# Improving Your Space Management Process

**February 7, 2023**

# Agenda

**Introduction to Maximus Higher Education**

**Space Survey Basics**

Planning | Training | Implement | Data Review

**Space Survey Process**

WebSPACE

**WebSpace Software**

## *Improving your Space Management Process*

# Maximus Higher Education Practice

## Organization and structure

- Established in 1985
- Headquartered in Northbrook, IL, with multiple satellite offices across the country

## Consulting services

- F&A proposal assistance, Space Survey, Negotiations
- Fixed/Moveable Asset Physical Inventory

- Fringe benefit rate proposals
- Reviews of service/recharge centers
- Pre- and Post-Award Assistance

## Software Solutions

Comprehensive Rate Information System CRIS
(F&A software used by 90 of top 100 universities)

WebSpace® — Space Inventory and Survey System

Effort Reporting System®

**35+**
Years of Experience

**28**
Full-time consulting and IT staff

**250+**
Colleges and universities served

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# What is a Space Survey?

**2 CFR 200** — The process of assigning institutional space into 2 CFR 200 (Uniform Guidance) functional categories based on the usage of the space

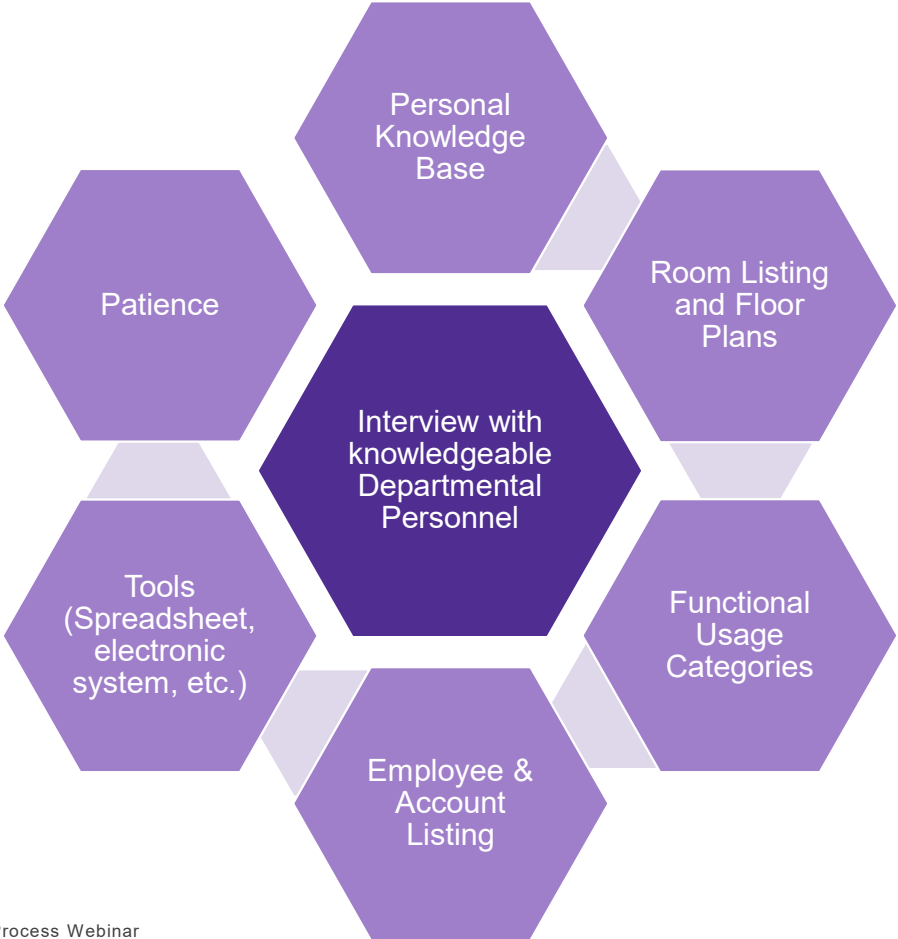**Paper or Electronic** — Can be paper-based or electronic – in-house or WebSpace

**OR %** — The results are used to calculate the percentage of space that is used by the Organized Research activities
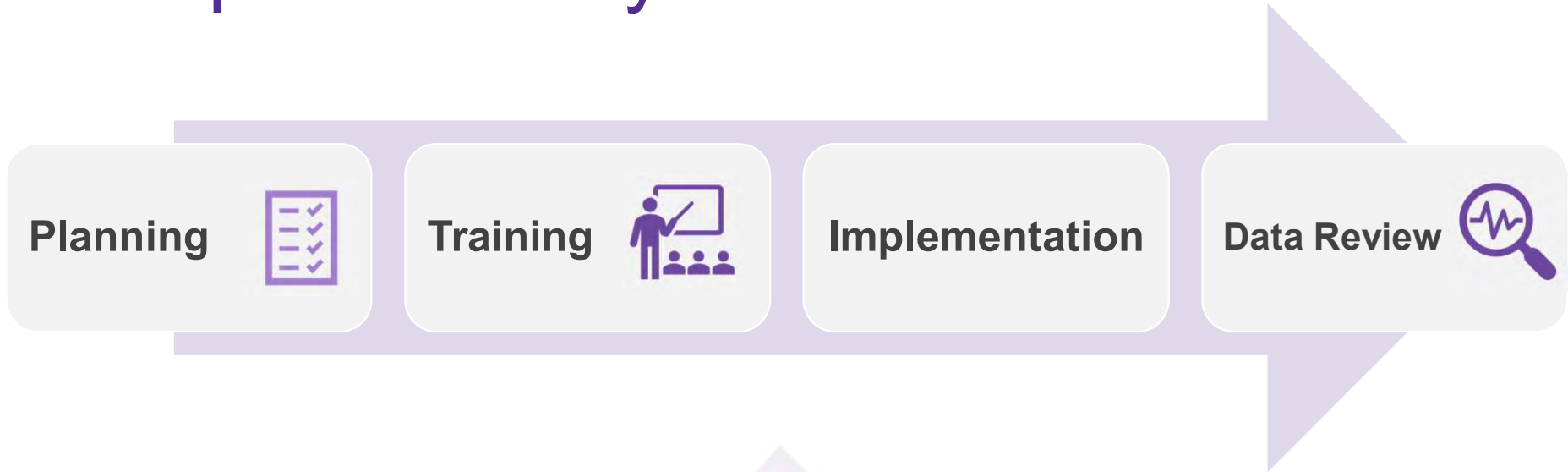
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# What is a Space Survey?

- The survey supports the development of the institution's F&A rate proposal
  - Can also assist university facility, administrative and academic personnel in planning future space use.
- Used to allocate facilities costs – building and equipment depreciation, interest, and O&M
- Admin capped, so any rate increase must come from facilities
- Most reviewed areas by HHS-Cost Allocation Services (CAS) and ONR/DCAA when negotiating F&A Rates

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# Space Survey Musts



Personal Knowledge Base

Patience

Room Listing and Floor Plans

Interview with knowledgeable Departmental Personnel

Tools (Spreadsheet, electronic system, etc.)

Functional Usage Categories

Employee & Account Listing

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# The Space Survey Process

**Planning** · **Training** · **Implementation** · **Data Review**

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# Space Survey Tasks and Activities

| Space Survey Task | Activities |
|---|---|
| **Communication and Gathering the Data** | Alert the deans and departments of the upcoming space survey. Meet with various campus representatives to request necessary data Allow for extra time due to scheduling and other priorities. |
| **Data review and validation** | Review the data for accuracy; validate important aspects; ensure data consistency |
| **Training Materials Preparation** | Prepare training materials; provide examples of various scenarios |
| **Conducting Training** | Face-to-face, virtual or hybrid. Allow for questions; record the sessions for future playback and reference. |
| **Completing Space Survey** | Provide as much information as possible; provide access to floor plans; clear instructions and timelines |
| **Department One-on-One meetings** | Schedule one-on-one meetings early on; hold regular office hours sessions; Monitor progress and follow up with departments regularly; update senior management on progress and status |

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# CAS Best Practice Manual – Alternate Space Methodology

Simplified Method of Surveying Space

Pick Organized Research dollar threshold

Survey certain room types [250 (res labs), 255 (res lab srvc), etc.]

Assign all classrooms, class labs and study rooms to IDR [Instruction]

Allocate offices, conference rooms, etc. on departmental S&W [joint use]

Allocate all remaining departments based on departmental S&W (joint use), including room types surveyed for departments below threshold

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# Example

- Select departments based on 70-85% of Organized Research MTDC or S&W

- Ensure all selected departments have research space (research labs/service, research offices, greenhouses, animal space)

- Other departmental space will be assigned based on:
  - One-function – Instruction for all classrooms, etc.
  - Joint Use – offices, conference rooms and space used by departments not selected for survey

# Planning

- Discuss the status of Space Inventory with Space Management:
  - How up to date is the inventory? How accurate is the department assignment?
  - Do departments have access to the inventory?
  - Are new buildings reflected?
  - Other renovations?
  - Floor plans available?

- Occupancy:
  - Is it being tracked and available?
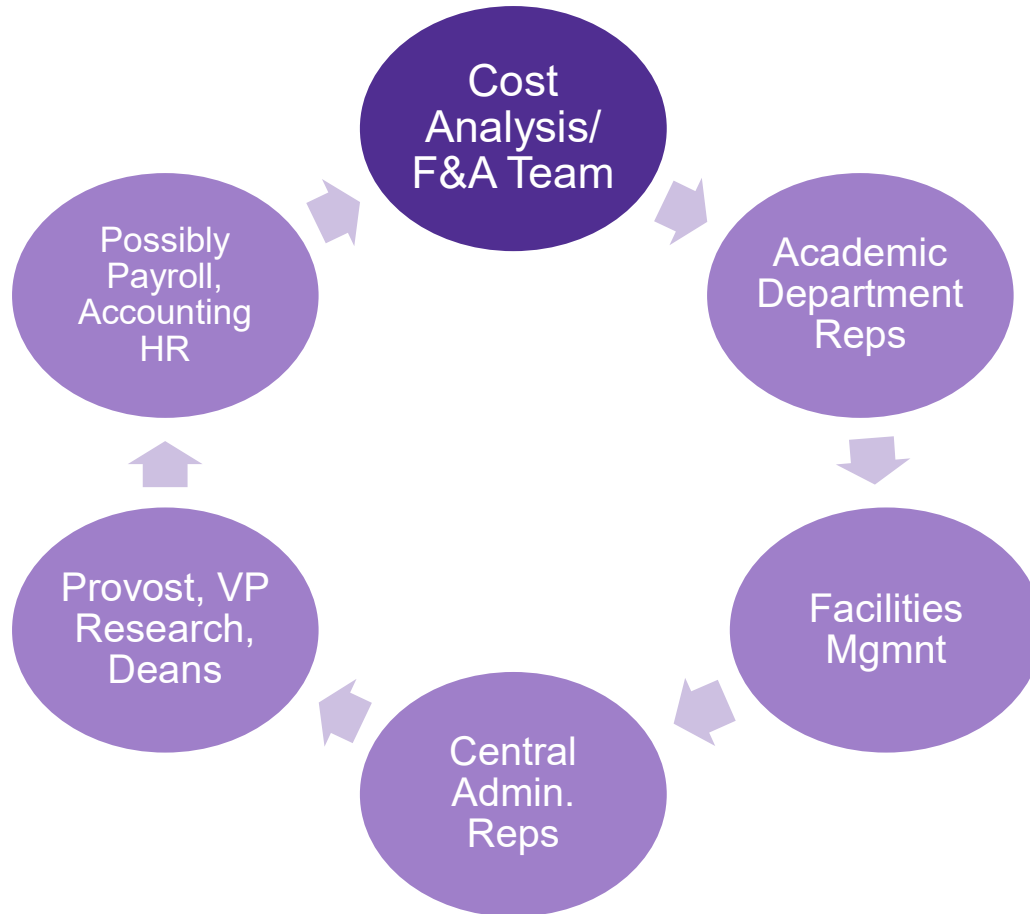  - How is shared space reflected and tracked?

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# Planning

- Identify the space team
- Determine the timeframe and sequence of events
    - Conduct in base year, if possible
    - Allow enough time to complete – depends on scope
- Review, update and/or develop space survey policies, procedures, and definitions consistent with Uniform Guidance and Best Practices Manual

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# Planning

- Do PIs disappear in the summer? Then do the survey in spring!

- Start planning in Dec-Jan for springtime (April) survey OR in March for summertime (July) survey

- Determine the threshold and compare to last survey

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# Planning – The Space Team



Cost Analysis/ F&A Team

Academic Department Reps

Facilities Mgmnt

Central Admin. Reps

Provost, VP Research, Deans

Possibly Payroll, Accounting HR

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# Planning

- Communication
  - Senior Management (Deans, Department Heads, etc.)
  - Departments
- Management issue for departments to get the right people for the assigned tasks
- Accurate facilities information
  - Inventory - what space you have
  - Survey - how that space is used
- Are there other uses for space data?
  - State requirements?
  - Density

# Training

Extremely important element of the process

Training follow-up can save headaches during review process

Functional definitions

Space assignment and types of space

Room occupants' treatment – paid and unpaid

Funding sources

Special circumstances

In-house or Maximus

Remote training and review - provide recording and other materials

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# Training - Space Survey Functional Definitions

**The direct cost functions for an academic department generally consist of:**

- Instruction & Departmental Research (IDR)
- Organized Research (OR)
- Other Sponsored Activity (OSA)
- Other Institutional Activities (OIA)

**Consistent understanding is key**
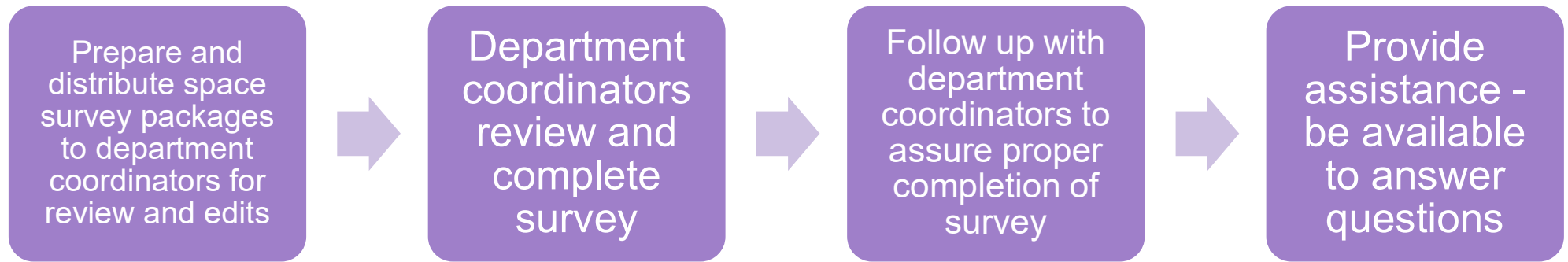
**Biology Department**

*This says "organized research"*

*This says "organized research"*

**Physics Department**

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# Implementation

| Prepare and distribute space survey packages to department coordinators for review and edits | → | Department coordinators review and complete survey | → | Follow up with department coordinators to assure proper completion of survey | → | Provide assistance - be available to answer questions |

**SPACE SURVEY PACKAGE**
- Policies & procedures
- Function Definitions
- Survey Information
- Floor plans
- Funding Sources listing by PI
- S&W distribution by Employee within Department

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# Data Review

Analyze summary data; compare to last survey

Compare research salaries or MTDC to research space – note any discrepancies

Research space/no research dollars

Perform Quality Review of Selected Rooms

Compare to Departmental S&W Profile (joint use) to get baseline

Recharge operations – is billing data available?

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# Data Review

- Review detail for:
  - Research Labs 100% to Organized Research or 0% Organized Research
  - 95/5 syndrome
  - Visiting faculty – how were they accounted for?
  - GRAs – how were they accounted for?
  - Vacant space – was it coded according to definition?
  - Coding inconsistent with room type (for example, DA function should not be used in Research Labs)

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# Important Considerations

Professional judgment is the key; not an "exact" science

Results should be accurate and supportable

The room should be surveyed by an individual with knowledge of its use

Survey based on the entire FY usage

Appropriate training is necessary

Consistency across departments

Recharge Centers (i.e. electronic repair shop) should be coded based on client usage/billing data

Start-up funds, seed money, bridge funds, and dept funded research are IDR, not OR

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# Things to Keep In Mind Under Hybrid Mode

- **Delays in data collection**
  - It might take longer to get the data due to other competing priorities or special access needed
- **Need Senior Management involvement**
  - Other priorities will compete to keep space survey on track
  - Good communication and reminder of how critical space survey is will be necessary to get everyone on board
- **Departments may not be able to physically walk the space and confirm the layout**
  - Provide floor plans or other helpful tools to assist with this
- **Be available to assist**
  - Be prepared to assist, schedule zoom calls, do follow ups; use other tools to help stay on track
- **Space is fluid and changes frequently; space systems may not be up to date with the latest information**

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# Maximus Space Survey Services

- Outsource

- Planning/development
    - Instructions/definitions
    - Scope

- Training

- Quality review

**Web**SPACE

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# WebSpace®

Web-based system for *inventorying* and *surveying* space to meet:

- F&A requirements (Compliant with UG 2CFR 200)
- University requirements

Developed by Maximus

On the market for over 20 years

Works with standard browsers and mobile devices

Integrated with **CRIS**

Flexible product adaptable to school's methodology

Space survey/reviews

- Maximus has successfully developed software application tools
- Annual releases
- Flexible and easy data load and extract

Can be Licensed or Leased

**WebSPACE**

Used by **over 75** Universities

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# WebSpace Features and Benefits

WebSPACE

## Secure and Flexible

- Role-based and domain security
- SSO integrated and SSL enabled
- Up to 30 configuration options
- Clustering option to group rooms by Principal Investigator to survey as one unit.
- Account/Funding source requirement for specific functions
- Occupants and PI requirement for specific room types.
- Up to five custom-defined attributes.
- Seamless integration with CRIS

**1**
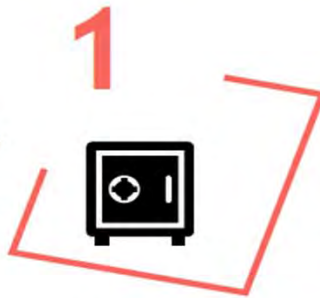
## Management Reporting

**2**

- Delinquency reports for easy identification of incomplete rooms.
- Survey Status, Occupants and Funding Sources reports.
- Ad Hoc reporting allows creation, downloading and distribution of customized reports.
- Management report with latest survey percentages and occupancy
- Reports by building, department, room type, PI and occupant
- Research space analysis and review

## Ease of Use

- Help pages are available throughout
- Error checks performed everywhere
- Step-by-step end user tutorial
- Training Documents section for policies, procedures, references, recordings, etc.
- Dashboard of completed and pending activity items
- Automation of surveying service rooms based on associated labs.
- 100% web-based – internet and browser only

**6**

## Functional Edits

**3**

- Survey must add to 100 percent.
- Use of payroll profile as a guide
- Requires assignment of accounts (project) for space coded Organized Research, etc.
- Option to disallow the attributes of a room to be changed unless an explanation is provided.
- Designate and account for unpaid occupants
- Use of billing for recharge/core space
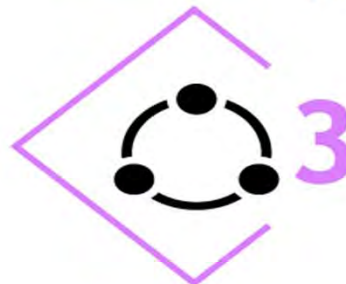
## Notifications & Alerts

- Tailored e-mail to alert users of other actions.
- Built-in Automated Delinquent reminder to alert of completion/pending items
- Announcement on user's home page

**5**

## Analytics

**4**

- Perform density analysis
- Perform space/base analysis
- Perform trend analysis to assess increase/decrease of space
- Meet state requirements
- Analyze space by Principal Investigator
- Download all reports to excel, pdf and other formats

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# WebSpace to Help with Reporting and Status

## Completion Rate Graph – daily tracking of Inventory and Survey



## Dashboard reflecting overall completion and pending status

| | Inventory | Cluster | Survey |
|---|---|---|---|
| **Pending Completion** | 87% | 0% | 17% |
| **Complete** | 13% | 100% | 7% |
| **Not Available** | 0% | 0% | 76% |
| **Total** | 100% | 100% | 100% |

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# WebSpace to Help with Reporting and Status

▪Completion Status:

## Survey Completion Percentage by Department

Displaying 2 of 2 records

| Department | Department Name | Rooms to Survey | Rooms Survey Completed | Total number of Rooms | Completion Percentage | Survey Coordinator |
|---|---|---|---|---|---|---|
| | | | | | | |
| 2201 | General Sciences | 117 | 18 | 135 | 13% | Adams, Grant |
| 2202 | Physics | 129 | 0 | 129 | 0% | Burgos, Federico |

▪Survey Results Report:

## Assignable Square Footage by Department

| Department | OR | OSA | INS | OIA | Total |
|---|---|---|---|---|---|
| 2201-General Sciences | 5,994 | 147 | 3,103 | 427 | 9,671 |
| Total: | 62.0% | 1.5% | 32.1% | 4.4% | 9,671 |

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# WebSpace Reporting

View Organization – provides the status on the number of rooms, completion, Occupants identified, Projects/Funding Sources designated

## Department: 2201 - General Sciences (Edit)

| Assigned Department Coordinator: | Adams, Grant | | | Assigned Audit Department Coordinator: | |
|---|---|---|---|---|---|
| Total Number of Rooms: | 315 | Total ASF: | 104,213 | | |
| Number of Rooms Initiated: | 271 (0) | ASF: | 89,478 | | |
| Number of Rooms Inventoried: | 77 out of 282 | ASF: | 19,110 | Percent Inventory Completion: | 27.3% |
| Number of Rooms Surveyed: | 18 out of 135 | ASF: | 8,252 | Percent Survey Completion: | 13.33% |

| | | |
|---|---|---|
| Number of Employees in Department: | 164 (49) | Link to Occupant Identified/Not Identified |
| Number of PIs in Department: | 10 | Link to PI |
| Number of Accounts: | 44 (23) | Link to Account used/not used |
| Number of Clusters: | 2 | Link to Cluster |
| Number of Shared Rooms: | 25 | Link to Shared Room Report |
| Number of Recharge Rooms: | 3 | Link to Recharge Room Report |

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# WebSpace Reporting – Summary by Bldg, Room type and PI

## Assignable Square Footage by Building

Displaying 4 of 4 records

| Building | | OR ⇕ | OSA ⇕ | INS ⇕ | OIA ⇕ | Total ⇕ |
|---|---|---|---|---|---|---|
| | | | | | | |
| 1001- Building One | | 5,494 | 106 | 2,477 | 411 | 8,489 |
| 1002- Building Two | | 360 | | 597 | | 957 |
| 1003- Building Three | | 22 | 6 | 5 | 2 | 35 |
| 1005- Building Five | | 118 | 34 | 25 | 13 | 190 |
| Total: | | 62.0% | 1.5% | 32.1% | 4.4% | 9,671 |

## Assignable Square Footage by RoomType

Displaying 2 of 2 records

| Room Type | | OR ⇕ | OSA ⇕ | INS ⇕ | OIA ⇕ | Total ⇕ |
|---|---|---|---|---|---|---|
| | | | | | | |
| 250-RESEARCH LAB OTHER | | 4,944 | 38 | 2,709 | 362 | 8,053 |
| 255-RESEARCH LAB SERVICE | | 1,050 | 109 | 394 | 64 | 1,618 |
| Total: | | 62.0% | 1.5% | 32.1% | 4.4% | 9,671 |

## Assignable Square Footage by PI/ PO

Displaying 8 of 8 records

| PI/PO | | Number of Rooms ⇕ | OR ⇕ | OSA ⇕ | INS ⇕ | OIA ⇕ | Total ASF ⇕ |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| CLINTON, LEON | | 2 | 91 | | 9 | | 1,331 |
| COX, JAMES | | 1 | 62 | 18 | 13 | 7 | 370 |
| FIBER, STEVEN | | 4 | 97 | | 3 | | 3,403 |
| MILLER, EDWIN | | 4 | 4 | 2 | 94 | | 1,512 |
| N/A | | 8 | 66 | 3 | 28 | 3 | 1,248 |
| PANERA, CHRIS | | 3 | 25 | | 43 | 33 | 1,113 |
| STEVENSON, JAMIE | | 1 | 74 | 2 | 24 | | 55 |
| TILAPIA, DAVID | | 2 | 8 | | 92 | | 638 |
| Total: | | 25 | 62% | 1% | 32% | 4% | 9,670 |

# WebSpace Built-in FAQ for contextual help

**FAQ/Help button is available throughout to assist departments:**

- Provides information related to the process/screen the user is on

- Allows institutions to customize the FAQ/Help to incorporate institution-specif[ic] topics and clarifications

- Allows the user to search contents and follow steps

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# Upcoming Webinars

- **Building Componentization –** February 2023

- **Moveable Equipment** – March 2023

- **Short Form with LF Considerations –** June 2023

- **Service Center Policies –** July 2023

- **Fringe Benefit Rates –** August 2023

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# Questions?

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thank you

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