

# Most Common Mistakes Space Survey

## **Capacity**

You **must** fill in the capacity, even if it was previously correct. Otherwise, it will be overwritten with a 0!

## **Function Codes 21, 22 and 48**

Function Codes 21 (Institutes & Research Centers) and 22 (Individual or Project Research) **must** be accompanied by a Grant Number and Principal Investigator (PI). Department research is Function Code 48 (Academic Personnel Development).

## **Storage Space**

Storage Space Use 730 (Central Storage) is only used if it is a warehouse or similar storage that is provided **for the entire campus** - not just for one department. Department storage space is typically a service area Space Use 315 (Office Service), 215 (Class Lab Service), 255 (Research Lab Service) etc.

## **"C" is for Corridor**

Corridors within your space **are** your space and yes, they usually start with the letter C.

## **Class Lab or Special Class Lab?**

Space Use **210-Class Labs** are rooms used for scheduled instruction (i.e., students register, pay tuition, and an instructor is present) in a specific discipline.

Space Use **220-Special Class Labs** are **open** labs for students in a specific discipline and may be used at any time by these students.

# Survey Resources

## Space Survey

### Resources

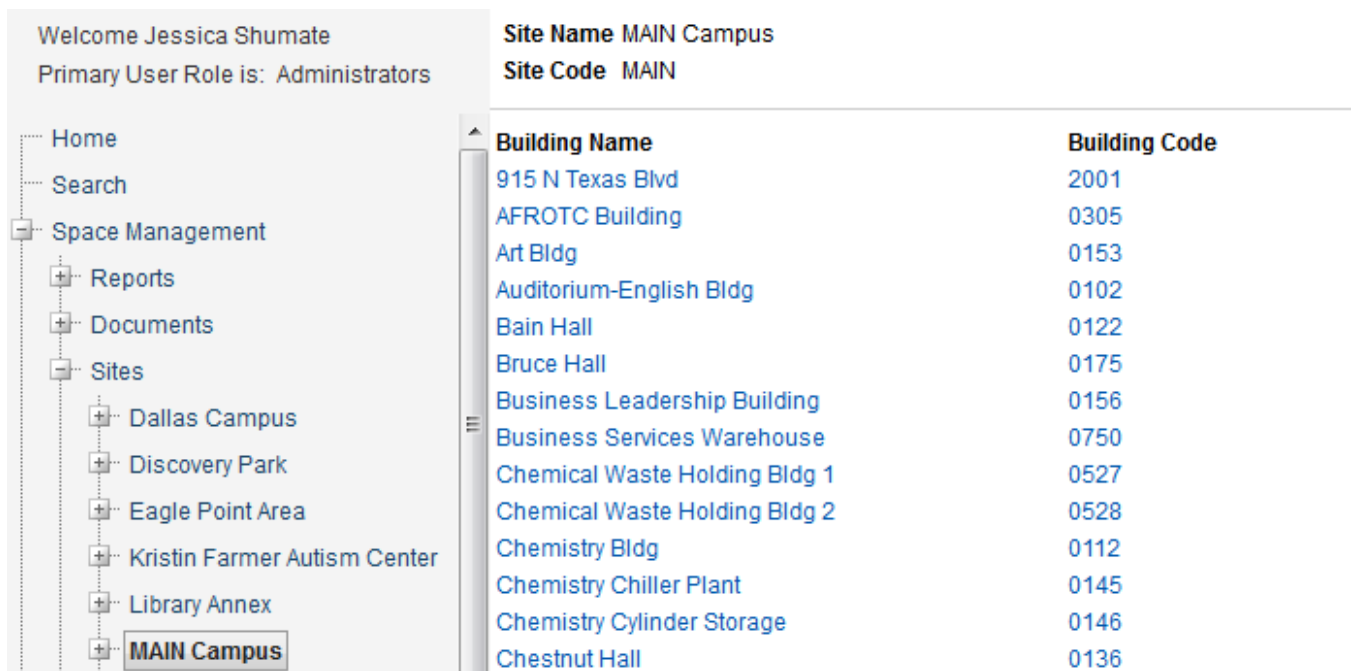
The Office of Space Management and Planning website, <https://osmp.unt.edu/space-survey>, offers all of the resources and reporting codes needed to complete the Space Survey, including a step-by-step training video, PowerPoint, user's guide, and FAQ's.

### Technical Requirements

The Space Survey is administered through the FM:Interact Space Management System, <https://aits-fminteract.unt.edu/FMInteract8/Default.aspx>. Your PC must be logged into the UNT network and you must **disable pop-up blockers**.

### Viewing Floor Plans

Floor plans can be accessed through the FM:Interact Space Management System via the **left sidebar menu**. Select **+ Space Management**, then **+ Sites**, and then select your desired site, building, and floor.



Welcome Jessica Shumate  
Primary User Role is: Administrators

Site Name MAIN Campus  
Site Code MAIN

Home  
Search  
Space Management  
  + Reports  
  + Documents  
  + Sites  
    + Dallas Campus  
    + Discovery Park  
    + Eagle Point Area  
    + Kristin Farmer Autism Center  
    + Library Annex  
    + MAIN Campus

Building Name	Building Code
915 N Texas Blvd	2001
AFROTC Building	0305
Art Bldg	0153
Auditorium-English Bldg	0102
Bain Hall	0122
Bruce Hall	0175
Business Leadership Building	0156
Business Services Warehouse	0750
Chemical Waste Holding Bldg 1	0527
Chemical Waste Holding Bldg 2	0528
Chemistry Bldg	0112
Chemistry Chiller Plant	0145
Chemistry Cylinder Storage	0146
Chestnut Hall	0136

For questions and technical assistance, please contact:

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