


April 19, 2019

To: College/Departments Unit Executive Officers

From: Andreas Cangellaris 
Vice Chancellor for Academic Affairs and Provost

Re: 2019 Campus Space Survey

INTRODUCTION

Per federal, state, and local reporting requirements, the University is obligated to conduct a space survey (inventory) every year. This information is subject to the National Science Foundation Survey of Sciences and Engineering Research Facilities, the Clery Act, Illinois Board of Higher Education (IBHE), the Capital Resource Allocation and Management Program (RAMP), the Real Property Utilization Report, the Campus Profile, the Integrated and Value-Centered Budget model (IVCB), the Higher Education Facilities Management Association, F&S daily operations and various other reporting entities for examination and inspection of the space information for reporting purposes.

To ensure compliance, the Facilities Information Resources Department at Facilities & Services has been facilitating space surveys of half the campus each year until 2018. Due to technology now available to campus units through ARCHIBUS/Web Central, the data may be updated at any time and will be certified on an annual basis. The intent is to provide current data for decision making instead of a 2 year old snapshot. **This letter is to inform you that your unit will be participating in the 2019 Campus Wide Space Survey during the period of May 20 – July 26, 2019.** The results of the survey will be recorded in ARCHIBUS, the University's official space inventory system. Additional information regarding the process is outlined in the "What to Expect – Space Survey Process" section of this letter. Your help with completing the space survey by July 26th is very much appreciated.

I also want to take this opportunity to recap several campus initiatives regarding space stewardship. As you may be aware, the University of Illinois at Urbana-Champaign established the Illinois Climate Action Plan (iCAP) in May 2010 and updated the document in 2015. The document outlines strategies, initiatives, and targets toward meeting the stated goal of carbon neutrality by 2050. The targets and strategies detailed in the plan represent a series of commitments the University is making in order to achieve its sustainability goals, including the Net Zero Space Growth Policy as found in the CAM. I encourage you to review our commitments as outlined in the climate action plan and the Net Zero Space Growth Policy:

<http://sustainability.illinois.edu/campus-sustainability/icap/>
<http://cam.illinois.edu/policies/net-zero-space-growth/>

Also, the Illinois Space Advisory Committee (ISAC) is the culmination of the work done over the past five years by the Instructional Space Advisory Committee and the Non-Instructional Space Task Force. These committees were a direct result of the *Stewarding Excellence @ Illinois* Space Utilization review. ISAC provides advice on appropriate guiding principles for the use of non-instructional and instructional space on campus. They determine standards for equipment within the instructional spaces based on current and innovative teaching and learning practices, as well as the development and review of policies, standards and best practices governing space utilization and allocation of remaining spaces to promote efficient use of space.

WHAT TO EXPECT - SPACE SURVEY PROCESS

1. Facilities & Services, Facilities Information Resources Department will provide a 2019 Space Survey user guide for updating your space data through ARCHIBUS web portal “Web Central”.
2. Facility/Business managers from your unit, designated by you, should already have access to Web Central with “view and edit” permissions as part of your College’s ongoing review and space change request process. These existing Web Central accounts may be used to complete the Campus Space Survey.
3. Facility/Business managers from your unit shall update the location of all personnel to meet safety procedures. Facilities Information Resources Department will provide an ARCHIBUS Web Central user guide to assist with adding/updating your employee locations.
4. Upon completion of the survey, a “Space Survey Certification” form is required to be signed by the Dean and/or Department Head completing the survey and will be kept on record to fulfill auditing requirements.
5. Updates to the space inventory database system will be reflected in the Enterprise Data Warehouse.
6. A team of F&S staff and students will survey selected areas to validate the data collected.

We appreciate your assistance and collaboration with Facilities & Services in completing these important inventory surveys. Any questions can be addressed to Kimberly McLaughlin (kam9@illinois.edu or 300-0143) or Heather Shade (shade1@illinois.edu or 300-9151) in the Facilities Information Resources Department at Facilities & Services (333-0923).

- c: Kimberly McLaughlin, F&S Facilities Information Management Specialist
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