

Kansas State University
Space Utilization Survey - Frequently Asked Questions
As of 13 March 2007

How do I allocate space in a room that is only used occasionally?

Allocate the functional use percentages based upon when the room is used. For example, if the room is used 20 hours per week, 5 hours for organized research and 15 hours for instruction, the allocation should be 25% Organized Research and 75% instruction.

Who should be the certifier for a room that is used by many individuals?

The certifier should be the primary user or the individual responsible for the room.

How do I allocate space in animal care facilities?

Animal quarters are to be coded Other Institutional Activities, unless there is Research taking place in a given area. Procedure rooms may be Research (provided the research is funded by grants or is considered University Research), something like a quarantine room is likely Other Institutional Activities, caging areas are likely Other Institutional Activities.

How do I allocate space in a room that is being renovated and not used currently?

The room should normally be considered vacant. An exception may occur if the renovation is short-term and/or practically complete and will have functional uses that can be reasonably determined before the end of the fiscal year. If in use for a portion of the fiscal year, determine the appropriate functional uses for the portion of the year it was in use and prorate the usage over the entire fiscal year.

How do I allocate space in a room that has functional uses for internal users and external customers?

For example, a testing lab is used 45% by research grants, 35% for testing for external customers and 20% is used for maintenance. The 45% utilized by research grants would need to be coded organized research. The 35% utilized by external customers would be considered "other" on your survey and then put in an explanation in the notes section. For the maintenance portion you will need to estimate how much of the total amount of the maintenance salaries are paid from departmental funds vs. grant funds. The % paid from grant funds would be allocated to organized research, the % paid from departmental funds would be allocated to departmental research.

How do I know if I need to create a form for a room not included in my original packet?

If the room has a room type of 210 – 255, 540 – 585, or 720 – 725 and is primarily used by your department or your department is responsible for the room, then a survey form needs to be filled out.

How do I allocate space in a teaching lab?

If the lab is strictly a teaching lab, then that would be 100% instruction. An account number does not need to be listed.

What if our department and/or rooms have Public Service (Extension) activity, but no research?

A survey form needs completed for any room with a room type of 210 – 255, 540 – 585, or 720 – 725 that has a Public Service (Extension) function in it. Refer to the Functional Use Definitions to allocate the space usage.

The listing of accounts included many accounts for projects that have ended. Do I need to consider these when preparing the survey form?

You need to be concerned with accounts representing projects worked on during fiscal year 2007.

How do I treat faculty office space?

If the office is used for internally or externally sponsored research activity, then an appropriate percentage should be allocated as such, with appropriate allocations for other activities to account for 100% of the use of the office.

Does the functional use of space percentages have to total 100% for each room surveyed?

Yes, (unless it is a shared room) 100% of the room's usage needs to be accounted for.