

# Space Survey Instructions

The primary purpose of the Space Survey is to verify room types, room use function, and current users of the space. The functional classification of a room should be based on the activities conducted in that room over the course of the fiscal year and must reflect the average functional use. Steps for completing the Space Survey are as follows:

## A. Review Current Space Inventory

- 1) Download department inventories and building floor plans from the Space Management website at <https://www.k-state.edu/facilities/projects/space/inventory/>
- 2) Review your department's list of assigned space by room and determine if the rooms are correctly assigned to your department.
  - Shared space – if there are rooms that you share with another department, please note those rooms and the approximate percentage that you utilize the space (ex. 50%).
  - Leased space - If you lease space that is assigned to your department to another department or entity outside of the University, please note this on your survey. If you lease space off campus, please provide the location address of this space.
- 3) Identify any rooms that are missing and note any rooms that should be removed by either marking up a floor plan or the inventory spreadsheet. Examples of how to submit survey comments can be found on the right navigation pane of the [Space Survey Website](#).

## B. Review Current Room Function

- 1) Download [room function codes](#) from the Space Survey Website.
- 2) Review your department's list of assigned spaces by room and determine if the room functions are depicted correctly.
  - Please add detailed descriptions of room use types. (Example: 315 Office Service, Break Room)
- 3) Identify any rooms that need updated.
  - If you are unclear on how to classify a specific room, please make note of this and the Space Management department will assist you.
  - For rooms that have more than one use please list each use type and the estimated percentage used. (Example: Conference 75% Classroom 25%)
- 4) **Classroom and Lab Pedagogies**
  - For all 110 classrooms and 210 or 220 class labs please indicate the room type using the codes provided at this [link](#).



## Space Survey Instructions Cont.

### C. Confirm Room Occupancy

- 1) As you review your department's list of assigned spaces, please indicate the number of people that typically occupy each space under the column labeled "Cap"
  - This number should reflect only the current occupancy of the space and not the code assigned occupancy number which is found on the building code footprint.

### D. Review Floor Plans

- 1) Review floor plans to verify that wall changes or any other remodeling has been shown correctly.
- 2) Note any discrepancies by either marking on a floor plan or noting the room numbers in a spreadsheet and then the Space Management department will field verify any updates that need to be made to the plans.

### E. Space Survey Completion

- 1) All required information may be submitted via notes on the downloaded inventory sheets/plans or in excel spreadsheet form.
- 2) Turn in completed survey data via email by **June 13<sup>th</sup> 2025** to the Office of Space Management, Attn: Heather Mills – [hmills@ksu.edu](mailto:hmills@ksu.edu)

