



FY2024 Space Validation User Guide





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Next Steps: Space Validation & Reviewing your Departments Current Space Inventory

Facilities Connect Access and Navigation

- x **{1}** When accessing the Facilities Connect Space dashboard. You should see the ***“My responsible Department Assignments & Assignee Details”*** dialog box with your department’s data filled in and Space Information reporting & Campus Mapping resource tools on the right side.
- x **[2]** ***“My responsible Department Assignments & Assignee Details”***



FY2024 Space Validation User Guide

Changes to Floor Plans

- x If you know of existing or upcoming changes to your department's space or occupancy and/or architectural floor plan for FY24, please contact Patrick Eaton or Kevin Grzyb to assist in updating the information in Facilities Connect. This will greatly help in finalizing the space information for the FY2024 Space Validation.
- x To view building floor plans in graphical form by Department in the Space Management system within Facilities Connect, select a space record, clicking Location Lookup and select the Tab named Floor Plan and/or Graphic View. See also [Space Information: Find Floor Plans](#) in the Training Materials .
- x Review floor plans to verify that wall changes or any changes due to renovation and/or remodeling that occurred in your department during the fiscal year (or prior years)
 - o Note any discrepancies by either marking on a floor plan or noting the room numbers in a spreadsheet and then notify the Space Management department will field verify any updates that need to be made to the plans and imported into Facilities Connect
- x Recommend if using graphical floor plan out of Facilities Connect use such Themes in them Menu dialog box as Department Assignment, Space Details, Assignee, and People (Occupants)
- x Finally, walk and tour your spaces and speak with individuals who know that space function activities and usage

Space Validation Overview

- x Data Admins will be reviewing & verifying (2) pages with Space Record data in Facilities Connect.
 1. The Space Details Tab and under the Building/Space Details will see Space class type, occupant, & dept assignment space data to review
 2. And the Assignee/PI and Function coding space data, **See Section J**
- x When selecting a space record, The Space Detail Record page may automatically open or can be found selecting the '[Location Lookup](#)' Link
 - Note: Bldg./Space details are hard coded (i.e. Area, Bldg., Name, Floor No.)
- x Review /Verify the following...
 - a. Room Number
 - b. Room Name Description (Optional, but recommend giving a name to the room)
 - c. Confirm Room Capacity. (Consult w/ Space information when determining Room Capacity if needed)
 - d.





FY2024 Space Validation User Guide

- 5) Review your department's list of assigned space by room and determine if the rooms are correctly assigned to your department chart string
 - a) Shared space – if there are rooms that you share with another department, please note those rooms and the approximate percentage that you utilize the space (ex. 50%/50%).
 - b) Leased space - If you lease space that is assigned to your department to another department or entity outside of the University, please note this on your survey. If you lease space off campus, please verify the location of this space in the system.
- 6) Any rooms that are owned by your department, but which do not appear on the [My responsible Dept & Assignee Detail Report](#), you will be able to request by emailing Patrick Eaton at Patrick.eaton@northwestern.edu
- 7) Identify any rooms that are missing or updating and note any rooms that should be removed by either marking up a floor plan or the space inventory spreadsheet and/or the Space Update Request button on the Top right of the page and Forward to Space Information team
- 8) Update Employees' primary location and if appropriate, multiple locations in the Secondary Occupant location if needed, If employee is no longer part of the University during the Fiscal Year, the employee name will be retired in the system and cannot assignee space to that occupant
- 9) Data Admins are strongly encouraged to enter their staff office (occupant) assignments in the Occupant section of the Building/Space Details – Occupant Primary Location & Secondary and/or Occupant not found in FC) to help effectively manage space on campus. This feature is intended to help units better manage space assignments and realize space efficiencies.
- 10) Occupant vs. Assignee/PI. Occupant is person occupying the space (Office) Assignee/PI is the person performing the activity/project in the space.
- 11) Vacant Space – A space that is not being used now & has been vacant for more than (6) months of the Fiscal Year





FY2024 Space Validation User Guide

Space Validation Data Finalization

1. Once you have reviewed all departmental space records, , return to the *"My -8.q vn*