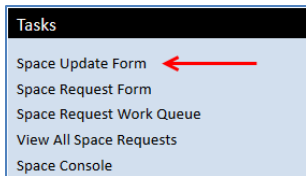


The goal of the Space Survey period is to allocate a time period that allows the departments to make updates and verify that the space for which they are responsible is up to date and accurate. After the survey period ends, Campus Planning sends a report to UCOP that reflects the current state of space at UCSF.

The Space Update Form is used to make changes to space.

- ▶ From the Home Page, select the Space Update Form hyperlink. The form is used by Campus to make changes to the attributes of a room. Those with a Coordinator role are granted access to a specific department that is assigned to a room. Strategists are granted access to all departments assigned to rooms that roll up under their Control Point.

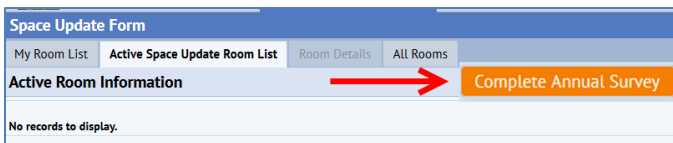


Note: Refer to the Job Aid “Three Steps to Update Space” if you have questions related to how to make changes to your space.

<https://space.ucsf.edu/sites/space.ucsf.edu/files/wysiwyg/3StepsToUpdateSpace.pdf>

Active Space Update Room List tab

- ▶ Rooms checked out from the My Room List tab and selected to Update are moved to the “Active Space Update Room List” tab. The rooms displayed in this tab are waiting to be edited.
- ▶ Typically this tab should not show any rooms for editing before you select that you have completed the Annual Space Survey for the period.
- ▶ The Complete Annual Survey button appears on this tab for the entirety of the survey period.



Note: If you select that you have completed the Annual Space Survey and have a room(s) checked out the system will not exclude the room(s). The Space Survey will report that all of your space has been surveyed and verified by you.

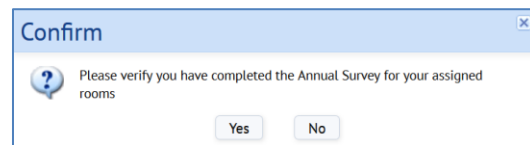
Warning: Strategist and the Complete Annual Survey button!

Because Strategists are at the Control point level, if they select the Complete Annual Survey button it will approve all departments under their Control Point. There are only two scenarios when a Strategist will need to select the “Complete Annual Survey” button.

1. There are no assigned coordinators under your control point and you are responsible for updating and surveying all of the space.
2. There are one or more departments under your Control Point without an assigned Coordinator or the Coordinator is away.
 - a) You will need to wait until all other Coordinators have completed their survey. Then Select Complete the Annual Survey. The system will then complete the survey for the remaining departments.

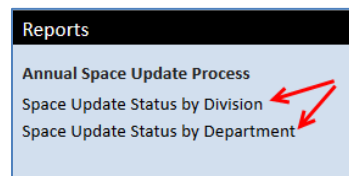
Click the “Complete Annual Survey” button

- ▶ When you have completed all of your space updates click the “Complete Annual Survey” button
- ▶ A popup confirmation message is displayed. Select yes or no that you have completed the Annual Survey



Space Update Status Reports

- ▶ There are two reports that enable the Strategist or Coordinator to view the completion status of the annual survey at the Division or Department level: “Space Update Status by Division” and “Space Update Status by Department”



How to Run the Reports

1. Use the filter console for either report to search for space surveyed data related to your Division or Department.
2. Click **Filter** button to return the results based on criteria entered. Leave all fields blank and select Filter to return all records for the campus. Click the **Clear** button to clear your search criteria from the filter console.
3. Select the **Survey Not completed** check box and click Filter to return only space that has not been surveyed.
4. Click the XLS button to download your results to excel

Filter Console

Space Update Status by Division

1

2 Filter Clear

Division Code

Date Surveyed Started

Date Surveyed Completed

Coordinator

3 Survey Not Completed

4 XLS

Returned data

Coordinator

Survey Not Completed

Division Code: 3[1] 4[1] 5[1] 6[1] All[2]

Division Code	Division Name	Survey Description	Date Surveyed Started	Date Surveyed Ended	Completed By	Date Surveyed Completed	Primary Coordinator
634003	Hospital Administration						Anne Poirier
477200	E_Library						Kirk Hudson
321012	N_Institute for Health Aging						Regina Gudelunas
465000	E_Executive Vice Chancellor						

If the Survey is not complete, these columns are blank

End.