



Space Inventory and Allocation System (SPIN)

User Manual

Updated: May 2025

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I. Introduction

University of West Florida (UWF) uses a web-based computer application called Space Inventory and Allocation System (SPIN) to annually collect information on how university buildings and rooms are being utilized. The system has been developed as a joint effort between the University of Florida's Division of Finance and Accounting / Department of Cost Analysis and Business and Technical Affairs (BATS).

The information gathered as a result of this survey is used for many purposes. One objective is to assist with the development of the Facilities & Administrative (F&A) Rate Proposal to the Federal government. Another purpose is to inventory space and internally track and monitor how well the University's space is being used. Finally, data gathered as part of this allocation is also used as a part of the development of the Reliability Centered Maintenance (RCM) budgeting tool.

There are two processes to reporting space: certifying and authorizing. Different individuals within the department must complete each of these processes. The Office of Research Administration & Engagement (RAE) requires that authorizers be at the Director, Department Chair, or Dean level.

The results obtained through use of the space survey can translate into millions of dollars in funding for the University of West Florida. Whether you certify or authorize space for your department, you play a critical role in the University of West Florida's compliance with Federal and State guidelines, and its quest to remain competitive with other educational institutions.

A. Policy for Meeting Deadlines

The University of West Florida is committed to completing its space allocation survey every fiscal year to obtain information necessary for required reporting to the State and for use by the Office of Research Administration & Engagement (RAE) for budget processes. In addition, completing the space survey every year assists in maintaining the knowledge of staff completing this task. Deadlines are established and communicated for the completion of the space survey which are important for meeting these objectives. **Therefore, if a department is noncompliant in meeting these deadlines, all their space will be reported with a use code of "Research Lab" to the Office of Research Administration & Engagement (RAE) for RCM budgeting purposes, thus resulting in the highest RCM assessment available.**

B. Gathering and Preparing the Information for Input

1. Know your Space Allocation Survey Categories

Before you enter information into the web-based system, you need to become familiar with the space allocation categories. See [Space Allocation Survey Category Descriptions](#) on pages 35 through 43 for a complete description of each

category. Please remember that your work should be well-documented, including methodology used to determine room allocations.

2. Interview your room occupants

A feature of the Space Inventory and Allocation Survey is the ability for each department to export to Excel a listing of all the buildings and rooms for which they are responsible. To access this report, go to Reports and select “Space Worksheet”.

To generate a PDF that puts each room on a page with the current occupants, projects, and a space to write down space allocations, go to Reports and select “Room Worksheets” under the “Supporting Documentation” Column.

You can then utilize these worksheets as a tool to interview the occupants and to determine how the space has been utilized. This is the department’s record that the individual and his or her supervisor provided and agreed to the space allocation information. Your department’s authorizer may wish to review the data with you before you enter it into the Space Inventory and Allocation System. You must retain a copy of this information in your office in the event your area is audited.

Please email spin@uwf.edu if you have any questions about the space allocation categories or which category to use in a specific situation.

Examples

When preparing to allocate (spread) the use of space, the question is, “Over the entire fiscal year (July 1st to June 30th), how was this space used?” The person responsible for reporting should interview the occupant(s) of a room or a responsible individual (Principal Investigator, Lab Manager, etc.) to determine all uses of the room during the fiscal year.

It is important to understand the differences and relationships between effort reporting and space allocation reporting. Effort reporting measures how an individual’s time was used during a specific period. However, when a space administrator interviews occupants of a room, they will ask what activities were performed in that space. There is usually a correlation between effort and space reporting, but not necessarily a one-to-one relationship. For example:

A professor reported his/her effort for all three semesters of a year as 60% Organized Research, 30% Instruction (including advisement), and 10% Department Administration. This represents the time spent on these activities by the professor. Two rooms are assigned to this professor: an office and a laboratory. After the space administrator interviews the professor, the following is clear:

Teaching is performed in classrooms that are allocated in a separate department as instruction. The professor's lab is used 20 hours a week, entirely for organized research. It is therefore allocated as 100% Organized Research in the Space Inventory and Allocation system. The professor's office is used approximately 15 hours a week and is estimated by the professor to be 70% for Instruction, 10% for Organized Research, and 20% for Department Administration. The office is allocated similarly in the Space Inventory and Allocation System.

If a Room Has No Occupants

Identify the use of the room by talking with the chairperson and/or the individuals who utilize the room and allocate it accordingly.

Example: A departmental mailroom, conference room, and shared equipment room are examples of rooms that may not have assigned occupants.

If a Room is Used for Only One Purpose

Identify the room use and allocate it accordingly as 100%.

Example: A classroom lab used only for instruction that is funded by appropriations will be allocated as 100% Instruction.

If a Room is used from More Than One Purpose (Joint Use)

Estimate the percentage of time the room is used for each purpose. This should be based on interviews or other documentation. Avoid simply splitting the room 50%-50% or 33%-33%-34%, unless this is an accurate representation of how the room was used.

- Example: If a lab is used for departmental research and organized research, it would be a joint-use room. A faculty member might use his or her office for work related to instruction, departmental administration, and clinical practice. These are examples of a joint use room, and the room should be allocated according to the percentage of each activity performed in the room during the entire fiscal year.

If a Room Has Been Vacant or Under Renovation

Determine the appropriate percentage of the year that the space was vacant. Normal absences for short work breaks (summer) and vacations do not mean a room is vacant. Also, if the classroom or lab is only used once a week the room is still not listed as vacant, and the use of the room would remain 100% Instruction or other correct allocation category.

- Example: A room that was vacant (empty and unused) for 3 months of the year would be allocated as 25% vacant/renovated and the remaining 75%

would be spread under the appropriate categories reflecting how the room was used during the rest of that fiscal year.

As a reminder, the question that must be answered for each space in your survey is, *“Over the entire fiscal year, how was this space used?”*

II. Accessing the Space Inventory & Allocation System (SPIN)

All UWF employees will have “view only” access to SPIN. Those that will be editing, entering, and verifying information within the system will need additional access.

A. Roles in SPIN

- Certifier

A certifier is a user who has the ability to make space change requests, modify occupant, project, and allocation data for rooms. In addition, certifiers can verify all room data and, once they are satisfied with the data entered, can certify that the space is accurate and ready for authorization. Certifiers are typically the Building Emergency Contact, Office Administrators, and/or Building Managers.

- Authorizer

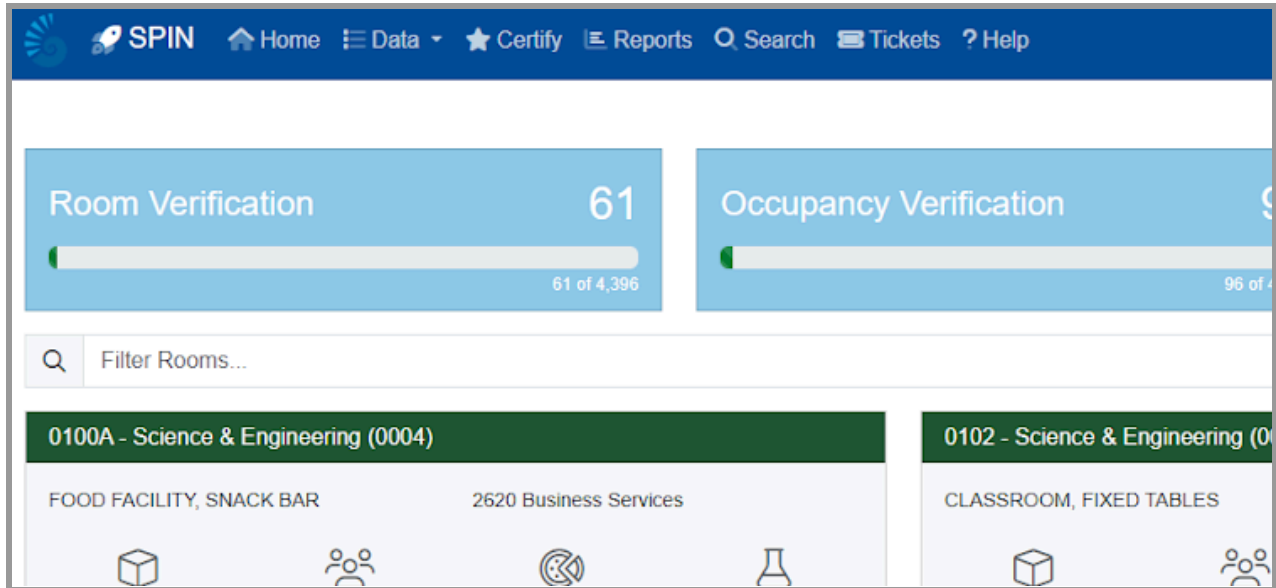
An authorizer is a user who authorizes that the space is complete, accurate, and ready for submission to Cost Analysis. The authorizer for a department is typically a director, department chair, or dean/assistant dean.

B. Additional Access Request

If you have been delegated as a certifier or authorizer and have a job title referenced under the definition above, you should have automatic access corresponding to your role. If you do not have access and have been delegated to be a certifier or authorizer, please contact spin@uwf.edu to request access.

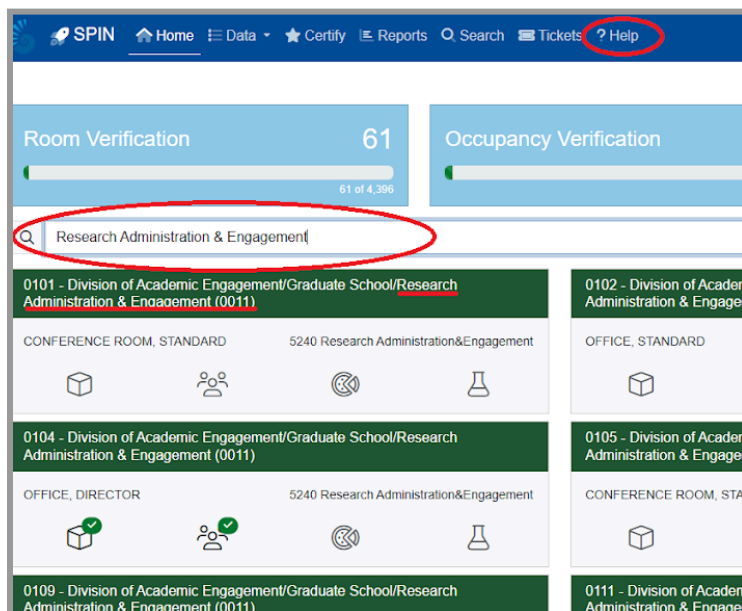
III. Home Page

Once you have obtained the additional security role to work within SPIN, you will go to “MyUWF” and search for “SPIN”. The first screen to appear is the home page.



Home Page Filter

Users can view the space by the room list from the main screen. For view-only access, the home page defaults to list all rooms on campus starting with Building #4. You can enter a room number, department name, or building number in the “Filter Rooms” area for a specific search. If you enter your department’s ID, the home page filter will display all buildings and rooms the user can view. Certifiers and Authorizers should have a default view of their department.



System Status

The status of the system will display on the home page in the light blue boxes. When a survey is not in process, the system will be open only for occupancy edits and space change requests.

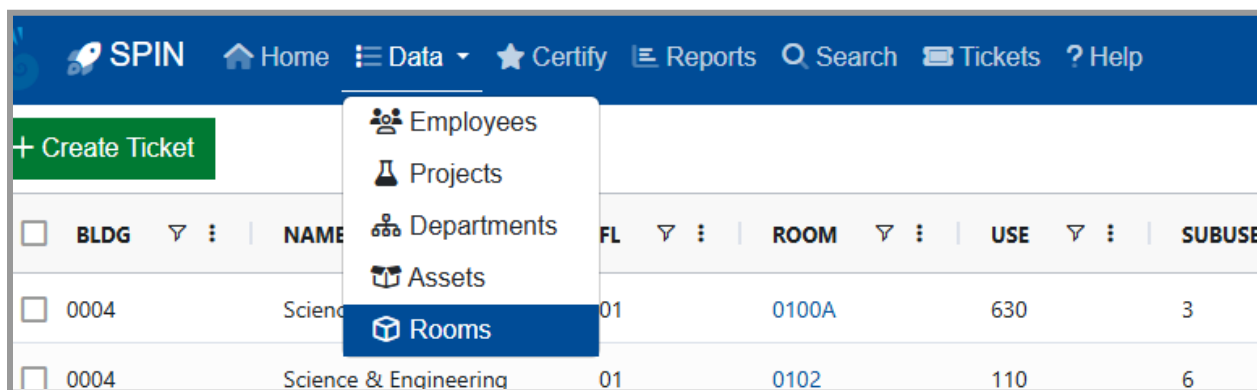
Help

If you are in need of assistance with questions, you can click on the link under the Help box to contact the SPIN Team. There is also the User Manual along with a list of Room Use Codes and Allocation Definitions for your convenience. For questions regarding editing, certifying, and authorizing rooms in SPIN, please contact Facilities Planning at 850-474-3427. For questions regarding allocations and sponsored research projects, please contact the Research Administration & Engagement- Data Analytics at 850-474-2260.

IV. Data Menu

The Data selection of the main menu gives the user access to:

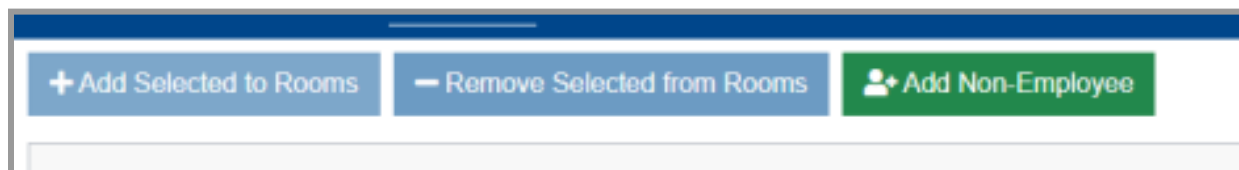
- My Employees: This is a list of all employees within the specific department that the user has access to.
- My Projects: This is a list of all sponsored projects within the specific department that the department is responsible for assigning to a specific room in the space system.
- My Departments: This is a list of all departments a space certifier or authorizer has access to.
- My Rooms: This is a full list of rooms that a user has access to and responsible for allocating and updating.



A. Employees

The data employees section of SPIN lists all staff associated with the department the user has security to.

From this screen, employees can be added and removed.



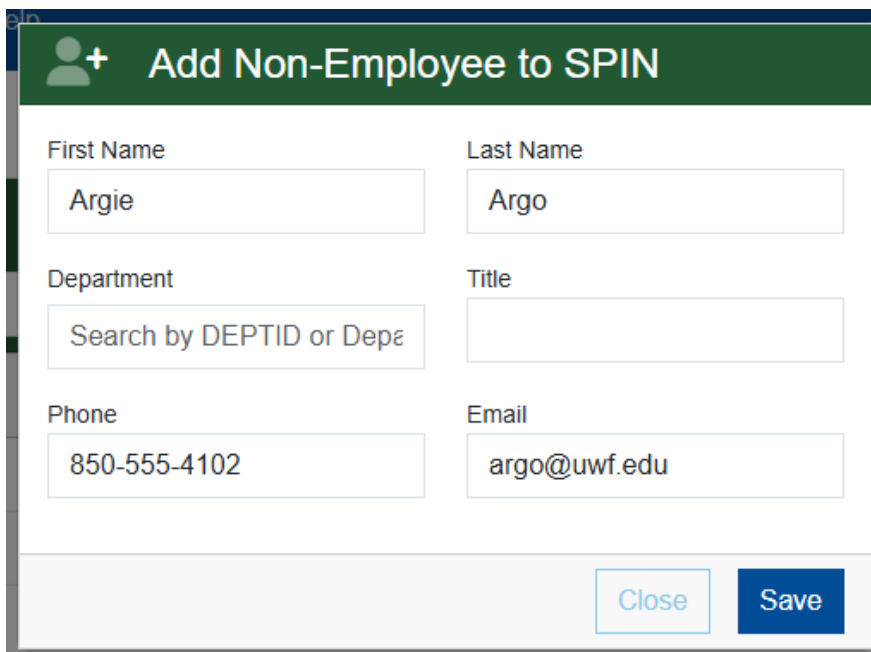
To add or remove from selected rooms, click on the checkbox by the employee's Name and then click "Add or Remove Selected to or from Rooms". Then fill out the required information that is requested. In addition, the department can add a Non-Employee

Adding Non-UWF Users/Occupants

The purpose of adding non-UWF individuals as users or occupants of space is that everyone must be accounted for in the SPIN system.

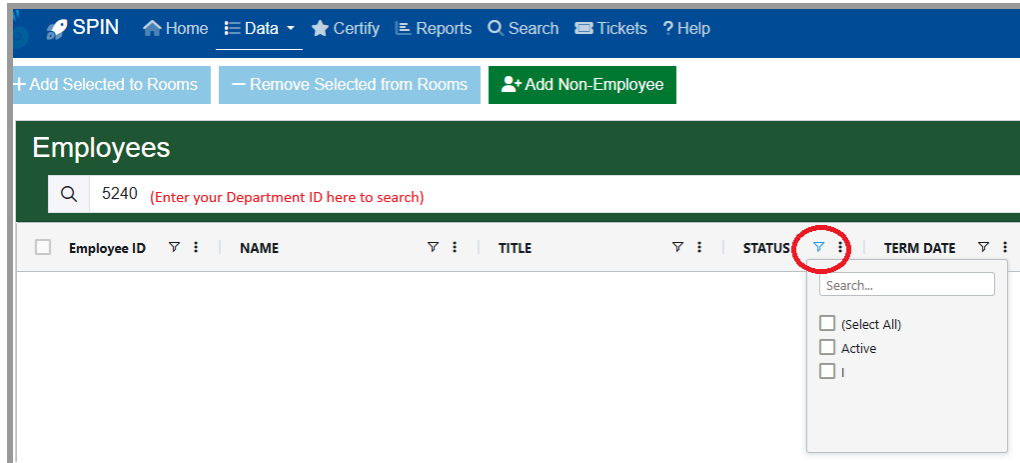
For example, if there is a visiting researcher who is in the department that is using the research lab space, that individual must be accounted for.

- To add a non-UWF Employee, select Add Non-Employee

A screenshot of a web form titled "Add Non-Employee to SPIN". The form has a green header bar with a person icon and a plus sign. Below the header, there are six input fields arranged in three rows and two columns. The first row contains "First Name" (with the value "Argie") and "Last Name" (with the value "Argo"). The second row contains "Department" (with a placeholder "Search by DEPTID or Depa") and "Title" (empty). The third row contains "Phone" (with the value "850-555-4102") and "Email" (with the value "argo@uwf.edu"). At the bottom right of the form, there are two buttons: "Close" (light blue) and "Save" (dark blue).

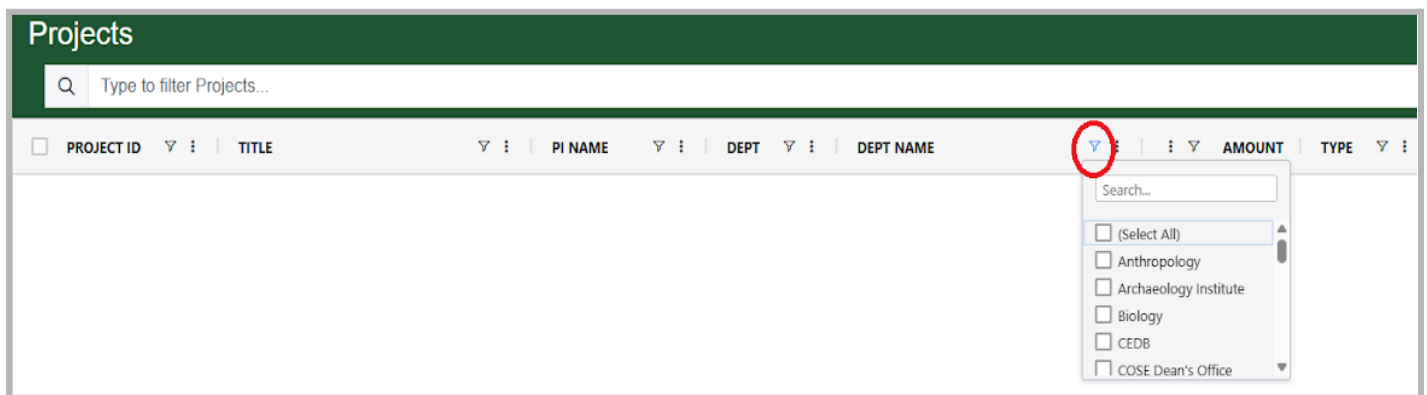
Filtering for Terminated Employees

The SPIN System allows the user to be able to filter to see terminated staff who are in rooms. From this screen, these individuals can be removed without having to go into the space.



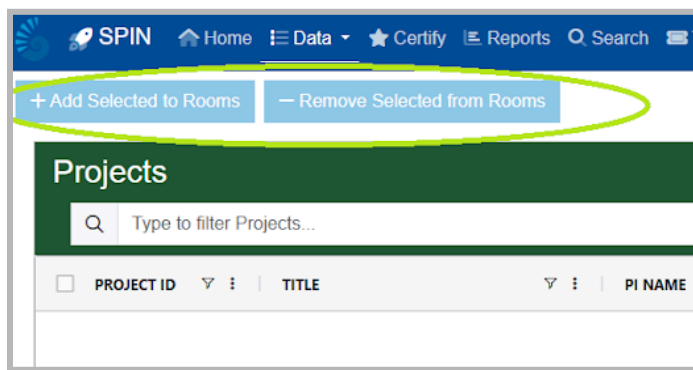
B. Projects

The projects list will display every project that the user is responsible for assigning to space. In addition, it will list the start/end date of the project and whether or not it is assigned to a room.



From this screen, projects can be added and removed.

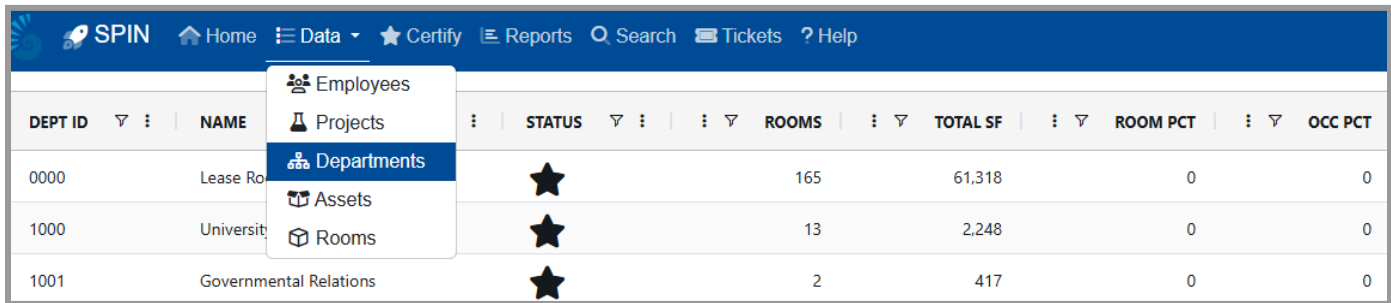
To add or remove from selected rooms, click on the checkbox by the Project Number and then click “Add or Remove Selected to or from Rooms”. Then fill out the required information that is requested.



NOTE – All projects that were active during the fiscal year must be accounted for in space. If the project was not worked on during the fiscal year, you must contact the Research Administration & Engagement- Data Analytics by emailing spin@uwf.edu.

C. Departments:

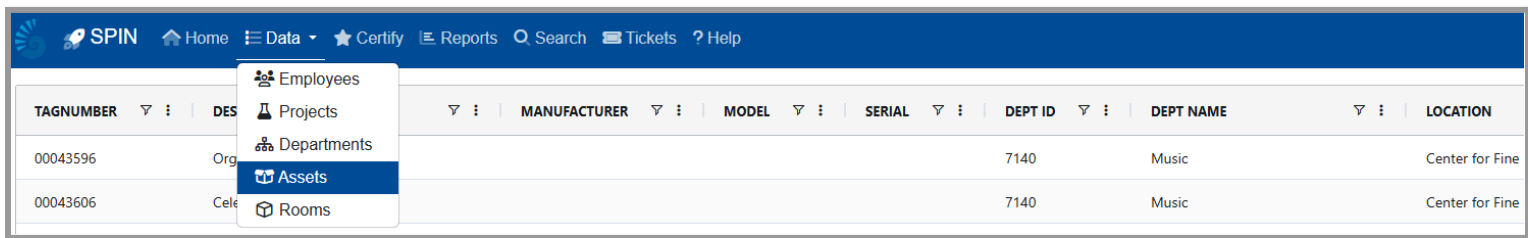
By selecting Data > Departments, the user will be able to view the departments that they have access to, their status, how many rooms they are responsible for, and what percent of completion they currently are:



DEPT ID	NAME	STATUS	ROOMS	TOTAL SF	ROOM PCT	OCC PCT
0000	Lease Ro	★	165	61,318	0	0
1000	Universit	★	13	2,248	0	0
1001	Governmental Relations	★	2	417	0	0

D. Assets

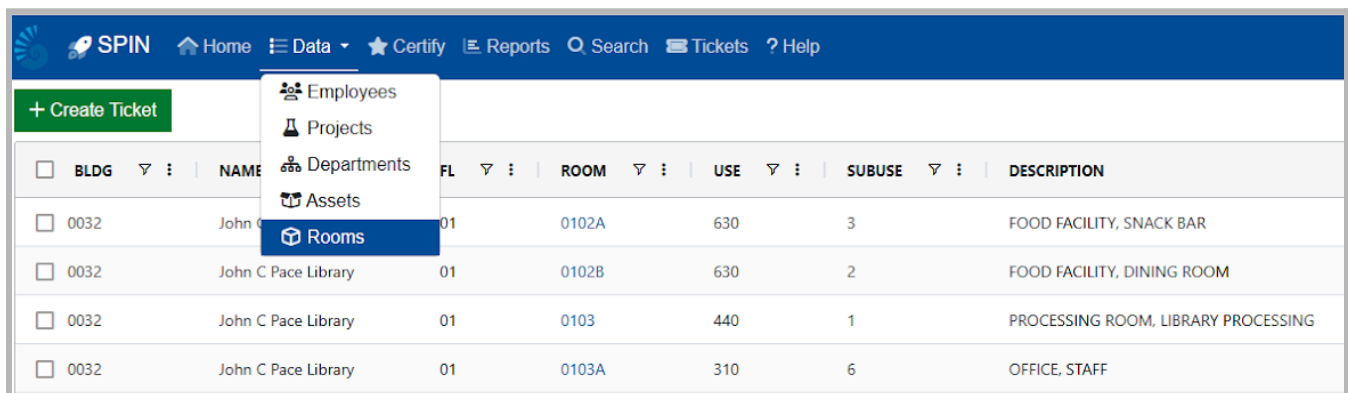
The area of this screen lists all the assets the department is responsible for.



TAGNUMBER	DES	MANUFACTURER	MODEL	SERIAL	DEPT ID	DEPT NAME	LOCATION
00043596	Org				7140	Music	Center for Fine
00043606	Cele				7140	Music	Center for Fine

E. Rooms

The area of the data menu that allows the user to see all rooms that they have access to in one scrolling fashion, instead of selecting one at a time.

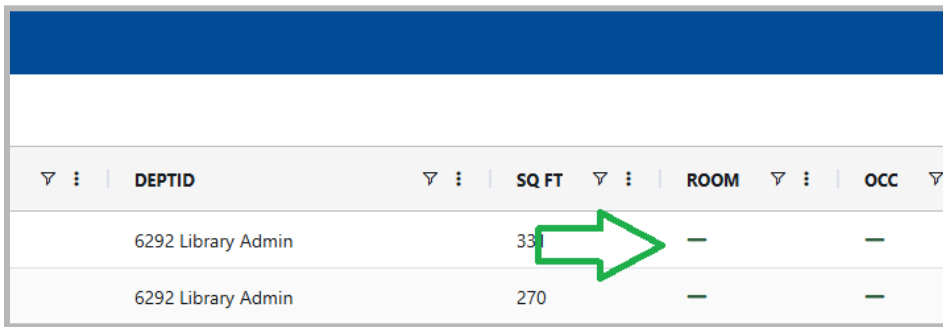


BLDG	NAME	FL	ROOM	USE	SUBUSE	DESCRIPTION
0032	John C Pace Library	01	0102A	630	3	FOOD FACILITY, SNACK BAR
0032	John C Pace Library	01	0102B	630	2	FOOD FACILITY, DINING ROOM
0032	John C Pace Library	01	0103	440	1	PROCESSING ROOM, LIBRARY PROCESSING
0032	John C Pace Library	01	0103A	310	6	OFFICE, STAFF

In addition, any room updates can be completed from this screen:

- Room Verification
- Occupants
- Projects
- Allocations

By clicking on the green bars that are listed in the room.



The screenshot shows a table with columns: DEPTID, SQ FT, ROOM, and OCC. There are two rows of data. A green arrow points to a green bar in the ROOM column of the first row.

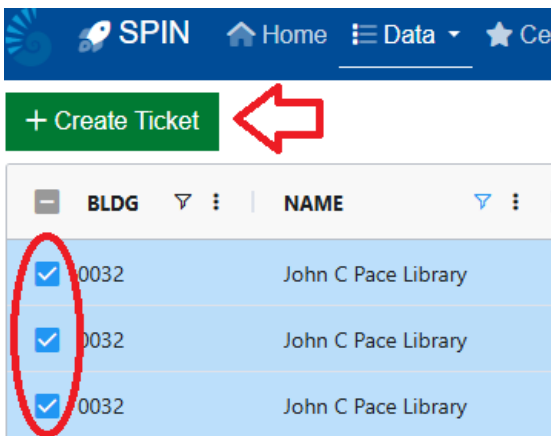
DEPTID	SQ FT	ROOM	OCC
6292 Library Admin	33	—	—
6292 Library Admin	270	—	—

Creating a Ticket for Multiple Rooms At Once

In addition, a ticket can be created for more than one room instead of creating a ticket for each individual room.

This can be accomplished by checking the box next to the rooms for which the request for update needs to be completed for and then selecting the “Create Ticket” option:


Search



The screenshot shows the SPIN interface. At the top, there is a navigation bar with 'SPIN', 'Home', 'Data', and 'Ce'. Below the navigation bar, there is a green button labeled '+ Create Ticket' with a red arrow pointing to it. Below the button, there is a table with columns: BLDG and NAME. The table has three rows, each with a checked checkbox in the BLDG column and the text 'John C Pace Library' in the NAME column. The checkboxes are circled in red.

BLDG	NAME
<input checked="" type="checkbox"/>	John C Pace Library
<input checked="" type="checkbox"/>	John C Pace Library
<input checked="" type="checkbox"/>	John C Pace Library


When “Create Ticket” is selected, the “Update Room Info” window will appear as shown below.


Update Room Info

Multiple Rooms Selected



Department

Effective Date





What is the effective date for this room change?

Use

Subuse

☐ Floorplan Update Needed?

Notes


Photos/Documentation

Please upload any photos or supporting documentation that may assist us with this request.

V. Search Menu

This menu option gives the user the ability to search space for specific criteria. A user can select to search “My Space” or the Entire University by selecting “Search All Space”.

Users can search for a specific location, occupant, or project to determine who may own specific space, where an occupant may be identified, or a project ID.

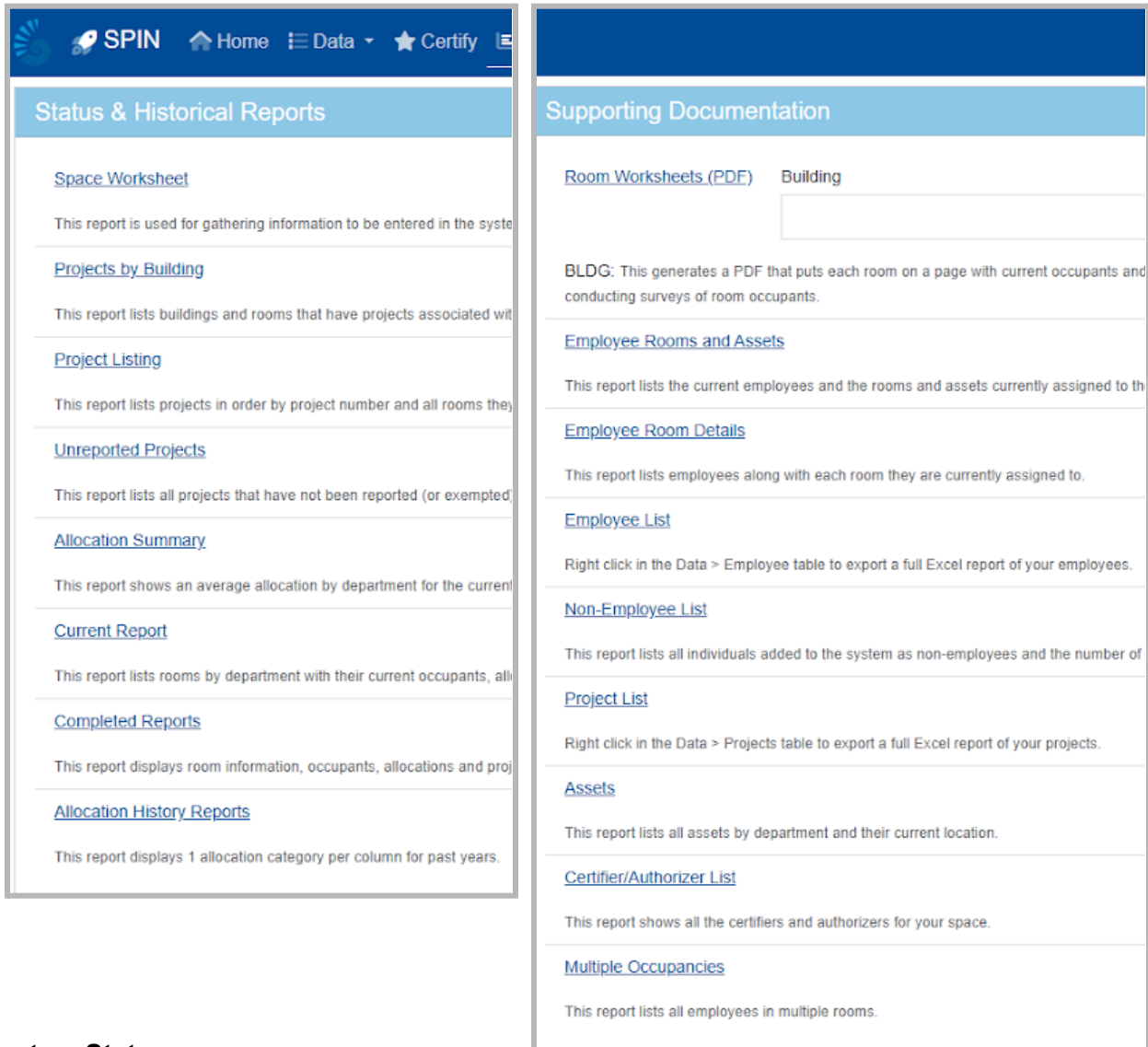

[Home](#)
[Data](#)
[Certify](#)
[Reports](#)
[Search](#)
[Tickets](#)
[Help](#)

BUILDING
PERSON
 PROJECT

Building

VI. Reports Menu

The reports area allows the user to have access to many reporting needs of the space system for their respective areas. There are status and historic reports for space reporting and supporting documentation, including lists that can assist with the space allocation process.



Status & Historical Reports

- [Space Worksheet](#)
This report is used for gathering information to be entered in the system.
- [Projects by Building](#)
This report lists buildings and rooms that have projects associated with them.
- [Project Listing](#)
This report lists projects in order by project number and all rooms they are associated with.
- [Unreported Projects](#)
This report lists all projects that have not been reported (or exempted) from the system.
- [Allocation Summary](#)
This report shows an average allocation by department for the current year.
- [Current Report](#)
This report lists rooms by department with their current occupants, all allocations, and projects.
- [Completed Reports](#)
This report displays room information, occupants, allocations and projects for completed reports.
- [Allocation History Reports](#)
This report displays 1 allocation category per column for past years.

Supporting Documentation

- [Room Worksheets \(PDF\)](#) Building
BLDG: This generates a PDF that puts each room on a page with current occupants and conducting surveys of room occupants.
- [Employee Rooms and Assets](#)
This report lists the current employees and the rooms and assets currently assigned to them.
- [Employee Room Details](#)
This report lists employees along with each room they are currently assigned to.
- [Employee List](#)
Right click in the Data > Employee table to export a full Excel report of your employees.
- [Non-Employee List](#)
This report lists all individuals added to the system as non-employees and the number of rooms they are assigned to.
- [Project List](#)
Right click in the Data > Projects table to export a full Excel report of your projects.
- [Assets](#)
This report lists all assets by department and their current location.
- [Certifier/Authorizer List](#)
This report shows all the certifiers and authorizers for your space.
- [Multiple Occupancies](#)
This report lists all employees in multiple rooms.

System Status

The status of the system will display on the Home Page. When a survey is not in process, the system will be open only for occupancy edits and space change requests.

VII. Help Menu

The help menu selections give the user the ability to be able to receive assistance related to questions of the space system. There is also the User Manual along with a list of Room Use Codes Definitions, a link to the floor plans in UWF STARS, updated presentations for the space system and Allocation Definitions for your convenience.

Resources and Documents

- [User Manual](#)
- [Quick Guide](#)
- [Room Use Code Definitions](#)
- [UWF STARS](#)

Definitions

Certifier

A certifier is a user that has the ability to make space change requests, modify occupant, project and allocation data for rooms. In addition, certifiers can verify all room data, and once they are satisfied with the data entered, can certify that the space is accurate and ready for authorization.

Authorizer

An authorizer is a user that authorizes that the space is complete, accurate and ready for submission to Cost Analysis. The authorizer for a department is typically a director, department chair or dean/assistant dean.

VIII. Updating and Verifying your Room List

On the Home Screen, the following information will display your list of rooms:

101 - Veterinary Small Animal Hospital (0075) ✓ TREATMENT/EXAM SERVICE, ANIMAL 28310000 VM-VMTHSA    	102 - Veterinary Small Animal Hospital (0075) OFFICE, RECEPTION 28310000 VM-VMTHSA    	103 - Veterinary Small Animal Hospital (0075) OFFICE, STANDARD 28310000 VM-VMTHSA    
104 - Veterinary Small Animal Hospital (0075) OFFICE, OPEN 28310000 VM-VMTHSA    	106 - Veterinary Small Animal Hospital (0075) OFFICE, STANDARD 28310000 VM-VMTHSA    	107 - Veterinary Small Animal Hospital (0075) OFFICE, STANDARD 28310000 VM-VMTHSA    
108 - Veterinary Small Animal Hospital (0075) CONFERENCE ROOM, STANDARD 28310000 VM-VMTHSA    	120 - Veterinary Small Animal Hospital (0075) TREATMENT/EXAMINATION, ANIMAL 28310000 VM-VMTHSA    	121 - Veterinary Small Animal Hospital (0075) TREATMENT/EXAMINATION, ANIMAL 28310000 VM-VMTHSA    

The room list will display all rooms and all buildings that you are responsible for. The list contains the building, room, and status of each allocation category.

From the Room List, select a row to view the detail screen for the room. This will include the occupants, projects, and allocation percentages of the room. Review the information on this screen for accuracy.

The screenshot shows the SPIN application interface. On the left is a 'Filter Rooms...' sidebar with a list of rooms. The main area displays the 'Room Information' for room 0105. The room details are: Room 0105, 0193.00 Sq Ft, Room Name: None, Use: CONFERENCE ROOM, STANDARD (350 1), and Dept: 5240 - Research Administration&Engagement. Below the details are buttons for 'Assets', 'Projects', and 'Notes'. At the bottom, there are tabs for 'Room Info?', 'Allocations?', 'People?', 'Projects?', and 'Show All'. The 'Allocations' tab is currently selected.

A. Room Information:

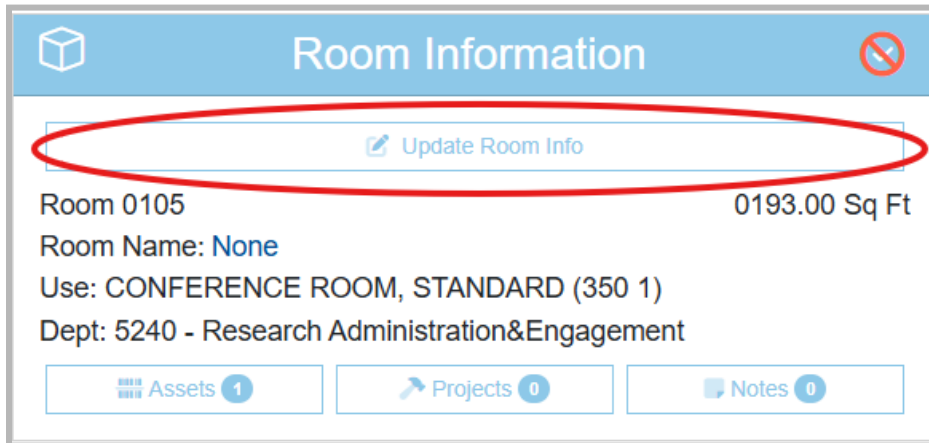
The user will need to review the room information to verify:

- Is this still a room that was utilized for the fiscal year in the correct department ID?
- Has the room number changed due to renovations?
- Has the use of the room changed?

If there are no errors, simply click on the Verify button to show that the room has been verified for accuracy.

This screenshot shows the 'Room Information' screen for room R1-187. The details are: Room R1-187, 0589.77 Sq Ft, Name: None, Use: RESEARCH LAB, WET (250 2), and Dept: 29060000 - MD-MOLECULAR GENTCS / MICROBIO. Below the details are buttons for 'Assets' (7), 'Projects' (0), and 'Notes' (0). At the bottom, there is a 'Room Worksheet PDF' button and a 'Verify' button, which is circled in red.


If any errors based on these questions in the room utilization are present, click the Update Room Info to correct the information.



The screenshot shows a web form titled "Room Information" with a blue header bar. Below the header, there is a red circle around a button labeled "Update Room Info" with a pencil icon. The form displays the following information: "Room 0105" and "0193.00 Sq Ft" on the top line; "Room Name: None" on the second line; "Use: CONFERENCE ROOM, STANDARD (350 1)" on the third line; and "Dept: 5240 - Research Administration&Engagement" on the fourth line. At the bottom, there are three buttons: "Assets 1", "Projects 0", and "Notes 0".

Here you can:

- Change the department ID
 - Dept: If the room was given to another area within the fiscal year that is being reported, delete the department ID, and if you know the other department that is receiving the data, type it in the comments area of the update room request. In addition, you must allocate the portion of the space that your area used before transferring ownership.
- Change the Use and/or sub-use of the room
 - Use: If the use is what is being updated, you will need to select the drop-down arrows for the primary use AND the sub-use of the space.
- Indicate that a floor plan update is needed
 - If this is the case, notes are expected to comment on the change
 - Include as detailed a description as possible, what changed and how, any relevant room numbers, PDC project numbers, and Project Manager, dates renovation occurred
 - E.G., Room 0360 was renovated in November. It was converted from a conference room into 2 offices (0360 and 0361). Argo Argie was the PM, project # MP02345.
 - Include any attachments to indicate what changed. Updated floorplans, photos, and handwritten markups on existing STARS plans can all be helpful.
- You must indicate the Effective Date (MM-DD-YYYY) of the change, or the system will not allow you to save any updates.
- Notes - this is very important to provide any information related to the change; why the use changed, or what the new department may be.
- Once done, click save and the system will automatically send a ticket to the space change system for you.


Update Room Info


0011 Division of Academic Engagement/Graduate School/Research Administration & Engagement
0105

Department

Search by DEPTID or Department Name

Current DeptID: 5240

Effective Date

yyyy-mm-dd


What is the effective date for this room change?

Use

Current Use: 350, CONFERENCE ROOM

Subuse

Current Subuse: 1, STANDARD

☐ Floorplan Update Needed?

Notes

Photos/Documentation
Please upload any photos or supporting documentation that may assist us with this request.

Choose Files
No file chosen

Close
Save

B. Occupancy Verification:

At the start of each survey period, all rooms in the Room List screen will be marked as needing occupancy verification. During non-survey periods, occupant changes will still be permitted, however, you can not verify the occupants since the actual survey is not officially open.

The Occupants screen will show all occupants that were reported in the prior year's Space Inventory and Allocation Survey.

Occupant information, including title, comes from HR Job Data. If any of this information is incorrect, contact your department's HR Coordinator to ask about a correction.

Note - if you see an occupant whose name is in **red**, it means that the occupant no longer has an active job appointment with the University

People					
Add Remove Move Copy Show History Edit Delete					
ROLE	NAME	TITLE	DEPT	ROOM START DATE	ROOM END DATE
<input type="checkbox"/> OCCUPANT		PROF	MD-MOLECULAR GENTCS / MICROBIO	2016-04-01	
<input type="checkbox"/> OCCUPANT		POSTDOC ASO	MD-MOLECULAR GENTCS / MICROBIO	2017-06-01	
<input type="checkbox"/> OCCUPANT				2019-01-01	
<input type="checkbox"/> OCCUPANT				2019-01-01	
<input type="checkbox"/> OCCUPANT		POSTDOC ASO	MD-MOLECULAR GENTCS / MICROBIO	2019-07-15	

Review the occupants who are reported in the room to make changes for the fiscal year of the reporting period.

a. Adding Occupants:

To add a new occupant, select ADD.

People			
NAME	TITLE	DEPT	ROOM START DATE
<div> Add Remove Move Copy Show History Edit Delete </div>			

This will pop up a new window with the information required.

Add Person to Room

0011 Division of Academic Engagement/Graduate School/Research Administration & Engagement
0105

Person

Search by Employee ID or Last, First name

Start Date

Comments

Close Save

Enter the Person by searching for the name or UWF ID. You can search for an occupant using their UWF ID, or Last Name, First Name. The results are displayed. Use the navigation tools to scroll through the search results until you find the name you are looking for. You will have to add the start date as the date the individual began occupying the space.

- Then select what role the person is in for the space:

Add Person to Room

0201 Academic Research Building R2-285

Person

search...

Search by UFID or Last, First name

Role

LAB MANAGER
OCCUPANT
PI

person should be associated to the room, but does not actually spend time working in this space.

Start Date

yyyy-mm-dd

Comments

Close Save

- Occupant = a direct user of the space
- PI = PI responsible for the space, even though they may not be sitting in the space
 - Review the check box for “In Room?” That means they are responsible but do not actually spend time in the space.
- Lab Manager = not in the space but responsible for the maintenance of it
 - Review the check box for “In Room?” That means they are responsible but do not actually spend time in the space.
- Enter the start date that the person began using the space.
- Make sure to enter the date that the occupant started residing in the space.
- Then click save. This will add the user to your occupant list.

b. Moving Occupants:

Occupants can be moved from one room to another, without being removed and added again, by using the “MOVE” function. This will remove the occupant from the current room and move them to a new room.

1. Select Occupants

2. Click on the "Move" Button

ROLE	NAME	TITLE	DEPT
<input checked="" type="checkbox"/> OCCUPANT		PROF	MD-MOL

Pe

+ Add * Remove Move Copy Show History Edit Delete

Move Person(s) to Room

0201 Academic Research Building R2-285

Occupants to Move
Tibbetts, Scott

Building
0201 - Academic Research Building

Room
Search...

R4-230 - YYY (MECHANICAL AREA)
R4-271 - YYY (MECHANICAL AREA)
R4-248 - YYY (MECHANICAL AREA)
R4-289 - YYY (MECHANICAL AREA)

room

Enter a Start Date
yyyy-mm-dd

Please enter the date that the selected persons started in the new room

Close Save

A Pop-Up screen will give you the options of where to move the person to. You must type the building name or number, then select all the rooms to move the person to. You must enter the start date that the person started using the space before the system will allow you to move the occupant.

c. Copying Occupants

Occupants can be copied from one room to another by using the "COPY" function. This is especially useful in instances where a professor and research assistants occupy both an office and one or more laboratories. This function will copy selected occupants of the room to other rooms. In the copy function, you

Copy Person(s) to Room

0201 Academic Research Building
R2-285

Occupants to Copy

Tibbetts, Scott

Building

Room

Search...

Enter a Start Date

yyyy-mm-dd

Please enter the date that the selected persons started in the new room

OR, use R2-285 occupant start/end dates
☐

Close

Save

can select more than one room by holding the Shift OR control key down if not in a series.

In addition, you must enter the start date that the person started using the space before the system will allow you to select and move the occupant. However, you also have the option to copy the start date from the room you are working on to the new areas you are copying the user to by selecting the “OR...” checkbox.

d. Removing Occupants

An occupant should be removed if no longer using the space within the fiscal year of allocations. To remove an occupant, select the occupants you wish to remove and click on the Remove button.

People

Add
 Remove
 Move
 Copy
 Show History
 Edit
 Delete

ROLE	NAME	TITLE	DEPT
<input checked="" type="checkbox"/> OCCUPANT		PROF	MD-MOLECULAR

1. Select Occupants

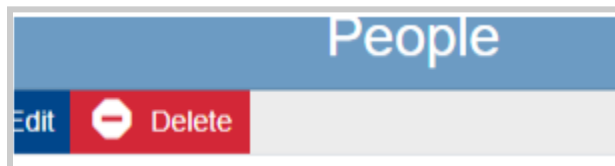
2. Click on the "Remove" Button

A Pop-Up window will appear to enter the date the user no longer uses the space. You will also have the ability to remove the occupant from all your spaces at once if selected:

If the occupant moved out during the Fiscal Year that you are reporting, the individual will still be displayed on the screen because they worked in the room during the fiscal year.

e. Deleting Occupants

If the occupant shown never occupied the space and needs to be completely removed from this room, click on the “Delete”. This will remove their history and all records that they were ever associated with the room.

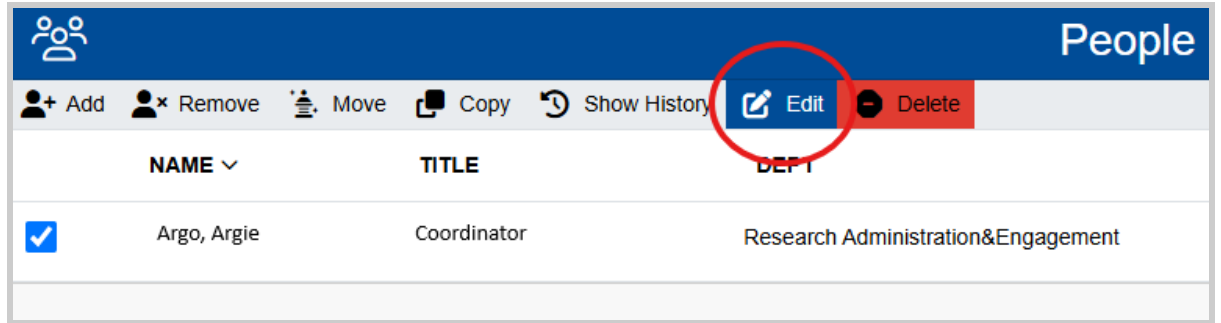


DO NOT USE THIS BUTTON if the user did work on the space at any time during the fiscal year. Use the remove selection if they started and then left.

In addition, you will not be able to “Delete” if the user has any history in the space. You must use the remove function.

f. Editing Occupants

The edit occupants function allows the user to correct mistakes with the room start date or room end date of the space when originally entered. Click on the check box by the person, then select edit:



This opens up the boxes for editing purposes.

g. Verifying Occupants



The final step to Occupancy Verification is to click on the “VERIFY” button. Once you have verified occupants, the title will change from light blue to dark blue, and the symbol will change to a white check mark.

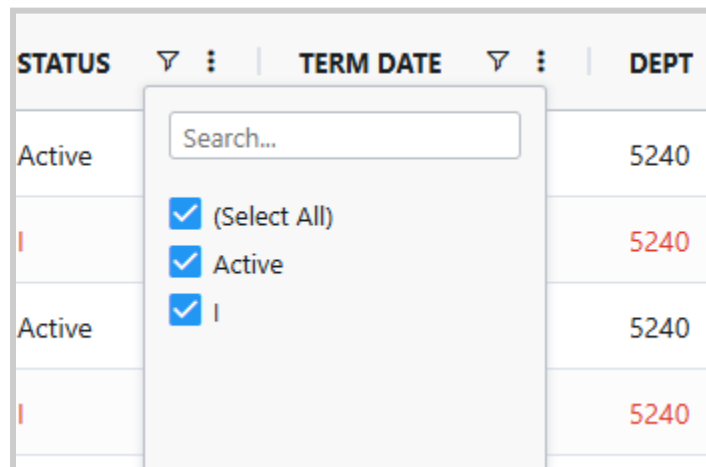


h. Filtering for All Inactive Employees

Users also have the option to have the system input the termination date in all rooms where the occupants selected are located. This is done in the Data Selection of the SPIN System.

Data > Employees

Filter for All Inactive Employees (Labeled as “I” for inactive, shown in red)



Click on the “Select All” Check Box. This will select all occupants with the “I” status. To exclude anyone from the list, simply uncheck the box

IX. Project Verification

If the room was allocated to Organized Research (OR) or Other Sponsored Activities (OSA), the associated project numbers must be added to the room. In addition, if a room is allocated between 1-99% OR or OSA, Federal Requirements dictate that you not only designate the sponsored research projects that are occurring within the room, but that you also provide the funding sources (chartfield string) supporting the non-sponsored activities occurring in the room.

Both projects and chartfields entered in the previous fiscal year will be shown in the Room Information screen. If a project was not worked on in this space for any part of the current fiscal year, the project should be removed with an end date of **June 30, 2021, or earlier**.

Projects that ended within the fiscal year of the survey must still be accounted for

The screenshot displays the 'Projects & Accounts' interface. At the top, there is a toolbar with icons for Add, Remove, Move, Copy, Show History, Edit, and Delete. Below this is a table with the following columns: PI, PROJECT, TITLE, AMOUNT, TYPE, ROOM, START DATE, and END DATE. The table contains five rows of project data. A callout box points to the 'END DATE' column, stating: 'Indicates the date that activity on the project was stopped in this space. Does not necessarily indicate the project's end date.' At the bottom of the table, there is a red message box that reads: 'Room allocations must be verified before projects can be verified.' To the right of this message is a green 'Verify' button. A second callout box points to the 'Verify' button, stating: 'The box **will not allow you to verify** if there are errors that need to be resolved. For example, if you did not allocate Organized Research to the room in the allocation, the system will tell you that in order to have a OR project in the room, you must have an allocation to OR.'

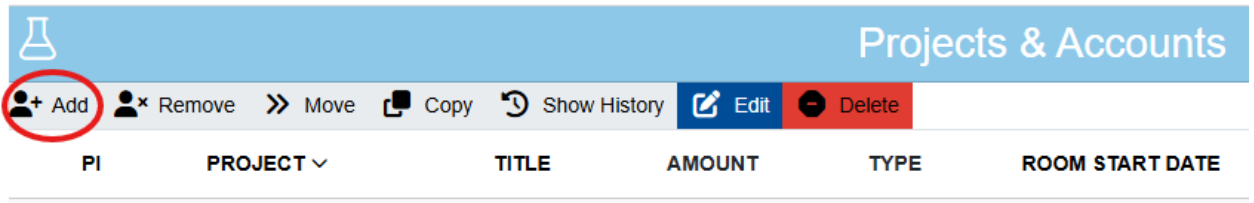
PI	PROJECT	TITLE	AMOUNT	TYPE	ROOM	START DATE	END DATE
<input type="checkbox"/>	P0069098	MGM8 Jin subproject	\$12,264.00	OR		2017-09-01	
<input type="checkbox"/>	P0042308	OR DRPD ROF2017 Identification of Fecal Bacteria with Anti	\$ 0.00	OR		2017-06-01	
<input type="checkbox"/>	P0051073	R35A119043 Countering beta lactam resistance	\$1,439,620.00	OR		2017-07-03	
<input type="checkbox"/>	00127494	A STEM CELL TACTIC TO PROMOTE PERSONALIZED MEDICINE	\$63,562.66	OR		2016-07-01	
<input type="checkbox"/>	00110567	ROLE OF CX3CR1 AND CCR2 IN CONTROLLING MICROGLIA AND MONONUCLEAR CELLS IN AMD	\$67,869.00	OR		2013-07-01	

Projects that have expired will show in red to make you aware that they may need to be removed from the room.

***In addition, projects whose purpose is for instruction are not required to be entered into the project space. Any activity related to these projects should be allocated to the instruction category.**

A. Adding Projects

When you are on a room's page, to add a project, select the "ADD" button found under "Projects and Accounts". The user can search for a project using the project number, PI UWF ID, or a title keyword. Active projects within the past two fiscal years will display.



Search for the Project by entering the numbers or name and click on the "Search" icon:

Check the box next to the project you wish to add and make sure to enter a start date when the work began in the space (not necessarily the project begin date). Then click Save button:

PROJECT INFO	AMOUNT	TYPE	START DATE	END DATE
<input type="checkbox"/> 21017 Collaborative Research Project Dr. Argo	\$19,041.00	OR	2022-05-01	2026-04-30

B. Moving Projects

Projects, just like occupants, can be moved from one room to another, without being removed and added again, by using the “MOVE” function. This will remove the project from the current room and move it to a new room. Select the project number that you wish to move to a different room by checking the box by the project number. Then select the three dashes to see the “move” function.

0201 Academic Research Building R1-187
Projects/Accounts to Move

Building
|

Room
Search...

Enter a Start Date
yyyy-mm-dd

Please enter the date that the selected projects started in the new room

Close Save

C. Copying Projects

Projects can be copied from one room to another by using the “COPY” function. This is especially useful in instances where work is being done on a project in more than one location. This function will copy selected projects in the room to a new room. Select the project number that you wish to move to a different room by checking the box by the project number. Then select the copy button:

0201 Academic Research Building R1-187
Projects/Accounts to Copy

Building
|

Room
Search...

Enter a Start Date
yyyy-mm-dd

Please enter the date that the selected projects started in the new room

OR, use R1-187 project start/end dates ☐

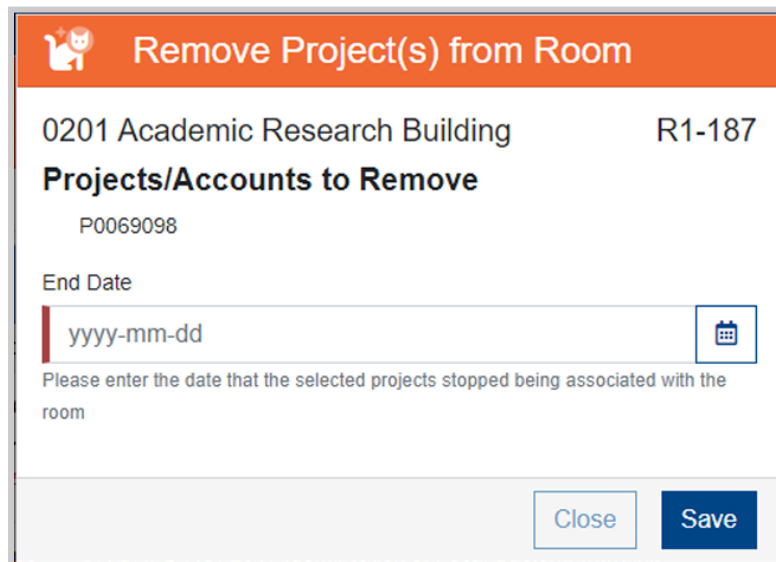
Close Save

In addition, you must enter the start date that the project started in the space before the system will allow you to select and copy the occupant. However, you also have the option to copy the start date from the room you are working on to the new areas you are copying

the user to by selecting the “OR...” checkbox. Removing Projects To remove a project, select the project that needs to be removed and click on the “REMOVE” button. If the project listed was never worked on in the space and needs to be removed from the system entirely, enter the same end date as the beginning date.

D. Removing Projects

To remove a project, select the project that needs to be removed and click on the “REMOVE” button. If the project listed was never worked on in the space and needs to be removed from the system entirely, enter the same end date as the beginning date.

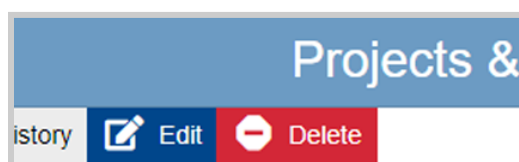


The screenshot shows a dialog box titled "Remove Project(s) from Room" with an orange header bar. Below the header, the location "0201 Academic Research Building" and room "R1-187" are displayed. The section "Projects/Accounts to Remove" lists project "P0069098". There is an "End Date" field with a placeholder "yyyy-mm-dd" and a calendar icon. A note below the field states: "Please enter the date that the selected projects stopped being associated with the room". At the bottom right are "Close" and "Save" buttons.

If the project completed work during the Fiscal Year that you are reporting, the project number will still be displayed on the screen because it was conducted in the room during the fiscal year. If the project was not worked on during the FY that you are reporting, the user can change the end date to the end of the previous fiscal year.

E. Deleting Projects

If the project shown work was never done in the room and needs to be completely removed from this room, click on the “Delete” button. **DO NOT USE THIS BUTTON** if the project did have any type of activity on the space at any time during the fiscal year. Use the remove selection if it started and then expired. In addition, you will not be able to “Delete” if the project has any history in the space. You must use the remove function.



Are you sure?

Are you sure you want to permanently remove this project? This will remove its history and all records that they were ever associated with this room!

Yes
No

F. Editing Projects

The edit projects function allows the user to correct mistakes with the project room start date or room end date of the space when originally entered. Click on the check box by the person, then select edit:

Projects & Accounts

Show History
 Edit
 Delete

This opens the boxes for editing purposes.

Room Info ?

Allocations ?

People ?

Projects ?

Show All

Projects & Accounts

Add

Remove

Move

Copy

Show History

Delete

Save

Cancel Edit

PI

PROJECT

TITLE

AMOUNT

TYPE

ROOM START DATE

ROOM END DATE

P0007995

TRANSLATIONAL GENE THERAPY FOR RHODOPSIN AUTOSOMAL DOMINANT RETINITIS PIGMENTOSA

\$201,479.00

OR

2016-07

yyyy-mr

P0004596

Biswall K99

\$257,634.00

OR

2016-08

yyyy-mr

G. Verifying Projects

The final step to Project Verification is to click on the "VERIFY" button. Once you have verified occupants, the title will change from light blue to dark blue, and the symbol will change to a white check mark.

Projects & Accounts


Projects & Accounts

H. Sponsored Projects in Rooms Designated as 1-99% Organized Research Usage



If the room is partially allocated to Organized Research, Federal requirements dictate that you not only designate the sponsored research projects that are occurring within the room, but that you also provide the funding sources (chartfield string) supporting the non-sponsored activities occurring in the room.

A portion of this room (between 0 and 100) was allocated towards Organized Research or Other Sponsored Activities. You must add a non-sponsored chartfield to account for the other activities in this space.

Adding Non-Sponsored Sources Once the sponsored projects have been added to a room that is allocated to Organized Research, you must select the non-sponsored funding sources supporting the other allocations in that room. To do this, from the Sponsored Projects & Non-Sponsored Chartfields Section, click ADD and select “Non-Sponsored Chartfield”.

 **Add Project to Room**

0201 Academic Research Building


 Sponsored Project  Non-Sponsored Chartfield

Project



Start Date

You can search by:

- ◆ Department ID
- ◆ Fund Number
- ◆ Program Code
- ◆ Source of Funds
- ◆ Project ID

 **Add Project to Room**

0201 Academic Research Building

 Sponsored Project  Non-Sponsored Chartfield

Chartfield

search...

29060000-143-7800-52MDMCRO-CRRNT-52SFGCMDMB

29060000-143-7800-52MSCP-CRRNT-52MSCP

Once you locate the right chartfield, select it and click Add.

Note: The **Non-Sponsored Chartfield** string is **NOT** required if there is no organized research or other sponsored activities in the space. The system will not allow verification if this is listed and there are no allocations to these space allocation categories.

Add Project to Room

0011 Division of Academic Engagement/Graduate School/Research Administration & Engagement 0101

Sponsored Project **Non-Sponsored Chartfield**

Search for a Chartfield **Enter Chartfield Manually**

Chartfield: 6 Start Date: yyyy-mm-dd

	DEPT ID	FUND	PROGRAM	PROJECT	SOURCE	BUDGET REF	FLEX
<input type="checkbox"/>	6010						
<input type="checkbox"/>	6011						

Adding Non-Sponsored Sources when no Chartfield Exists to Support the Space

In the drop-down box, there are special selections that can be made to document the non-sponsored allocation(s) when ChartFields are not applicable. Use these selections to report the non-sponsored portion of a room that has been partially allocated to Organized Research:

- **Not UWF:** This can include laboratories and other research spaces used by students, visiting researchers, Emeritus faculty, and volunteers who are not paid by UF.
- **GA Grant:** Students who are paid by the grant being conducted in the room AND have a desk in the room at which they can work on their own dissertation or other coursework.
- **Vacant:** This can be used if the room has some portion allocated to Organized Research and Vacant/Under Renovation for the fiscal year.

X. Space Allocation

Space Allocation is the development of how the space was used during an entire fiscal year of data. Using 100% to total for the usage of the entire year.

A. Entering/Submitting Space Information

Each room you are required to enter will be listed. During non-survey periods, the Space Allocation will not be available for input. Click on the room that you are ready to allocate the space. The certifier must allocate the room to one or more of the subsequent categories for a total of 100%. If the total does not equal 100%, an error message will be displayed.

Room Info ?	Allocations ?	People ✓	Projects ?	Show All	
<div>Allocations</div>					
Administration - General	<input type="text"/>	Administration - Departmental	<input type="text"/>	Administration - Practice Plan	<input type="text"/>
Administration - Sponsored Project	<input type="text"/>	Administration - Student	<input type="text"/>	Agricultural Extension	<input type="text"/>
Auxiliary	<input type="text"/>	Governance	<input type="text"/>	Instruction	<input type="text"/>
Library	<input type="text"/>	Operations & Maintenance	<input type="text"/>	Other Institutional Activities	<input type="text"/>
Other Sponsored Activities (OSA)	<input type="text"/>	Patient Care	<input type="text"/>	Public Service	<input type="text"/>
Recharge Centers	<input type="text"/>	Research - Departmental	<input type="text"/>	Research - Organized (OR)	<input type="text"/>
Under Renovation	<input type="text"/>	Union Activities	<input type="text"/>	Vacant	<input type="text"/>
<div>TOTAL 0 Room Under Allocated</div>					
<div>Save Save & Verify</div>					

B. Space Allocation Category Definitions

During the space survey, it is important that the right allocation of category of the space usage is chosen.

1. Administration Categories

These categories are for the administration areas of the university.

- **Administration- General**

Use this category to report space used for activities of the general executive and administrative offices of the University and other activities of a general character that do not relate solely to any major function of the institution: i.e., solely to Instruction, Organized Research, Other Sponsored Activities, or Auxiliary/Other Institutional Activities. **This category is only for areas that benefit the entire university. CORE OFFICES ONLY.**

Includes Space Used For:

- President's and Vice Presidents' offices
- Institution-wide financial management, business services, budget and planning, personnel management, and risk management

- Office of the General Counsel
- UWF Enterprise Systems
- Finance and Administration
- Chief Financial Officer
- Central administration of health affairs.
- Payroll
- Human Resources

Does Not Include Space Used For:

- Activities within non-university-wide dean's offices, academic departments, organized research units, or similar organizational units. That space is considered Departmental Administration.

- **Administration- Departmental** Use this category to report space used for administrative and supporting services that benefit common or joint departmental activities or objectives in academic deans' offices, academic departments and divisions, organized research institutes, study centers, and research centers.

Examples:

- Academic deans' offices: Space attributable to administrative functions.
- Academic departments: Space attributable to the administrative work (including bid and proposal preparation for new awards by departmental staff only) or faculty (including department heads) who have administrative functions of the department or college.

Includes Space Used For:

- General departmental office functions, including those of a chair and departmental staff, secretarial, clerical, assistants, and administrative officers.
- Administrative functions in deans' offices.
- General departmental services, including mail distribution, copy rooms, and telephone service.
- Departmental staff participation in the development of a bid and proposal for new research activities.
 - Faculty Development of a bid and proposal is considered "Departmental Research."
- Departmental conference room.

Does **NOT** Include Space Used For:

- Direct administrative effort related to a specific course. That is considered Instruction.
- Direct administrative effort related to a specific sponsored project and funded by the sponsored project. That is considered Organized Research.

- Space used for undergraduate or graduate coordination. That space is considered Instruction.

- **Administration- Practice Plan**

Use this category to report all space used in support of clinical practice activity, including administrative activities related to the Faculty Practice Plans.

Includes Space Used For:

- Administrative and support services for the billing, collection, and distribution of professional fees.
- Faculty effort related to scheduling, reviewing patient charts, or other administrative activities related to clinical practice.
- Administrative support to faculty for any activity related to clinical practice.

Does Not Include Space Used For:

- Actual health care delivery and/or treatment. This is considered Patient Care.

- **Administration- Sponsored Project**

Sponsored Project Administration includes space used for all activities performed by Cost Analysis, Contracts and Grants, Division of Sponsored Programs, and Office of Clinical Research. These organizations are designated primarily to administer sponsored projects. **This category is only for areas that are fully supported to administer sponsored program activities.**

- **Administration- Student**

Space used for activities for the administration of student affairs and for services to students. This includes:

- Offices of Deans of Students
- Admissions
- Registrar
- Counselors
- Student Infirmary

This category is only for areas that benefit the entire university. CORE OFFICES ONLY.

2. **Instruction**

Use this category to report space used for all teaching, training, and instructional activities, whether offered for credit toward a degree, certificate, or on a noncredit basis. Includes all activities related to teaching, such as preparation, grading, labs, and assistance to students registered in class.

Examples:

- Syllabus production, exam preparation, textbook orders, and roster preparation. Formal classroom teaching.
- Academic counseling and advising students.
- Course preparation.
- Departmental libraries that are not part of the library system.
- Sponsored Instruction Grants.

3. Research/Other Sponsored Activities Categories

These categories are directly related to research uses in the room.

- **Research- Departmental**

Use this category to report space used for research development and scholarly activities that are not Organized Research and, consequently, are NOT separately budgeted and accounted for.

Examples:

- Research-related activities that are funded with unrestricted funds, such as miscellaneous donors, combined grants, or allocation of overhead funds.
- Research-related activities that fund Gap or Start-Up for faculty.
- Development of bids and proposals for new research activities by the faculty.

- **Research- Organized (OR)**

Use this category to report space used for research and development activities of an institution that **ARE** separately budgeted and accounted for.

- **Sponsored Research.** This includes all research and development space used for activities that are sponsored by federal and nonfederal agencies and external organizations. This category includes space used in the training of individuals in research techniques (commonly called "research training") where such activities utilize the same facilities as other research and development activities and where such activities are not included in the instruction function.

Examples:

- Outside Sponsored Research, such as federal, state, or local government; Industry; and Foundations.
- **Cost Sharing.** Even if the funding for the space is not one of the listed fund numbers, but it is being used to meet a mandatory or voluntary mandatory cost share requirement for a sponsored research award, then the space should be coded as Organized Research. University Research. This includes all research and development space that is sponsored by institutional funds and is separately budgeted and accounted for. This

type of organized research is awarded after review of an internal application for support of a specific project.

- **Other Sponsored Activities (OSA)**

Use this category to report space used for sponsored projects that are not Organized Research or Sponsored Instruction. These projects are designated by the agency as “Other Than Research.”

Examples:

- Agricultural Extension-related projects
- Sponsored Museum Exhibits
- Sponsored Conferences
- Sponsored Journal Editorships
- Children’s Medical Services

4. Vacant Categories

- **Vacant**

Use this category to report space that is closed, entirely unused, or empty. Space that has been unused during part of the year should be shown at the corresponding percentage that it was vacant.

Example:

- A room that was empty due to staff leaving a position, and not being filled for three months, would be shown as 25% Vacant on the fiscal year’s Space Allocation Survey.

NOTE: Normal absences for breaks and vacations do not mean that a room is vacant. Also, a room does not have to be used for a specified number of hours a week. A class lab for instruction of students that is used three days per week and unused for the other two business days would still be allocated as 100% Instruction.

- **Under Renovation**

Space that is undergoing renovations or new construction. Spaces that have been vacant due to new construction or renovation during part of the year should be shown at the corresponding percentage that was under renovation.

Example:

- A Room that was empty, due to renovations, for three months would be shown as 25% Under Renovation on that fiscal year’s Space Allocation Survey.

5. Other categories

Below is the list of all other categories related to space reporting.

- **Agriculture Extension (Ag Ext)** Not applicable to UWF

- **Auxiliary (AUX)**

Use this to report space used for revenue-generating activities that serve students, faculty, staff, and the general public or other University departments.

Includes space used by:

- Residence halls, dining halls, student unions, intercollegiate athletics, bookstores, faculty housing, chapels, theaters, public museums, and other similar auxiliary enterprises.
- Space used by true auxiliary functions that are self-supporting areas, meaning not having subsidies from other funding sources to cover the costs of operations.

Do Not Use this category for space used for:

- Educational Business Activities/Service Centers/Recharge Centers/Specialized Service Facilities.

- **Recharge Centers (RC)**

Use this space to report space used for revenue-generating activities that serve students, faculty, staff, and the general public or other University departments.

Includes space used by:

- Service Centers
- Generally, any space area that charges others for a service. Those services that are calculated are subsidized by other department funding sources.

Do Not Use this category for space used for:

- Auxiliary areas that are state statute-defined for recharge purposes.

Examples Include:

Residence halls, dining halls, student unions, intercollegiate athletics, bookstores, faculty housing, chapels, theaters, public museums, and other similar auxiliary enterprises.

- **Other Institutional Activities (OIA)**

Use this category to report space used for all activities of an institution that are not specifically assigned to other categories.

Includes space used by:

- Department Break rooms

- Department Kitchens
- Emeritus Used Space (Non-UWF Paid)
- Volunteer Used Space (Non-UWF Paid)
- Rare book collections
- Small Department Libraries
- Intercollegiate Activities
- Public Relations
- Development and fundraising
- Intercollegiate activities
- any other function, the activities of which are unallowable per Uniform Guidance 2 CFR 200.

- **Governance (GOV)**

Use this category to report space used for any significant effort devoted to college and university-wide committee assignments.

Does not include space used for:

- Undergraduate or graduate coordinating/advising, which is considered Instruction.

- **Library (Lib)**

Use this category to report space used for the operation of the libraries in the official university library system. Library administration should also be reported to this category.

Includes space used for:

- Storage of books and purchased materials of the library.
- Reading areas
- Study rooms
- Library administrative room areas

Does **not** include space used for:

- Small departmental libraries that are not a part of the official university library system are considered Instruction.
- Rare book collections, which are reported as Auxiliary/Other Institutional Activities.

- **Operations and Maintenance (O&M)**

Use this category to report space used for the administration, supervision, operation, maintenance, preservation, and protection of the institution's physical facilities.

Includes space used by:

- Physical Plant Division (PPD)
- Facilities Planning & Construction offices
- Environmental Health & Safety offices
- University Police Department
- Campus Mail

- **Patient Care**

Use this category to report any and all space used for clinical practice activity.

Patient Care includes space used for:

- Health care delivery and treatment rooms not related to research or instruction.
- Patient care rooms (if any that are assigned to your department).

Does **not** include space used for:

- Administrative and support services for the billing, collection, and distribution of professional fees.
- Faculty office space when used for scheduling, reviewing patient charts, or other administrative activities related to clinical practice.
- Administrative support to faculty for any activity related to clinical practice.

These are all considered Practice Plan Administration

- **Public Service (Pub Svc)**

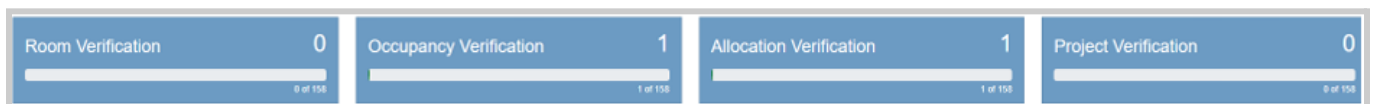
Use this category to report space used for assigned duties such as serving as a consultant to local, state, or national agencies; serving as an officer in professional societies; acting as an editor for a professional journal.

- **Union Activities (and APA)**

Use this category to report space used for effort expended on United Faculty of Florida (UFF) or Academic and Professional Assembly (APA) activities.

XI. Status of the SPIN System

You can see the status of the space reporting from many different locations. The certifier's goal is to have all rooms to be 100% verified for all areas. The best place to see the status of each room is on the homepage of the SPIN system.



Another way to review your status is from the “Certify” or “Authorize” menu. This lists each department ID that you are responsible for and its status.

<div> SPIN Home Data Certify Reports Tickets Help </div> <div> 4 OPEN SPACE REQUESTS 235 UNREPORTED PROJECTS </div>									
DEPT	NAME	STATUS	ROOMS	PCT	ROOM	OCC	ALLOC	PRJ	
<input type="checkbox"/>	28010000 VM-DEAN'S OFFICE	★	252	1.75%	1%	1%	1%	1%	
<input type="checkbox"/>	28011100 VM-DEAN	★	12	0%	0%	0%	0%	0%	
<input type="checkbox"/>	28040000 VM-LACS	★	112	0%	0%	0%	0%	0%	

All Organized Research and Other Sponsored Activity projects must be accounted for in the Space Inventory & Allocation System before certification can occur. If there are any projects that have not been associated with space, a message will appear indicating how many unreported projects remain. Clicking the “Unreported Projects” button will show all projects that still need to be associated with a room. If a project is included on this list in error, please contact spin@uwf.edu.

In addition, all space requests must be completed before certification can occur. If there are any pending space requests that have not been resolved, a message indicating how many pending requests exist will be displayed. Clicking the “Open Space Requests” will show the user all the pending space requests. If a request shows on this list in error, please contact Facilities Management at spin@uwf.edu.

XII. Certification and Authorization

The steps for certifying and authorizing your space are identical. Depending upon your security, you will see either a “Certify Space” link or “Authorize Space” link on the status report. This link will only be activated once ALL projects and pending space requests have been cleared for the department that you are certifying for.

SPIN Home Data Certify Reports Tickets Admin ? Help									
				4 OPEN SPACE REQUESTS		235 UNREPORTED PROJECTS			
	DEPT	NAME	STATUS	ROOMS	PCT	ROOM	OCC	ALLOC	PRJ
<input type="checkbox"/>	28010000	VM-DEAN'S OFFICE	★	252	1.75%	1%	1%	1%	1%
<input type="checkbox"/>	28011100	VM-DEAN	★	12	0%	0%	0%	0%	0%
<input type="checkbox"/>	28040000	VM-LACS	★	112	0%	0%	0%	0%	0%

Select the Department ID you would like certified or authorized and select "Certify" or "Authorize". Multiple Department IDs may be selected at once.

After certification, the status will change from "Complete" to "Certified". Once the space is authorized the status will change to "Authorized" based on the key.

XIII. Where to Get Help

Space Questions

Questions related to space change requests, allocations, room descriptions, and/or department assignments should be directed to Facilities Management.

Phone: 850.474.3427

Email: spin@uwf.edu

Project Questions

RAE- Data Analytics

Phone: 850.474.2260

Email: spin@uwf.edu

Asset Questions

Property Management

Bethany Roberts

Phone: 850.474.2364

Email: propertydepartment@uwf.edu