

2026 Space Survey

TRAINING PRESENTATION

OFFICE OF SPACE PLANNING

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What is the Space Survey?



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Defining the Campus Inventory

The Space Survey is the primary process for maintaining the **Campus Room Inventory**. We use this survey to collect critical space-related data, including:

- **Organizations & Percentages:** Identify the department(s) assigned to each space and calculate the occupancy split when shared by multiple organizations.
- **Primary Usages & Percentages:** Categorize room usage to determine critical F&A rates.
- **Occupants:** Identify the specific individuals utilizing the space.



Key Impacts of the Space Survey

Regulatory Requirements:

- **Calculate** Facilities and Administrative (F&A) rates.
- **Meet** federal and state institutional reporting requirements.

Space Management:

- **Validate** requirements for capital projects.
- **Support** university strategic planning initiatives.
- **Assess** departmental space utilization.

Budgeting and Planning:

- **Track** building and equipment depreciation.
- **Manage** Operations & Maintenance (O&M) costs associated with structures.



Fiscal Year Period

July 1, 2025, through June 30, 2026

The Space Survey must reflect how each room was used for most of the fiscal year.

Examples:

- If a room's usage shifted in March, report the usage that occurred from July through February.
- If a room's department shifted on or before January 1st, report the new department along with the updated usage.
- If an employee occupies a room from July to May but moves into a new one, update the occupant to their new room but report the department and usage as they currently are.



Space Representatives

Roles & Responsibilities

Ensuring accountability and data integrity across the workflow



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Space Surveyor Workflow

The **Space Surveyor** ensures inventory accuracy by **collecting, verifying, and updating** space data across a three-phase workflow.

1. Verification & Inventory Auditing:

- **Examine Inventory:** Review the assigned room list to establish a baseline and verify initial accuracy.
- **Physical Walkthrough:** Conduct an on-site walkthrough to physically locate and verify each assigned room.

2. Identifying Critical Field Changes:

- **Organizations & Percentages :** Identify any changes to the Department(s) assigned to the space.
- **Primary Usages & Percentages:** Record shifts in functional room use and/or updates to split-use percentages.
- **Occupants:** Update the specific personnel assigned to or using the room.

3. System Data Entry:





- **Log Updates:** Once the physical verification is complete, directly enter all updated space information into the ReADY space survey module to finalize the records.



Space Approver Oversight

The **Space Approver** serves as the critical quality control layer, ensuring all submitted data meets institutional standards before system finalization.

Core Responsibilities

-  **Review the Process:** Verify that the Space Surveyor followed all established survey procedures.
-  **Validate Data Accuracy:** Ensure all surveyed information is complete and accurate across all assigned locations.
-  **Manage Revisions:** Adjust space data directly or return the survey to the surveyor for required corrections.
-  **Route for Completion:** Submit the approved survey to the Space Administrator for final institutional review.

Classification & Usage Codes



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Functional Use Codes

Use these codes and descriptions to define primary room functions, which directly determine the university's Facilities and Administrative (F&A) rate calculations.

[Functional Use Codes PDF Guide](#)

Functional Use Code	Description	Definition and Examples	NMHED Eligibility	I&G
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
LIB	Library	Branson and Zuhl libraries. This category does NOT include departmental libraries.	Eligible	Yes
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



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Location Type (FICM) Codes

The space use codes, or Location Type FICM codes, are assigned based on the primary use of each location.

- **Use** these codes to review the current classification of the room.
- **Submit** an AiM [space request](#) if you identify a room that requires an updated FICM code description.
- **Access** the complete [FICM](#) location descriptions on our website.

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

[Location Type FICM Codes PDF](#)



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ReADY 14.3

System Access & Dashboard Navigation



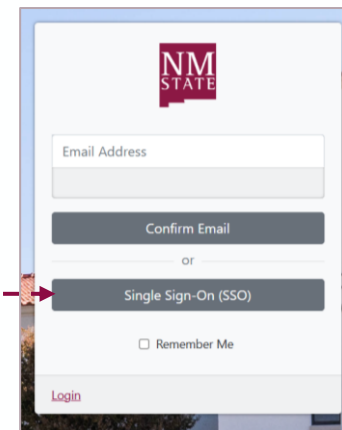
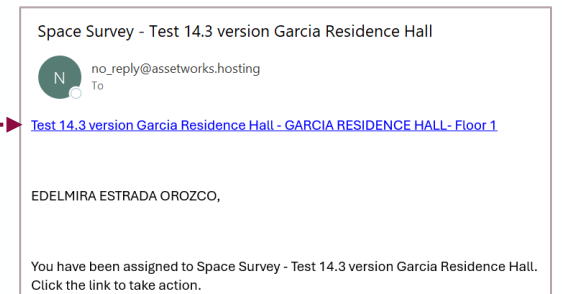
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Links & Access

You will receive an automated email from the system containing the direct link(s) to your assigned space survey(s).

How to Log In

- **Click the Link:** Select the space survey link provided in your notification email.
- **Authenticate via SSO:** Click the **Single Sign-On (SSO)** button on the login screen to access the system securely using your institutional credentials.



ReADY Home Tab

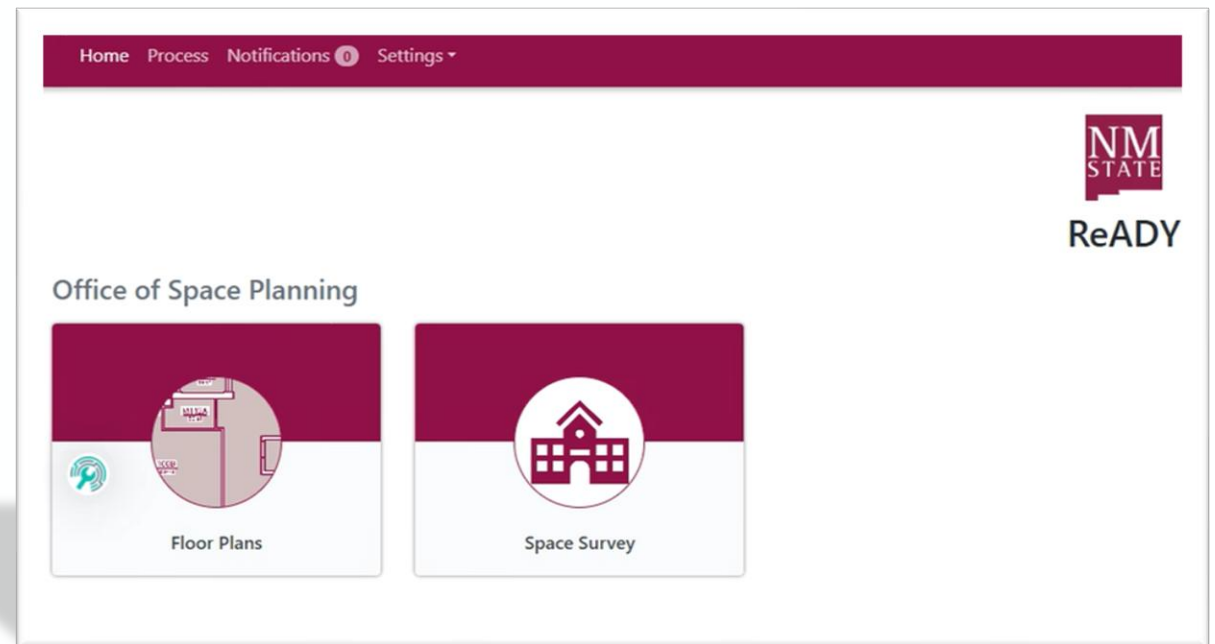
Navigate the system using the homepage dashboard tiles:

Floor Plans Tile

- Explore interactive floor plans to locate rooms assigned to your survey(s).

Space Survey Tile

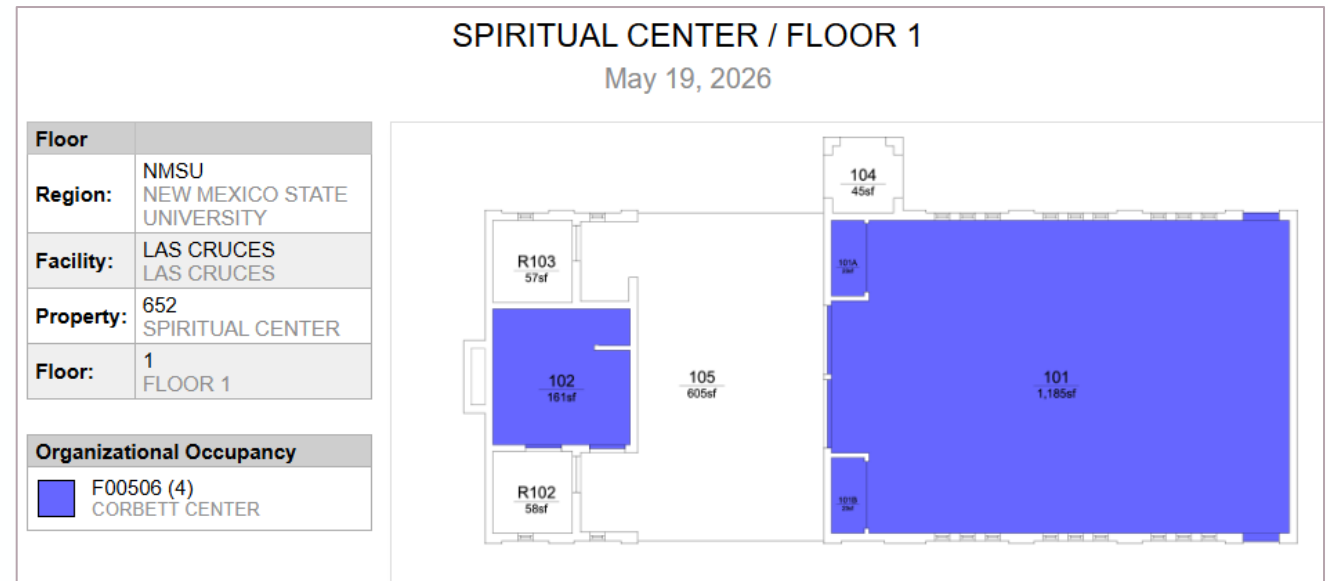
- Access and complete your assigned department(s) space survey(s).



ReADY Floor Plans

The Floor Plans screen utilizes the **AiM Space Viewer** to provide an interactive experience.

- Visualize all locations assigned to your department.
- Spot inconsistencies quickly between physical room signage and system numbers.
- Print floor plans easily directly from the screen.



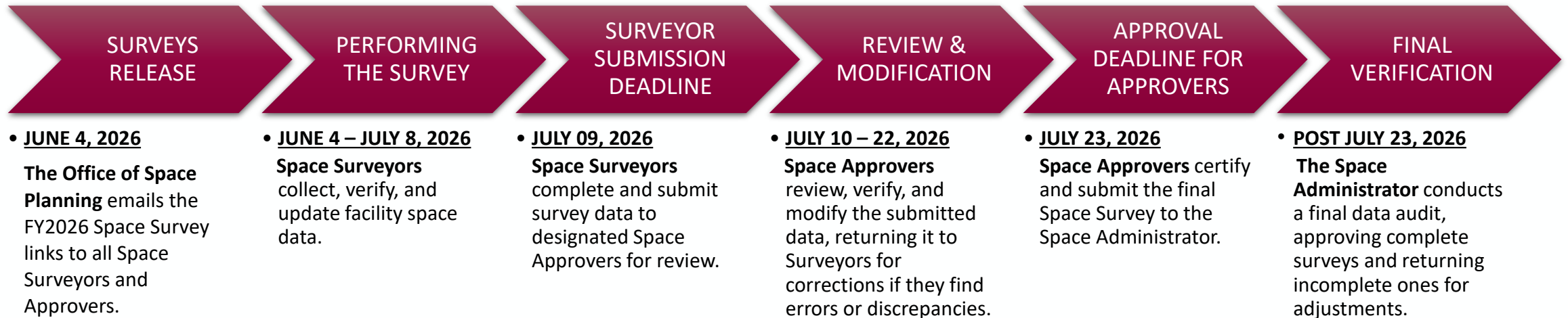
Timeline and Due Dates

Allow yourself plenty of time to complete your survey



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Timeline and Due Dates



Support & Guidance Resources

Tools to simplify your workflow and help you navigate the system.



User's Guide

Access the comprehensive digital manual on our website for detailed workflow steps.



Live Training

Attend the session on System Navigation, Survey Initiation, and Final Certification.



Email Support

Get direct technical assistance from the Space Planning team.

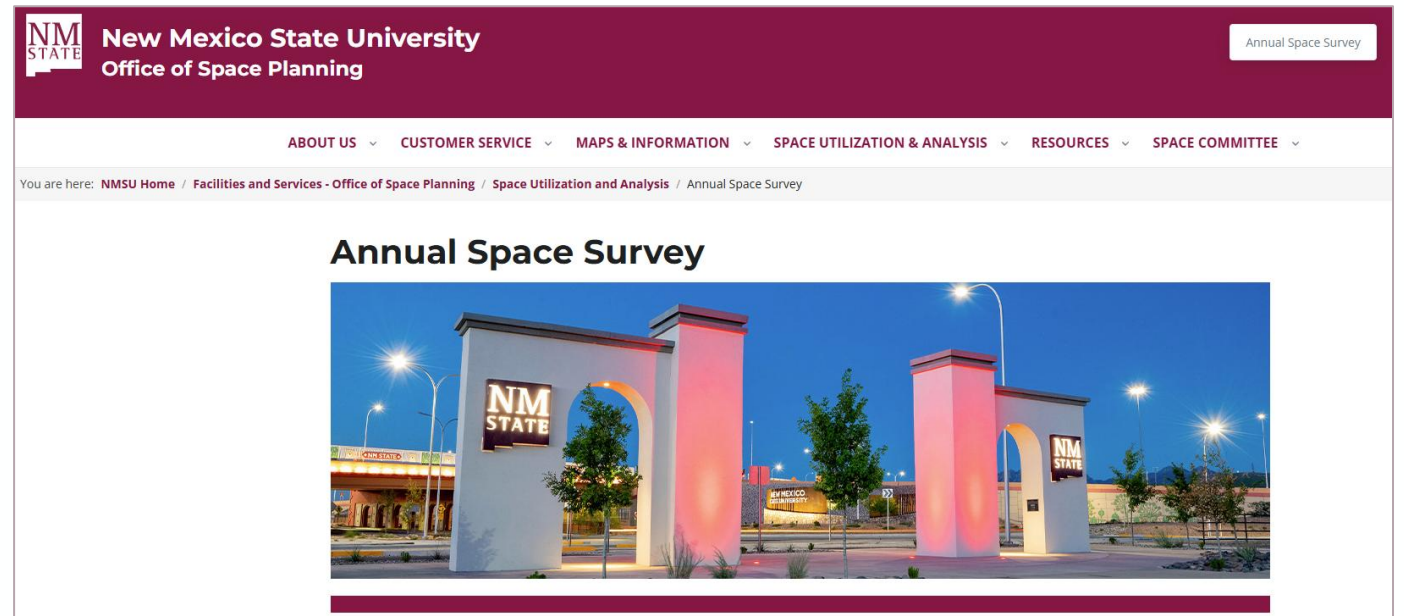


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User's Guide

Access the complete Guide on our website immediately upon the distribution of official Space Survey links.

[User's Guide PDF](#)



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Live Training

Effective space management with the ReADY Tool



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Training Curriculum

- **ReADY System Navigation:** Accessing and navigating the ReADY Tool interface.
- **Survey Initiation:** How to correctly launch and start your assigned surveys.
- **Organizational Occupancy:** Defining departmental space ownership
- **Primary Usage and Percentages:** Allocating primary room usage and percentages.
- **Occupants:** Assigning personnel to specific physical spaces.
- **Final Certification:** Completing the Space Survey and routing for approval.



Questions?

CONTACT US

PRIMARY TRAINING CONTACT

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Thank you for your commitment to NMSU's data accuracy



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