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

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:
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