



rchibus News

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Space Analytics Team, UCSF Real Estate

Special Issue: Space Survey 2020

Annual Space Survey Important Dates

Our Annual Space Survey is in full swing! Please make note of these upcoming important dates:

- September 30th – Cut-off date for adding Space Coordinators
- October 7th – Last day to submit Bulk Updates to Space Analytics Team
- October 14th – School of Medicine Space Survey Deadline
- October 28th – Space Survey closes for remaining Schools and Control Points



NEW – TRAINING VIDEOS!

Available at: space.ucsf.edu

Short training videos on:

- Accessing Archibus
- Understanding your role and finding fellow Coordinators
- Starting your Space Survey
- Editing Room Details
- Marking rooms as Space Surveyed & understanding room change workflow
- Completing your Annual Space Survey
- Space Request Form – Correcting space allocations

We hope these videos are helpful, please let us know if you have any feedback!

Zoom Training Opportunities for Space Survey

Training sessions available via Zoom on Tuesday mornings from 10:00-11:00. We will review the survey process and answer any specific questions.

For Zoom access details and other training resources, visit our [2020 Space Survey](#) page.

Date	Time
22-Sep	10:00 - 11:00
29-Sep	10:00 - 11:00
6-Oct	10:00 - 11:00
13-Oct	10:00 - 11:00
20-Oct	10:00 - 11:00

General training materials can also be found [here](#) and are organized by User Role.

My Department is moving! How do I complete the Space Survey?

Many departments are moving to new buildings during or after the Space Survey. If you are moving to a new UCSF building (e.g. WGVCV, CSB, North Point or Weill Neurosciences), please submit an SRF to release your vacated space back to the Chancellor within 2 weeks after your move. No updates need to be made to your vacated space, or new space room records; this will be handled by Campus Real Estate Services after your move is complete.

Here is how this process will look:

- 1.) Department moves to new space
- 2.) Department has 2 weeks to clear vacated space and submit an SRF (Space Request Form) releasing vacated space to the Chancellor.
- 3.) Archibus Admins will update the department assignment of your vacated and newly occupied spaces.
- 4.) Archibus Admins will reach out to Departments for confirmation that assignments have been captured correctly in Archibus.
- 5.) Department Space Coordinators will be asked to log into Archibus to update the occupancy of each workstation and office.

Please direct all space system and space management questions and issues to the Archibus Administrative Support team: Archibus-Support@ucsf.edu
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