Welcome and Thank You

- Updates on VP and AVP and combined Capital Planning and Facilities Operations
- Interim Space Management Director role
- Ambitions for Capital Planning (and Facilities Operations)
  - Increased transparency
    - Guidelines – Capital requests, 10-year Forecast Plan, Space Standards
    - Assessments – Building condition, classroom utilization and condition analysis, buildable land survey, space utilization data (space survey)
  - Reduce (department efficiency realignments), Reuse (renovation for efficiency), Recycle (repurposing buildings for new use), New
- Seamless - one point of contact for requests – Capital information coordinator
- Enhanced web presence
- Infrastructure Working Group
  - Decides minor and major capital investments for the university
- Why a robust inventory?
Agenda

- Welcome
- Space Management- What we do
- Capital Planning and the Space Survey
- Space Planning and Programming and the Space Survey
- OSU’s Indirect Cost Rate
- Space Management Team
Space Management - What We Do

Services and Processes

• Managing OSU's Space Allocation database and AutoCAD drawings
• Validating space data through conducting site audits to verify and validate space allocation and usage and through facilitating the annual OSU Space Survey
• Overseeing space requests and assisting in campus moves coordination
• Maintaining OSU University Space Standards and Policies
• Space Use Standards and Policies and Annual Space Reports
• Providing timely space usage information to inform university-wide decision-making
• Creating the Annual Space Reports and assisting in the application of this information
Capital Planning

Capital Plan will be based on space and quality of space

• This survey will help inform what units have
• Space will be compared with space standards, Building Conditions and unit expected growth of the unit to inform capital needs
• Welcome suggestion and initiatives from units on how to reach their Capital Needs.
Intake Portal

• What it is?
• How it works?
  • Capital Information Coordinator
• Types of requests:
  • Space
  • Minor projects
  • Self-performed projects
  • Capital needs
Space Planning

• Space information and space planning
• Space planning/requests and programming
• Space requests and project requests
• Space Request Form
• Capital Information Coordinator
• Expectations for space requests
• Moves coordination assistance
• Access Lock and Key
OSU Space Survey – the process

• Where we were – where we are
  • Field verifications
  • FICM Codes
    • Then: 675 room types – Now: 129
    • Then 91 function codes – Now: 12
  • Space Survey process
  • Updated Space Contact List
2016 Space Survey Process

- Space Survey Kick-Off Meeting
- Space Management will schedule your One-on-One Meeting
  - Let us know any scheduling issues you have
- Space Management will send floor plans and organization information to each Space Contact for review
- One-on-One Meeting
  - Depending on the size or complexity of your space assignment, expect 1-2 hours to complete the survey
  - Space Representative will review your information with you, determine appropriate coding, and enter all information directly into the database
- Space Management will send the updated space information for your organization
Space Data Codes

- **FICM**: The Postsecondary Education Facilities Inventory and Classification Manual (FICM) describes standard practices for initiating, conducting, reporting, and maintaining a postsecondary institutional facilities inventory. In 2015, OSU Space Management updated and revised space codes to align with FICM standards.

- **Functional Space Use Codes** represent the function or activity that occurs in this space. Functional Use Codes are vital in determining indirect cost recovery of Facilities and Administrative (F&A) costs associated with sponsored agreements. Accurately tracking and maintaining costs associated with building and equipment depreciation and building O&M Costs is a mandatory requirement by the Office of Management and Budget.

- **Facility Type Codes** (or room type) identify the primary use of the room, how it is used and may reflect the physical characteristics of that space. For example, a room can be an office or a classroom, but not both.
# Org Information

## Capital Planning and Development Space

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Hatched Occupancy Drawing
Moving Forward

• Help us keep your space information up-to-date
  • Room type changes or organizational changes
  • Moves (inter-departmental, to a new location)
  • No longer using this space
  • Remodels
  • Shared spaces and space efficiencies

• We are a resource for you
  • Square footage and other information about your space
  • Moves coordination assistance
Questions

Capital Planning and Development fully supports the Division of Finance and Administration core values of:

- **Accountability.** We are committed stewards of the loyalty and good will of our alumni and friends and of the human, fiscal and physical resources entrusted to us.
- **Diversity.** We recognize that diversity and excellence go hand-in-hand, enhancing our teaching, scholarship and service as well as our ability to welcome, respect and interact with other people.
- **Integrity.** We practice honesty, freedom, truth and integrity in all that we do.
- **Respect.** We treat each other with civility, dignity and respect.
- **Social responsibility.** We contribute to society’s intellectual, cultural, spiritual and economic progress and well-being to the maximum possible extent.