January 31, 2014

Dear Administrator:

We’re writing to let you know that the university’s 2014 Year-End Space Survey will begin February 1st. The survey covers the Ann Arbor, Dearborn, and Flint campuses as well as the U-M Health System.

Among other things, the survey formally documents how the university’s space is actually used and plays a critical role in our successful indirect cost recovery efforts. Your 2014 data will be used by Cost Reimbursement for the Facilities and Administrative (Indirect) Cost Proposal, which is submitted to the Department of Health and Human Services (DHHS). Cost Reimbursement negotiates with DHHS to finalize the University's Indirect Cost Rates. In addition, the survey results are used to meet state and federal reporting requirements and by university administrators and departmental managers when determining how to use our space to best meet the institution’s needs.

The survey essentially covers every university-owned and leased building and it’s important to note that your department is ultimately responsible for the accuracy of the data.

Please visit the Space Analysis web page at http://www.finance.umich.edu/procurement/space to access a variety of helpful tools and resources designed to help you successfully complete the survey in a timely manner. The web page includes, among other things, a complete set of instructions, a list of Room Type definitions, and a list of Room Use Function Code definitions.

Please note that Room Use Function Codes (RUF codes), and the usage percentages you indicate on the survey must reflect the average use of each room over the fiscal year ending June 30, 2014. All other information should be reported as it exists at the time when you complete your survey.

**Noteworthy**

New for 2014 -- Space training to obtain access to the Space Management module is now a two-part on-line eLearning course – SME101A and SME101B. If you are new to the space survey or would like to take a refresher course, go to My LINC (Learning & Information Center) and search for these courses.

All U-M Hospital and Health Center departments are required to provide room occupancy data on the room utilization page for all offices (room type 310). Please continue to identify staff showers and lactation rooms with the correct room sub-type code.

The most common reporting errors and challenges have been:

1. We have experienced an increase in reported square footage changes or renovations that – upon investigation have been determined to not actually be square foot changes. Therefore:
   a. It is important that you request current floor plans for your space from your department facilities contact person, or Architecture Engineering & Construction (email: AEC-FloorPlans@umich.edu), or Hospital Facilities (email: jdentel@umich.edu).
b. All square footage changes require a comment in order to best utilize U-M resources. Please enter your comment in the survey ‘Comments’ sub-panel if you are reporting any square foot change or renovation in rooms assigned to your department.

c. Space that no longer belongs to your department should be reported as a space transfer and NOT as a room termination. Contact your survey Controller or email Space@umich.edu to report space transfers.

2. Pay attention to any space on your survey which is currently coded either Inactive Area (room type 050 or a RUF code 0050), OR Alteration Area - Renovation (room type 060 or a RUF code 0060), and make the appropriate updates for FY2014 if the renovation is complete or will be completed in FY2014.

3. Conference rooms (room type 350) can have only one Room Use Function Code. For conference rooms with multiple activities taking place in them, for academic units please use RUF code 0402-100%, and for central administration units use 0502-100%.

If you have no changes to a room to report – it’s simple, do not do anything except authorize and submit your survey!

Questions

Ann Arbor, Dearborn, or Flint campus: Contact the Office of Space Analysis at (734) 763-1196 or e-mail: space@umich.edu

UMHS: Contact the UMHS Facilities Office at (734) 936-2554 or e-mail: space@umich.edu

Contact the ITS Service Center for technical questions about the survey tool: M-F, 7 a.m.-6 p.m. (phone and email); Sun, 1-5 p.m. (email)

-- Submit a Service Request Online
-- 734-764-HELP (764-4357)
-- 4HELP@umich.edu
-- http://its.umich.edu/help.

Survey Due Dates

Surveys from the Ann Arbor, Flint, and Dearborn campuses and U-M Hospitals and Health Centers are due by **March 21, 2014**. If you’re from the Medical School or the College of Engineering, please continue to make routine updates to your space data. The College of Engineering’s year-end survey is due April 18, 2014, while the Medical School’s year-end survey is due May 19, 2014.

Thank you for supporting this important university initiative. We appreciate your time and effort in completing your survey.

Sincerely,

Mary Ellen Lyon, General Operations Manager, Procurement Services, Auxiliary Operations
David Rose, Facilities Business Manager, UMH Facilities Administration

Enclosures

cc: J. Dentel
    N. Hobbs
    D. DeLorenzo