

ANNUAL SPACE SURVEY - 2021



University of California
San Francisco
advancing health worldwide

Kick-Off & Town Hall
September 15, 2021



ARCHIBUS Tasks - AEM - Find a form or report

Space Console

Space | Occupancy

Locations: Recent | Add New

BUILDING: [] FLOOR: [] ROOM: []

DIVISION: [] DEPARTMENT: [] Unassigned

Vacant only

More Clear Filter

Building	Floor	Room Area ft²	Capacity	Occupancy	Room Count
AR	01	44,367.89	207	0	
		1,721,101.12	8,915	1,658	7,

Organizations | Room Categories | Rooms

Add New

Division/Department	Name	Total Area ft²	Room Count	Legend
[unassigned]		1,171,583.14	4,662	
ACCESSORIES	Bicycle Accessories	3,556.00	78	
ADMIN SERVICES	Administrative Services	16,536.35	139	
ADMINISTRATION	Administration	5,496.14	29	
BUS DEVELOPMENT	Business Development	7,254.46	84	
BUSINESS ADMIN	Business Administration	11,411.37	66	
C-HUMANITIES	College of Humanities	0.00	0	
C-MANAGEMENT	College of Management	0.00	0	
C-SCIENCES	College of	n.n	n	

Show 20 | Highlights: Departments | Borders: None | Labels: Employees

THE SPACE ANALYTICS TEAM

UCSF Real Estate is the resource for all Archibus users. We Provide system access, training, and support for space updates throughout the year.



Our Team

- Lisa (Lettau) Rolfsness
- Craig Culver
- Kyle Smith



Contact Us

- Archibus-support@ucsf.edu



AGENDA

1. Space Survey Overview

- Welcome – Introductions
- Purpose
- Survey Timeline
- Space Survey Details

2. Best Practices Around Space Data Updates & Collection

3. Space Operations

4. Space Survey Support

5. Q & A



WHY COLLECT SPACE DATA?

Accurate space information is an important resource

- ✓ Reporting
- ✓ Cost Recovery
- ✓ Support Other Systems
- ✓ Strategic Planning & Analysis

WHY DO A SPACE SURVEY?

31,074

ROOMS

ARCHIBUS ROLES



ADMINISTRATOR

ACCESS:

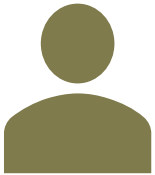
Read/Write access for all space inventory.

SUPPORT OPPORTUNITIES:

- Point of Contact for technical issues
- Assist with data edits across Control Points
- Assist with bulk edits
- Floor plan edits
- End user training

Please refer to **“User Roles”** Report in Archibus.

ARCHIBUS ROLES



SPACE COORDINATOR

(Department level space contact)

ACCESS:

Write access to assigned Divisions and/or Departments; read access to all data

RESPONSIBILITIES:

- Maintains accurate departmental assigned space
 - Employee Locations, Loans, PI Assignments, Room Use, Station Counts
- Participation in the Annual Space Survey for assigned space
- Communicate floor plan inaccuracies to Archibus Administrators
- Conducts space walks informally and in collaboration with UCSF Real Estate

Please refer to **“User Roles”** Report in Archibus.

ARCHIBUS ROLES



SPACE STRATEGIST

(Control Point oversight of Space Management)

ACCESS:

Write access to assigned Control Point; read access to all data

RESPONSIBILITIES:

All Space Coordinator +

- Point of Contact for Control Point
- Facilitates space assignment requests for their Direct Report's approval
- Assist Coordinators with Archibus data updates within Control Point
- Access to room Hotel flag in Archibus
- Provide update approval for Coordinators with access across Control Points (rare)

Please refer to **"User Roles"** Report in Archibus

SPACE STRATEGISTS FOR UCSF

* Indicates Primary Strategist
Last Updated September 2021

Control Point/ BU	Space Strategist	Control Point/ BU	Space Strategist
D_School of Dentistry	Eunice Stephens * Maria Rina-Simon	C_Office of the Chancellor E_Executive Vice Chancellor O_VC Diversity & Outreach	Clarice Estrada * Ruth Pacquing
M_School of Medicine	Karin Wong * John Ewers (ZSFG) Margaret Damiano (ZSFG)	R_University Relations	Michael Fortes *
N_School of Nursing	Michael Jaffe * Cecilia Chang Frances Lee	F_Finance & Administration	Shauna Strong * Becky Daro
P_School of Pharmacy	Alesia Woods *	V_Development	Wendy Gamboa * Joseph Calger
L_Langley Porter Hospital	Michael Walker *	H_Global Health Sciences	Georgina Lopez *

TIMELINE FOR 2021 SPACE SURVEY

Date	Activity
Space Survey	
Sept 15 th 2021	Annual Space Survey kickoff
Oct 22 nd 2021	Cut-off date for adding any new Space Coordinators & Department of Medicine Internal Survey Deadline
Nov 1 st 2021	School of Medicine Internal Survey Deadline
Nov 17 th 2021	Space Survey Deadline
Nov 22 nd 2021	UCSF Space Data snapshot
Dec. 3 rd 2021	UCSF Space Data will be reported to UCOP

Please start early to allow time for discussion with your department and questions with System Admins.

HOW TO ACCESS ARCHIBUS

UCSF University of California San Francisco

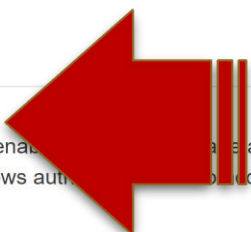
About UCSF Search UCSF UCSF Medical Center

MyAccess My ID **Hello, Lisa Rolfsness (campus\llettau)** LOGOUT

APPLICATIONS TERMS OF SERVICE HELP

Filter Applications Clear Filter Manage Favorites

- ★ [Archibus Space Management System](#) sso
Archibus is a space management system that enables users to create and maintain its buildings portfolio for Campus and Med Center in one application. The system allows authorized users to access/edit tabular data, and provides dynamic reporting and floor plans.
Last Update: April 21, 2020
- ★ [Chatter](#) sso
UCSF Chatter is a private, professional networking and collaboration tool. It allows users to create secured workspaces and invite users from UCSF (and externally) to exchange conversation and version-controlled files.
Last Update: Unknown
- ★ [MyAccess - Lookup](#) sso
EDS user lookup service. This application is only available to authorized users. If you need access, please contact the Service Desk at 415-514-4100 and open a ticket directed to Identity and Access Management.
Last Update: February 11, 2020



MyAccess News

DUO with MyAccess

As of June 30th, MyAccess requires Duo. Duo provides an extra layer of protection to ensure the security of logins beyond a password. Cyber-attacks are increasing, and Duo is an important way we protect our logins from misuse. You will only be prompted by Duo once per MyAccess session, or every 16 hours. Visit the [Duo service](#) page for more information and training.

ARCHIBUS HOME PAGE

The screenshot shows the ARCHIBUS Coordinator Home Page. At the top, there is a dark blue header with the ARCHIBUS logo on the left, the text "Coordinator Home Page" in the center, the user ID "020017448" on the right, and a search bar with the text "Find a form or report". Below the header, the page is divided into four main sections: "Tasks", "Reports", "Favorites", and "Help".

- Tasks:** Lists "Space Update Form", "Space Request Form", "View All Space Requests", "Space Console", and "ARCHIBUS Report Builder".
- Reports:** Lists "Buildings/Rooms", "Building Summary", "Building Report", "Room Type Changes", "Hoteling Stations", "PDF Floor Plan Campus", and "View SIS Temporary Notes".
- Favorites:** Contains a dashed box with the text "Drag a task here to add." and a trash icon.
- Help:** Lists "Submit Feedback", "Training Resources", "Campus Planning Tools", and "F&A Tools and Training".

Below these sections is a "Notifications" section, which is highlighted with a red dashed border. It contains a yellow notification box with the text: "The 2021 Space Survey is right around the corner. The survey will begin with the Zoom Town Hall on September 15th at 9:00am. Additional details are available in the August edition of the Archibus Newsletter. Click here to read". Below this, it says "For questions/comments please contact: Archibus-Support@ucsf.edu" and "Reminder: Please clear your browser cache & cookies weekly to avoid any lag in System Updates".

Training resources link: <https://space.ucsf.edu/2021-annual-space-survey>

HOW TO UPDATE SPACE

The screenshot shows the ARCHIBUS Coordinator Home Page. The header includes the ARCHIBUS logo, the text "ARCHIBUS Coordinator Home Page", the user ID "020750683", and a search bar with the placeholder "Find a form or report".

The main content area is divided into four columns:

- Tasks:** Lists "Space Update Form", "Space Request Form", "View All Space Requests", "Space Console", and "ARCHIBUS Report Builder". A red arrow points to "Space Update Form".
- Reports:** Lists "Departments/Occupancy", "Department By Building", "Building By Department", "Space Assignment and Occupancy by Department", "PIs By Department", "View All Rooms", and "Occupancy".
- Favorites:** Contains a dashed box with the text "Drag a task here to add." and a trash icon.
- Help:** Lists "Submit Feedback", "Training Resources", "Campus Planning Website", and "F&A Tools and Training".

Below these columns is a "Notifications" section with the following text:

Welcome to the Archibus Space Management System!
The 2019 Annual Space and F&A Survey is now closed
For questions/comments please contact: Archibus-Support@ucsf.edu
Please [clear your browser cache & cookies weekly](#) to avoid any lag in System Updates

HOW TO UPDATE SPACE

ARCHIBUS Coordinator Home Page Tasks ▾ 020750683 ▾ ? ↗

Space Update Form 🖨️ 📧

My Room List Active Space Update Room List Room Details All Rooms 🖨️ Show 🗑️ Clear

Building Code Division Code Department Code
 PI Name

Room Information 📄 Download XLS Update Rooms ⚙️

Building Code: 2 [54] All [54]

<input type="checkbox"/> Space Update Status	Floor Plan	Building Code	Building Name	Floor Code	Room Code	BU Name	Division Name	Department Name	Principal Investigator	Room Category	Room Type	Room Area Sq. Ft.	Number of Stations	Availabil
<input type="checkbox"/> Ready		2450	Laurel Heights	02	263	M_School of Medicine	M_IHPS (Health Policy Studies)	M_IHPS (Health Policy Studies)		C-ADMIN	CONFRNCE RM	856.72	45	
<input type="checkbox"/> Ready		24	<div style="background-color: #4a7ebb; color: white; padding: 5px; border: 1px solid black;"> <h2 style="margin: 0;">Space Update Form</h2> <div style="display: flex; justify-content: space-between; padding: 5px;"> My Room List Active Space Update Room List Room Details All Rooms </div> </div>										90.76	0
<input type="checkbox"/> Ready		24											333.02	2
<input type="checkbox"/> Ready		24											259.76	0
<input type="checkbox"/> Ready		24											139.75	5
<input type="checkbox"/> Ready		24											133.18	1

ROOM STATUS WORKFLOW DURING SURVEY



- ✓ Rooms are ready to be Surveyed
- ✓ Action: Check out Room
- ✓ Space Updates are a work in progress by Space Coordinators or Strategists
- ✓ All Rooms will remain in “In Progress” until the Space Survey is complete
- ✓ At the end of the Space Survey, the Space Status will be converted back to Ready
- ✓ Rooms will move to Submitted-Pending Approval Status if an approval is required from System Admins or Strategists

TRACKING SURVEY PROGRESS – SPACE SURVEYED

ARCHIBUS Coordinator Home Page Tasks 029257136 Find a form or report

Space Update Form

My Room List **Active Space Update Room List** Room Details All Rooms

Building Code Division Code Department Code
PI Name F&A Req

Active Room Information Space Surveyed

Building Code: 2 [5764] 3 [4898] All [10662] Page 1 of 107 [Next >>](#)

<input type="checkbox"/>	Space Status	Space Surveyed?	Floor Plan	Compare	Modified By	Building Code	Building Name	Floor Code	Room Code	BU Name	Division Name	Departn
<input type="checkbox"/>	In Progress	No			Lisa Rolfness	2005	1320 3rd Ave	00	001	F_Finance & Administration	F_CLS AVC	F_CLS
<input type="checkbox"/>	In Progress	Yes			Kristine Chooy	2012	Kalmanovitz Library	01	157	M_School of Medicine	M_Radiology	M_Ra
<input type="checkbox"/>	In Progress	Yes			Lisa Rolfness	2012	Kalmanovitz Library	01	158	M_School of Medicine	M_Radiology	M_Ra

- Assist Coordinators to track Survey progress
- Changes 'Space Surveyed?' rooms from **No** to **Yes**
- Highlights Space Status for rooms in **green** when surveyed.
- For Share Rooms, the Space Status will only change for the logged in Coordinator when they complete an update for their portion of the room.

SURVEY REVIEW

UPDATE – Start with what you know has changed and needs to be updated

VALIDATE – Review remaining data that you are unsure about, or does not require updating

SUBMIT – Complete you Annual Space Survey!



COMPLETING YOUR ANNUAL SURVEY

Space Update Form

My Room List **Active Space Update Room List** Room Details All Rooms

Active Room Information

✔ Space Surveyed

➡ Submit

⬅ Withdraw

Complete Annual Space Survey



- The Complete Annual Space Survey button is only active during the Space Survey period
- Within a department, Coordinator(s) should collaborate with other coordinators (if multiple) and only click the “Complete Annual Space Survey” button when all rooms for the department (in Archibus – Division) are updated.
- Strategists should only click the “Complete Annual Space Survey” button, if there are No Coordinators assigned for certain departments within their control point and **Only** after all other Coordinators within their control point have completed their survey. (*Dean’s office surveys*)

When a Strategist clicks the “Complete Annual Space Survey” button, the action applies to all room within a Control Point.

REPORTING: SURVEY PROGRESS

The screenshot displays the ARCHIBUS Coordinator Home Page. The top navigation bar includes the ARCHIBUS logo, the text "Coordinator Home Page", a user ID "029257136", and a search bar labeled "Find a form or report". Below the navigation bar, there are four main sections: "Tasks", "Reports", "Favorites", and "Help". The "Reports" section is highlighted with a red dashed border and contains the following items: "Annual Space Update Process", "Space Update Status by Division", "Space Update Status by Department", "F&A Reports", "F&A Status by Department", "F&A Status by Division", "F&A DP/PI Exception Report", and "F&A Survey Exception Report". Below the "Reports" section is a "Notifications" section with a yellow banner announcing the 2021 Space Survey and contact information for support.

ARCHIBUS Coordinator Home Page 029257136 - Find a form or report ? [→]

Tasks

- Space Update Form
- Space Request Form
- View All Space Requests
- Space Console
- ARCHIBUS Report Builder

Reports

- Annual Space Update Process**
- Space Update Status by Division
- Space Update Status by Department
- F&A Reports
 - F&A Status by Department
 - F&A Status by Division
 - F&A DP/PI Exception Report
 - F&A Survey Exception Report

Favorites

Drag a task here to add. [trash icon]

Help

- Submit Feedback
- Training Resources
- Campus Planning Website
- F&A Tools and Training

Notifications

The 2021 Space Survey is right around the corner. The survey will begin with the Zoom Town Hall on September 15th at 10:00am. Additional details are available in the August edition of the Archibus Newsletter. [Click here to read](#)

For questions/comments please contact: Archibus-Support@ucsf.edu

Reminder: Please [clear your browser cache & cookies weekly](#) to avoid any lag in System Updates

Reports are available for the Space Survey to track progress by Division and Department.

SPACE REQUEST FORM (SRF)

- Changes in Space Assignments across Control Points
- Changes in Space Assignments within Control Point
 - Check-in with Strategist for preference
- Requesting New Space Assignments
- Vacating (or Releasing) Space
- Initiate a Loan with another Department

The screenshot shows the ARCHIBUS web interface for the Space Request Form. The header includes the ARCHIBUS logo, navigation links for 'Campus Admin Home Page' and 'ApplicationTasks', and a search bar with the text 'Find a form or report'. The main content area is titled 'Space Request Form' and includes a 'Blank PDF' button, a 'Submit' button, and a 'Cancel' button. A red warning message states: 'Space Coordinators: Please review your Strategist Name listed in #5 and revise if required. For any School of Medicine space requests, please select Adrian Miu as the Strategist.' The form fields are as follows:

1. Requested By Name Lisa Rolfsness	2. Date of Request 9/8/2021
3. Division Name <input type="text"/>	4. Department Name* <input type="text"/>
5. Strategist Name* <input type="text"/>	6. Program Name <input type="text"/>
7. Reason <input type="text"/>	

HOW DO WE DO A SPACE SURVEY DURING COVID-19?

We understand that how we utilize our workplace looks different for most of us at the moment. Please do your best to:

- Remove occupants who you know have left UCSF
- Correct PI assignments in labs: PI Pending, Inactive, or Missing
- Check that rooms have the right occupants assigned **to the best of your knowledge**
- Use the Data Error Reports that have been sent to Strategists earlier this week as a guide for data points to focus on

2020/2021 NEW BUILDINGS & MOVES



- If you moved in 2020/2021 and do not see your space allocations reflected in Archibus, reach out to our team
- We will help you determine the best way to communicate updates to our team – SRF or other

DATA UPDATE HELP

Feeling overwhelmed with space updates? Let us help!

- Division / Department
- Rooms within your Business Unit
- Room Types
- Station Counts
- Loan Details & Documentation
- Employee Assignments (EMID required)

Reach out to Archibus-support@ucsf.edu
for assistance.



F&A SURVEY UPDATE

- Archibus will not be used for an F&A Survey this year
- ALL USERS can disregard any F&A related survey buttons, fields & reports
- FY 2021 department and room type changes will be considered when developing future year F&A rates

- Thank you from the BRM Team!



NEW ROOM TYPE - WORKSTATION

New Room Type

Room Category: C-ADMIN

Room Type: WORKSTATION

HEGIS Code: 320 Other Office

Workstation room types will be updated by Admins for the following buildings:

- 654 Minnesota
- Mission Hall
- Clinical Science Building
- WGVCV



BEST PRACTICES AROUND SPACE DATA UPDATES & COLLECTION

SUPPORTING DATA INTEGRITY

Areas of focus:

- ✓ Department Assignment and Percentage %
- ✓ Room Category/ Room Type
- ✓ Loan Information
- ✓ PI Assignment or 'PI Assignment Pending' rooms
- ✓ Station Counts
- ✓ Employee Occupancy



TIPS ON SUPPORTING DATA INTEGRITY

A few ideas that can help you find data anomalies for your department's space assignment:

- Confirm accuracy of **Research Rooms** with '**PI Assignment Pending**' Status
- Cross reference **Station count**, **Employees Assigned** and **Availability** field
- Rooms that are **occupiable** (*assigned to your department*) and are **shown without employees**
- **Employees** from your department and **have no space assignments** in the system
- Update Employees' **primary location** and if appropriate, multiple locations

DATA ERROR REPORTS



Data error reports have been sent to all Strategists and should be distributed to Coordinators for review during the Space Survey.

Data was reviewed to help identify possible inaccuracies in the following:

- Station Counts
- Employee Assignments – Over capacity, assigned to rooms that should not have employees
- PI Data – PI Assignment Pending, PI missing, PI assigned with employee status other than Active
- Renovation – Rooms with category C-RENOVATION

ROOM CATEGORY/ TYPE

- Space usage is classified into Room Category and Type
- Room Type reflects the **predominant** use of the space in terms of "activity" in the room
- Campus Room Categories begin with "C-"; Medical Center Categories begin with "M-"

Room Type Reference Guide is available at:

<https://space.ucsf.edu/archibus-training-materials>

ROOM TYPE DEFINITIONS: “OFFICE”

Academic Office: A room used by faculty, department chairs, *academic* deans, and other academic instructional appointees (e.g., lecturers, instructors) teaching assistants, emeriti, or postdoctoral scholars, to perform their desk-based academic work.

Admin Office: A room used by administrative staff, including academic administrative staff (e.g., administrative deans, provosts, directors), to perform their desk-based administrative work.



Reference: Facilities Inventory Guide, University of California, Office of the President.

“WET” LABS AND “DRY” LABS

“Wet” Lab (Research Lab): A room used for experimentation, research, or training in research methods; or professional research and observation; or structured creative activity within a specific program, *if the setting requires laboratory equipment... or structural support beyond that of an office.*

“Dry” Lab (Research Office): A room used for experimentation, research, or training in research methods; or professional research and observation; or structured creative activity within a specific program and *which primarily contains office-type accommodations.* Includes offices in which professional and staff researchers and graduate students engage in *desk, computer, or table top research...*



“Here. We promised you a big lab.”

Reference: *Facilities Inventory Guide, University of California, Office of the President.*

SUPPORT AREAS & NON-ASSIGNABLE SPACE

Research Lab or Office Support : A room that directly serves one or more primary research offices as an extension of the activities in those rooms. Included are coatrooms, supply and storage areas, records rooms, **private (restricted access) aisles or hallway type areas**, supporting research labs or offices.

Circulation Area (Non-assignable): **Restricted access private** aisles or hallway type areas supporting research labs and offices **are included as a research/office support (assigned to PI's supported) and are not included in Circulation Area (Non-Assignable).**

Reference: *Facilities Inventory Guide,*

University of California, Office of the President.



WHERE ARE YOUR EMPLOYEES LOCATED?

- Update employee locations in Archibus via the Space Update Form
- Every employee who requires a Station, should be located in a room.
- If you have multiple employee updates and need help, please reach out to System Admins for assistance.
- When an employee is removed from a room, and not reassigned the employees location will appear as 'Location Required' in the UCSF Directory.
- System Admins will perform a periodic review of 'Location Required' employees.

SPACE OPERATIONS

PI PENDING > 2 YEARS

Problem/Issue: Space coded PI Assignment Pending for more than two years is a priority metric to be addressed

Any space that is vacant for a full two plus years should be examined for immediate attention by the space coordinators and strategists

Space metrics may be formally introduced to require departments to relinquish space that is vacant for more than two years - likely to be an iterative process to get close to target of zero ASF

Action Required: Closely examine all lab and lab support space labeled PI Assignment Pending to ensure the accuracy of this data

PI PENDING > 2 YEARS

Data by School for FY2017 to 2019 for both wet and dry research space.

Control Point	Department	> 2 Yrs AP
D_School of Dentistry	D_OF5	173
	D_Preventive & Restor Dent Sci	242
D_School of Dentistry Total		415
M_School of Medicine	M_Anatomy	3,377
	M_Biochemistry and Biophysics	2,115
	M_Cardiovascular Research Inst	7,442
	M_Ctr for Health & Community	513
	M_Dean's Office	20,313
	M_Diabetes Center	3,533
	M_Epidemiology & Biostatistics	985
	M_HDF Comprehensive Cancer Ctr	13,835
	M_Hooper Foundation	712
	M_Human Genetics	169
	M_Laboratory Medicine	250
	M_MEDICINE	3,302
	M_Microbiology and Immunology	3,790
	M_Neurological Surgery	1,148
	M_Neurology	853
	M_ObGyn, Reproductive Sciences	1,243
	M_Ophthalmology	75
	M_Orthopaedic Surgery	405
	M_Osher Center	1,740
	M_Otolaryngology	44
	M_Pathology	2,851
	M_PEDIATRICS	376
	M_Physiology	47
	M_Psychiatry	6,622
	M_Radiation Oncology	3,015
	M_Radiology	9,567
	M_Surgery	412
M_Urology	2,687	
M_School of Medicine Total		91,419
N_School of Nursing	N_Physiological Nursing	90
N_School of Nursing Total		90
P_School of Pharmacy	P_Bioengineering	2,409
	P_Pharmaceutical Chemistry	4,297
P_School of Pharmacy Total		6,706
Grand Total		98,631

Building Name	> 2 Yrs AP	
ACC Clinics	1,833	
Byers Hall	1,147	
ChinaB Berry	7,259	
Diller C Res	6,856	
Dolby Regen	1,004	
Genentech H	11,202	
HSE	9,419	
HSW	4,385	
Laurel Hts	821	
LPPI	3,153	
Med Sciences	4,946	
Mission Ctr	3,157	
Mission Hall	3,484	
MtZ 1701 Div	606	
MtZ Bldg A	18	
MtZ Bldg B	3,249	
MtZ Bldg C	469	
MtZ Bldg E	3,038	
MtZ Cancer R	9,873	
Nursing	90	
Osher Center	1,740	
Rock Hall	7,222	
Sandler Ctr	935	
Smith Cardio	7,359	
UC Hall	1,670	
Vision Rsch	23	
ZSFG Bldg 1	660	
ZSFG Bldg 100	51	
ZSFG Bldg 101	421	
ZSFG Bldg 3	1,223	
ZSFG Bldg 30	155	
ZSFG Bldg 5	217	
ZSFG Bldg 9	364	
ZSFG Bldg 90	585	
Grand Total		98,631

NO SPACE PIS

Subset of PIs with no assigned space in Archibus, yet show sponsored financial activity in the GL

Data Source of record is the ICR Benchmarking System that combines financial records from the GL with space records from Archibus

The total ICR dollars associated with these “No Space” PIs is approximately \$33.8 million, representing 12% of the total ICR

Problem/Issue: With the business logic associated with the RASP metrics, we have no way to determine whether these PIs should be classified as Wet Lab or Dry Lab PIs and thus the dollars noted above would be excluded from the metric, if adopted

NO SPACE PIS

What are we doing about it? The Space Work Group is actively pursuing the integrity of the space data and will continue to address errors in the data.

In some cases, the lack of assigned space may be correct:

- Training grants that show the dollars with the post doc, but the space is assigned at the Faculty level;
- SON PIs with homeless population grants;
- Global Health activity in space outside of Archibus, etc.

Action Required: For all PIs with Sponsored Financial Activity, ensure that the space used to conduct that activity is coded and captured properly in Archibus

DRAFT LOAN PROCESS

The Campus Space Committee (comprised of all 4 Deans, EVC/P, SVC, and Academic Senate) approved a revised Space Loan Policy in November 2020.

As a collaborative effort, the campus Space Strategists and Campus Planning have developed a draft process for implementation across the Control Points. New improvements include:

- Approvals at various levels for intradepartmental loans and loans between Control Points;
- Departments asking for space (Lessee) will be required to develop an Exit Strategy;
- Loans will be expected to be temporary (Less than 2 years);
- Tracking in Archibus will be required.

Action Required: No action is required now; your Space Strategist will be in touch when the Loan Process is ready for implementation.

SURVEY SUPPORT

VISIT SPACE.UCSF.EDU

The screenshot shows the Archibus website interface. At the top, there is a navigation bar with the UCSF logo and links for 'About UCSF', 'Search UCSF', and 'UCSF Health'. Below this is a search bar and social media icons. The main navigation menu includes 'Space@UCSF', 'Home', 'Governance', 'Open Plan Design', 'Building User Guides', 'Archibus', 'Resources', and 'Contact Us'. The 'Archibus' dropdown menu is open, showing options like 'Archibus New User Access', 'Archibus Training Materials', 'Space Management FAQ', and '2021 Annual Space Survey'. The '2021 Annual Space Survey' option is highlighted with a red box and a red arrow pointing to it. The main content area features the heading 'Archibus: UCSF's Space Management System' and an 'Overview' section. The overview text describes the Space Analytics team's role in managing UCSF space. A red box with the text '2021 Space Survey Resource!' is overlaid on the overview text, with an arrow pointing to the '2021 Annual Space Survey' link in the dropdown menu. Below the overview, there is a section for 'Archibus End Users' and a 'Latest Space News' section with a link to 'UCSF Conducts Comprehensive Seismic Review of All Buildings'.

Space@UCSF
Home Governance Open Plan Design Building User Guides Archibus Resources Contact Us

Home > Archibus

Archibus: UCSF's Space Management System

Overview

The Space Analytics team is responsible for the UCSF C square feet of UCSF space. The team maintains the spa reporting to the University of California, Office of the Pres is used for the coding and classification of space, and its attributes such as space assignment and occupancy. The Space Analytics team works with campus departments and partners across UCSF Real Estate to ensure graphical consistency with the space inventory and the overall accuracy of campus space records.

To contact the Space Analytics team, please email Archibus-support@ucsf.edu.

Archibus End Users:

Data in Archibus should be updated on a regular and frequent basis, thus improving real-time data integrity and lessening the administrative work on users during the survey period that occurs in the fall of each year. Employee location data in Archibus, in addition to PI Assignments information, for each room should be updated frequently as accurate space utilization information is critical for key leadership decisions. With Archibus reporting and functionality, UCSF is constantly improving transparency and collaboration in all our space management activities. There are three types of end-user roles for campus

<https://space.ucsf.edu/2021-annual-space-survey>

Archibus dropdown menu:
Archibus New User Access
Archibus Training Materials
Space Management FAQ
2021 Annual Space Survey
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• Zuckerberg San Francisco General
• 2001 The Embarcadero
• Other Sites

Latest Space News
UCSF Conducts Comprehensive Seismic Review of All Buildings.
[Read the story.](#)

BI-WEEKLY TRAINING SESSIONS

Bi-weekly training sessions for assistance with Space Survey

Bi-weekly training sessions via Zoom will be available during the Annual Space Survey to answer any questions.

Check-ins System Admins will send survey status reports to Strategists every three weeks to help manage survey progress.

Meeting Date	Time	Zoom Access Details
21-Sept	9:30 - 10:30	https://ucsf.zoom.us/j/97702951668? pwd=KzNlbWdNaFJkdjBsOWJKTWxweTVldz09 Meeting ID: 977 0295 1668 Password: 548900 Telephone: US: +1 669 900 6833 or +1 213 338 8477
5-Oct	9:30 - 10:30	
19-Oct	9:30 - 10:30	
2-Nov	9:30 - 10:30	

NEW! SPACE SURVEY TRAINING VIDEOS

Training videos are now available on the space.ucsf.edu website to help you through the process of completing your Annual Space Survey.

Video Topics –

1. Accessing Archibus
2. User Roles Report
3. Starting your Space Survey – Space Update Form
4. Editing Room Details
5. Marking rooms as surveyed and understanding survey workflow
6. Completing your Survey
7. Space Request Form

<https://space.ucsf.edu/2021-annual-space-survey>



QUESTIONS & ANSWERS



SPACE TYPES REQUIRING PI ASSIGNMENTS

PI Assignments are required as part of UCSF's reporting to UCOP:

- 210 Research Lab
- 211 Research Office

Additional PI Assignment are required in sponsored research which commonly occurs in the following space types:

- 210 Research Lab
- 211 Research Office
- 225 Research Lab Service
- 226 Research Office Service
- 310 Academic Office *
- 320 Other Office *
- 335 Office Service *

** (310, 320 and 335 are only counted as sponsored space if PI assigned has sponsored awards)*