

## Data Fields & Definitions

### Archibus Space Management System

Data Field	Definition
<b>Building Code</b>	The building code is a 4-digit Capital Asset Account Number (CAAN) assigned by the Controller's Office to all UCSF buildings both owned and rented.
<b>Division Name</b>	<p>This field indicates the department that is assigned to the room. This corresponds to level 2 of the DeptID tree.</p> <p>Rooms assigned to the SHARED Division Name indicate a room that is split across multiple Divisions. To find out which Divisions are assigned to a Shared room, go to the All Rooms tab in the Space Update Form. A room assigned to CHANCELLOR is space that is not assigned to a Division/Department.</p> <p>The Division of ENTERPRISEWIDE is used for space that is not assignable to a Division/Department, such as elevator shafts and electrical panels.</p>
<b>Division Code</b>	This is the DeptID code that corresponds with the Division Name. See the Controller's Office website for more information on the UCSF DeptID Organizational Tree: <a href="http://controller.ucsf.edu/inquiry/inquiry.aspx?c=Dept">http://controller.ucsf.edu/inquiry/inquiry.aspx?c=Dept</a>
<b>Department Name</b>	This is the department that is assigned to a room. The Department Name corresponds to level 3, and in some cases level 4, of the UCSF DeptID tree and, therefore, is often colloquially referred to as a division unit with in a Department at UCSF.
<b>Department Code</b>	The DeptID number that corresponds to the Department Name field.
<b>Number of Stations</b>	The number of actual workstations, conference room seats or hospital beds that will adequately accommodate users in a particular room. In the case of residential facilities, this is the number of bedrooms.
<b>Availability</b>	This equals the Number of Stations minus the count of employees occupying the room.
<b>Room Category</b>	Room Categories are groupings of Room Types. All Room Types roll up to a Room Category.
<b>Room Type</b>	Room Type reflects the primary, or predominant, use of the space in terms of "activity" that is served by the room. Room Type is tracked for internal understanding of how UCSF uses its space as well as for reporting to UCOP. For more information, go to the Room Type Guide: <a href="http://space.ucsf.edu/sites/space.ucsf.edu/files/RoomTypeGuide.pdf">http://space.ucsf.edu/sites/space.ucsf.edu/files/RoomTypeGuide.pdf</a>

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<b>Notes</b>	This field is free-form text notes and general comments for end user/departmental use only.
<b>PI Name</b>	The PI Name indicates the Principal Investigator who is responsible for activities in a particular room or room split. The PI Name field is used in the annual Indirect Cost Recovery Benchmarking (ICRB) reports. Research related Room Types are required to have a PI Name assignment, and the PI Name field value defaults to PI Assignment Pending for those rooms.
<b>Loaned From Division Name</b>	If you have a loan arrangement with another department, the department of origin is entered here by the Loanee. Loan arrangements require documentation.
<b>Is Banked</b>	The Banked flag is used at the control point level only by Strategists to indicate assigned space that currently has no employees and has an intended future use.
<b>Is Hotel</b>	The Hotel flag is editable by Strategists and indicates space that is being used for hoteling.
<b>Percentage of Space</b>	This field displays the percentage of shared space that is used by PIs, Divisions, and/or departments.
<b>Primary Employee Location</b>	An employee's primary location. This information is integrated with the Campus Locator System.
<b>Date Occupancy</b>	The Date Occupancy refers to the date of occupancy of either the Department or PI for a particular room.