

An aerial photograph of the University of Texas at Dallas campus, showing various academic buildings, parking lots, and green spaces. The image is overlaid with a semi-transparent dark green filter.

University of Texas at Dallas

Space Survey Training

A Brief Training Presentation on Conducting Annual Space Inventory Surveys

This Presentation Covers...

- Introduction to Space Reporting
- Space Survey Process
- Your Role as a Space Inventory Contact (SIC)
- Space Survey Timeline
- Contact Information

Space Reporting at UT Dallas

The Department of Facilities Management's Space Inventory Specialist reports all UT Dallas space to the Texas Higher Education Coordinating Board (THECB) annually.

What is a Space Survey?

- A Space Survey is an annual departmental survey of the campus room inventory.
- Departments review the room usage and space utilization for their designated areas that were reported to the THECB in the prior year.
- Departmental space surveys are collected by the Space Inventory Specialist and reconciled with the current THECB Facilities Inventory Listing. The revised data is verified, updated, and sent electronically to the THECB.

Who Completes a Space Survey?

- **All** academic **and** non-academic departments and units on campus must complete the annual UTD Space Survey.
- **Space Inventory Contacts (SICs)** are selected from each department to verify the information, descriptions, and classification of the spaces in their areas.
- If needed, SICs can select **Space Inventory Deputies (SIDs)** to assist in completing their survey. Deputizing others may be a good option for departments that oversee several sub-departments/programs or own a large volume of spaces.

Why Conduct a Space Survey?

- Ensures the submittal of an accurate record of space to THECB.
- Reports submitted to THECB impacts:
 - ➡ UTD's Legislative State appropriations.
 - ➡ Amount of Higher Education Funds (HEF) received.
 - ➡ Qualifications for Tuition Revenue Bonds (TRBs) for new buildings.
 - ➡ F&A (Facilities and Administrative) Federal funding for research space.

How to Complete a Space Survey



1

Review Space Survey Spreadsheet



2

Review Coding Documents



3

Tour Your Space



4

Update & Submit Survey Spreadsheet

How to Complete a Space Survey



Review Space Survey Spreadsheet

- Your annual Space Survey will be sent by the Space Inventory Specialist as an Excel spreadsheet containing rooms **currently assigned** to your department. Floor plans are also provided for reference and updating physical space changes.
- Spreadsheet displays information such as:
 - ➔ Building Name and Code
 - ➔ Department Name and Code
 - ➔ Room Number
 - ➔ Space Use Code
- Use these materials before you tour your area.
You'll be making updates to them later.

How to Complete a Space Survey



Review THECB Coding Documents

- The THECB has coded and defined all campus spaces.
- Helpful Appendices (found [here](#)) will help clarify and determine how a space should be coded. Includes:
 - ➔ Building Codes
 - ➔ Classification of Instructional Programs (CIP) Codes
 - ➔ Space Usage Codes
 - ➔ Functional Category Codes
- Take a minute to review the coding documents (including our [Quick Reference Guides](#)) to familiarize yourself with the codes that apply to your area.

How to Complete a Space Survey



Tour Your Space

- Walk around your area with your Space Survey spreadsheet and floorplan in hand to take notes on any updates that need to be made.
- Keep an eye out for:
 - ➡ Room numbers on signage (note if incorrect or missing)
 - ➡ What the rooms are being used for & who is using them
 - ➡ Discrepancies on floorplan (report any inaccuracies)
 - ➡ Seat capacities (if required for space type)
 - ➡ Rooms that belong to your department but aren't on your Space Survey spreadsheet.

How to Complete a Space Survey



Update & Submit Survey Spreadsheet

- Use your walkthrough notes to enter updates and utilize the “Comments” if needed.
- Any floor plan inaccuracies can be submitted as mark-ups of the supplied PDF’s, comments section of the Space Survey or communicated to the [Space Inventory Specialist](#).
- Please submit your completed Space Survey and any additional documentation to SpaceInventory@utdallas.edu.

Need Help? Refer to our [Space Survey Guide](#)

Space Inventory Contact Responsibilities

- ➡ Participate in Space Survey training
- ➡ Complete annual Space Surveys on behalf of your department
- ➡ Elect Space Inventory Deputies (SIDs) for help in completing your survey, if needed
- ➡ Notify the Space Inventory Specialist of space changes that occur between surveys

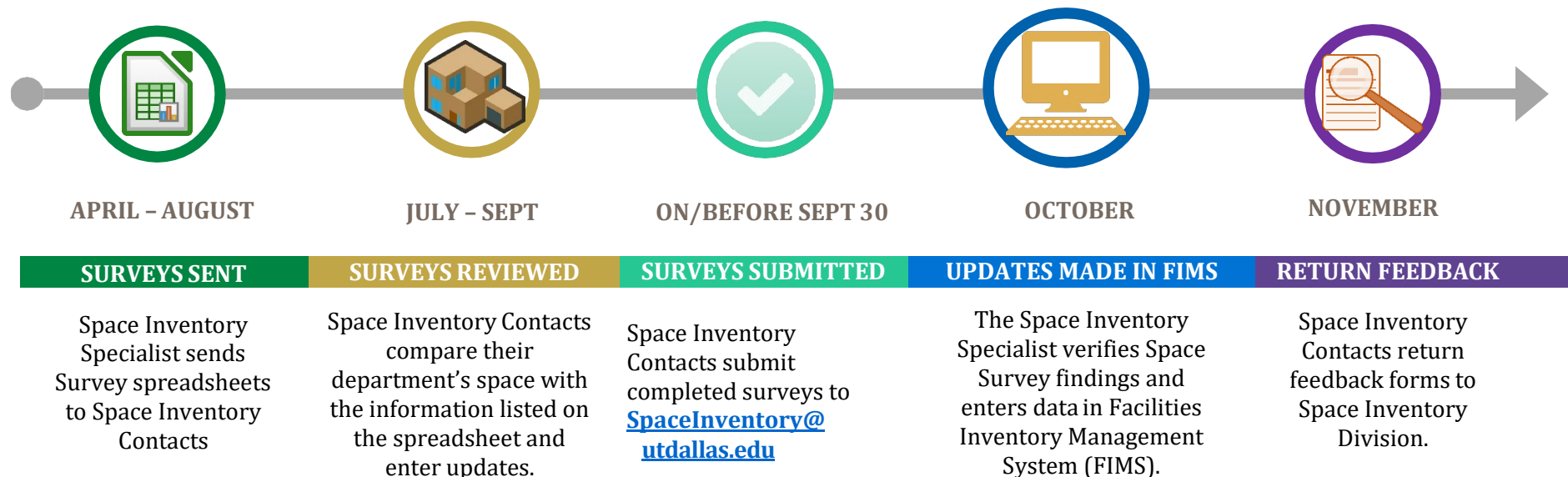
Quick Reference Guides

- Training Slides (*this presentation*)
- [Space Survey Guide](#)
- [Department Codes](#)
- [Space Use Codes](#)
- [Function Codes](#)
- [CIP Codes](#)
- [FAQs](#)



Space Survey Timeline

Below is a general timeline for UT Dallas Space Surveys.
Please contact the Space Inventory Specialist for your
department's upcoming survey deadlines.



Allow yourself plenty of time to complete your survey!

Space Inventory

A Division of
UT Dallas Facilities Management
(972) 883-2249

SpaceInventory@utdallas.edu

[Site: Space Inventory](#)