The 2015 University of Cincinnati Space Survey Data Requirements

April 2, 2015
INTRODUCTION

This document is designed to explain what data needs to be reviewed and updated as part of the Space Survey. To see documentation for the process of updating the data, see the UCSMS Space Survey User’s Guide.

Data that is input via the survey should reflect the current status of the rooms and employees on the day you update the data. If changes to the data have recently occurred or are planned in the next few months, please use the comment section of the Room Update page to indicate this.

EMPLOYEE DATA

Primary Investigators (PIs)

It is important that Primary Investigators (PIs) are identified as such. A PI is a person who is the named researcher on a grant. The survey asks two simple questions regarding PIs:

- The first question simply asks whether the employee is a PI.
- The second question asks to which PI the research employees are assigned. Employees who do research should either be categorized as a PI or as a research employee assigned to a PI. The system allows for employees to be assigned to only one PI. When an employee works for more than one PI, assign the employee to the PI he or she spends most of his or her time working for. Note: most PIs will be their own PI. Some PIs might spend the majority of their time doing research on someone else’s grant. In that case, that employee should be assigned to the PI they spend most of their time working for.

Employee Room Assignments

Primary Location

This is the employee’s official location. If the employee works in multiple locations, their primary location should be their main office. The primary location is their specific room, not a general suite or floor number. Some employees do not work in an office environment (e.g. delivery personnel or housekeepers). In this situation, assign their primary location as the room where they report in the morning or other centralized office for their group.

Secondary Location

This section of the survey only relates to researchers at the university. Researchers can be assigned to multiple secondary locations. There are two categories of employees who might be assigned secondary locations:
• The first group is the Primary Investigators (PIs). PIs should be assigned secondary locations that include all research laboratories and laboratory service rooms (such as cold rooms and tissue culture rooms) where work is performed on their grants.

• The second group is all the employees who do research but are not PIs. These employees should be assigned secondary locations for all research labs where they do a significant amount of work, outside of their primary location.

ROOM DATA

Room Attributes

Room Type

Room Types are one of the basic elements of the space survey. Room types are broken out into ten basic categories. Most of the survey takers will only have to concentrate on two or three of these categories. Each room is currently assigned a room type. As a survey taker, it is your responsibility to review the room and confirm that it meets the definition of the room type to which it is assigned. If the room does not meet the definition that it is currently assigned, then you need to update the data with the correct room type. A list of the room type definitions can be found in Appendix C of the UCSMS Space Survey User Guide or you can use the link labeled “Room Type Definitions” on the home page of the Space Management website. www.uc.edu/space

Note: a diagram that helps illustrate the relationship between Room Type, Departmental Assignment and Function Assignments can be found at the end of this document.

Capacity

Room capacity is defined as follows: the maximum number of people that a room can accommodate for its designed purpose. For classrooms and instruction laboratories, subtract one to account for the instructor. This capacity can NEVER be greater than the posted Public Safety capacity, although it is often less.

Please confirm capacities for the rooms where a capacity is currently listed. You do not have to review or update capacity data for rooms that do not have a capacity currently assigned.

Equipment Counts

An important safety issue that is part of the space survey is the tracking of related equipment. The survey asks how many (if any) of the following types of equipment are located in each room. For a definition of the equipment, please see Appendix A of UCSMS Space Survey User Guide or you can use the link labeled “Hood Definitions” on the home page of the Space Management website. www.uc.edu/space
Department Assignments

Each room at UC is assigned to at least one department. An important step in the A21 survey is to make sure each room on campus is assigned to the correct department or departments. Many rooms at the university are shared between two or more departments. For example, a Break Room might be shared by Department A, Department B and Department C. Survey takers need to confirm which department or departments occupy the rooms and update the data, if necessary, to reflect the current occupants. Another important feature of the UCSMS is that it allows the university to assign multiple departments to rooms at weighted increments. For example, a room may be shared by three departments at different increments. Such as, Department A: 25%, Department B: 10%, Department C: 65%. The combined percentage of the room must always be 100%.

Note: a diagram that helps illustrate the relationship between Room Type, Departmental Assignment and Function Assignments can be found at the end of this document.

Room Functions

Each department assigned to a room must be assigned at least one Function. Functions in the UCSMS are derived from the Ohio Board of Regents set of functions in combination with the Office of Management and Budget (OMB) Circular A-21 set of functions. Functions are utilized by the state and federal governments to determine the type of activity that a department is doing in each room. In general, this refers to activities such as research, instruction, department administration and auxiliaries.

Much like the departmental assignments, the UCSMS allows the university to assign multiple functions to each department at weighted increments assigned to a room. To continue the example above Department A may be assigned three functions at different increments. Such as, Department C: 10% Department Administration, 30% Instruction, 60% Departmental Research. The combined percentage of the room must always be 100%.

For the definition of the functions, please see Appendix D of UCSMS Space Survey User Guide or you can use the links labeled “Function Definitions Academic” and “Function Definitions Non-Academic” on the home page of the Space Management website.

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Comments

The comment section is provided to allow you, a survey taker, to let us know about any anomaly in the data associated with the room. This might include information such as the fact that a room may now be a conference room but last month it was a research laboratory.

Room Types, Departmental Assignments and Function Assignments Relationship Diagram