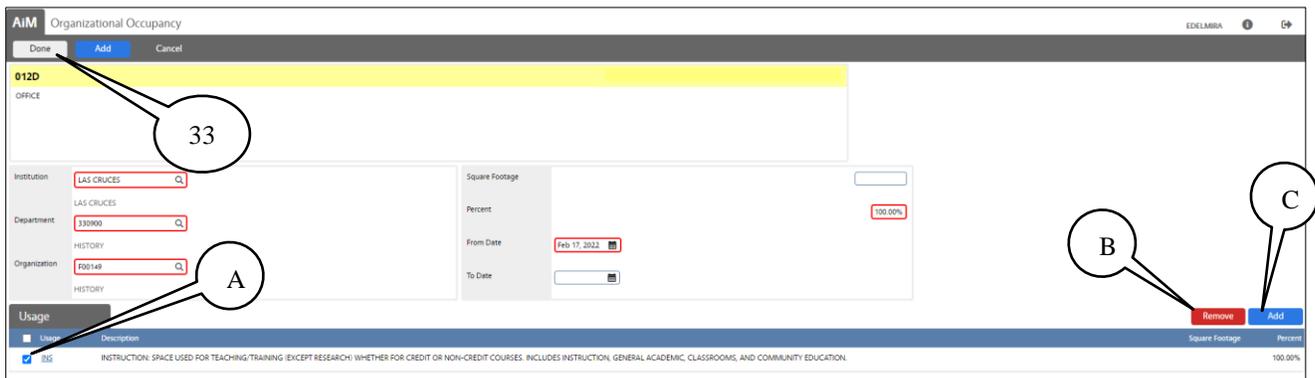
## Organizational Occupancy



29. **Option 1-** Click inside the red box, type the **Primary Usage** *abbreviated code* and click on the zoom icon. This action will automatically populate the Usage information.
  - Option 2-** Click on the zoom icon; a new screen will open; choose the usage code and click done.
30. Click inside the red box type the primary usage **Percent** information. The total percent of the **Primary Usage** must equal 100%.
31. Click on the calendar icon add the **Start Date** for the new primary usage.
32. Click on the **Done** button.

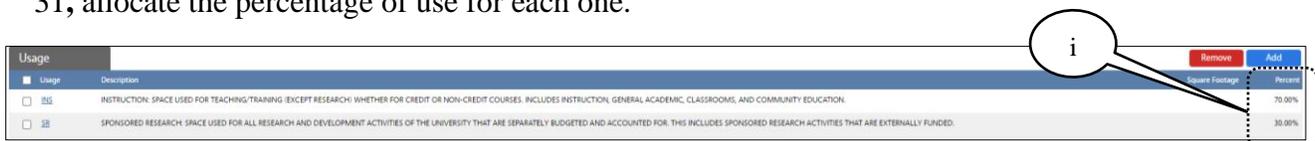
The screen will go back to the Organization Occupancy.

33. Click on **Done** to save take you to the Survey Location-**Organizational Occupancy** screen.



- A. To remove a **Primary Usage**, click in  the check box.
- B. Click on the **Remove** button.
- C. Click on the **Add** button to re-add the usage(s) code(s).

If the Organization has multiple **Usage codes**, click on the **Add** button and repeat steps from 29 to 31, allocate the percentage of use for each one.



- i. The total percentage among **Primary Usage(s)** must equal 100%.

## Organizational Occupancy

Here at the *Survey Location-Organizational Occupancy* screen, you can notice:

**Current**

Organization	Description	Institution	Department	Percent	Usage	Percent	Start Date	End Date
ES1020	FS UNIVERSITY ARCHITECT & SPACE MGT	LAS CRUCES	500765	100.00%	Usage	100.00%	Jul 1, 2021	
					VAC			

**Change**

Organization	Description	Institution	Department	Percent	Usage	Percent	Start Date	End Date
<input type="checkbox"/> ES1020	FS UNIVERSITY ARCHITECT & SPACE MGT	LAS CRUCES	500765	100.00%	Usage	100.00%		Feb 16, 2022
<input type="checkbox"/> ES0148	HISTORY	LAS CRUCES	330900	40.00%	Usage	100.00%	Feb 17, 2022	
<input type="checkbox"/> ES0160	PHILOSOPHY	LAS CRUCES	331450	60.00%	Usage	70.00%	Feb 17, 2022	
					INS	30.00%	Feb 17, 2022	

- ✓ The **End Date** for the current organization, primary usage, and percent.
- ✓ The **New Organization(s)**, **Primary Usage(s)**, **Percent's** and **Start Date**.
- ✓ The Survey Status has change to **Changed**.

When you have finished allocating **Organizations** and **Primary Usages**; if no more changes are required and the updates are correct:

34. Click on the **Occupants link**.



Need that “LOAD” button back? Information in the Change section must be empty first.

- A. Click in the Organization check box  to select all.
- B. Click on the red **Remove** button.
- C. Click on the **Done** button; you will go back to the main screen and click **Save**.

## Occupants

The Survey Location - **Occupants** section screen will display.

The screenshot shows the 'Survey Location' screen in the AiM system. The top navigation bar includes 'AiM Survey Location', 'SHARNELS', 'About', and 'Logout'. Below the navigation bar are 'Done' and 'Cancel' buttons. The main content area is divided into several sections:

- Location Data:** Includes fields for Location Status, Location Type, Space Type, Organizational Occupancy, Institution, Department, Organization, Usage, Program, Grant, Grant ID, Grant Occupant, and Occupants. A callout 'b' points to the 'Done' button.
- University Details:** Lists University (NMSU), Campus (LAS CRUCES), Property (412A), Floor (1), and Location or Room (101B).
- Status:** A dropdown menu is set to 'Verified', with a callout 'a' pointing to it.
- Current:** A table showing the current occupant:
 

Occupant	First Name	Last Name	Occupant Type	Start Date	End Date	Primary
<a href="#">CARACA</a>	CARL	BACA		Jul 01, 2015		

 A callout '35' points to the 'Occupants' section header.
- Change:** A section with a 'Remove' button and 'Load' and 'Add' buttons. A callout '36' points to the 'Load' button.

The Occupants **Current** section of the screen will display a list of the occupants currently assigned to the location.

35. Verify the occupant(s) listed in the **Current** section are correct.

If the current screen Occupant(s) information are correct and no changes are required -

- Click on the *survey location* screen **Status** drop-down arrow and select **Verified**
- Click on the **Done** button and proceed to the **Completing the Surveying Process** section of this manual (page 20).

If changes are required to the **Occupants** section -

36. Click on the **Load** button.

**NOTE:** *Occupants can occupy the following Location Types (FICM):*

- Office – 310 (required)*
- House – 970*
- Shop – 720*
- Research Lab – 250 (only if the occupant does not have a designated office).*
- Classroom Lab – 210 (only if this space serves as a lab and office for the occupant).*

## Occupants

**AiM Survey Location** SHARNELS About Logout

Done Cancel

**Location Data**

Location Status, Location Type, Space Type, Capacity, Survey Sqft  
 Organizational Occupancy  
 Institution, Department, Organization, Usage  
 Program  
 Grant  
 Grant ID, Grant Occupant  
 Occupants  
 Occupant, Occupant Type, First Name, Last Name

University: NMSU  
 NEW MEXICO STATE UNIVERSITY  
 Campus: LAS CRUCES  
 LAS CRUCES  
 Property: 412A  
 ACADEMIC RESEARCH A  
 Floor: 1  
 Floor 1  
 Location or Room: 101B  
 FSA STAFF OFFICE

Status: Changed

**Current**

Occupant	First Name	Last Name	Occupant Type	Start Date	End Date	Primary
CABACA	CARL	BACA		Jul 01, 2015		

**Change**

Occupant	First Name	Last Name	Occupant Type	Start Date	End Date	Primary
<input type="checkbox"/> CABACA	CARL	BACA		Jul 01, 2015		

Remove Add

37. The **Current** occupants of the location will be displayed in the **Change** section.  
 ✓ The occupants' names can now be edited/removed, and new occupants added.

38. Click on the **Occupant user name** to end date the **Current** occupant's occupancy.

The **Occupants** screen will display when you click the occupant user name.

**AiM Occupants** EDELMIRA

Done Add Cancel

16C  
 OFFICE  
 Last Edited by DEANNA JUMBO On 11/9/20 11:47 AM

Occupant: CABACA

First Name: CARL  
 Last Name: BACA  
 Occupant Type:   
 Primary:

Start Date: Apr 1, 2021

End Date:

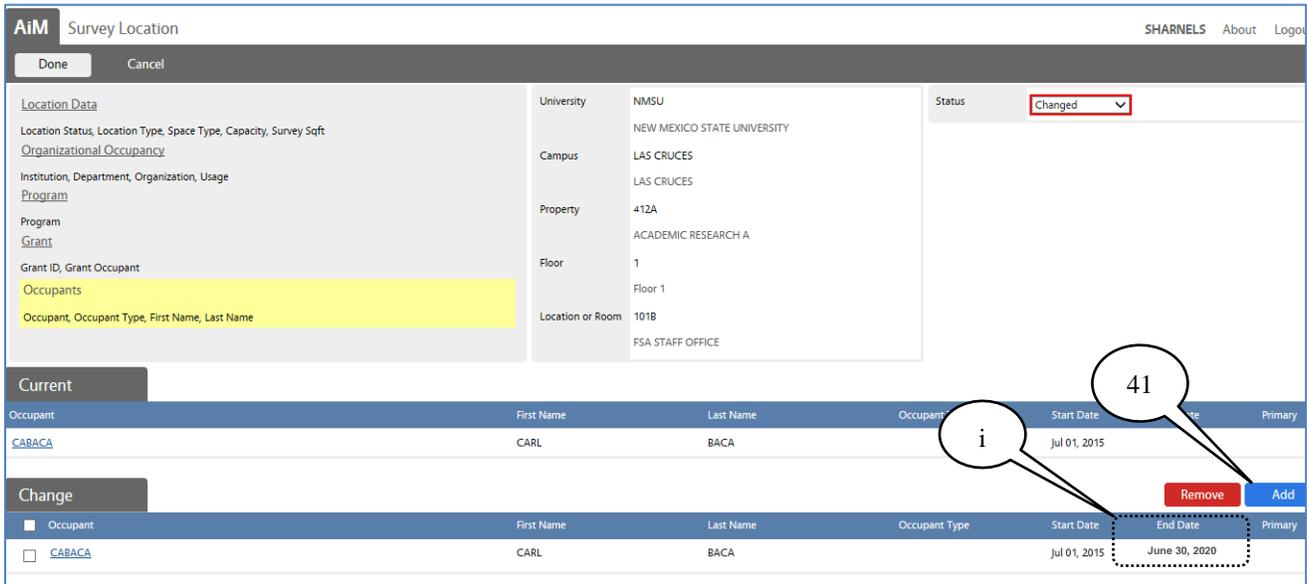
Percentage Occupancy:   
 Square Footage:

39. Click on the calendar icon add the **End Date** for the current Occupant at this location.  
 ✓ Preferably the actual date; if unknown, enter an estimated date.

40. Click **Done** you will return to the Survey Location - **Occupants** screen.

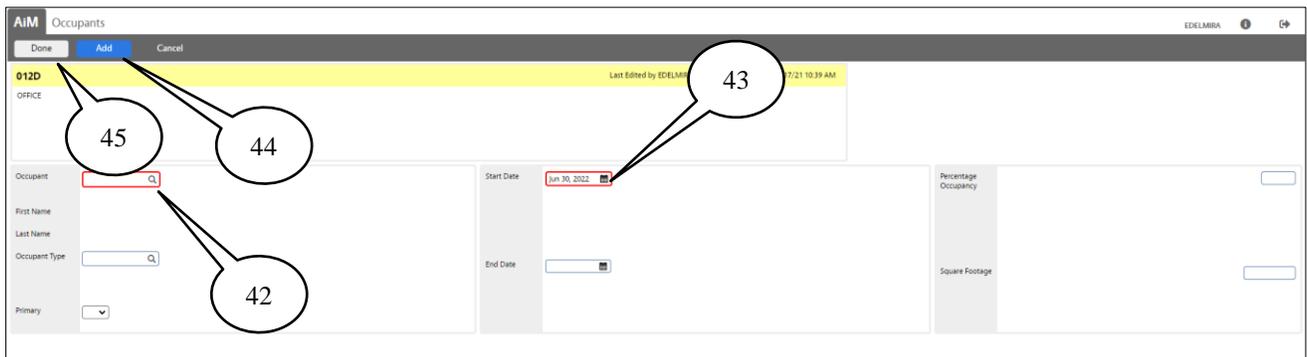
**NOTE:** If the **Current occupant(s)** will remain at the location, but a **New occupant(s)** needs to be added, you must still load the current occupant(s) to the **Change** section without, of course, placing an end date to the current occupant(s), if the step is missed, the system will automatically **End the Date** of the current occupant(s) with a random date.

## Occupants



i. Notice the **End Date** is now displayed on this screen.

41. To add a new **Occupant** to the location, click on the **Add** button.



42. **Option 1**- Click inside the red box, type the occupant **User Name** and click on  the zoom icon. This action will automatically populate the **Occupant** first and last name.

If you do not know the employee user name -

**Option 2**- Click on  the zoom icon – the **Employee** screen will open - click on the **Search** button – type the **Occupant first** and **last** name – click on the **Execute** button – click on the **Occupant user name** – the screen will go back to **Occupants** screen.

43. Click on the calendar icon add the employee **Start Date** on this location.

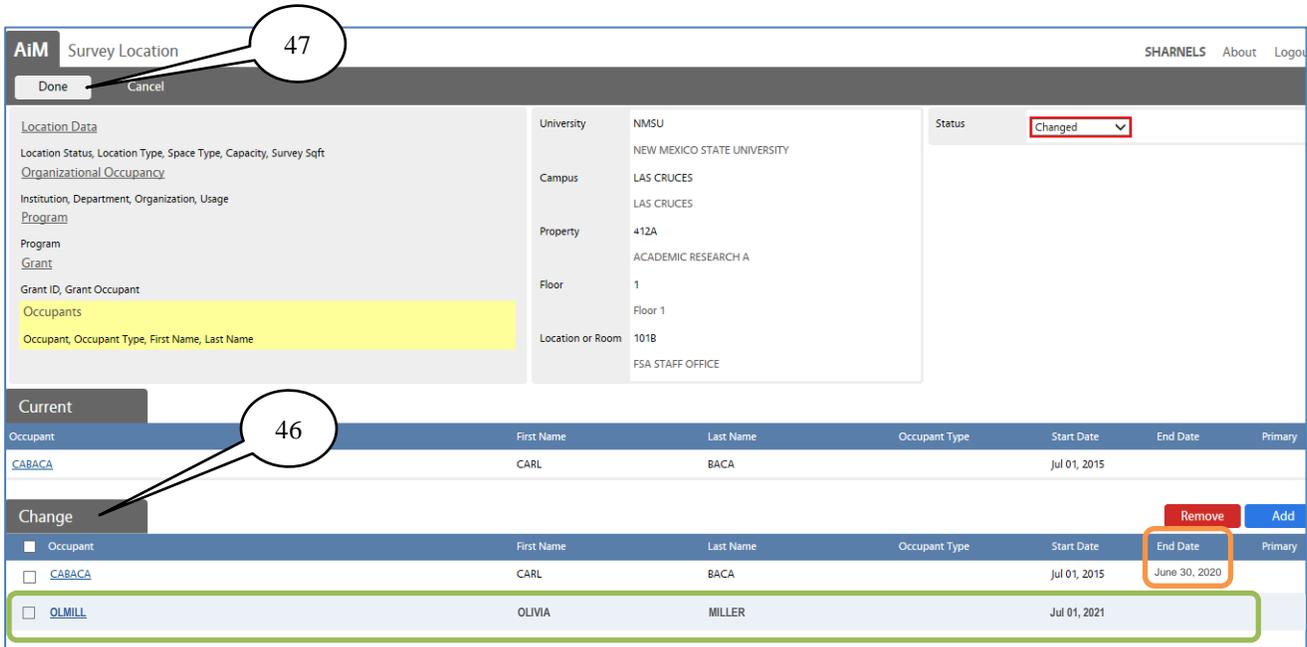
✓ If date is unknown, use an estimated date. Avoid overlapping dates.

44. Click on the **Add** button and repeat steps 42 to 44 to add additional **Occupants** to the location.

45. Click on the **Done** button if you are done adding occupants.

## Occupants

Here at the *Survey Location - Occupants* screen, you can notice -



46. The occupants' updates now appear in the **Change** section of the screen, such as:

- ✓ The **End Date** for the current occupant.
- ✓ The **New Occupant Name** and **Start Date**.

When you have finished with the **Occupants** screen and if no more changes are required, and the updates are correct:

47. Click on the **Done** button. You will return to the Space Survey screen.

**NOTE:** Use the following occupant types for these employee descriptions:

Occupant Type	Description
Unavailable Employee	Future employee not yet hired for an existing position.
Temporary Employee	Emeritus, Adjunct, Temporary, Tenant
Student Employee	Graduate Teaching Assistant, Graduate Research Assistant, Regular Student, Work-study Student, Co-op Student.

## Completing the Surveying Process

### Space Survey screen.

**Save** Cancel

**2481** Last Edited by SHARNELS On 05/24/2016 03:11 PM

Status: SURVEYING Q  
Type: Organization  
Survey Date: Jun 29, 2016  
Template: 1005  
2016 Annual Space Survey - Financial Systems

Institution	LAS CRUCES	Survey	19	Processed Updates	0
Department	530340	Verified	0	Manual Rework	0
Organization	F00602	Changed	1		
	FINANCIAL SYSTEMS ADMINISTRATION	Remaining	18		

Location of 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	Changed
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
103	1	NMSU	LAS CRUCES	412A	315	Awaiting Survey
105	1	NMSU	LAS CRUCES	412A	310	Awaiting Survey
106	1	NMSU	LAS CRUCES	412A	310	Awaiting Survey
106B	1	NMSU	LAS CRUCES	412A	310	Awaiting Survey
106C	1	NMSU	LAS CRUCES	412A	310	Awaiting Survey
106D	1	NMSU	LAS CRUCES	412A	310	Awaiting Survey

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48. Click on the **Save** button to save the information survey on the location.

- ✓ **Save** your work periodically as you work through the space survey.
- ✓ The **Save** button also allows you to keep your changes if you cannot complete the survey in one session.
- ✓ When you click save the **Edit** button will re-appear.

**Edit** Search Browse

**2481** Last Edited by SHARNELS On 05/24/2016 05:28 PM

Status: SURVEYING Q  
Type: Organization

49. Click on the **Edit** button to continue surveying.



If no changes are necessary to a Location,

A. Click on the *survey location* screen **Status** drop-down arrow and select **Verified**.

**Done** Cancel

Status: **Verified**

University: NMSU  
NEW MEXICO STATE UNIVERSITY  
Campus: LAS CRUCES

## Completing the Surveying Process

Space Survey screen.

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Location of Room	Floor	University	Campus	Property	Location Type	Status
100A	1	NMSU	LAS CRUCES	412A	W05	Verified
101	1	NMSU	LAS CRUCES	412A	310	Verified
101B	1	NMSU	LAS CRUCES	412A	310	Changed
101C	1	NMSU	LAS CRUCES	412A	310	Verified
101D	1	NMSU	LAS CRUCES	412A	350	Verified
102	1	NMSU	LAS CRUCES	412A	310	Verified
103	1	NMSU	LAS CRUCES	412A	315	Verified
105	1	NMSU	LAS CRUCES	412A	310	Verified
106	1	NMSU	LAS CRUCES	412A	310	Verified
106B	1	NMSU	LAS CRUCES	412A	310	Verified
106C	1	NMSU	LAS CRUCES	412A	310	Verified
106D	1	NMSU	LAS CRUCES	412A	310	Verified

50. Continue to survey each **Location** until they all have a status of **Verified** or **Changed**.

- ✓ If you make any changes to a **Location**, the **Status** will automatically update to **Changed**.
- ✓ If no changes are made to a **Location**, the **Status** should be **Verified**.

51. Once you have surveyed each location, click on the **Status**  zoom icon.

The list of statuses will be displayed

52. Select **AWAITING CERT** for the survey status

53. Click on the **Done** button.

54. Click on the **Save** button.

53

52

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

## Completing the Surveying Process

### Space Survey screen.

The screenshot shows the AiM Space Survey interface. At the top, the survey ID is 2481, last edited by SHARNELS on 05/24/2016 05:28 PM. The status is **AWAITING CERT**. The survey title is "2016 Annual Space Survey - Financial Systems Administration".

Summary statistics:

Survey	19
Verified	18
Changed	1
Remaining	0
Processed Updates	0
Manual Rework	0

**Survey Location** Table:

Location or Room	Floor	University	Campus	Property	Location Type	Status
100A	1	NMSU	LAS CRUCES	412A	W05	Verified
101	1	NMSU	LAS CRUCES	412A	310	Verified
101B	1	NMSU	LAS CRUCES	412A	310	Changed
101C	1	NMSU	LAS CRUCES	412A	310	Verified
101D	1	NMSU	LAS CRUCES	412A	350	Verified
102	1	NMSU	LAS CRUCES	412A	310	Verified
103	1	NMSU	LAS CRUCES	412A	315	Verified
105	1	NMSU	LAS CRUCES	412A	310	Verified
106	1	NMSU	LAS CRUCES	412A	310	Verified
106B	1	NMSU	LAS CRUCES	412A	310	Verified
106C	1	NMSU	LAS CRUCES	412A	310	Verified
106D	1	NMSU	LAS CRUCES	412A	310	Verified

The **AWAITING CERT** status indicates in the AiM system that the survey is ready for certification by the administrative unit/survey approver.

You now have the **Email** link available to you on the **Action** menu. You will use this link to notify the approver for your administrative unit that the survey is complete and ready for their certification.

55. Click on the **Email** link.



To be sure, all locations were surveyed, and no one is missing –

A. The **Remaining** information must be **0**.

## Completing the Surveying Process

The space survey email will be displayed. Fields with red borders are required.

The screenshot shows the 'Space Survey' email composition interface. The 'To' field is populated with 'bmeestas@nmsu.edu', the 'From' field with 'sharnels@nmsu.edu', and the 'Subject' field with 'FSA Space survey complete'. The 'Message' field contains the text 'This is done and is awaiting your approval. Thanks, Sharon'. The 'Add URL' checkbox is checked, and the URL 'https://fms-dev.nmsu.edu:10443/fmax/screen/SPACE\_SURVEY\_VIEW?multitenant=1&spaceSurvey=2481' is entered. A 'Document Listing' table is visible at the bottom of the screen. Red borders highlight the 'To', 'From', and 'Subject' fields. Numbered callouts 56-60 point to these fields and the 'Add URL' checkbox.

56. Enter the email address of the person who will be certifying the space survey in the **To** field.
57. Enter your email address in the **From** field.
58. Enter a **Subject** for the email.
59. Enter a brief **Message** notifying the approver the space survey is complete and is awaiting approval.
60. Verify the **Add URL** checkbox is selected. This will allow the approver to open the survey from a link in their email.
61. Click on **Done**.

You will return to the main screen for the **Space Survey**.

The screenshot shows the main screen for the 'Space Survey'. The survey ID is 2481, titled '2016 Annual Space Survey - Financial Systems Administration'. The status is 'AWAITING CERT'. The survey date is 'Jun 29, 2016'. The organization is 'FINANCIAL SYSTEMS ADMINISTRATION'. A table shows the survey location details: Institution (LAS CRUCES), Department (530340), and Organization (F00602). A 'Survey Location' table is also visible at the bottom.

Institution	Survey	Processed Updates
LAS CRUCES	19	0
LAS CRUCES	Verified	
Department: 530340	18	
FINANCIAL SYSTEMS ADMINISTRATION	Changed	1
Organization: F00602	0	Manual Rework: 0
FINANCIAL SYSTEMS ADMINISTRATION	Remaining	

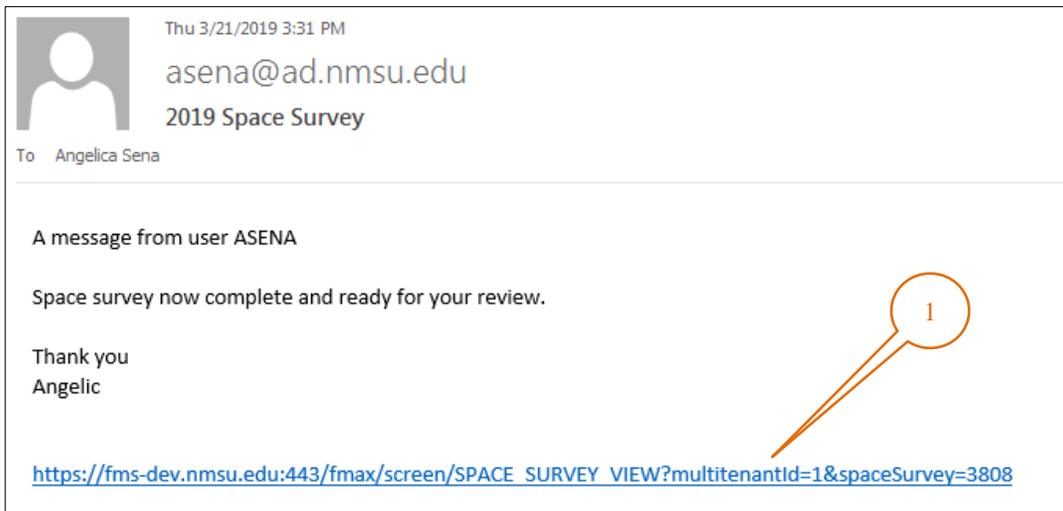
62. Click on **Logout** to exit the AiM system.

**NOTE:** The space survey is not complete until the space approver **Certified** it and the space administrator-space planning **Finalizes** it.

## Certifying the Space Survey

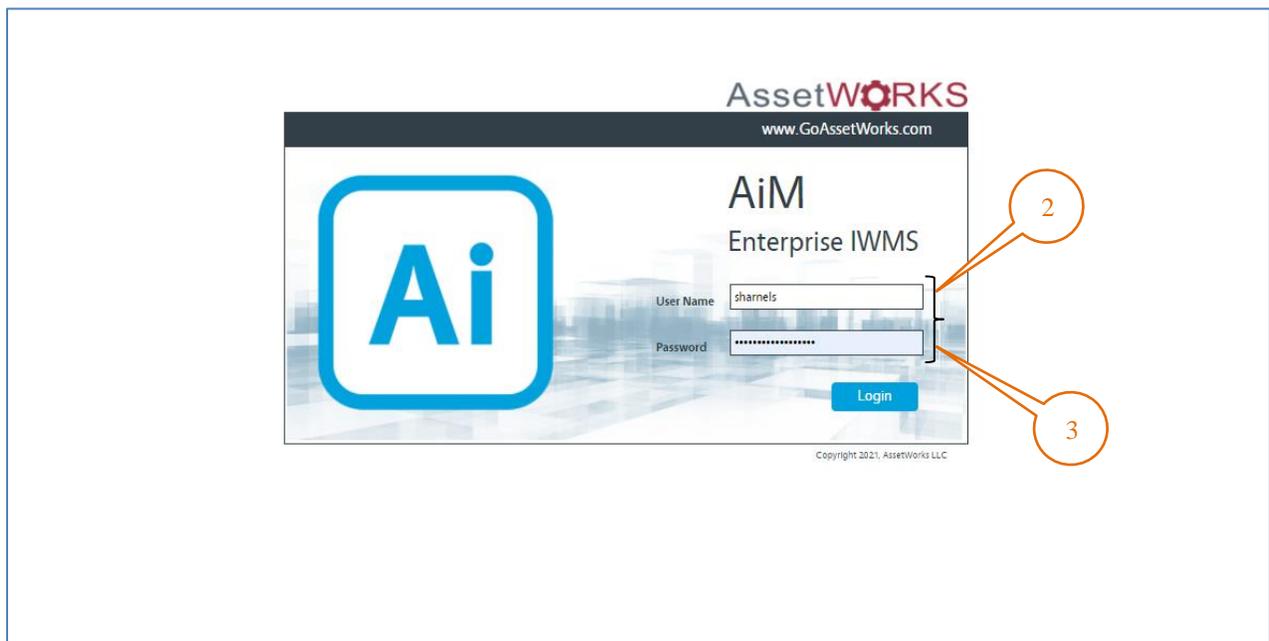
### Accessing the Survey

The space surveyor has completed the surveying process for an organization and sent an email indicating it has been completed; use the link in the email to access the survey directly.



1. Click on the hyperlink or copy and paste it into your browser's address bar to access the survey.

The AiM logon screen will be displayed.



2. Enter your NMSU User Name and Password.
3. Click on the **Logon** button.

## Reviewing and Modifying Survey Information

The **Space Survey** screen will be displayed.

The screenshot shows the 'Space Survey' interface for survey ID 2481. The status is 'AWAITING CERT'. A table below lists various survey locations with their status (e.g., Verified, Changed, Awaiting Survey). Callout 4 points to the 'AWAITING CERT' status, callout 5 points to the 'Status' column in the 'Survey Location' table, and callout 6 points to the 'Survey Location' link in the left sidebar.

Location or Room	Floor	University	Campus	Property	Location Type	Status
<a href="#">100A</a>	1	NMSU	LAS CRUCES	412A	W05	Verified
<a href="#">101</a>	1	NMSU	LAS CRUCES	412A	310	Verified
<a href="#">101B</a>	1	NMSU	LAS CRUCES	412A	310	Changed
<a href="#">101C</a>	1	NMSU	LAS CRUCES	412A	310	Verified
<a href="#">101D</a>	1	NMSU	LAS CRUCES	412A	350	Verified
<a href="#">102</a>	1	NMSU	LAS CRUCES	412A	310	Verified
<a href="#">103</a>	1	NMSU	LAS CRUCES	412A	315	Verified
<a href="#">105</a>	1	NMSU	LAS CRUCES	412A	310	Verified
<a href="#">106</a>	1	NMSU	LAS CRUCES	412A	310	Verified
<a href="#">106B</a>	1	NMSU	LAS CRUCES	412A	310	Verified
<a href="#">106C</a>	1	NMSU	LAS CRUCES	412A	310	Verified
<a href="#">106D</a>	1	NMSU	LAS CRUCES	412A	310	Verified

4. Survey **Status** of **AWAITING CERT** indicates that the survey is in a state to be edited or approved by the certifier.
5. Individual location statuses indicate which locations have had **Changes** and which have been **Verified** and left unchanged (**Awaiting Survey**) by the surveyor.
6. Click on the **Survey Location** link to start **Reviewing** each location's information without making changes.



If you notice one or more locations have **Awaiting Survey** Status at the **Survey Location**:

- ✓ Returned the space survey to the Surveyor for completion. Follow return instructions from page 27 & 28.
- ✓ As the Survey Certifier you can choose to make the corrections yourself.

Location or Room	Floor	University	Campus	Property	Location Type	Status
<a href="#">103C</a>	1	NMSU	LAS CRUCES	221	310	Awaiting Survey
<a href="#">116A</a>	1	NMSU	LAS CRUCES	221	310	Awaiting Survey
<a href="#">117C</a>	1	NMSU	LAS CRUCES	221	310	Awaiting Survey
<a href="#">16</a>	1	NMSU	LAS CRUCES	237	315	Awaiting Survey

## Reviewing and Modifying Survey Information

The **Survey Location** screen will be displayed.

From here, you can review the information provided by the surveyor by clicking on the link to each section of the survey.

The screenshot shows the 'Survey Location' screen in the AiM system. The interface includes a top navigation bar with 'AiM', 'Survey Location', and user information 'SHARNELS About Logout'. A left sidebar contains an 'Action' menu with an 'Email' option. The main content area is divided into several sections:

- Location Data:** A yellow-highlighted section containing links for 'Location Status, Location Type, Space Type, Campus, Survey 3', 'Organizational Occupancy', 'Institution, Department, Organization, Usage', 'Program Location', 'Program', 'Grant Location', 'Grant ID, Grant Occupants', and 'Occupants'. Callout 7 points to this section, callout 8 points to the 'Organizational Occupancy' link, and callout 9 points to the 'Occupants' link.
- Property Details:** A table listing details for 'NMSU' (University), 'LAS CRUCES' (Campus), '412A' (Property), '1' (Floor), and '100A LOBBY' (Location or Room).
- Location Summary:** A table showing 'Location Type: W05', 'Space Type: NONASSIGNABLE', 'Primary Usage', 'Location Status: ACTIVE', 'Stations: 0', and 'Survey Sqft: 295.0'.
- Location Summary (2):** A table showing 'Location Type: W05 LOBBY', 'Space Type: NONASSIGNABLE', 'Primary Usage: UAS UNASSIGNABLE', 'Location Status: ACTIVE', 'Stations: 0', and 'Survey Sqft: 29'.

At the bottom, there is a pagination bar showing 'Record 1 of 19 Go' and navigation buttons for 'First', 'Previous', 'Next', and 'Last'. Callout 10 points to the 'Back' button in the top left corner.

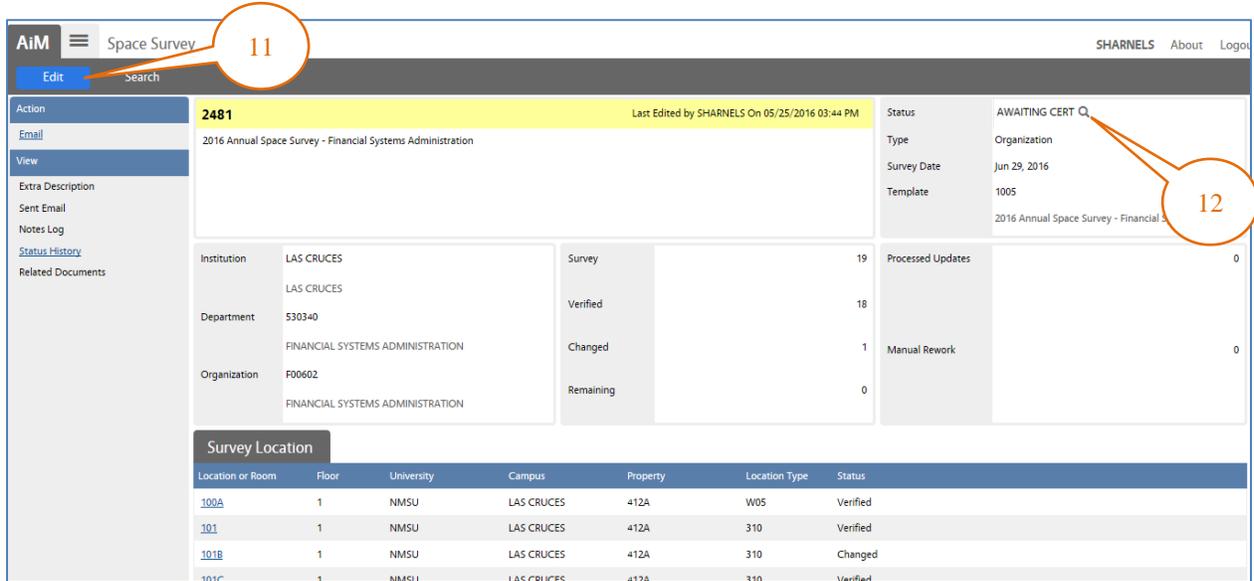
7. Here at the Location Data screen, Review the data shown is correct; go to page eight (8) of this guide for reviewing details.
8. Click on the Organizational Occupancy link and Review the screen data display is correct; go to pages nine (9) & fifteen (15) of this guide for reviewing details.
9. Click on the Occupants link and Review the screen data display is correct; go to pages sixteen (16) & nineteen (19) of this guide for reviewing details.
10. Click the Back button to go to the Space Survey screen.

After reviewing each location's information and if no changes are required proceed to the **Completing the Certification Process** section of this manual on page 29.

If changes are necessary to the one or more Location's proceed to the following page.

## Reviewing and Modifying Survey Information

To **RETURN** the space survey to the surveyor for corrections.

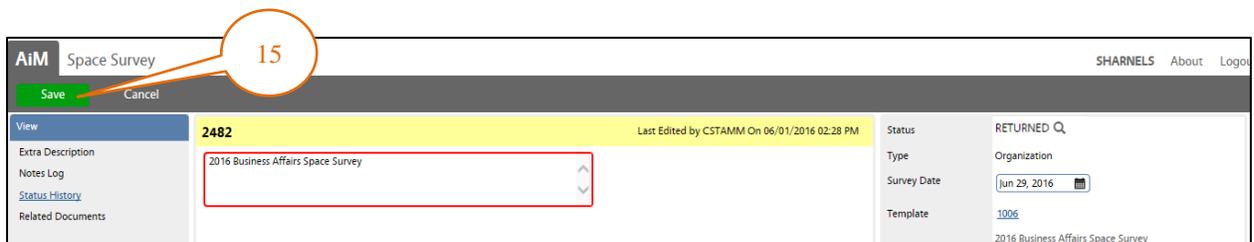


11. Click on the **Edit** button.
12. Click on the **Status** zoom icon.

The list of statuses will be displayed.



13. Select **Returned** for the survey status.
14. Click on the **Done** button.
15. Click on the **Save** button.



## Reviewing and Modifying Survey Information

The screenshot shows the AiM Space Survey interface. The top navigation bar includes 'AiM', 'Space Survey', 'SHARNELS', 'About', and 'Logout'. Below the navigation bar, there is a search bar and an 'Edit' button. The main content area displays a survey with ID '2481', titled '2016 Annual Space Survey - Financial Systems Administration', which is currently in 'RETURNED' status. A callout bubble with the number '16' points to the 'Email' link in the left-hand menu. The survey details include: Institution (LAS CRUCES), Department (530340), Organization (F00602), Survey (19), Verified (18), Changed (1), and Remaining (0). The status is 'RETURNED', and the survey date is 'Jun 29, 2016'. The template is '2016 Annual Space Survey - Financial Systems'. The processed updates are 0, and manual rework is 0.

16. Click on the **Email** link to let the surveyor know the *survey* has been **Returned** for corrections. Follow instructions from page 23.

To **CORRECT** the space survey yourself.

- Repeat steps 11 to 15 of page 27. Choose **Surveying** instead of returned.
- To Survey **Follow** the instructions from pages 8 to 22 of this manual.



When the space survey status is in **Returned** mode before starting corrections –

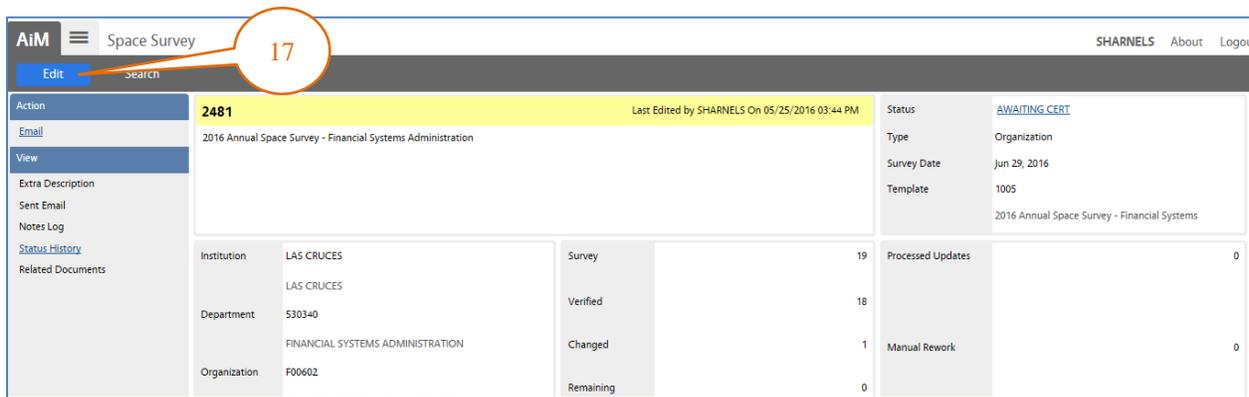
- Change the status to **Surveying**.
- Once complete, change status to **Awaiting Cert.**
- Repeat email instructions from page 23.

**NOTE:** If you do not receive an email or wish to see all space surveys currently awaiting your attention, you can log in to **AiM** and run a personal query to see a list of the surveys that have a status of **AWAITING CERT.**

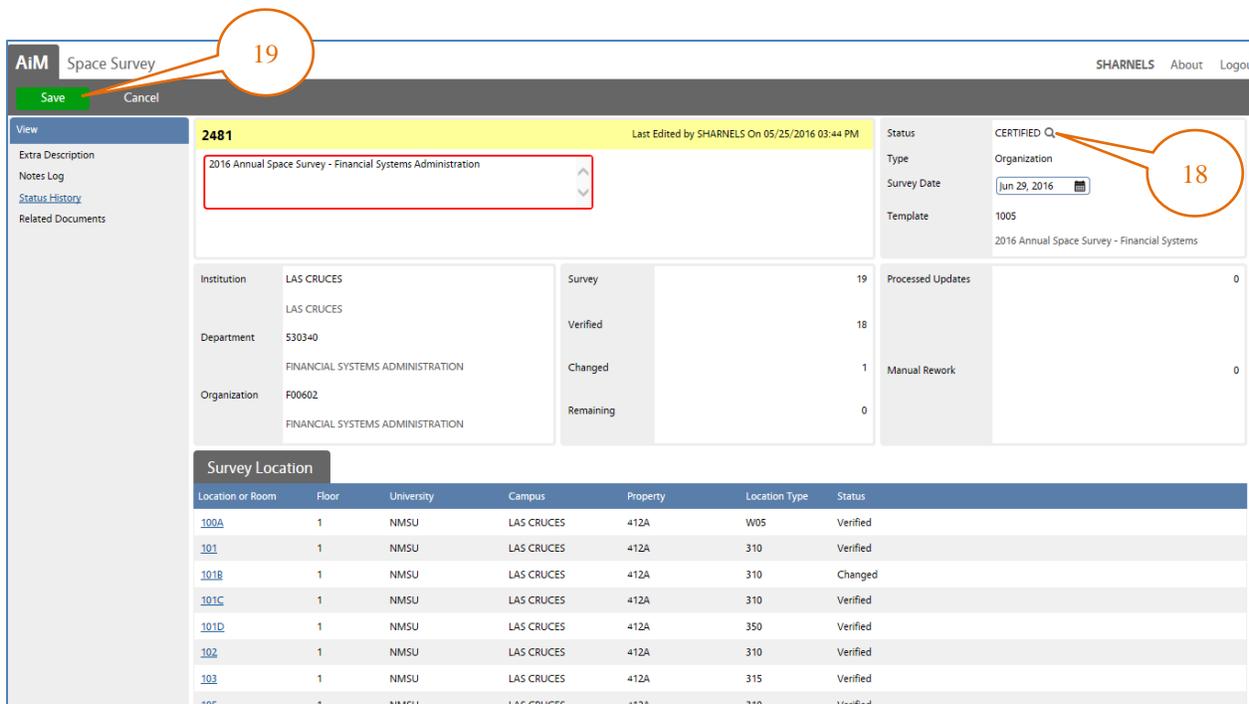
Appendix C, **Creating a Query to Find Surveys Awaiting Certification**, walks you through the process of creating and saving a query that you can use any time to see which surveys you have to certify.

## Completing the Certification Process

Once the survey has been reviewed and completed, you must certify and submit it to the Space Administrator.



17. Click on the **Edit** button.



18. In the Status field, click on the zoom icon  the statuses screen will open, select **CERTIFIED** from the list and click done.

19. Click on the **Save** button to save your changes.

Once saved, the **Email** link will appear. Repeat steps 56 to 61 from page 23 to email the **Space Administrator**.

The space administrator will review all data provided. If all is correct, the survey will be **Finalized**. Otherwise, it will be **Returned** for corrections.

## Appendix A: Functional Use Categories

Functional Use Code	Description	Definition and Examples	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.	1000-1080 Instruction
LIB	Library	Branson and Zuhl libraries. This category does NOT include departmental libraries.	1101 Libraries
OR	Organized/Academic Research	Space used for academic research and training not federally funded or using sponsored research funds. Includes departmental academic research, academic research and training.	1080 Other Instruction
DA	Departmental Administration	Academic support that includes all space used for the administrative and supporting services that benefit common or joint departmental activities in the academic deans' offices, academic departments, and divisions. This category includes areas for deans, departmental administrators, clerical staff, departmental libraries, conference rooms, and storerooms. Examples: Departmental administration, museums, and galleries.	1100, 1180 Academic Support, Other Academic Support
SS	Student Services	Space used for the administration of student affairs and for services to students, including admissions, registrar, counseling and career placement, student advisors, catalogs, student records, commencements and convocations.	1200-1280 Student Services
GA	General Administration	Includes all space devoted to general executive and administrative offices that serve or benefit the entire University. This includes executive management, fiscal operations, personnel, purchasing, and business office.	1300-1390 Institutional Support
SPA	Sponsored Projects Administration	All space which is used exclusively as administrative support for sponsored projects.	1310 Fiscal Operations
POM	Plant Operation and Maintenance	All space used for the administration, supervision, operation, preservation, and protection of the physical plant. This includes space management, custodial services, grounds maintenance, utility services, building maintenance and other physical plant facilities except Motor Pool. Also included in this classification are safety and security facilities such as the Safety Office, Fire and Police Departments.	1400-1490 Operation and Maintenance of Plant

## Appendix A: Functional Use Categories

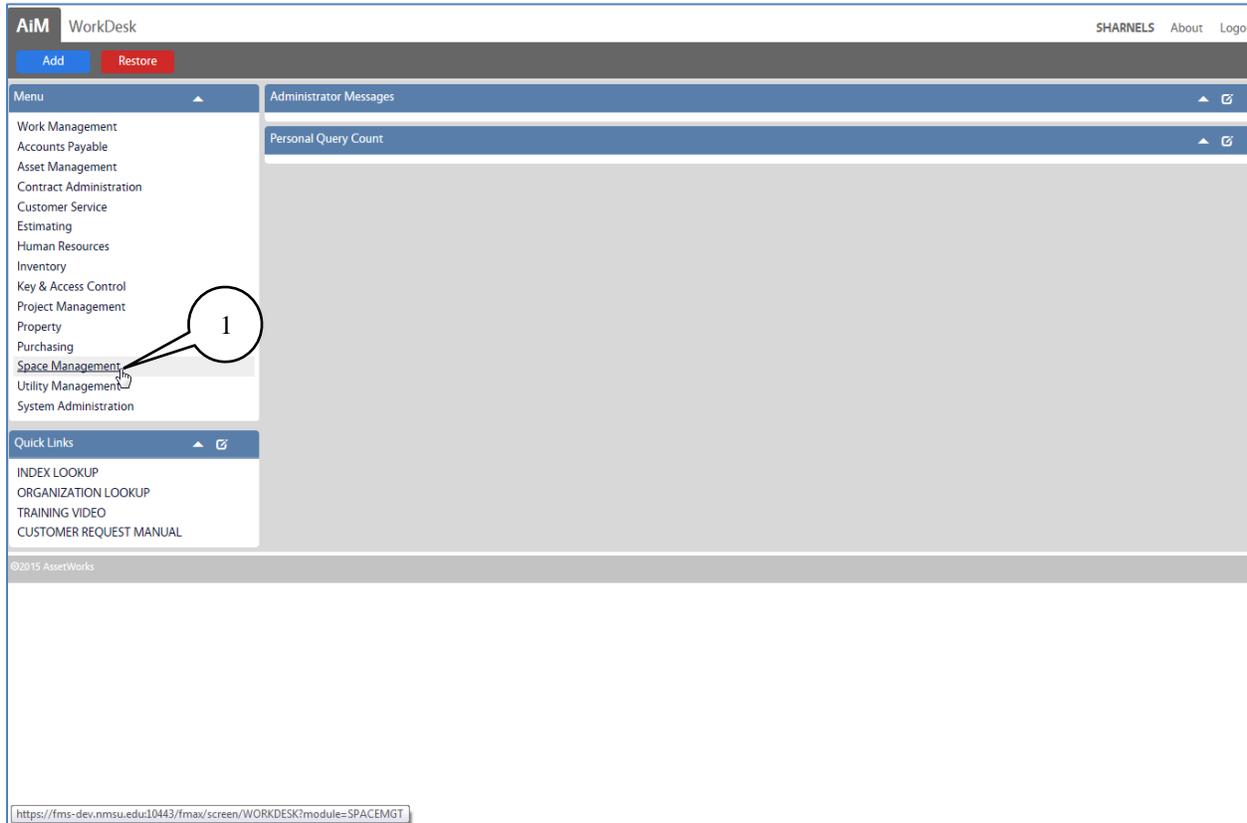
Functional Use Code	Description	Definition and Examples	Banner Program Code
SR	Sponsored Research	Research and development activities that are sponsored by the University and that are separately budgeted and accounted for by the institution under an internal application of institutional funds are also included. This includes sponsored research activities that are externally funded. Activities involving the training of individuals in research techniques shall be included in this classification. Must identify grant number, start and end date.	1600,1610 Research, PSL Research
PS	Public Service	Non-instructional and non-research activities related to programs and projects sponsored by federal or non-federal sources. This includes activities such as community service programs, public service projects and other service activities. Example: Arrowhead Center	1700 Public Service
SC	Service Center	Space related to an operation that provides services or products for a fee to users principally within the institutional community. Internal service centers which charge for their services such as transportation services, computing and networking, printing and duplicating, telecommunications and project development.	1800, 1899 Internal Services
AUX	Auxiliary Enterprises	Space that provides goods and services for a fee to students, faculty and staff. All intercollegiate athletic space. Examples: Auxiliary Services, Athletics, Residence Halls, Dining Halls, Hospitals, Clinics, Bookstores, Student Health Services, Student Union, Chapels, Athletic Facilities, Special Events, Golf Course, Snack Bars, and Conference Services.	2000, 2100-2150 Auxiliary, Athletics
NI	Non-Institutional	Independent Operations. Areas that are controlled or operated by outside agencies but are housed or otherwise supported using University facilities. This category includes those operations that are independent of, or unrelated to, the primary missions of the institution but that may enhance these activities. Example: NMDA	2200 Independent Operations
OIA	Other Institutional Activity	Includes space for public service activities conducted by the University which are not externally sponsored. This also includes athletics, student clubs and associations. This classification should include all other activities not defined above.	5000 Other
UAS	Unassignable Space	Space that is not assigned to a department or unit. This category includes elevators, public corridors, stairways, restrooms, custodial closets, utility and mechanical rooms.	Exception Rule
VAC	Unoccupied Space	Space that is either vacant (not assigned to an employee or department) or under renovation.	Exception Rule

## Appendix B: Location Type (FICM) Codes

<b>100 Classroom Facilities</b>	<b>600 General Use Facilities</b>	<b>800 Health Care Facilities</b>
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
<b>300 Office Facilities</b>	665 Merchandising Service	870 Central Supplies
310 Office	670 Recreation	880 Public Waiting
315 Office Service	675 Recreation Service	890 Staff On-Call Facility
320 Nursing/Lactation Room	680 Meeting Room	895 Staff On-Call Facility Service
350 Conference Room	685 Meeting Room Service	
355 Conference Room Service		<b>900 Residential Facilities</b>
	<b>700 Support Facilities</b>	910 Sleep/Study Without Toilet or Bath
<b>400 Study Facilities</b>	710 Central Computer or Telecom	919 Toilet or Bath
410 Study Room	715 Central Computer or Telecom Svcs	920 Sleep/Study With Toilet or Bath
420 Stack	720 Shop	935 Sleep/Study Services
430 Open-Stack Study Room	725 Shop Service	950 Apartment
440 Processing Room	730 Central Storage	955 Apartment Service
455 Study Service	735 Central Storage Service	970 House
	740 Vehicle Storage	
<b>500 Special Use Facilities</b>	745 Vehicle Storage Service	<b>0 Unclassified Facilities</b>
510 Armory	750 Central Service	50 Inactive Area
515 Armory Service	755 Central Service Storage	60 Alteration or Conversion Area
520 Athletic or Physical Education	760 Hazardous Materials Storage	70 Unfinished Area
523 Athletic Facilities Spectator Seating	770 Hazardous Waste Storage	
525 Athletic or Physical Education Service	775 Hazardous Waste Service	
530 Media Production	780 Unit Storage	
535 Media Production Service		
540 Clinic		
545 Clinic Service		
550 Demonstration		
555 Demonstration Service		
560 Field Building		
570 Animal Facilities		
575 Animal Facilities Service		
580 Greenhouse		
585 Greenhouse Service		
590 Other (All Purpose)		

## Appendix C: Creating a Query to Find Surveys Awaiting Certification

You can create a personal query to easily list the surveys that have been completed by Space Surveyors and are awaiting certification. This query will be available on the AiM WorkDesk when you log in.



1. Click on the **Space Management** menu item to go to the Space Management module.

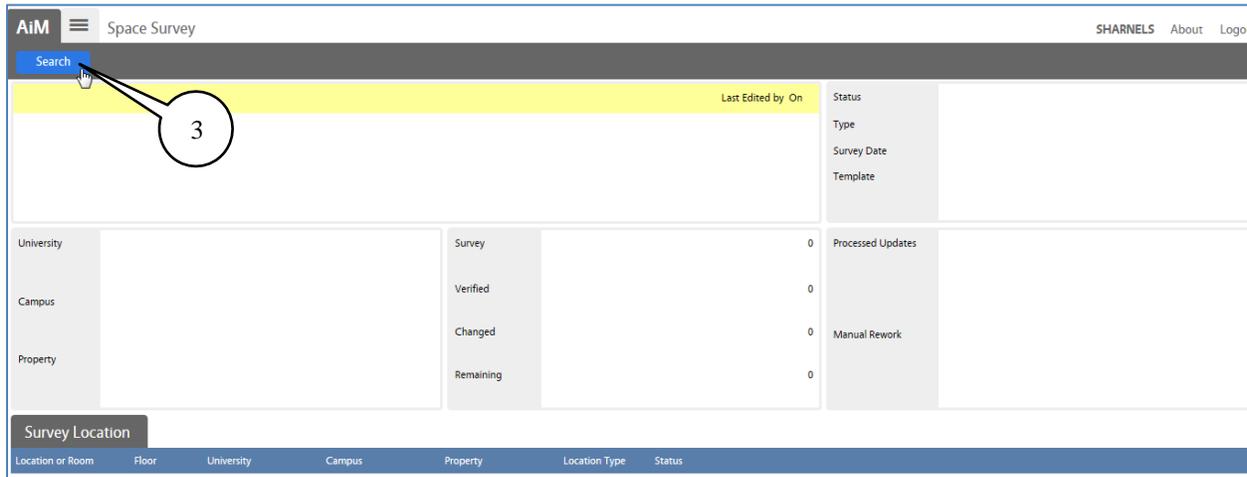
The **Space Management** module menu will be displayed.



2. Click on the **Space Survey** link.

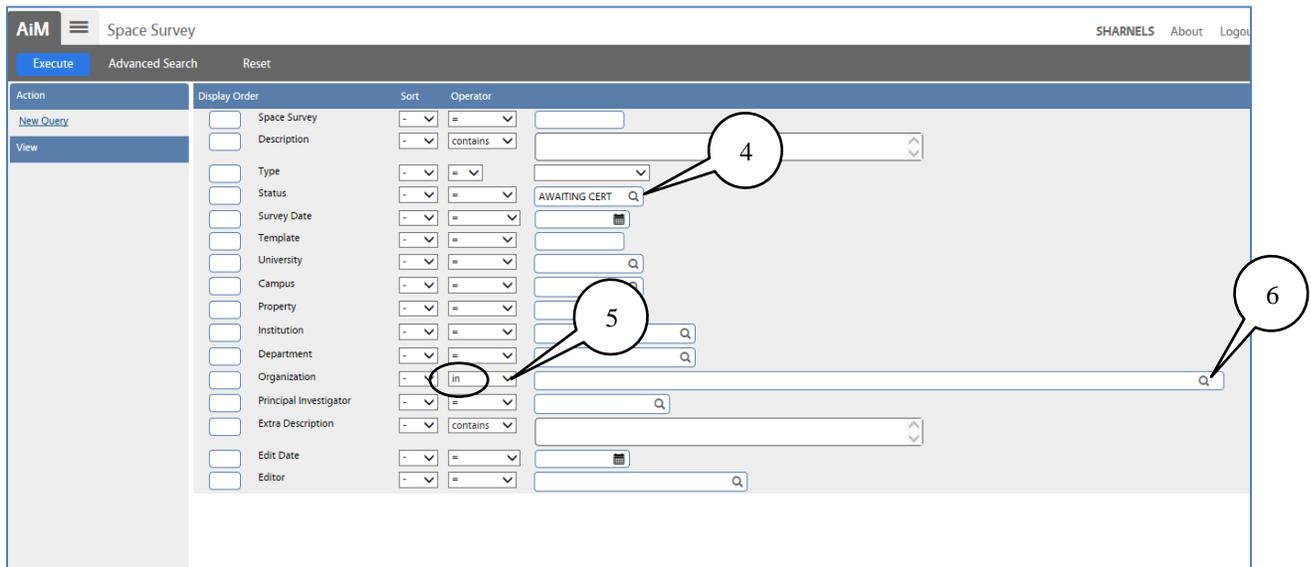
The **Space Survey** screen will be displayed.

## Appendix C: Creating a Query to Find Surveys Awaiting Certification



3. Click on the **Search** button.

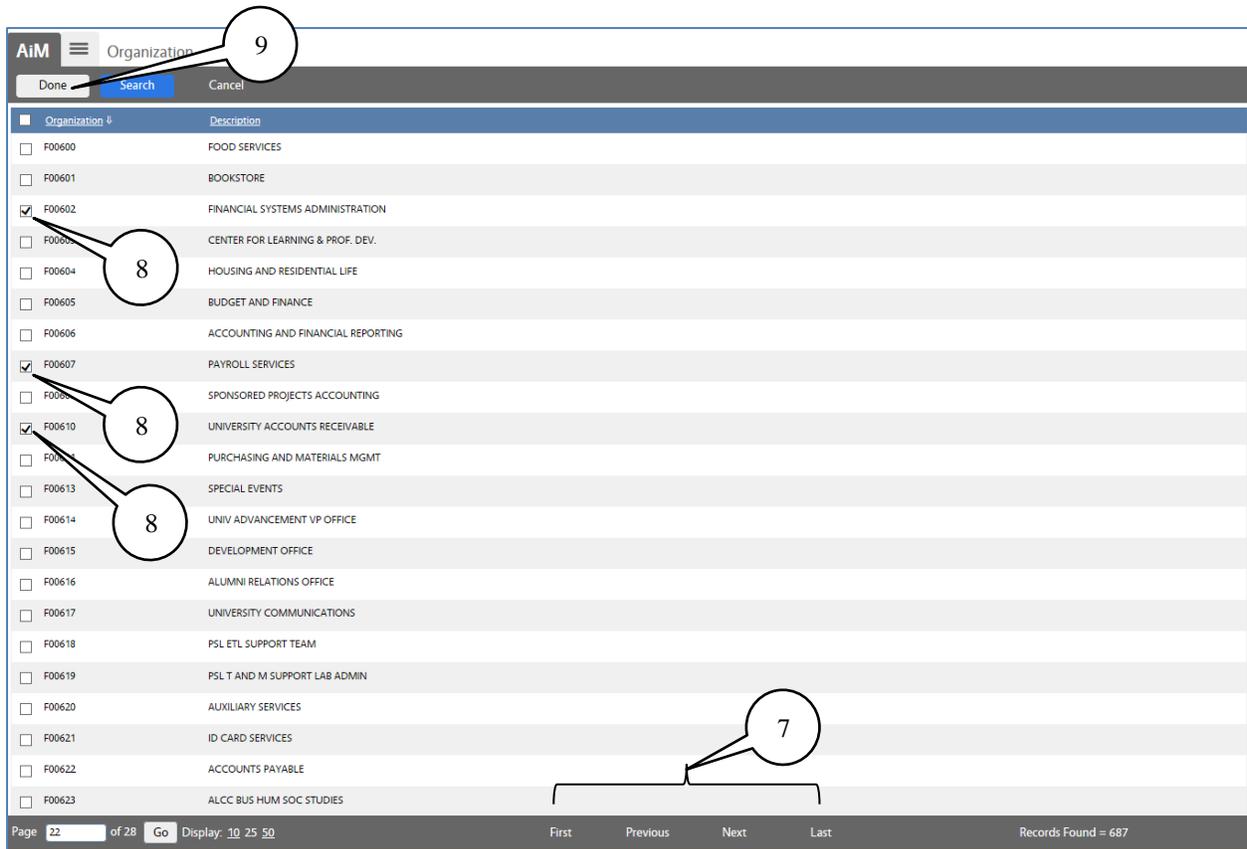
The search screen will be displayed. From here you will build your query.



4. In the **Status** field, click on the zoom icon  and select **AWAITING CERT**.
5. In the **Operator** column for the **Organization**, select **in** from the drop-down menu.
6. Click on the zoom icon  in the **Organization** field to select the F-level orgs to include in your query.

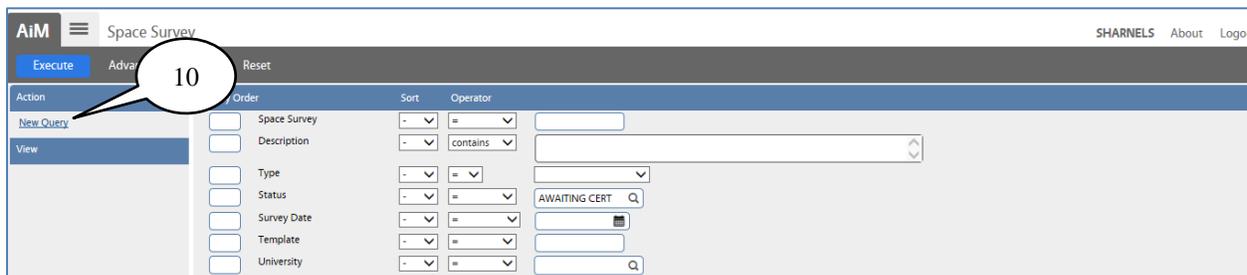
## Appendix C: Creating a Query to Find Surveys Awaiting Certification

The Organization selection screen will be displayed.



7. Use the navigation links at the bottom of the page to scroll through the list of F-level organizations.
8. When you encounter an organization for which you are the certifier, put a checkmark in the box next to it to select it.
9. When you have finished selecting all of your organizations, click on the **Done** button.

You will return to the Space Survey query screen. From here you will save your query so that you may run it whenever needed without having to re-enter the query information.



10. Click on the **New Query** link in the **Actions** section of the screen.

## Appendix C: Creating a Query to Find Surveys Awaiting Certification

The **Personal Query** screen will be displayed. This is the screen where you will give your query a name and tell AiM where you would like it displayed.

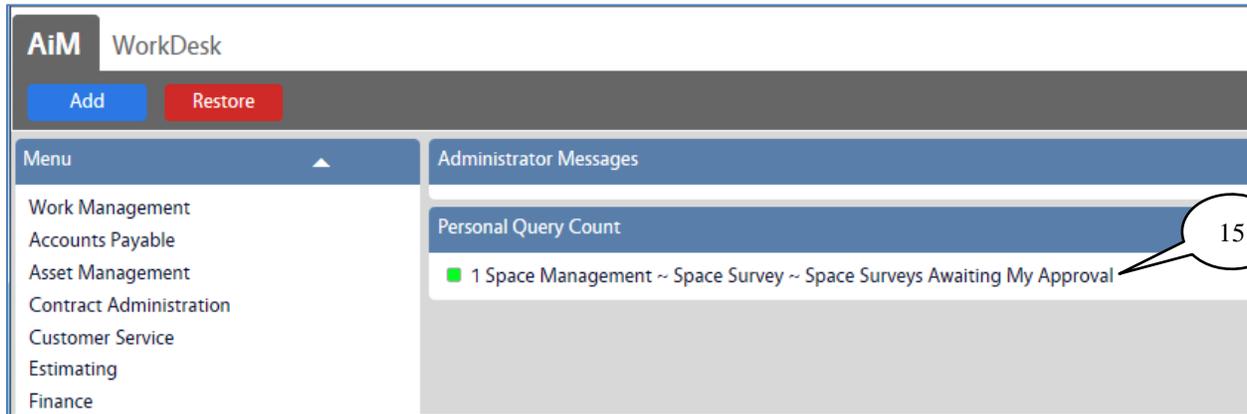
11. In the highlighted box, enter the title of your query. This is the name that will appear on the screen, so while you can name it anything, you should select something that is indicative of what the query actually does.
12. In the **Query Listing** field, use the drop-down arrow to select **Yes**.
13. In the **Query Count** field, use the drop-down arrow to select **No**.
14. Click on the **Done** button.

Notice that your query is now saved in the **View** section of the screen.

Action	Display Order	Sort	Operator	
<a href="#">New Query</a>	<input type="checkbox"/> Space Survey	- ▾	= ▾	<input type="text"/>
<b>View</b>	<input type="checkbox"/> Description	- ▾	contains ▾	<input type="text"/>
<a href="#">Space Surveys Awaiting My Approval</a>	<input type="checkbox"/> Type	- ▾	= ▾	<input type="text"/>
	<input type="checkbox"/> Status	- ▾	= ▾	<input type="text"/>

## Appendix C: Creating a Query to Find Surveys Awaiting Certification

Additionally, it will appear on your **WorkDesk** in the **Personal Query Count** section of the screen from now on.



15. Click on the query from either location to get a list of all of the space surveys with a status of **AWAITING CERT** for which you are the certifier.

The list will be displayed:

The screenshot shows the AiM Space Survey list view. The table has columns for Action, Space Survey, Description, Type, Status, Survey Date, Principal Investigator, Organization, and Property. A callout bubble with the number '16' points to the survey ID '2482' in the first row.

Action	Space Survey	Description	Type	Status	Survey Date	Principal Investigator	Organization	Property
Export	2482	2016 Business Affairs Space Survey	Organization	AWAITING CERT	Jun 29, 2016		F00602	

Page 1 of 1 Go Display: 25 First Previous Next Last Records Found = 1

16. Click on the desired survey to edit or certify it according to the instructions.

## Change Space Request

This process will occur when your findings indicate that the location does not belong within your Major Administrative Unit (MAU). If the location in question is within the same MAU a simple agreement and a follow up email (between the approver, space surveyor, and the space planning office) is all that is needed for the current space surveyor to make that change. Otherwise please use the change space request process below.

The screenshot shows the 'Survey Location' page in the AiM system. The 'Current' table has the following data:

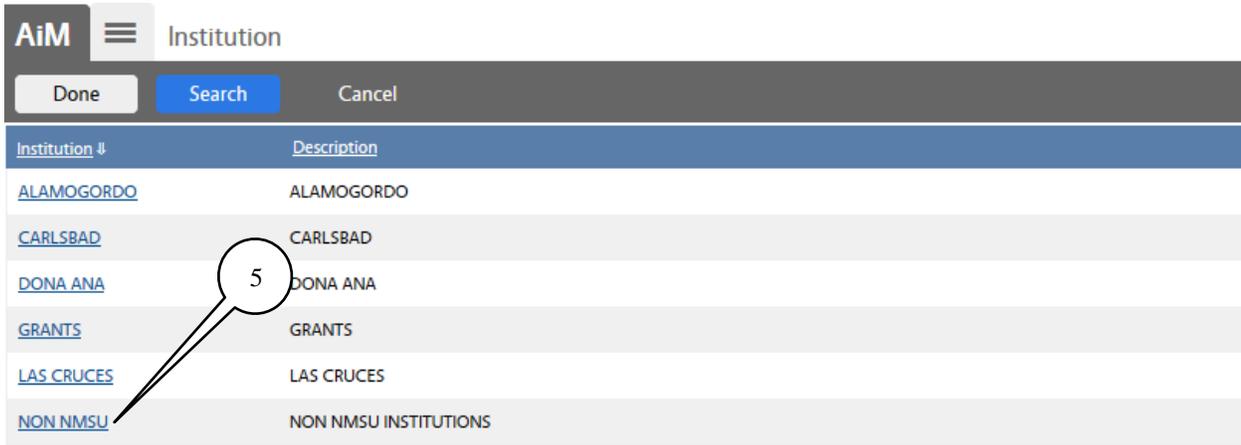
Organization	Description	Institution	Department	Percent	Usage	Percent	Start Date	Date
E00037	AGRICULTURAL AND EXTENSION EDUC	LAS CRUCES	300-400	100.00%	DA	75.00%		
					SR	25.00%		

Callout 1 points to the 'Organizational Occupancy' field in the 'Location Data' section. Callout 2 points to the 'Organization' column in the 'Current' table. Callout 3 points to the 'Add' button at the bottom right of the 'Current' table.

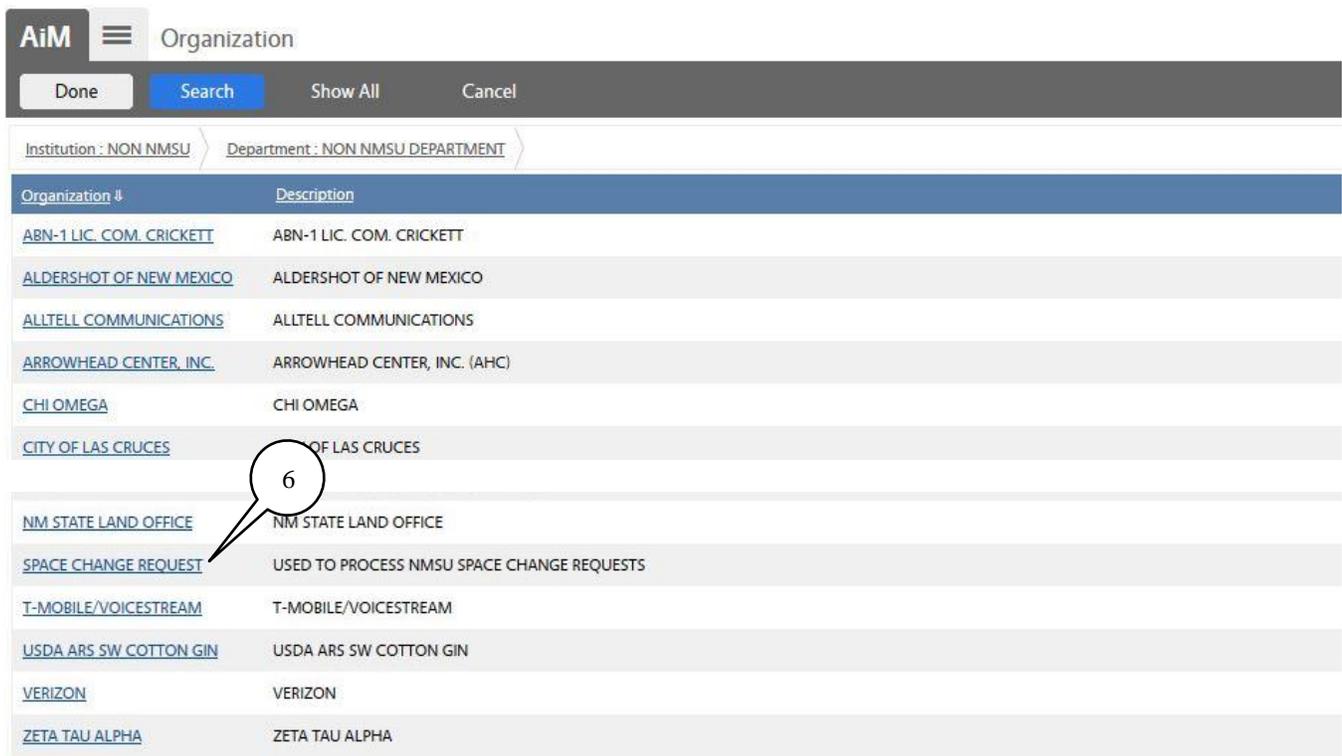
1. Occurs within the Occupational Occupancy field.
2. Organization listed is incorrect and must be sent back with the “Change Space Request”.
3. Click **Add**.

The screenshot shows the 'Organizational Occupancy' form. The form includes fields for Institution, Department, and Organization, each with a search icon. The 'Usage' section is also visible. Callout 4 points to the search icon in the Organization field.

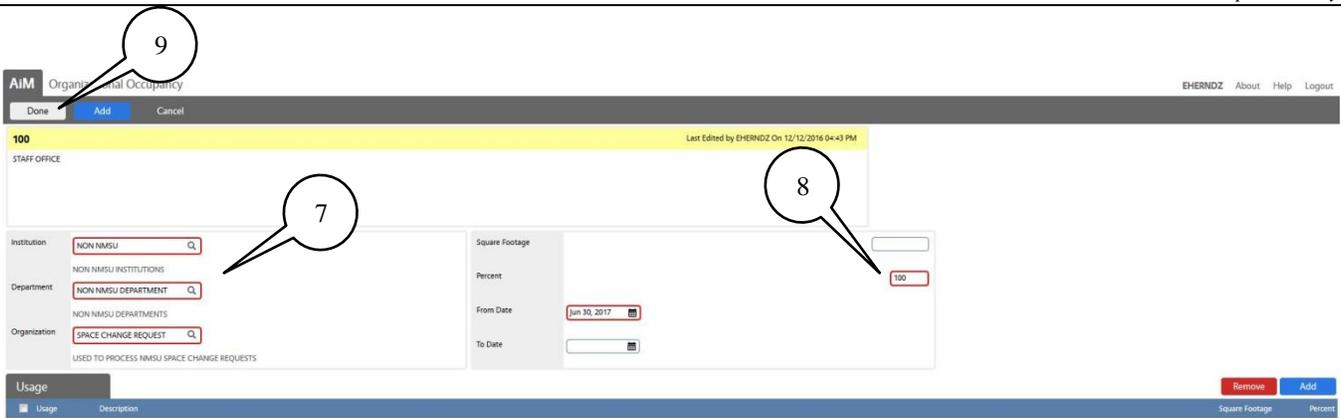
4. Screen changes and then click the **Organization** Icon  .



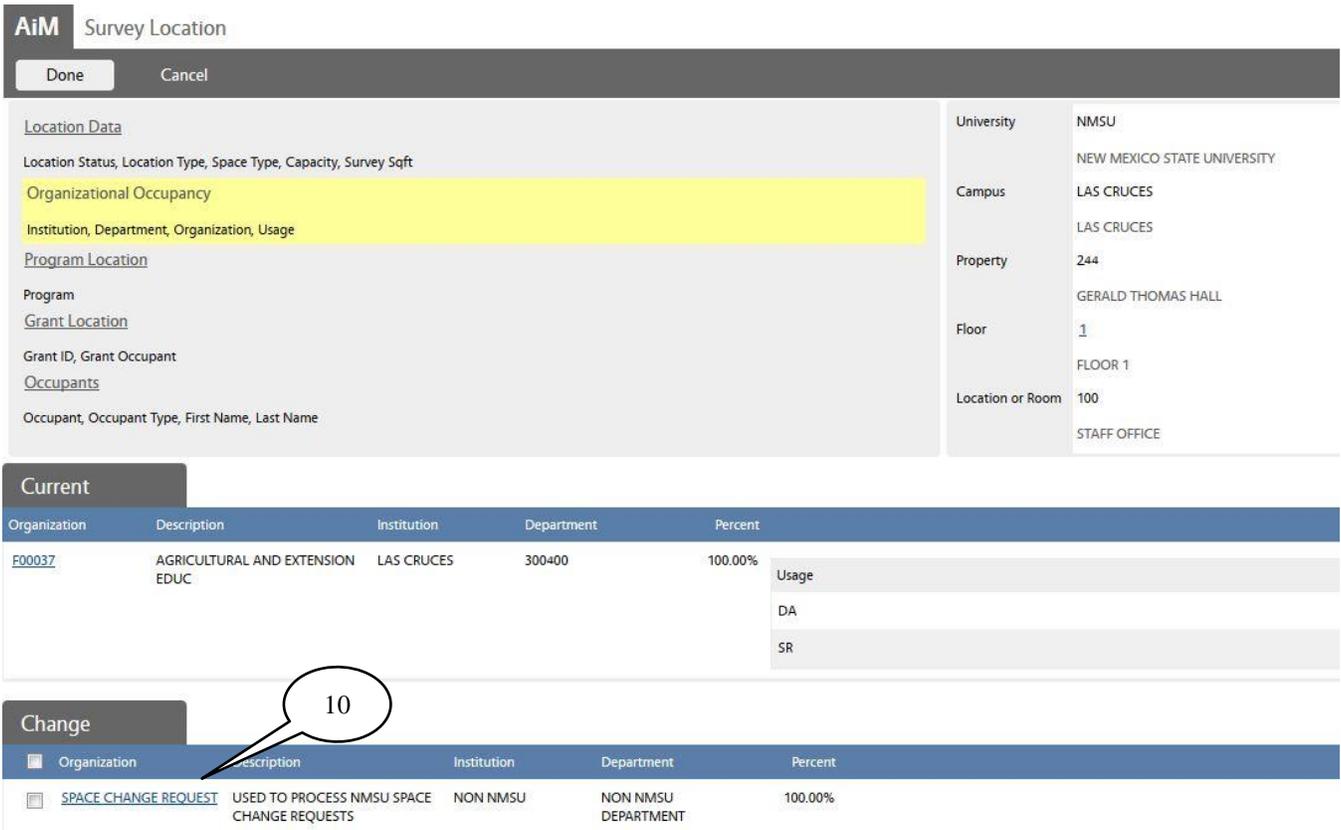
5. Screen changes then click **Non NMSU**



6. Screen changes and the list of “non NMSU” organizations appear, click **Space Change Request**.



7. Screen changes with the three fields on the left populated with the “Change Space Request” action.
8. Populate the percentage field with **100**.
9. Click **Done**.



10. Screen changes back to the original page and now the change field has accepted the “Change Space Request”.

## Space Procedures



### Facilities and Services

MSC 3545  
 New Mexico State University  
 Box 30001  
 Las Cruces, NM 88003-8001  
 Phone: (575) 646-2101 Fax: (575) 646-1460

**MEMORANDUM**  
**APRIL 13, 2018**

**TO:** NMSU Community

**FROM:** Glen Haubold *Glen Haubold*  
 Associate Vice President, Facilities and Services

**RE:** Updated Facility Space Procedure

In order to manage our facilities more effectively on the NMSU Las Cruces Campus and to comply with Uniform Guidance, a revision to the current NMSU facilities space procedure has been approved. The space procedure is attached.

All space changes (office moves, changes to space function, requests for additional space, changes to current space configuration, etc.) on the Las Cruces campus require an AiM Customer Request (Space Request) to Facilities and Services, Space Management. Space Requests should include the name of individual(s), building and room number and description of the space change. This requirement is the same as any other customer request to Facilities and Services. ICT requires an AiM work order number (received by the requestor from the AiM Customer Request) to proceed with all phone and data moves only. Requests for repairs are not affected.

All units have a representative on the University Space Committee. Space Committee Members are aware of all space changes and the university's space policies. If a space change requires approval from the Space Committee, the member will either present the space request or invite the requestor to present at the meeting. The Space Committee Meetings are being held on monthly basis.

As a general rule, any cost of a move is funded by the department unless other arrangements have been made and approvals obtained. FS does retain a very limited amount of funding for paint and carpet when an office has new tenant, as there is no better time to repaint than when an office is vacant. There is no charge for an assessment.

Space management is more important than most people realize. To start with, the Annual Space Survey is the basis for the F&A rates and is an important component of the rate proposal. In addition, information from the survey is used to assess departmental space needs and determine cost allocations. Finally, it is important that first responders know where people are.

We appreciate your help with this, and if you have any questions, you may contact me or the Co-Chairs of the Space Committee, Associate Vice President and Deputy Provost [Greg Fant](#) and University Architect and Campus Planning Officer [Heather Watenpaugh](#).

**Space Change Procedures****Effective Date:** 03/01/2015**Last Update:** 04/03/2024

**Applies to** All Major Administrative Units (MAUs) on the Las Cruces (Main) campus, including academic (I&G) space, auxiliaries, research, and all other types of space. Currently, the procedures do not apply to the community colleges, the Agricultural Science Centers statewide, Arrowhead Research Park, or leased properties and spaces with current leases in place.

Facilities & Services (FS), Office of Space Planning (OSP), has implemented procedures for all move types, changes of use or function, and additional or new program(s) space requests. Tent relocation procedures were implemented on January 1, 2023 (see item E).

**To obtain AiM access:**

1. Submit the [ICT Computer Systems Access](#) form.

**CUSTOMER SERVICE REQUEST:**

2. The department submits a Customer Service Request on the AiM website: <https://aim-p.nmsu.edu/fmax/login>.
  - a. Log into AiM.
  - b. Click on "Customer Service."
  - c. Click on "Customer Request."
  - d. Click on "New."
  - e. Fill out the red box:
    1. Use "Space Request" for procedures **A, B, C, and D** below and add information for further explanation.
    2. Use "Space Management" for procedure **E** below and any other space data request (e.g., Floor plans, Occupancy, Graphical Reports, etc.) and add information for further explanation.
  - f. Complete all required sections highlighted in red.
  - g. When the form is complete, click the "Save" button at the top left, which will submit the request.
  - h. You will receive an automatic electronic response assigning a Customer Request number.
3. OSP will receive or be notified of your customer request and may ask additional questions regarding the move.
  - a. OSP may suggest routine maintenance as part of the move process.
4. OSP will do its best to respond directly to the request submission within seven business days.

**THE PROCEDURES OUTLINED AS FOLLOWS:**

- A. Simple moves: Moves within the department or the major administrative unit (MAU):**  
Submit a Customer Service Request (see #1 above) to Space Planning. Fill out the [Space Request and Assessment Form](#). The form needs to be completed, signed, and submitted to [space-mgt@nmsu.edu](mailto:space-mgt@nmsu.edu). A simple move is moving someone into an office within the same Department or MAU that has been vacated or exchanging offices/cubicles between staff in the same Department or MAU. A simple move does not involve structural, electrical, or system furniture changes.
- B. Non-Simple Moves: Moves between major administrative units (MAU):**  
Submit a Customer Service Request (see #1 above) to Space Planning. Fill out the [Space Request and Assessment Form](#). The form needs to be completed, signed, and submitted to [space-mgt@nmsu.edu](mailto:space-mgt@nmsu.edu). Space Planning will prepare the request for presentation to the Space Request Triage, the Space Committee, and the Chief Executive Team (CET). The CET has final approval of these types of moves.

**C. Changes of Use or Function:**

Submit a Customer Service Request (see #1 above) to Space Planning. Fill out the [Space Request and Assessment Form](#). The form needs to be completed, signed, and submitted to [space-mgt@nmsu.edu](mailto:space-mgt@nmsu.edu). Space Planning will review the request, walk the space(s), and ask for additional information and images.

**D. Additional or New Program(s) Space Request:**

Submit a Customer Service Request (see #1 above) to Space Planning. Fill out the [Space Request and Assessment Form](#). The form needs to be completed, signed, and submitted to [space-mgt@nmsu.edu](mailto:space-mgt@nmsu.edu). Space Planning will prepare the request for presentation to the Space Request Triage, the Space Committee, and the Chief Executive Team (CET). The CET has final approval of these types of moves.

**E. Requesting Tent Relocations for 20' x 20' Tents:**

Submit a Customer Service Request (see #1 above) to Space Planning. Fill out the [Request for Tent Relocation Form](#). The form needs to be completed, signed, and submitted to [space-mgt@nmsu.edu](mailto:space-mgt@nmsu.edu).

- Only 20' x 20' tents are eligible for relocation.
- Tents may **ONLY** be used for student events and activities. They may **NOT** be used for storage, vehicle/equipment shading, etc.
- The requestor may only request relocation for one (1) tent per year.
- The period to request tents will start February 1<sup>st</sup> (2/1) and end February 15<sup>th</sup> (2/15).
- Requests received before or after this period will not be considered for relocation.
- An index number will be required to fund the relocation of a tent as well as any seating (if requested and available). Estimated at \$2,500 per tent, per move.
- Requests will be reviewed on a first-come, first-serve basis—you are not guaranteed a tent even if the form has been filled out and submitted appropriately within the request period.
- Tents that are moved upon request will remain at the requested location for one (1) year. After this time, there will be a renewal period that opens on January 15<sup>th</sup> (1/15) and closes on January 31<sup>st</sup> (1/31).
  - If you fail to renew during this time, your tent will be considered available for relocation.
  - You may renew by emailing [space-mgt@nmsu.edu](mailto:space-mgt@nmsu.edu).
  - Notifications/reminders for renewal will be sent on January 15<sup>th</sup> (1/15).
- You may request a renewal once per tent move.
- After two years from the initial move date, tents will become eligible for relocation.
- Facilities & Services is not responsible for replacing or repairing any tents damaged by vandalism or acts of nature. Requests outside the requesting period (Feb 1 – Feb 15) will be allowed to replace damaged tents at the expense of the requestor, but only if there are tents available for relocation.
- You may use the [Interactive Campus Map](#) for reference.

**For more information, contact the Office of Space Planning:**

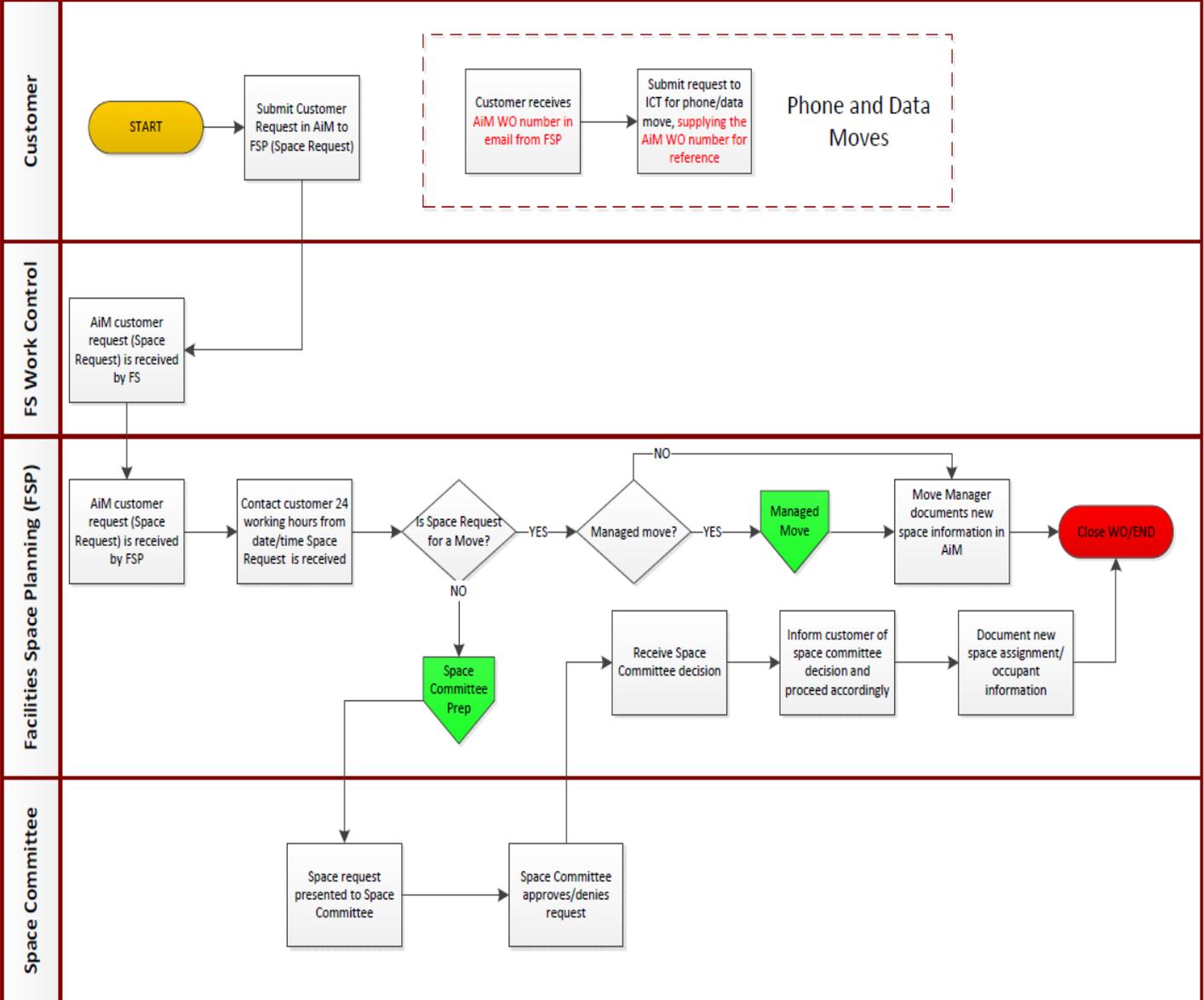
Email: [space-mgt@nmsu.edu](mailto:space-mgt@nmsu.edu)

Phone: 575-646-7734

Website: <https://space.nmsu.edu/>

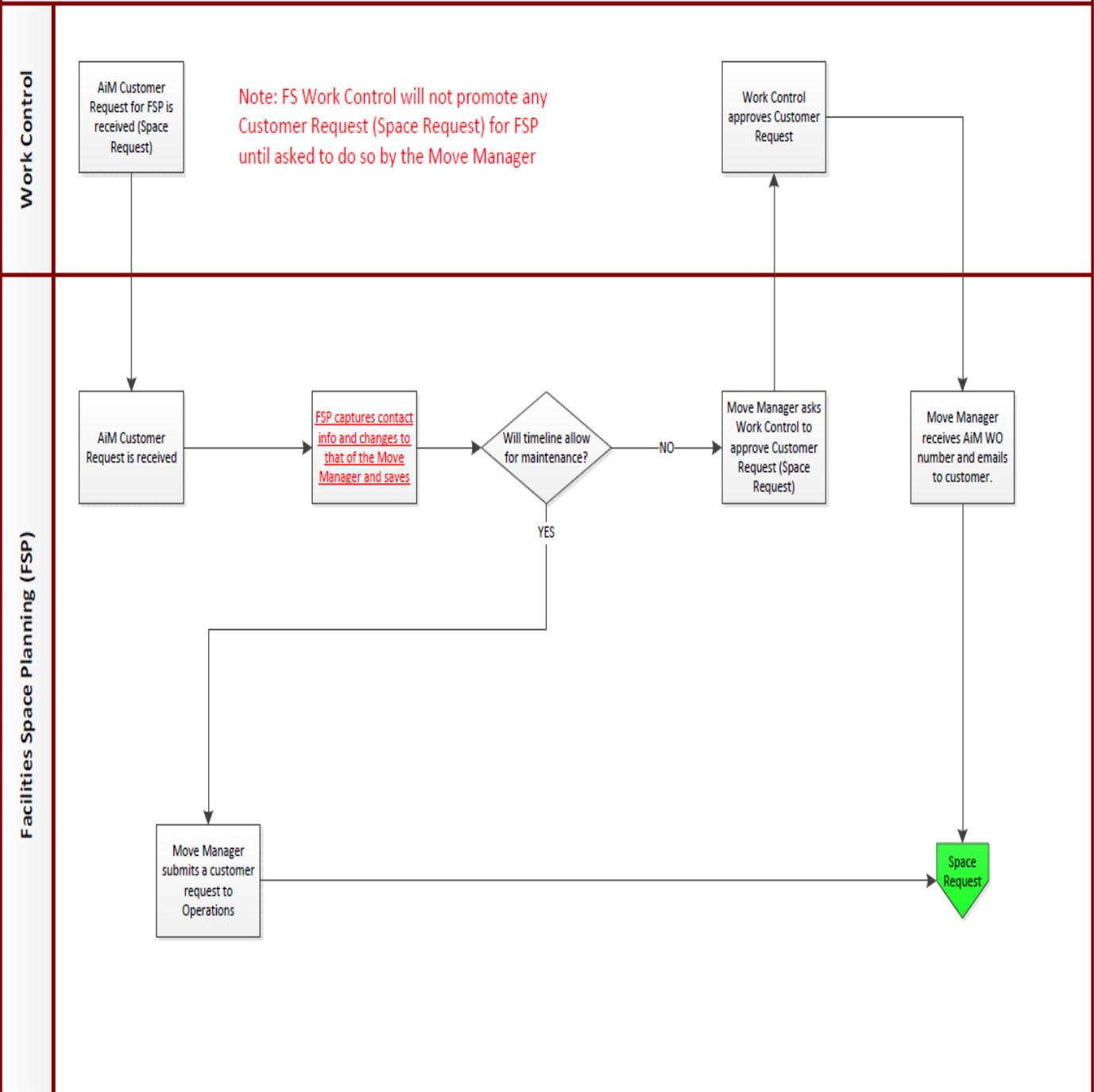
## Space Request

Space Request – A request for additional space, reconfiguration of existing space and occupant relocations accomplished by submitting an AiM Customer Request (WO).



## Space Request-Managed Moves

Space Request – A request for additional space, reconfiguration of existing space and occupant relocations accomplished by submitting an AiM Customer Request (WO).



## Space Request-Space Committee Preparation

Space Request – A request for additional space, reconfiguration of existing space and occupant relocations accomplished by submitting an AiM Customer Request (WO).

