Most Common Mistakes
Space Survey

Capacity
You must fill in the capacity, even if it is correct in the grid above. Otherwise, it will be overwritten with a 0!

Function Codes 21 and 22
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 is only Space Type 730-Central Storage if it is a warehouse or similar that provides storage for the entire campus - not just for one department. Your department storage space is typically a service area (e.g., Space Type 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 C.

Class Lab or Special Class Lab?
Space Type 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 Type 220-Special Class Labs are open labs for students in a discipline which may be used at any time.
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


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.

For questions and technical assistance, please contact:
Cheryl Benningfield Cheryl.Benningfield@unt.edu (940) 369-7383
Jessica Shumate Jessica.Shumate@unt.edu (940) 369-8216