INSTRUCTIONS FOR COMPLETING 2016 SPACE INVENTORY UPDATE

The update was designed to be delivered electronically, appropriate pages marked up with Adobe editing or printed as needed (no need to print large segments with no changes), marked with changes, and returned through campus mail to Dave Everton at 1800 N Range Rd IUB, or scanned and attached via e-mail to deverton@indiana.edu. Small reports (less than 10 pages) may be FAXed to 812-855-8207.

PURPOSE:
To identify and update the location and function of all space currently assigned to or being used by your department.

PREPARING the COMPUTER:
Important: If you did not complete the update last year or have changed computers, you will need to download a free floor plan viewer, which requires administrative rights to the machine in order to do so. It is available at: http://www.autodesk.com/products/design-review/overview
Please forward the link to your tech support provider if you do not have admin rights to your computer. Otherwise, download and install the software, using the above link. After the software has been installed, shut down the Internet Explorer browser session completely before attempting to view the plans.

NAVIGATING to the INSTRUCTIONS & SPACE LIST:
Open an Internet Explorer* browser session to https://fminteract.indiana.edu/ * Important: for floor plan viewing and functionality reasons, Mozilla Firefox, Chrome, and other browsers may NOT work correctly; IE is still therefore highly suggested.
You may get prompted to log in before getting to the website. Use the same criteria you use to log into your machine.
Note: in the past, it was critical to enter ads\ before your user id; for most workstation configurations, that is no longer needed and therefore should not be used.
Once logged in, on the left side of the home page, find and select each of the following links:
* FM:Interact
* Space Management
* Sites
* Your campus
* Documents
* Find your ORG name (sorted alphanumerically) and click on the link, which will open the space list (very likely in a new browser session). Print or refer to it electronically (see Revisions, below). Note: some regional campus reports are sorted by building and room number, and are titled 2016 Space Inventory Update.
* The A-Space Inventory Instructions file (the very top link under Sites/Campus/Documents) has all the information needed to complete the update process. There is also a copy available on the Space Information website, reachable from a link on every page of each department’s space list.

NAVIGATING to the FLOOR PLANS:
Find your campus link again on the left side, but instead of clicking on the documents link, select the floor plans link. The plans are sorted alphanumerically by building number. Using your space list to determine which building codes and levels you need to obtain, find and click on each individual building and floor level link as needed, using the floor plan links on the far left side.
Note: the level of the building doesn’t always correspond with the floor; refer to the space list and look for the corresponding level for each room.
Tip: for quicker navigation, type the building code in search box near the upper right side from the Interact home page. It will find and display the levels of the building, which are clickable.
Once the floor plan is visible on the right side of the screen, you can navigate using the pan and zoom tools (text links are located above the floor plan). Underneath the floor plan is a list of each room on that floor; clicking on any room number zooms the drawing to that particular room.
To print, and for other tools and functionality, either use the text link above the floor plan, or right-click in the floor plan window for the menu, and select accordingly.
Note: do not use the print command from the browser software; it will print everything on the screen rather than just the floor plan.
If you see a red X where the floor plan should appear, it is possible the Autodesk Design Review software is out of date or not installed, as well as other possible issues (such as an unsupported browser). On the FM:Interact home page underneath the state map is a link titled Latest version of Autodesk Design Review, and also a link titled Trouble viewing floor plans, which lists some additional things to check.

SPACE UPDATE REVISIONS: (refers to printed copies or marking up with Adobe Illustrator)
- Incorrect Field: Mark through and enter the correct information on the blank lines or space below that particular field.
- Room Ownership Change: Indicate rooms no longer used and write in the new department’s name (if known).
- Floor Plan Change: Mark or somehow communicate (by phone, e-mail, etc.) additions/deletions of floor-to-ceiling
walls or doors on the plan.

Additional Rooms: Include on the room addition form or write them in somewhere on the provided space list.

FIELDS AND DESCRIPTIONS:

- Building Code and Name: Each report is sorted by the building code and corresponding name.

- Level: (for referencing floor plans; no action or change needed): the floor on which the room is located. (Note: Level 01 is always the lowest level of the building and may or may not be called the ground floor, first floor, etc.)

- Room Number: The number permanently affixed to the room must match the room number on the floor plan. If not, enter the permanently affixed room number on the floor plan and space inventory list. In some cases the room number may not be posted. Please use the provided floor plans for determining room numbers.

- Proration #: (predetermined field unless change is needed): if a room is divided by use, function, or department, each separate use, function, and division should have its own number. (You will only see prorations and corresponding numbers for your unit’s space.)

- Net Area: The total amount of square feet in each room, whether your department is using all of it or not. This number must agree with the sf number (below the room #) on the floor plan. If not, enter the correct area. Note: due to rounding, a difference of one square foot between the report and floor plan requires no action.

- % area allocated: Indicates how much of the room is being used for a particular use, function, or department. If an area is prorated between departments, ONLY THE SQUARE FEET OF YOUR ALLOCATION WILL APPEAR. Areas may be prorated between space types and function codes as well. For example: half of a 600 square foot room is used for non-class/public meetings (space type 680), the other half is a vending area for the entire building (space type 660). Net area will not change; it will remain 600. However, the prorated area will be 300 for space type 680 and 300 for space type 660. **Note: Classrooms (110s) and teaching labs (210s) should not be prorated.

- Space Type: Consult the Space Type Code list for the appropriate code.

- Space Type Description: Automatically-generated text from the space type code; no update required.

- Stations: The number of desks, permanent work, study stations, or seats (such as conference or waiting areas) in each area. (Please note that the number of stations and the room capacity are not always the same.)

- Room Description: Enter information to help identify the room. Examples: Director; tech support; Finance Manager, etc. Note: names of occupants will not be entered in this field, but in the Room Occupant Name field (see below). Also, any text generated automatically in the adjoining space type description field will typically not be added to the room description field, due to eliminating redundancy.

- Function Code & % Boxes: If the function code box is already filled in, it means your department code is DEFAULTED and you can ignore it. If the box is empty, please follow the applicable pages in the Instructions file for updating this category of data.

- Room Occupant Name: Enter the first name and last name of each room occupant, if the room has a full-time occupant. This will generally be where an IU employee spends most of their time, such as an office or lab.

ASSISTANCE REQUIRED?

Anything Space Inventory (except function codes): Dave Everton (deverton@indiana.edu) 812-855-7361
Specifically Function Codes Only: John Sparks (jvsparks@indiana.edu) 812-855-9688