Space Manager’s Resource List

Last updated 8/7/2019

* General Space Management and Governance information at UCSF: <http://space.ucsf.edu/>
  + Archibus overview, training materials, and user request form: <https://space.ucsf.edu/archibus>
  + Records Retention and Document Management: <https://space.ucsf.edu/records-information-management>
  + Open Plan: <http://space.ucsf.edu/open-plan-design>
  + SOM Space Policy: <https://space.ucsf.edu/school-space-committees-and-policies>
  + Campus Space Policy: <http://policies.ucsf.edu/policy/600-24>
  + Long Range Development Plan: <http://www.ucsf.edu/cgr/cgr-projects/lrdp>
* Key service providers for Campus managed space--
  + - Campus Design & Construction: <https://capitalprograms.ucsf.edu/>
    - Campus Planning: <https://campusplanning.ucsf.edu/>
    - Real Estate Services: <https://realestate.ucsf.edu/real-estate-services>
    - Facilities Management (FM): <https://campuslifeservices.ucsf.edu/facilities/>
      * Maps of Facilities Manager areas of responsibility
        + Parnassus: <http://campuslifeservices.ucsf.edu/upload/facilities/files/West_Campus_Building_Portfolios_for_FMs.pdf>
        + Mission Bay: <http://campuslifeservices.ucsf.edu/upload/facilities/files/East_Campus_Building_Portfolios_for_FMs.pdf>
* Key service providers for UCSF Health managed space--
  + - Health Design & Construction: <https://designandconstruction.ucsf.edu/>
    - Medical Center Facilities Management: <https://fss.ucsfmedicalcenter.org/facilities/>
* Construction and traffic updates:
  + UCSF Real Estate’s Construction project map: <https://cpgisportal.ucsf.edu/arcgis/apps/MapTour/index.html?appid=3220921b405c4e7d8531b6ac336c7d33>
  + CLS website for Mission Bay traffic: Eta.ucsf.edu
  + CLS website for construction impacts: <https://constructionimpacts.ucsf.edu/>
* Campus maps: <https://www.ucsf.edu/about/locations>
* Building Floorplans
  + PDFs can be downloaded from Archibus.
  + Interactive floorplans (can color-code floorplans by Department Assignment or Room Type) can be viewed and printed from Archibus’s, “space console”
* Chatter Groups
  + “Space @ UCSF”, owned by SOM/Campus Change Manager, Cristina Morrison
  + “Mission Hall”, owned by SOM/Campus Change Manager Cristina Morrison
  + “UCSF Space Management”, owned by Archibus system owner, Ritesh Khanna
  + “Open Plan Change Agents”, owned by SOM/Campus Change Manager Cristina Morrison
* Newsletters
  + Mission Hall: <https://missionhall.ucsf.edu/subscribe-newsletter>
  + Valley Center for Vision (a.k.a. WGVCV/CVN/Block 33): <https://wgvcv.ucsf.edu/subscribe-newsletter>
  + The Space Coordinator, a newsletter for SOM’s Archibus user community. To subscribe contact Adrian Miu.
* **EVCP Expresso articles:** [**https://evcprovost.ucsf.edu/evcp-expresso**](https://evcprovost.ucsf.edu/evcp-expresso)
  + Dec 2015: *Making Space: Bringing Efficiency and Intelligence to Managing Office and Lab Space*
  + Nov 2016: *Straight Talk on Indirect Costs: How to gain a deeper understanding of the byzantine world of indirect cost recovery* <http://oir.ucsf.edu/primer-indirect-costs-ucsf>
  + May 2017: *The New and Awesome Parnassus: What’s going on?*
  + May 2018: *Making Strides: Big steps towards a new Parnassus*
  + Mar 2019: *Road to Mars: Preparing UCSF for the future of transportation;*

*What’s Under Your Sink? New technology enhances UCSF chemical inventory system*

* Org charts
  + <http://chancellor.ucsf.edu/sites/chancellor.ucsf.edu/files/AdminCampus.pdf>
  + <https://medschool.ucsf.edu/leadership>
  + https://medicine.ucsf.edu/about/department-leadership
* Contact lists
  + <https://medschool.ucsf.edu/departments-interdisciplinary-centers-and-organized-research-units>
  + <https://medicine.ucsf.edu/about/administration/parnassus-leadership-contact-list>
  + <https://medicine.ucsf.edu/about/administration/parnassus-central-administrative-offices>