

ReADY 14.1

2025 Annual Space Survey

TRAINING PRESENTATION

Edelmira Estrada-Orozco – Facilities Space Planner

Office of Space Planning

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

eeorozco@nmsu.edu

575-646-2509



BE BOLD. Shape the Future.

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:

A. Organizational Occupancy

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

B. 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 for 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 01st, 2024 thru June 30th, 2025.

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



BE BOLD. Shape the Future.

Space Representatives

Space Surveyor:

Collects, verifies, and updates space data.

- Examine the rooms designated in your space inventory for accuracy.
- Walk through the assigned locations at the survey and identify the room(s).
- Identify what space information has changed in each room,
 - The Organizational Occupancy – Department(s), Primary Usage(s) or Percent(s)
 - Occupants
- Enter the space updates into the ReADY space survey.

Space Representatives

Space Survey Approver:

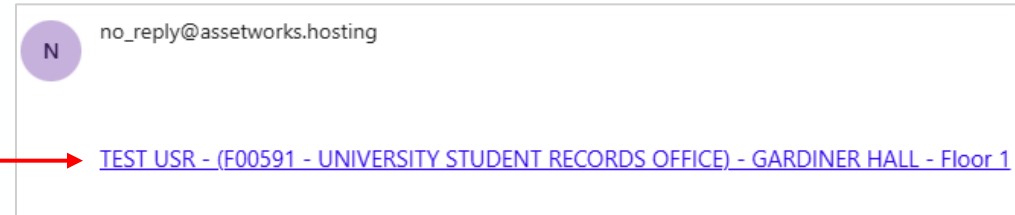
- Review whether the Space Surveyor has followed the correct process.
- Verify that the space information surveyed is accurate and complete for all locations.
- Adjust the space survey as necessary or send it back to the surveyor for revisions when required.
- Route the Space Survey to the Space Administrator (Office of Space Planning) for final review and completion.



Space Survey Resources

Space Survey Link – You will receive an email with a link(s) to your space survey(s).

- Click on the Link.



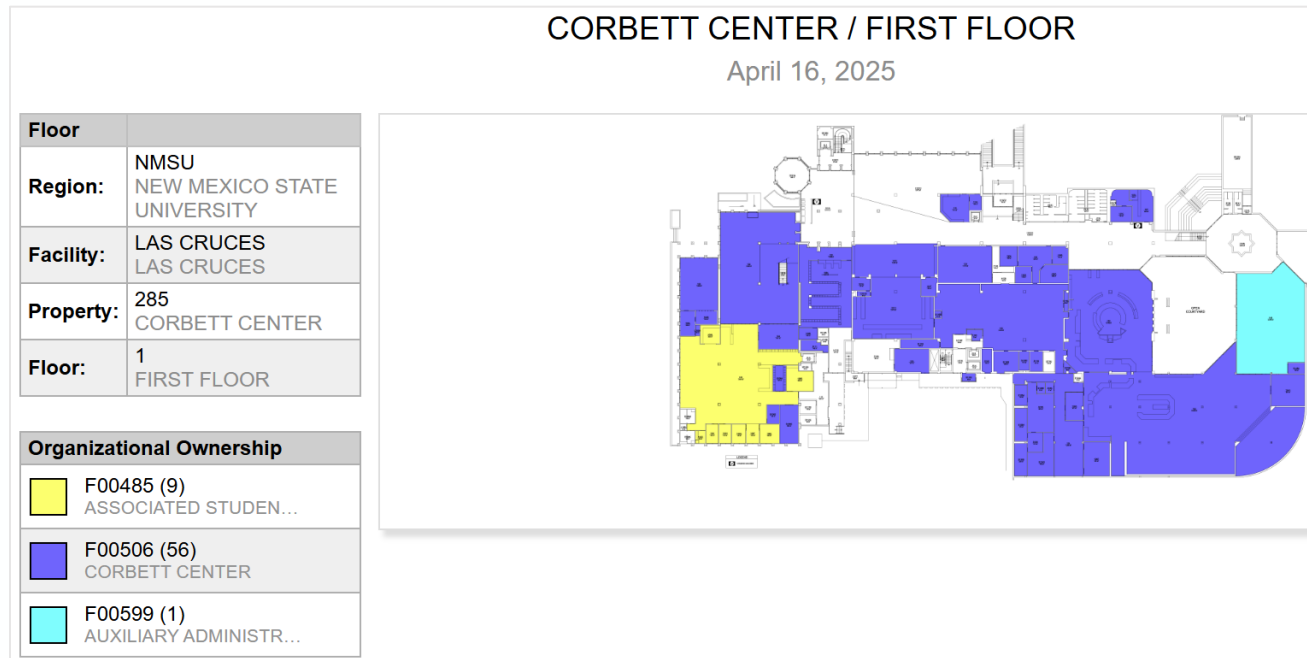
- Use SSO to log in



Space Survey Resources

ReADY Floor Plans

- Help you visualize the locations of your organization.
- It is easy to spot inconsistencies between the signage and the room numbers.



The Space Viewer Floor Plan displays the building information, location numbers, and ownership details.

Space Survey Resources

Appendix A: Functional Use Codes

- The provided codes and descriptions help to determine how rooms are being used and are used to calculate the Facilities and Administrative (F&A) rates.

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
LIB	Library	Branson and Zuhl libraries. This category does NOT include departmental libraries.	Eligible	Yes	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,	Eligible	Yes	1080 Other Instruction

Space Survey Resources

Appendix B: Location Type (FICM) Codes

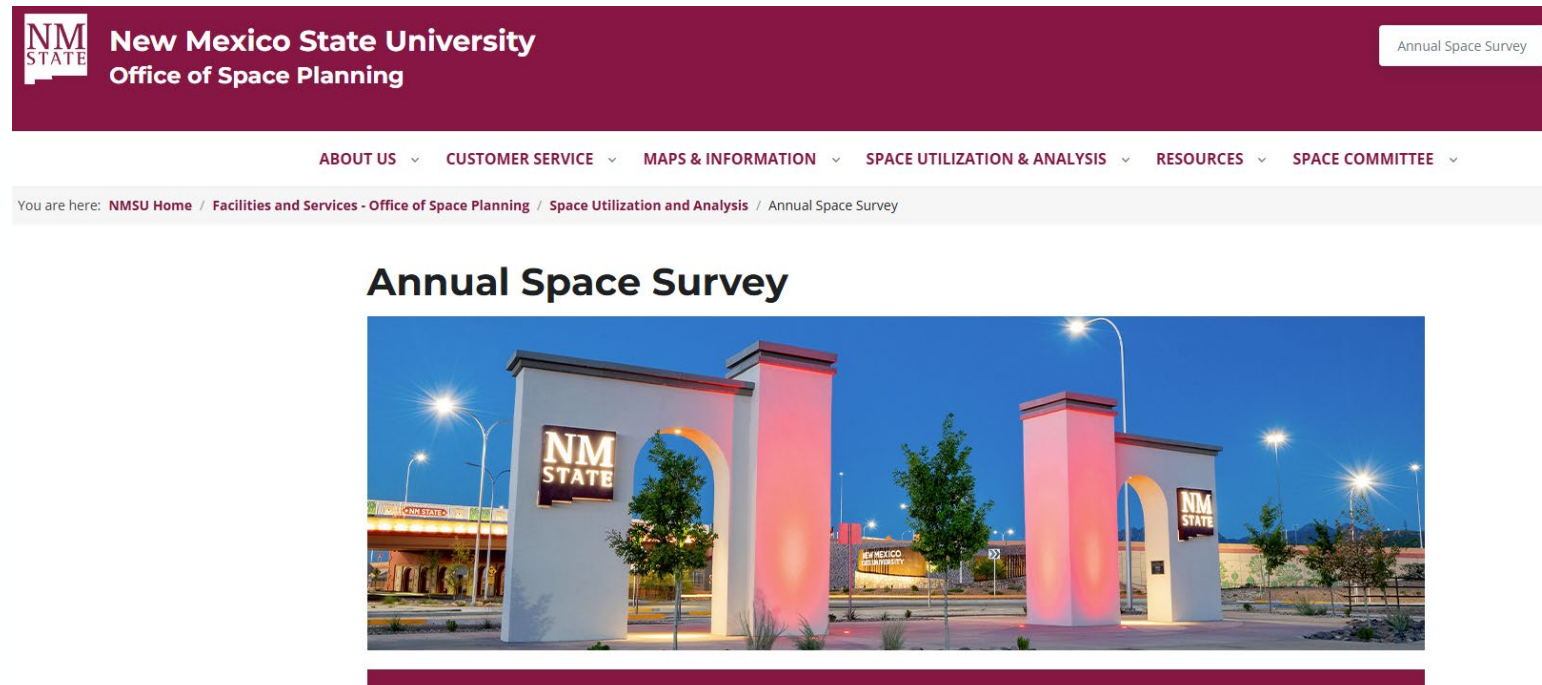
- They are used to categorize spaces based on their primary use.
- If you notice the FICM needs to be updated, please submit an AiM [space request](#).

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
200 Laboratory Facilities	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
300 Office Facilities	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		900 Residential Facilities

Space Survey Resources

Space Survey User's Guide

➤ The Guide will be available on our website when the Space Survey Links are sent.



BE BOLD. Shape the Future.

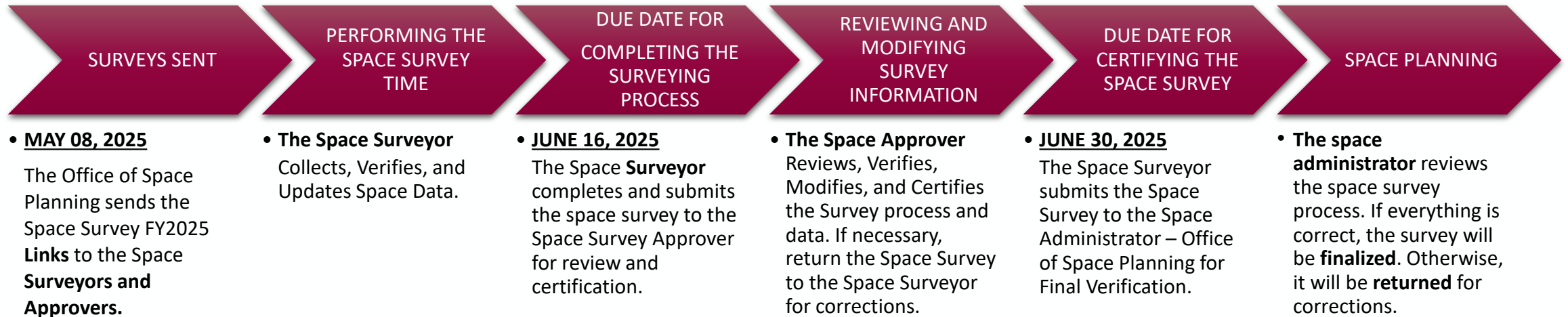
In-Person Training Session

- The ReADY Tool Training will cover the following topics:
 - General Navigation to the ReADY tool
 - Start your Survey
 - Organizational Occupancy(s)
 - Primary Usage(s) and Percent's
 - Occupants
 - Complete the Space Survey



Space Survey Timeline and Due Date

Allow yourself plenty of time to complete your survey



BE BOLD. Shape the Future.

Contact Us

WITH YOUR QUESTIONS OR COMMENTS!

OFFICE OF SPACE PLANNING

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

Kristina Ames – Facilities Space Manager

Email: kames@nmsu.edu

Phone: 575-646-7734

Edelmira Estrada Orozco – Facilities Space Planner

Email: eeorozco@nmsu.edu

Phone: 575-646-2509



BE BOLD. Shape the Future.