



Capital Strategy & Planning Space Management



INTRODUCTION

Each academic unit, administrative/service unit, or student support unit has a designated space liaison that is responsible for coordinating with the Space Management office for various components of the overall space management process. Each unit is responsible for the effective management of its assigned space resources to assure maximum utilization of the unit's allocated space. Unit space liaisons are responsible for the following coordination items:

- Review unit assigned spaces and provide timely updates for space data and occupancy changes so that the information in the facilities inventory (space) database is accurate. Space allocation data is used for unit and University planning purposes, space needs analysis studies, emergency response coordination, and budget cost allocation processes, so it's essential to keep space assignment/occupancy information up-to-date.
- Review opportunities for reallocation of unit assigned space to meet new spaces needs, or submit new space requests if additional space is required.
- Provide coordination for periodic research space functionalization surveys (academic units only) to support the Facilities & Administrative (F&A) rate negotiation cycle.
- Submit project requests to Facilities for renovations/improvements or other updates to unit assigned space, and provide point of contact coordination for Facilities throughout project.

This user guide provides information about the space data update process and training material for accessing and using the facilities inventory (space) database to view floor plans, pull unit-assigned space data reports, and coordinate updates to space data.

SPACE REQUEST PROCESS

If a unit has exhausted all options to meet new space needs via internal space reassignment/reallocation, or if specialized space not currently assigned within the unit's space allocation is needed, a New Space Request can be submitted. Visit <https://facilities.gmu.edu/resources/space-management/space-request-and-allocation-process/> for information regarding the space request process, a description of space committee reviews that are required for the recommendation, and approvals of new space assignments, and a link to the online space request form to begin the review process.

SPACE DATA UPDATES & SPACE SURVEY

While unit space liaisons are asked to provide updates to space data and occupant names to the Space Management office as they occur throughout the year, the Space Management office conducts a twice-yearly space data review/update process to capture any updates that are applicable since the last review. Reports of all unit-assigned space are sent to unit space liaisons in the early Fall semester and mid-Spring semester to assure that current space data/occupant information is provided to Space Management to update in the facilities inventory (space) database. Information to review for each assigned room is:

- **Station/seat count** – confirm info is still correct for offices, workstation areas, and other unit assigned spaces. Provide updates as needed.
- **Department** – confirm department is still correct. Provide a new department if a room has been reassigned via a unit internal space reassignment.

- **Room Use Code** – confirm the room use code listed is still correct for the primary functional use of that room. Provide update if needed - see Appendix for a list of room use codes to determine which code would apply if a change is needed. The room use code for office/workstations should align with the Banner HR employee type code for the occupant name(s) provided for those rooms/stations.
- **Functional Category** – the functional category for rooms assigned to administrative/service and student service units generally doesn't change so this review category applies only to *Academic Unit* space liaisons. Academic units should provide functional category updates that align with the primary functional use of that room (i.e. either general acad/instructional support functional activities or research functional activities). If you are not sure which functional category would apply for a particular room, please consult with Space Management staff.

The Space Functionalization Survey is conducted every three years in support of the Facilities & Administrative (F&A) rate negotiation cycle (process determines the indirect cost recovery rate that is used for sponsored research activities). Fiscal Services historically asks academic units to provide more detailed information for 250 (Research Labs) and 255 (Research Lab Svc Rooms) coded rooms to understand how those labs and lab service rooms were used during the survey period base FY. The space survey module requires survey users to confirm basic space data for those rooms (see above), to select any and all faculty/PIs that use the lab for research/other activities, to select the grant(s) associated with that research activity, and to define the percentage of use of the room(s) over the FY base survey year (i.e. 50% for organized/sponsored research, 25% for academic support/mentoring activities, 25% for department research – totals must = 100%).

This space functionalization survey requires academic unit space liaisons to coordinate with faculty and staff from each of their unit's academic departments to gather this more detailed use information before the survey data is completed. Once completed by the designated survey user, the unit space liaison reviews and approves the information submitted for each room. Fiscal Services staff conduct a final review, resolve any issues with the unit, and then provide final approval to close out the survey for that unit. The F&A survey period begins in March with training by Fiscal Services to provide direction for how the room functionalization percent information should be completed. Space Management staff provides training on how to access and complete the room surveys in the database survey module. The survey period is generally April 1st through the end of May which allows units/departments two months to gather information from faculty and enter the room survey data. The survey period is finalized in June and a report from the database survey module is provided to Fiscal Services. While this more detailed space functionalization survey requires a lot of coordination and time commitment for both academic unit space liaisons, as well as department staff and faculty, it's a critical component of the F&A rate negotiation process that must be supported.

FACILITIES INVENTORY (SPACE) DATABASE QUICK GUIDE

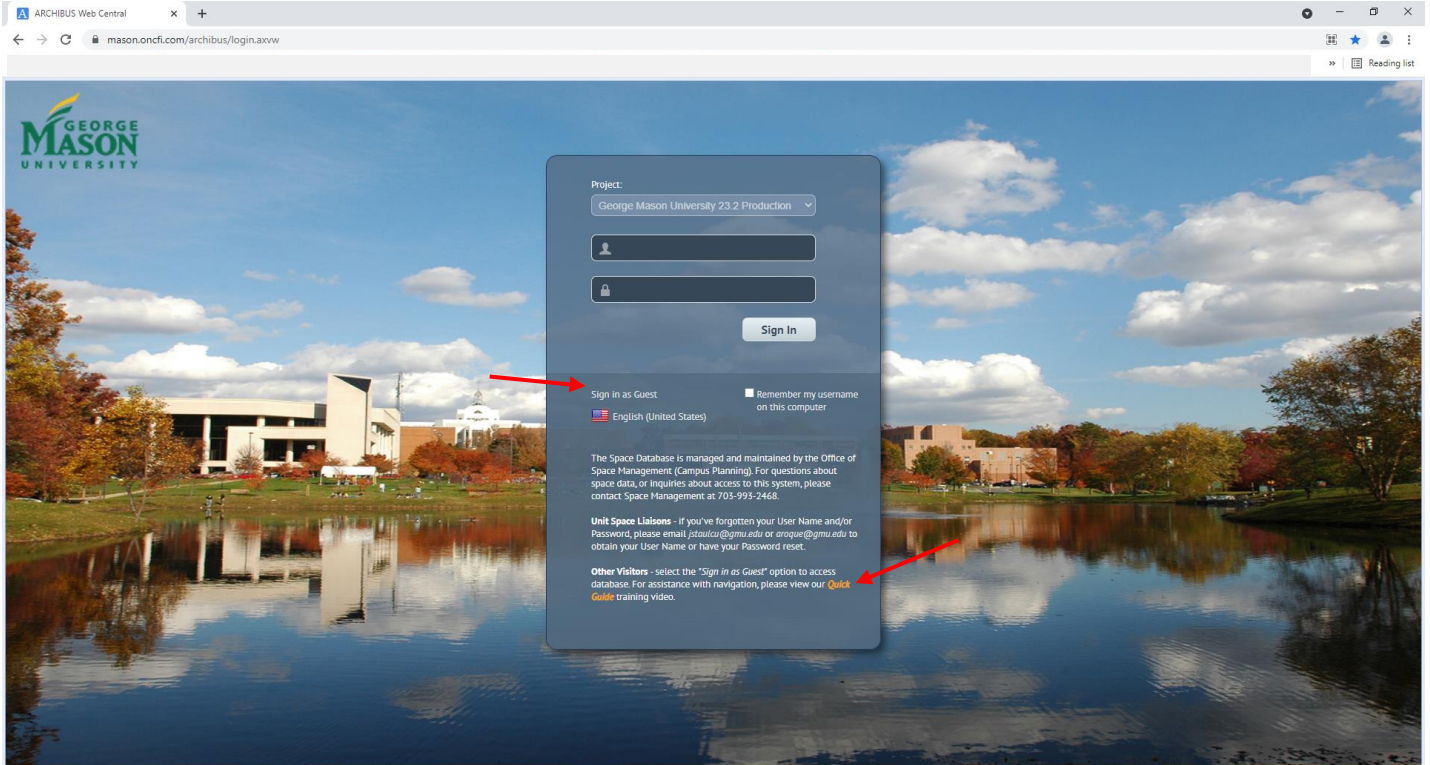
Unit space liaisons and other campus end users can access the facilities inventory (space) database to view floor plans of their assigned space and pull reports of all rooms/spaces assigned to the unit to assist with internal space management processes. The following quick guides provide basic navigation/use instructions for the database, and a short Quick Guide training video is available as a link from the database login page (see below).

Visit <https://mason.oncfi.com/archibus/login.axv> to access the facilities inventory (space) database.

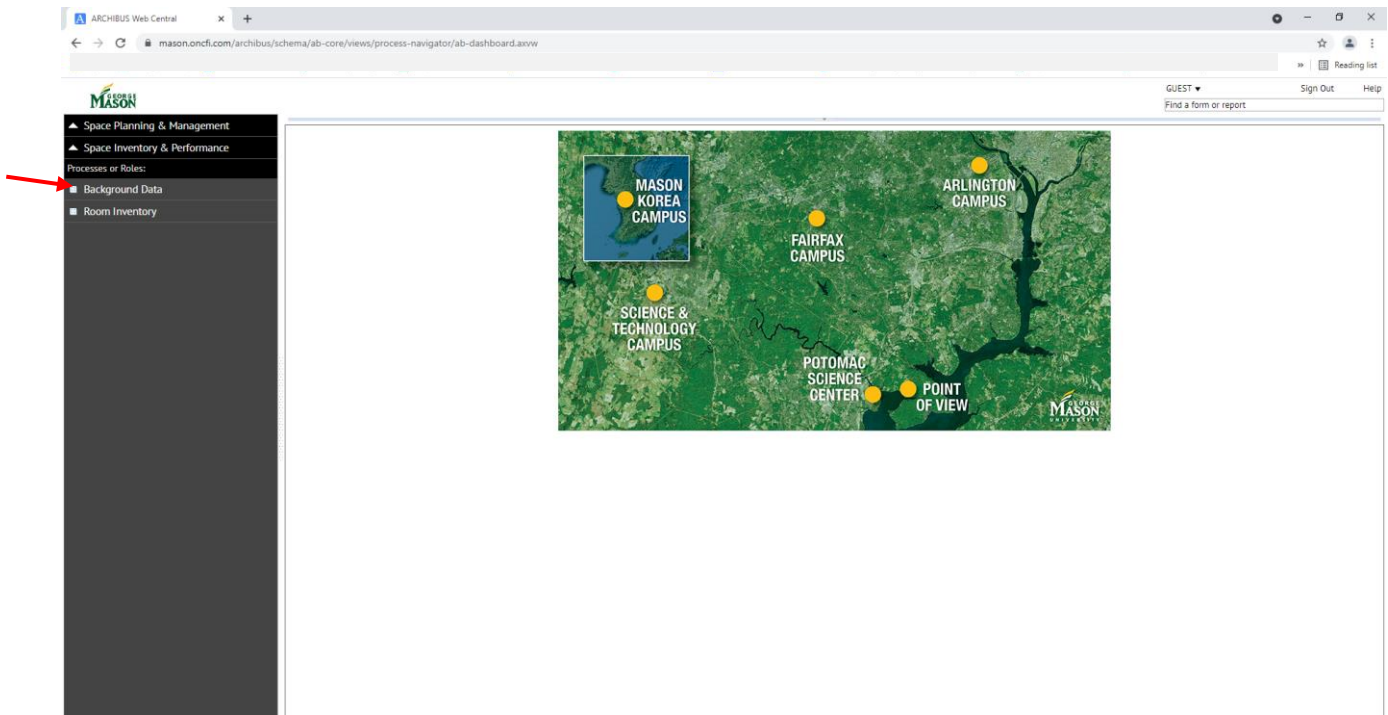
- Select the **Sign In as a Guest** link to enter the database

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- You can select the **Quick Guide** link to view a training pdf file if more assistance is needed with navigation and use functions.



- Select the **Background Data** menu option to view lists of Mason's buildings, or to pull a list of department codes attached under each division/unit in the database.



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- To view a list of department codes attached to a particular unit's division, filter the output report to the particular unit's division code, then hit **ENTER**. Select the **XLS** link export to Excel.

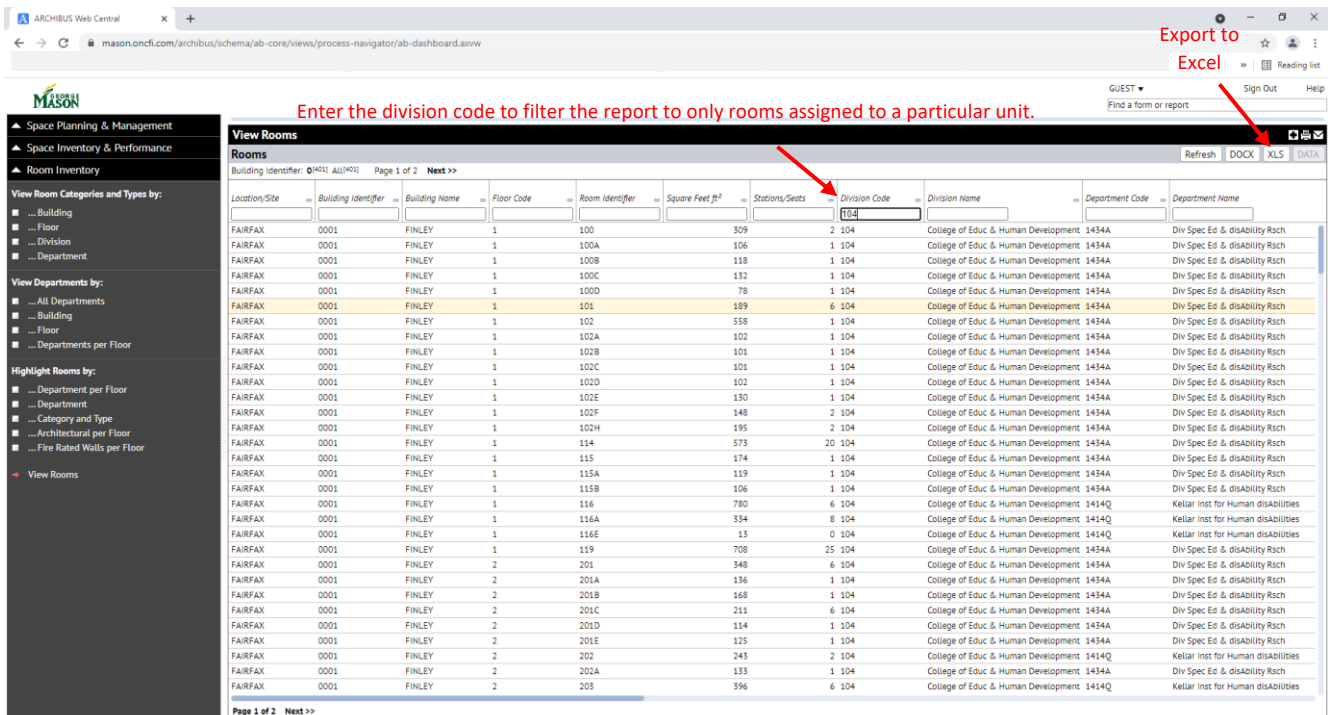
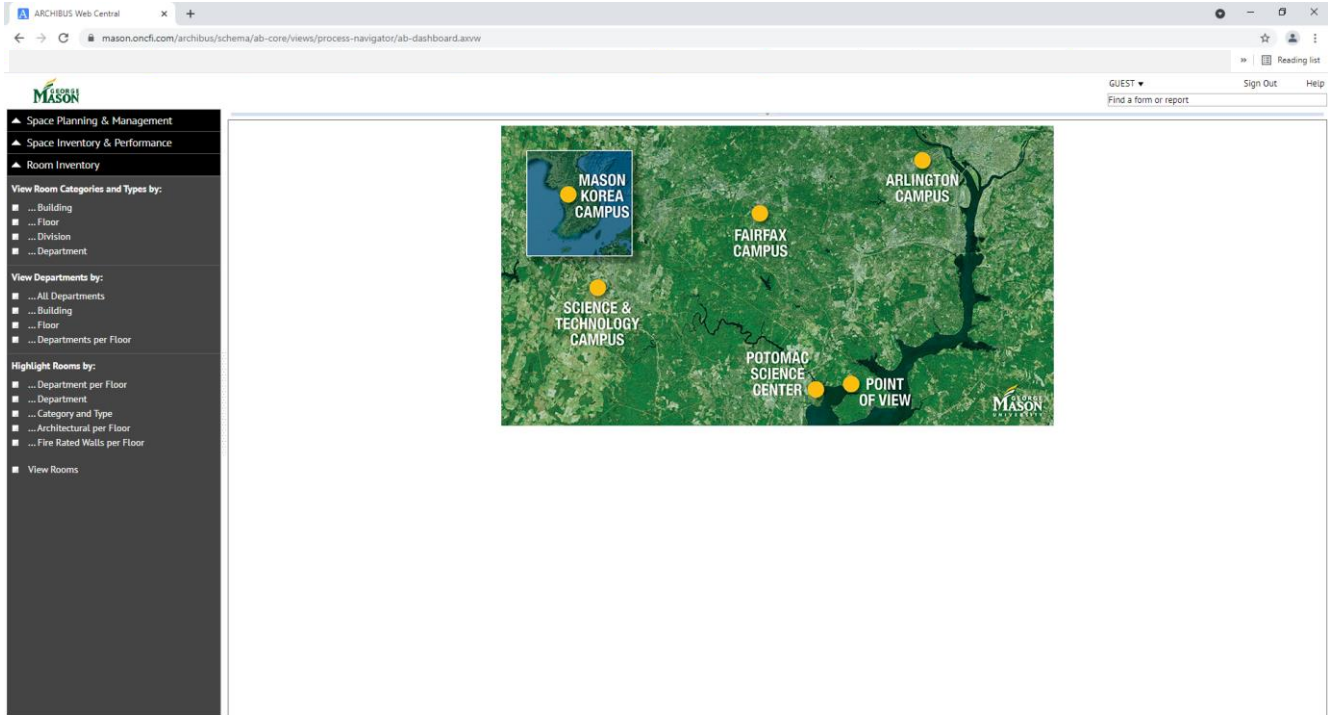
The screenshot shows the ARCHIBUS Web Central interface. On the left sidebar, under 'Background Data', the 'View Departments' link is selected. The main content area displays a table titled 'View Departments'. The table has the following columns: Division Code, Division Name, Department Code, Department Name, Space Liaison, and Highlight Pattern - Acad. The table lists various departments such as Social Work Department, Center for Health Policy, Rsch, Ethics, Nursing, etc. In the top right corner of the report area, there are links for 'Refresh', 'DOCX', 'XLS', and 'DATA'. A red arrow points to the 'XLS' link.

- Select the **Room Inventory** menu link from the main menu to do the following:
 - Select and View Floor Plans.
 - View and Export a Report of Rooms assigned to a unit or department, filter for currently vacant/unassigned rooms that need to updates as new hires are completed/spaces assigned.
 - View other available standard reports.

The screenshot shows the ARCHIBUS Web Central interface. On the left sidebar, under 'Background Data', the 'Room Inventory' link is selected. The main content area displays a map of Mason University campuses. The map includes labels for Mason Korea Campus, Science & Technology Campus, Fairfax Campus, Arlington Campus, Potomac Science Center, and Point of View. A red arrow points to the 'Room Inventory' link in the sidebar.

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- Select the **View Rooms** menu link to do the following:
 - View and Export a Report of all rooms in the database, or filter to a particular unit/department.
 - The filter boxes at the top of each column in the View Rooms output report allow this data to be further filtered as needed by end-users to narrow the report output. Any of the other data elements attached to each room (campus, bldg, floor, room use, function code, functional category, assign category, etc.) can also be used to further filter/narrow your report.



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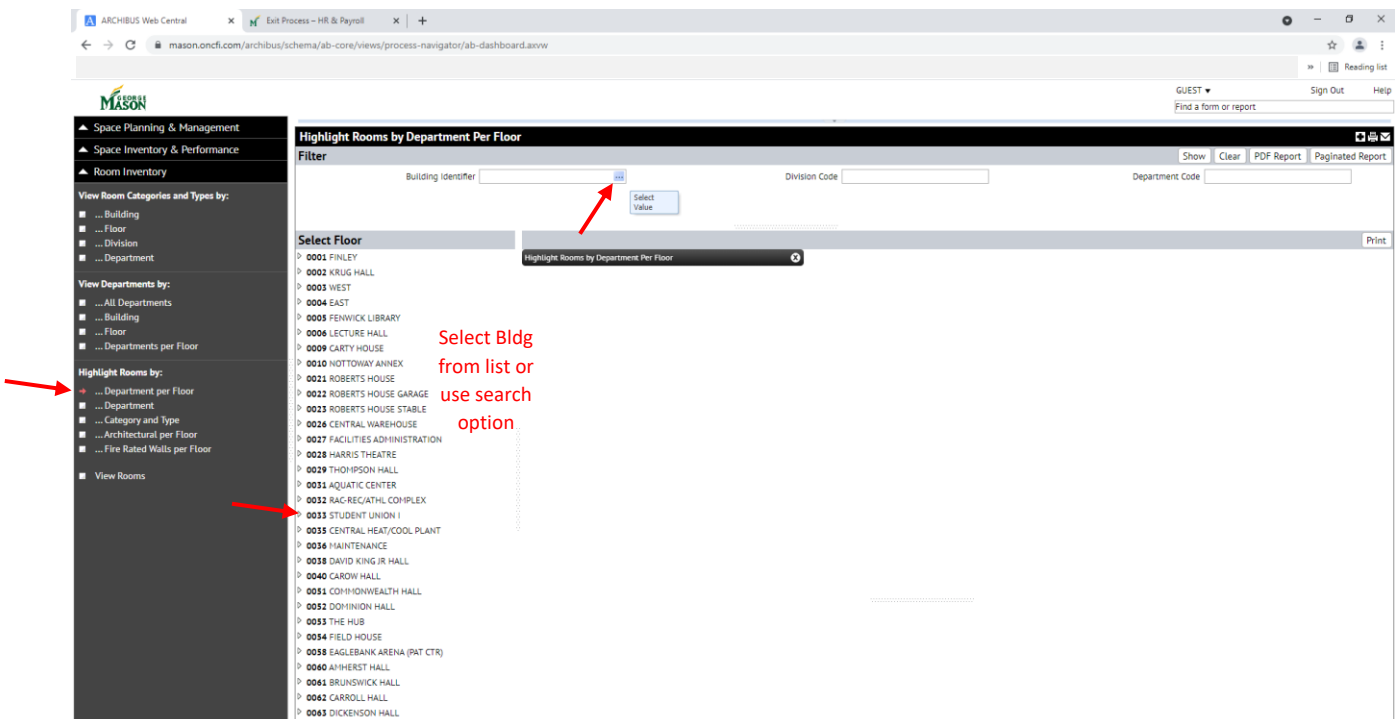
- To get a report of rooms assigned to a unit that are currently unassigned or vacant, enter the unit code in the Division column filter box, then tab over to the Assign Category column and select “Vacant” in the filter box drop-down menu for column header, then select **ENTER**.

The screenshot shows the ARCHIBUS Web Central interface. The main content area displays a table titled "View Rooms" with columns: Room Use, Room Use Description, Function Code, Func Code Description, Functional Category, Func Cat Description, SCHEV Type, Assign Category, Occupant/Comments, Private Use, Date Inventory, and CIP. The "Assign Category" column has a dropdown menu open, showing options: N/A, Occupied/In Use, Vacant, and Unused-Renovation. The "Vacant" option is selected. In the top right corner, there is a button labeled "Export to Excel" with a red arrow pointing to it. The interface also includes a navigation menu on the left and a user profile in the top right.

View and Print Floor Plans

- There are multiple floor plan views available in the database.
 - Department per Floor** – this floor plan allows users to view and print a floor plan for a building that has the color-coded shading to represent unit/department assignment on the floor. Each division/unit in the database has a corresponding color shading that would apply to all space assigned to the unit.
 - Department** – this floor plan allows users to narrow your floor plan by unit and department so that the color shading that will appear on the floor plan only aligns with the particular department code selected. This is useful if users want to print floor plans of all space assigned to X dept only and just have those areas highlighted on the floor plan.
 - Category and Type** – this floor plan allows users to view a floor plan with color shading and hatching fill that aligns with the room use codes attached to each space on that floor (i.e. faculty office, staff office, staff workstation, research lab, conference room, etc. room use codes).
 - Architectural per Floor** – this floor plan allows users to view a black and white version of the floor plan. This is useful if users want to add their own notes/shading after they use the print feature and then copy the floor plan into Word, Powerpoint, etc. for their own internal planning purposes.
 - Fire Rated Walls per Floor** – this floor plan allows end-users to view a floor plan that has the 1-hr, 2-hr, etc. fire-rated wall systems identified on the plan. This plan is used by Facilities staff and contractors to verify FRW systems prior to renovations or other updates that would create wall penetrations that have to be mitigated as part of those updates to maintain the FRW rating.

- Navigation and functionality are the same for all floor plan views, so the below example provides guidance that will apply to each floor plan option. For more assistance, please review the **Quick Guide** training pdf file posted on the database login page.
 - Select the floor plan option in the **Highlight Rooms by** menu option.
 - Select the Building – you can also use the Building Identifier field to find a bldg number by name if you don't want to scroll through the list of buildings (select the blue box to the right in that field and a pop-up box that will let you search by name, or partial name, will appear).



- Select floor to view after you select the building

Highlight Rooms by Department Per Floor

Filter: Building Identifier: _____ Division Code: _____ Department Code: _____

Show Clear PDF Report Paginated Report

Select Floor

- 0001 FINLEY
- 0002 KRUG HALL
- 0003 WEST
- 0004 EAST
- 0005 FENWICK LIBRARY
- 0006 LECTURE HALL
- 0009 CARTY HOUSE
- 0010 NOTTOWAY ANNEX
- 0021 ROBERTS HOUSE
- 0022 ROBERTS HOUSE GARAGE
- 0023 ROBERTS HOUSE STABLE
- 0026 CENTRAL WAREHOUSE
- 0027 FACILITIES ADMINISTRATION
- 0028 HARRIS THEATRE
- 0029 THOMPSON HALL
- 0031 AQUATIC CENTER
- 0032 RAC-REC/ATHL COMPLEX
- 0033 STUDENT UNION I
- 0035 CENTRAL HEAT/COOL PLANT
- 0036 MAINTENANCE
- 0038 DAVID KING JR HALL
 - 1 david king1-sp
 - 2 david king2-sp
 - 3 david king3-sp
- 0040 CAROW HALL
- 0051 COMMONWEALTH HALL
- 0052 DOMINION HALL
- 0053 THE HUB
- 0054 FIELD HOUSE
- 0058 EAGLEBANK ARENA (PAT CTR)
- 0060 AMHERST HALL

Room Details

Building Identifier: 0038 Stations/Seats: 25
 Floor Code: 1 Square Feet ft²: 976
 Room Identifier: 1011B
 Room Use: 210 - Class Laboratory
 Room Category: 200 - Laboratory Facilities
 Department Name: Communication Department
 Functional Category: 11
 Func. Cat Description: Gen Acad/Instruct
 Occupant/Comments: Comny/Film and Media Studio - Technology

Summary by Department

Legend	Division Code	Division Name	Department Code	Department Name			
Blue	10I	College Humanities & Social Sciences	1012A	Communication Department			
Blue	10I	College Humanities & Social Sciences	1022A	Psychology Department	63	9,658.00	153.30
Orange	11F	Acad Innov/New Ventures	11FAB	Shared University Classrooms (Registrar)	1	1,186.00	1,186.00
Green	407	ER.AJ/Amovit Arlin & Support	1FA1C	Safety & Emergency Management	1	614.00	614.00
					72	13,053.00	700

Use the menu options inside the floor plan panel to:

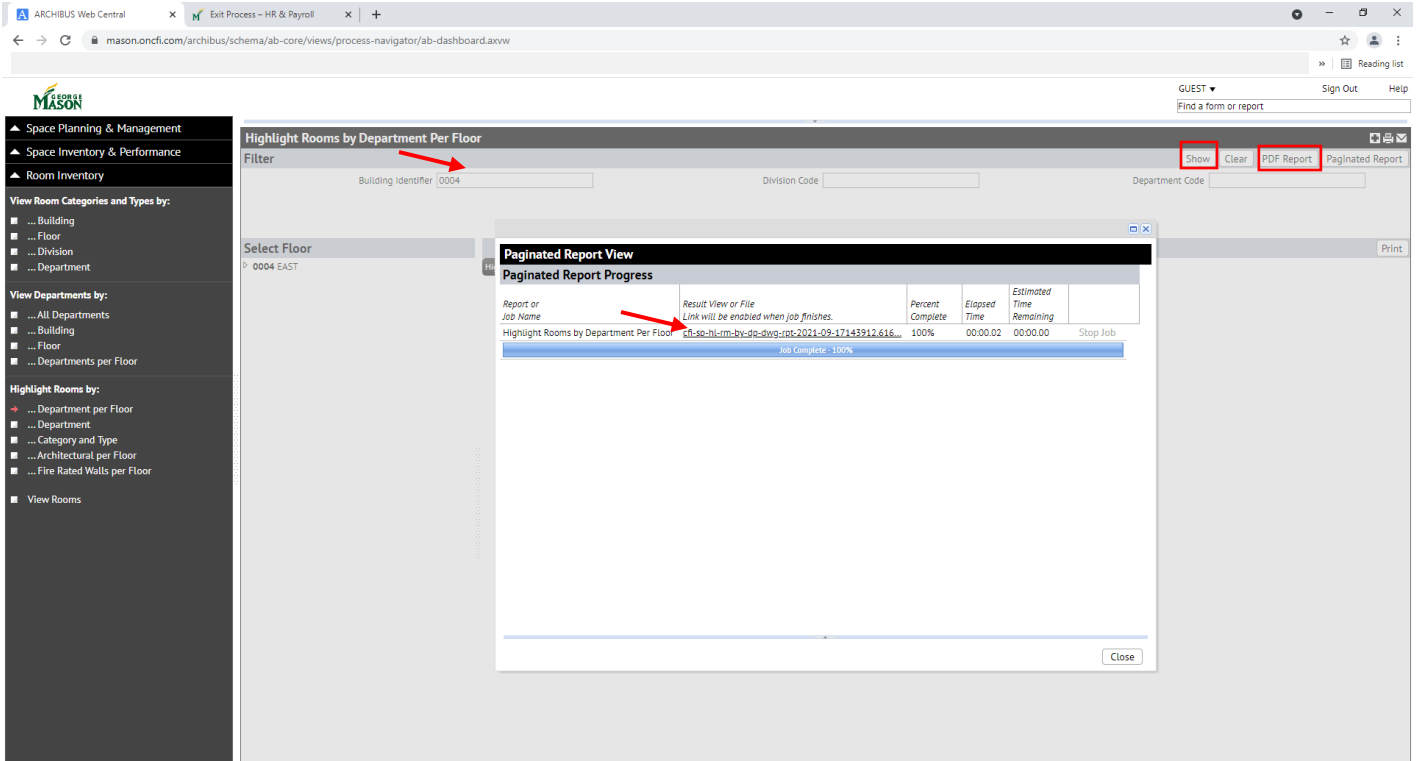
- Increase and decrease the size of the floor plan. Click inside the panel with your mouse to shift the location of the floor plan within the panel as you increase/decrease size.
- Increase the font size of the room numbers/Dept code assigned and the SF (info listed inside each room)

Select any particular room and the Room Details box that provides additional information for dept assignment, room use code station/seat count, functional category, and occupant name(s) if applicable will appear.

The legend at the bottom of the floor plan provides summary information for each department assigned to space on that floor and the total ASF (assignable square feet) of all rooms assigned.

Select the PRINT button to print a PDF copy of the floor plan.

- The Department per Floor and Architectural per Floor options also include the option to print a PDF report containing all floors of the bldg in one report.
 - You must first select the bldg using the **Building Identifier** field and then click the **Show** button to narrow the bldg list to just the building you selected.
 - Select the PDF Report button and a pop-up box will appear and start the report. Once the “Job Complete – 100%” notification appears, click on the file link to open the PDF report.



FACILITIES PROJECT REQUESTS / MAINTENANCE WORK ORDERS

If units need to do renovations/improvements, install equipment, get assistance with furniture design/purchase for their assigned space, or request design/installation of unit ID signage/graphics, a Facilities Project Request must be submitted by the unit space liaison.

Maintenance and repair requests within assigned space should be submitted via the Facilities Management Work Order System.

Please see <https://facilities.gmu.edu/> for further information and links to the on-line Project Request Form and Work Order system.

APPENDIX

Room Category and Room Use Codes

Room Category	Room Category Description	Room Use	Description
000	Unclassified Facilities	050	Unassigned-Vacant Area
000	Unclassified Facilities	060	Renovation or Conversion
000	Unclassified Facilities	070	Unfinished Area
100	Classroom Facilities	110	Classroom-Univ- Non Tech
100	Classroom Facilities	110T	Classroom-Univ- Technology
100	Classroom Facilities	110TAL	Classroom-Univ-Tech-Active Lrng
100	Classroom Facilities	115	Classroom - Service
100	Classroom Facilities	120	Classroom-Other/Non-credit
200	Laboratory Facilities	210	Class Laboratory
200	Laboratory Facilities	210C	Class Lab - Comp Stations
200	Laboratory Facilities	210VP	Class Lab - Visual-Perform
200	Laboratory Facilities	210W	Class Lab - Wet
200	Laboratory Facilities	215	Class Laboratory - Service
200	Laboratory Facilities	220	Open Laboratory
200	Laboratory Facilities	220C	Open Lab - Comp Stations
200	Laboratory Facilities	220VP	Open Lab - Visual-Perform
200	Laboratory Facilities	220W	Open Lab - Wet
200	Laboratory Facilities	225	Open Laboratory - Service
200	Laboratory Facilities	250	Research Lab
200	Laboratory Facilities	250W	Research Lab - Wet
200	Laboratory Facilities	255	Research Lab - Service
300	Office Facilities	305	Graduate Research Assistant
300	Office Facilities	306	Office - Post-Doc-Scholar-Affiliate
300	Office Facilities	310	Office - Staff
300	Office Facilities	310WS	Staff - Workstation Area
300	Office Facilities	311	Office - Faculty-Instructional
300	Office Facilities	312	Adjunct Faculty
300	Office Facilities	313	Graduate Teaching Assistant
300	Office Facilities	314	Office - Faculty-Research
300	Office Facilities	315	Office Service - Copy/Print/Supply
300	Office Facilities	316	Office Service - Waiting/Reception
300	Office Facilities	317	Office Service - Pantry
300	Office Facilities	318	Office Service - Lounge/Breakroom
300	Office Facilities	319	Office Service - File Room
300	Office Facilities	320	Office Service - Work Room
300	Office Facilities	321	Office Service - Mail Room
300	Office Facilities	322	Office Service - Storage Room
300	Office Facilities	323	Office Service - Library/Reference
300	Office Facilities	324	Office Service - Dept. Circulation
300	Office Facilities	325	Office Service - Private Restroom
300	Office Facilities	326	Office Service-Collaboration Area/Rm
300	Office Facilities	350	Conference Room
400	Study Facilities	410	Study Room
400	Study Facilities	420	Stack Area
400	Study Facilities	430	Open or Stack Study Area
400	Study Facilities	440	Library Processing/Sorting Rm

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400	Study Facilities	450	Collaboration Area/Breakout Room
400	Study Facilities	455	Study - Service
500	Special Use Facilities	510	Armory
500	Special Use Facilities	515	Armory Service
500	Special Use Facilities	520	Athletic or Physical Educ
500	Special Use Facilities	523	Athl Fac Spectator Seating
500	Special Use Facilities	525	Ath or Phys. Ed. - Service
500	Special Use Facilities	530	Media Production
500	Special Use Facilities	535	Media Production - Service
500	Special Use Facilities	540	Clinic
500	Special Use Facilities	545	Clinic - Service
500	Special Use Facilities	550	Demonstration
500	Special Use Facilities	555	Demonstration - Service
500	Special Use Facilities	570	Animal Quarters
500	Special Use Facilities	575	Animal Quarters - Service
500	Special Use Facilities	580	Greenhouse
500	Special Use Facilities	585	Greenhouse - Service
500	Special Use Facilities	590	Other (All Purpose)
600	General Use Facilities	610	Assembly-Performance Venue
600	General Use Facilities	611	Assembly - Multipurpose-Auditorium
600	General Use Facilities	615	Assembly - Service
600	General Use Facilities	620	Exhibition
600	General Use Facilities	625	Exhibition - Service
600	General Use Facilities	630	Food Facility
600	General Use Facilities	635	Food Facility - Service
600	General Use Facilities	640	Day Care
600	General Use Facilities	645	Day Care - Service
600	General Use Facilities	650	Lounge/Informal Collab Area
600	General Use Facilities	655	Lounge/Informal Collab Area - Service
600	General Use Facilities	656	Support Lab/Studio/Workshop
600	General Use Facilities	658	General Use/Open Study Room
600	General Use Facilities	660	Retail-Merchandising
600	General Use Facilities	665	Retail-Merchandising - Service
600	General Use Facilities	670	Recreation
600	General Use Facilities	675	Recreation - Service
600	General Use Facilities	680	Meeting Room
600	General Use Facilities	685	Meeting Room - Service
700	Support Facilities	710	Computer, Telecom, Server
700	Support Facilities	715	Comp, Telecom, Server - Service
700	Support Facilities	720	Shop
700	Support Facilities	725	Shop - Service
700	Support Facilities	730	Central Storage
700	Support Facilities	735	Central Storage - Service
700	Support Facilities	740	Vehicle Storage
700	Support Facilities	745	Vehicle Storage - Service
700	Support Facilities	750	Central Service
700	Support Facilities	755	Central Service - Support
700	Support Facilities	760	Hazardous Materials
700	Support Facilities	765	Hazardous Materials - Service

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900	Residential Facilities	910	Sleep/Study w/o Toilet/Bath
900	Residential Facilities	919	Shared Toilet/Shower Room
900	Residential Facilities	920	Sleep/Study w/ Toilet/Bath
900	Residential Facilities	935	Sleep/Study - Service
900	Residential Facilities	936	Laundry
900	Residential Facilities	937	Laundry - Service
900	Residential Facilities	940	Common Lounge/Study
900	Residential Facilities	945	Common Lounge/Study - Service
900	Residential Facilities	950	Apartment
900	Residential Facilities	955	Apartment - Service
900	Residential Facilities	970	House
WWW	Circulation Area	WWW	Circulation Area
WWW	Circulation Area	WWW020	Lobbies for General Circulation
WWW	Circulation Area	WWW021	Entry Vestibules
WWW	Circulation Area	WWW022	Stairway
WWW	Circulation Area	WWW023	Elevator Shafts
WWW	Circulation Area	WWW024	Primary Bldg. Circulation Area
XXX	Building Service Area	XXX	Building Service Area
XXX	Building Service Area	XXX010	Custodial Closet
XXX	Building Service Area	XXX011	Public Restrooms
XXX	Building Service Area	XXX012	Trash and Recycling Rooms
XXX	Building Service Area	XXX013	Loading Dock
XXX	Building Service Area	XXX014	Building Storage
YYY	Mechanical Area	YYY	Mechanical Area
YYY	Mechanical Area	YYY030	HVAC Equipment Rooms
YYY	Mechanical Area	YYY031	Electrical Equipment Room
YYY	Mechanical Area	YYY032	Ducts, Chases, Air Handlers
YYY	Mechanical Area	YYY033	Telecom/Network Infrastructure Rm
YYY	Mechanical Area	YYY034	Sprinkler Equipment Rooms