AiM 9.5
Annual Space Survey

April 1, 2019
Confidential Business Information

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## Table of Contents

**Introduction** ................................................................................................................................. 1

**Performing the Space Survey** ......................................................................................................... 2

- *Accessing the Space Survey* ........................................................................................................... 2
- *Changing the Survey Status* ............................................................................................................ 5
- *Location Data* .................................................................................................................................... 8
- *Organizational Occupancy* ............................................................................................................... 9
- *Occupants* ......................................................................................................................................... 13
- *Completing the Surveying Process* .................................................................................................. 19

**Certifying the Space Survey** .......................................................................................................... 23

- *Accessing the Survey* ....................................................................................................................... 23
- *Reviewing and Modifying Survey Information* .................................................................................. 26
- *Completing the Certification Process* ................................................................................................ 30

**Appendix A: Functional Use Categories** ....................................................................................... 32

**Appendix B: Location Type (FICM) Codes** ..................................................................................... 34

**Appendix C: Creating a Query to Find Surveys Awaiting Certification** ........................................... 35

**Change Space Request** .................................................................................................................... 43

**Space Procedures** ............................................................................................................................ 46
**Introduction**

Every year the University conducts an annual space survey. The information furnished by campus departments on the survey is provided to a number of state and federal agencies and is used in many different ways on behalf of NMSU. In addition to being critical for internal records, the information has a direct bearing on cost allocations in several areas; therefore, it is critical that the survey be completed in a timely manner as accurately as possible.

Beginning in 2016, the space survey will be conducted in the AiM system. Utilizing our enterprise system for conducting the survey will facilitate reporting and allow us to ensure that all organizations are completing it consistently.
Performing the Space Survey

Accessing the Space Survey

If you have been identified as the individual performing the space survey for your organization, you will receive an email with a link to the survey after you have completed training. Once you receive the email, you may begin the surveying process at any time. If you will be performing the survey for more than one organization, you will receive an email with a link for each organization (F-level).

Greetings!

RE: Annual Space Survey

The information that you furnish in these surveys is provided to a number of state and federal agencies and is used in many different ways on behalf of NMSU. Many different entities use this information, and I ask that you please pay particular attention to the accuracy of the information that you report. Besides being critical for our own internal records, this information has a direct bearing on cost allocations in several areas.

The link provided will take you to your Space Survey for FY 2019. Your space survey will be reviewed by the primary business officer/manager and submitted to Facilities Space Planning for final verification.

For each line item in the survey do the following:

1. Verify the space assignments. Adjust as necessary.
2. Follow the instructions in the manual to verify and update the following information:
   - Organizational Occupancy (F-Level, Additional Usage Types, % of each must equal 100%)
   - Occupants (Employees assigned to the space, don't worry about students or temporary employees)
3. Change the status the Space Survey to 'Awaiting Cert' when you have completed the survey and follow the instructions and send an email notification.

Deadline for submission is June 30, 2019.

Facilities Space Planning can be contacted at either space-mgt@nmsu.edu or 575-646-2525 should you have questions regarding the annual space survey.

Thank You!

FO0033 https://fms-dev.nmsu.edu/A43/fmax/screen/SPACE_SURVEY_VIEW?spaceSurvey=3055

1. Click on the hyperlink in the email you receive (or copy it and paste it into your browser’s address bar) to access the AiM system.
The AiM logon screen will be displayed.

2. Enter your NMSU Username and Password.
3. Click on the **Logon** button.
The space survey will be displayed.

A. The campus, department, and organization for which this survey applies are displayed in this section of the screen.

B. These fields show completion information for the survey:
   - **Survey** shows the total number of locations (rooms) for this organization.
   - **Verified** shows the number of locations that have been surveyed so far for this organization.
   - **Changed** shows the number of locations that the surveyor has changed.
   - **Remaining** shows the number of locations that have not yet been surveyed for this organization.

C. The individual locations (rooms) included on this space survey are listed in the bottom section.

D. The survey **Status** is the only field on this screen that you will change. It can have one of these possible values:
   - **OPEN** – this is the status when the survey is generated and sent to you.
   - **SURVEYING** – This is the status you will set while you are working on the survey.
   - **AWAITING CERT** – This is the status you will set when you have completed the survey and are sending it to your space survey approver.
   - **RETURNED** – This is the status that will be set by the space survey approver or by the NMSU Space Management office if corrections are needed.

E. These menu items allow you to take additional actions on the survey, including sending an email notification to the survey approver when you have finished conducting the survey and adding notes to the survey.
Changing the Survey Status

4. Click on the Edit button to begin the surveying process.

   **Note:** *It is a good idea to **Save** your work periodically as you work through the space survey.*
5. Click on the **Status** zoom icon to change the survey status.

The list of statuses which you can set will be displayed.

6. Click on **SURVEYING**.
You will return to the **Space Survey** screen. Notice that the **Status** has changed to **SURVEYING**.

7. Click on the location (room) which you will survey.
Location Data

The Survey Location screen will appear. The Location Data section information is displayed on the screen. This section is for viewing purposes ONLY. Please do not edit any information on this screen.

8. Verify the Location Type is still valid. The Location Type is also known as the FICM code. FICM codes are listed in Appendix B for your reference.

9. Verify the Primary Usage of the space. This field is also known as the Functional Use of the space. Functional Use categories with descriptions and examples are listed in Appendix A for your reference.

   Note: Changes to the Location Type and Primary Usage can be changed in the Organizational Occupancy section.

10. Verify the number of stations (or seats).
11. Click on the Organizational Occupancy link.
Organizational Occupancy

The organizational occupancy section of the survey allows you to allocate usage of the space among multiple organizations or change the organization utilizing the space. It also allows you to split the usage types within an organization.

Review the Current section of the screen.

12. Click on the Load button to load the current information for editing.
13. To change the % usage by the organization or to change or add usage codes, click on the **Organization (F-Level number)**.
14. If necessary, change the **Percent** usage by this organization.

15. To add a new **Usage** code, click on the **Add** button.

16. If you have multiple usage codes, click on the code to allocate the percentage of use for each one.

17. To remove a code, click in the check box next to it and click on the **Remove** button.
   
   **Note:** The total of the **Usage** codes must equal 100%.

18. Click on **Done** to save the information on this screen and to take you back to the **Current** section.
19. If more than one organization uses the space, click on the Add button. 

   **Note:** The total of percent of usage by the organizations in the Percent field must be 100%.

20. When you have finished allocating the space among organizations and usage codes, click on the Occupants field.

21. If no changes are required, click on Occupants field and proceed to the Occupants section of this manual.
Occupants

This **Current** section of the screen will display a list of the occupants currently assigned to the location. Verify the occupant(s) listed in the **Current** section are correct.

The **Change** section will allow you to add or remove occupants from the location.

22. To make changes to the occupant(s) click on the **Load** button.
The current occupants of the location will be displayed in the **Change** section. The names can now be edited/removed and new occupants added.

23. To remove the current occupant, click **on** the occupant’s user name.

24. Fill in the date that the current occupant ended occupancy at this location. Preferably the actual date, if unknown, enter an estimated date

25. Click **Done** when complete.
26. To add a new occupant to the location, click on the **Add** button.

27. Enter the new occupant’s **username** in the **Occupant** field and click on the zoom icon to validate it and populate the **First Name** and **Last Name** fields. If you do not know the person’s username, you can click on the zoom icon to perform a search.

28. Enter the start date of occupancy. If date is not known, use an estimated date. Avoid overlapping dates.

**NOTE:** Do NOT add current occupant(s) already listed in the **Current** section.
29. To add additional occupants to this location, click on the **Add** button. The editable **Occupants** fields for this location will become blank; at this point you may add additional people to this location if necessary.

30. When you have finished adding occupants, click on the **Done** button.

Use the following occupant types for these employee descriptions:

<table>
<thead>
<tr>
<th>Occupant Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unavailable Employee</td>
<td>Future employee not yet hired for an existing position.</td>
</tr>
<tr>
<td>Temporary Employee</td>
<td>Emeritus, Adjunct, Temporary</td>
</tr>
<tr>
<td>Student Employee</td>
<td>Graduate Teaching Assistant, Graduate Research Assistant, Regular Student, Workstudy Student, Co-op Student.</td>
</tr>
</tbody>
</table>
You will return to the **Survey Location** screen.

31. The occupants you added or updated now appear in the **Change** section of the screen.
32. Note: if you made changes in the **Occupants** section, the **Status** will automatically update to **Changed**. If no changes were made, click on the drop-down arrow next to **Status** and select **Verified**.
33. Click on the **Done** button.
You will return to the **Space Survey** screen.

34. It is a good idea to **Save** your work periodically as you work through the space survey. The **Save** button also allows you to keep your changes if you cannot complete the survey in one session.

35. Continue to survey each location until they all have a status of **Verified** or **Changed**.
Completing the Surveying Process

36. Once you have surveyed each location, click on the **Status** zoom icon and select **AWAITING CERT** for the survey status. The **AWAITING CERT** status indicates in the AiM system that the survey is ready for certification by the administrative unit/survey approver.

37. Click on the **Save** button.
You now have the **Email** link available to you on the **Action** menu. You will use this link to notify the approver for your administrative unit that the survey is complete and ready for their certification.

38. Click on the **Email** link.
The space survey email will be displayed. Fields with red borders are required.

39. Enter the email address of the person who will be certifying the space survey in the To field.
40. Enter your email address in the From field.
41. Enter a subject for the email.
42. Enter a brief Message notifying the approver the space survey is complete and is awaiting approval.
43. Verify the Add URL checkbox is selected. This will allow the approver to open the survey from a link in their email.
44. Click on Done.
You will return to the main screen for the **Space Survey**.

45. Click on **Logout** to exit the AiM system.
Certifying the Space Survey

Accessing the Survey

The surveyor has completed the surveying process for an organization and sent an email indicating it has been completed; use the link in the email to access the survey directly.

A message from user ASEN

Space survey now complete and ready for your review.

Thank you
Angelic


1. Click on the hyperlink or copy and paste it into your browser’s address bar to access the survey.
The **AiM** logon screen will be displayed.

2. Enter your NMSU Username and Password.
3. Click on the **Logon** button.
The **Space Survey** will be displayed.

Note, if you do not receive an email or wish to see all space surveys currently awaiting your attention, you can log in to AiM and run a personal query to see a list of the surveys that have a status of **AWAITING CERT** (need certification from the business unit approver).

Appendix C, **Creating a Query to Find Surveys Awaiting Certification**, walks you through the process of creating and saving a query that you can use any time to see which surveys you have to certify.
4. Survey Status of AWAITING CERT indicates that the survey is in a state to be edited or approved by the certifier.

5. Individual location statuses indicate which locations have had changes, and which have been verified and left unchanged by the surveyor.

6. To review location information without making changes, click on the location’s link in the Survey Location section of the screen.
From here, you can review the information provided by the surveyor by clicking on the link to each section of the survey.

7. Review location data on this screen.
8. Review the space distribution by organization and by functional use by clicking on the **Organizational Occupancy** link.
9. Review the occupants assigned to the space by clicking on the **Occupants** link.
As the Survey Certifier/Approver, you have the option of returning the survey to the surveyor for corrections, or making the corrections yourself.

10. To make changes, click on the **Edit** button.
11. Follow the instructions in the **Performing the Space Survey** chapter of this manual.

12. To return the survey to the surveyor for corrections, click on the zoom icon and select **RETURNED** from the list.
Completing the Certification Process

Once the survey has been reviewed and completed, you must certify and submit it to the Space Administrator.

13. Click on the Edit button.
14. In the Status field, click on the zoom icon and select **CERTIFIED** from the list.
15. Click on the **Save** button to save your changes.
# Appendix A: Functional Use Categories

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Definition and Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>INS</td>
<td>Instruction</td>
<td>All space used for teaching/training activities whether for credit or non-credit courses. Includes sponsored instruction and training activity established by a grant or contract. Departmental research and development activities that are not separately budgeted and accounted for are also classified as instruction. Examples: classrooms, teaching laboratories.</td>
</tr>
<tr>
<td>SR</td>
<td>Sponsored Research</td>
<td>Space used for all research and development activities of the University that are separately budgeted and accounted for. This includes sponsored research activities that are externally funded. Research and development activities that are sponsored by the University and that are separately budgeted and accounted for by the institution under an internal application of institutional funds are also included. Activities involving the training of individuals in research techniques shall be included in this classification. Examples: research laboratories.</td>
</tr>
<tr>
<td>PS</td>
<td>Public Service</td>
<td>Non-instructional and non-research activities related to programs and projects sponsored by federal or non-federal sources. This includes activities such as community service programs, public service projects and other service activities. Any of these activities undertaken by the institution without external support should be classified as Other Institutional Activities (OIA). Examples: community services, cooperative extension, public broadcasting.</td>
</tr>
<tr>
<td>DA</td>
<td>Departmental Administration</td>
<td>Includes all space used for the administrative and supporting services that benefit common or joint departmental activities in the academic deans’ offices, academic departments, and divisions. This category includes areas for deans, departmental administrators, clerical staff, departmental libraries, conference rooms, and storerooms. Also includes areas of support staff not directly identifiable to sponsored research, instruction, or other sponsored projects. Examples: academic departmental administrative space.</td>
</tr>
<tr>
<td>GA</td>
<td>General Administration</td>
<td>Includes all space devoted to general executive and administrative offices that serve or benefit the entire University. This includes executive management, fiscal operations, personnel, purchasing, business office, etc. Examples: executive management, fiscal operations, general administrative and logistical services, administrative computing services</td>
</tr>
<tr>
<td>SPA</td>
<td>Sponsored Projects Administration</td>
<td>All space which is used exclusively as administrative support for sponsored projects. Examples: SPA, OGC</td>
</tr>
<tr>
<td>LIB</td>
<td>Library</td>
<td>Branson and Zuhl libraries. This category does NOT include departmental libraries.</td>
</tr>
<tr>
<td>POM</td>
<td>Plant Operation and Maintenance</td>
<td>All space used for the administration, supervision, operation, preservation, and protection of the physical plant. This includes</td>
</tr>
</tbody>
</table>
janitorial services, grounds maintenance, utility services, and other physical plant facilities except Motor Pool. Also included in this classification are safety and security facilities such as the Safety Office, Fire and Police Departments. Examples: physical plant administration, building maintenance, custodial services, utilities, landscaping and grounds.

| SS  | Student Services | Space used for the administration of student affairs and for services to students, including admissions, registrar, counseling and placement, student advisors, student health services, catalogs, and commencements and convocations. Examples: student services administration, social and cultural development, counseling and career guidance, financial aid administration, student admissions, student records, student health services. |
| SC  | Service Center   | Space related to internal service centers which charge for their services such as motor pool, computing and networking, printing and duplicating, and telecommunications. Examples: an operation that provides services or products for a fee to users principally within the institutional community. |
| AUX | Auxiliary Enterprises | This space includes all of housing, food services, snack bars, special events, conference services, and certain athletic facilities. These areas exist to provide a service to students, faculty, or staff and are managed essentially as a self-supporting unit. Examples: provides goods and services for a fee to students, faculty, and staff – food services and housing. |
| OIA | Other Institutional Activity | Includes space for public service activities conducted by the University which are not externally sponsored. This also includes athletics, student clubs and associations. This classification should include all other activities not defined above. Examples: athletics and student clubs. |
| NI  | Non-Institutional | Areas that are controlled or operated by outside agencies but are housed or otherwise supported using University facilities. Example: Arrowhead, Inc., NMDA, and independent operations. |
| VAC | Unoccupied Space  | Vacant space. Example: All space vacant at the end of the fiscal year. The space is still assigned to the Department and Position (position number is required), however, all space assignments are at the discretion of the Space Committee. |
| UNAS | Unassignable Space | Space that is not assigned to a department or unit. Examples: restrooms and hallways. |
Appendix B: Location Type (FICM) Codes

<table>
<thead>
<tr>
<th>100</th>
<th>Classroom Facilities</th>
<th>600</th>
<th>General Use Facilities</th>
<th>800</th>
<th>Health Care Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>110</td>
<td>Classrooms</td>
<td>610</td>
<td>Assembly</td>
<td>810</td>
<td>Patient Bedroom</td>
</tr>
<tr>
<td>115</td>
<td>Classroom Service</td>
<td>615</td>
<td>Assembly Service</td>
<td>815</td>
<td>Patient Bedroom Service</td>
</tr>
<tr>
<td></td>
<td></td>
<td>620</td>
<td>Exhibition</td>
<td>820</td>
<td>Patient Bath</td>
</tr>
<tr>
<td>200</td>
<td>Laboratory Facilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>210</td>
<td>Class Laboratory</td>
<td>625</td>
<td>Exhibition Service</td>
<td>830</td>
<td>Nurse Station</td>
</tr>
<tr>
<td>215</td>
<td>Class Laboratory Service</td>
<td>630</td>
<td>Food Facility</td>
<td>835</td>
<td>Nurse Station Service</td>
</tr>
<tr>
<td>220</td>
<td>Open Laboratory</td>
<td>635</td>
<td>Food Facility Service</td>
<td>840</td>
<td>Surgery</td>
</tr>
<tr>
<td>225</td>
<td>Open Laboratory Service</td>
<td>640</td>
<td>Day Care</td>
<td>845</td>
<td>Surgery Service</td>
</tr>
<tr>
<td></td>
<td></td>
<td>645</td>
<td>Day Care Service</td>
<td>850</td>
<td>Treatment/Exam Clinic</td>
</tr>
<tr>
<td>250</td>
<td>Research/Nonclass Laboratory</td>
<td>650</td>
<td>Lounge</td>
<td>855</td>
<td>Treatment/Exam Clinic Svc</td>
</tr>
<tr>
<td>255</td>
<td>Research/Nonclass Laboratory</td>
<td>655</td>
<td>Lounge Service</td>
<td>860</td>
<td>Diagnostic Service Laboratory</td>
</tr>
<tr>
<td></td>
<td></td>
<td>660</td>
<td>Merchandising</td>
<td>865</td>
<td>Diagnostic Service Laboratory Svc</td>
</tr>
<tr>
<td></td>
<td></td>
<td>665</td>
<td>Merchandising Service</td>
<td>870</td>
<td>Central Supplies</td>
</tr>
<tr>
<td>300</td>
<td>Office Facilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>310</td>
<td>Office</td>
<td>670</td>
<td>Recreation</td>
<td>880</td>
<td>Public Waiting</td>
</tr>
<tr>
<td>350</td>
<td>Conference Room</td>
<td>675</td>
<td>Recreation Service</td>
<td>890</td>
<td>Staff On-Call Facility</td>
</tr>
<tr>
<td>355</td>
<td>Conference Room Service</td>
<td>680</td>
<td>Meeting Room</td>
<td>895</td>
<td>Staff On-Call Facility Service</td>
</tr>
<tr>
<td></td>
<td></td>
<td>685</td>
<td>Meeting Room Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>400</td>
<td>Study Facilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>410</td>
<td>Study Room</td>
<td>710</td>
<td>Central Computer or Telecom</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>715</td>
<td>Central Computer or Telecom Svcs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>420</td>
<td>Stack</td>
<td>720</td>
<td>Shop</td>
<td></td>
<td></td>
</tr>
<tr>
<td>430</td>
<td>Open-Stack Study Room</td>
<td>725</td>
<td>Shop Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>440</td>
<td>Processing Room</td>
<td>730</td>
<td>Central Storage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>455</td>
<td>Study Service</td>
<td>735</td>
<td>Central Storage Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>500</td>
<td>Special Use Facilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>510</td>
<td>Armory</td>
<td>740</td>
<td>Vehicle Storage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>515</td>
<td>Armory Service</td>
<td>745</td>
<td>Vehicle Storage Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>520</td>
<td>Athletic or Physical Education</td>
<td>750</td>
<td>Central Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>523</td>
<td>Athletic Facilities Spectator Seating</td>
<td>755</td>
<td>Central Service Storage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>525</td>
<td>Athletic or Physical Education Service</td>
<td>760</td>
<td>Hazardous Materials Storage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>530</td>
<td>Media Production</td>
<td>770</td>
<td>Hazardous Waste Storage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>535</td>
<td>Media Production Service</td>
<td>775</td>
<td>Hazardous Waste Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>540</td>
<td>Clinic</td>
<td>780</td>
<td>Unit Storage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>545</td>
<td>Clinic Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>550</td>
<td>Demonstration</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>555</td>
<td>Demonstration Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>560</td>
<td>Field Building</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>570</td>
<td>Animal Facilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>575</td>
<td>Animal Facilities Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>580</td>
<td>Greenhouse</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>585</td>
<td>Greenhouse Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>590</td>
<td>Other (All Purpose)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 0    | Unclassified Facilities     |      |                        |      |                        |
| 50   | Inactive Area               |      |                        |      |                        |
| 60   | Alteration or Conversion Area |    |                        |      |                        |
| 70   | Unfinished Area             |      |                        |      |                        |
Appendix C: Creating a Query to Find Surveys Awaiting Certification

You can create a personal query to easily list the surveys that have been completed by Space Surveyors and are awaiting certification. This query will be available on the AiM WorkDesk when you log in.

1. Click on the **Space Management** menu item to go to the Space Management module.

   The **Space Management** module menu will be displayed.

2. Click on the **Space Survey** link.
The **Space Survey** screen will be displayed.

3. Click on the **Search** button.
The search screen will be displayed. From here you will build your query.

4. In the **Status** field, click on the zoom icon and select **AWAITING CERT**.
5. In the **Operator** column for the **Organization**, select **in** from the drop-down menu.
6. Click on the zoom icon in the **Organization** field to select the F-level orgs to include in your query.
The Organization selection screen will be displayed.

7. Use the navigation links at the bottom of the page to scroll through the list of F-level organizations.
8. When you encounter an organization for which you are the certifier, put a checkmark in the box next to it to select it.
9. When you have finished selecting all of your organizations, click on the **Done** button.
You will return to the Space Survey query screen. From here you will save your query so that you may run it whenever needed without having to re-enter the query information.

10. Click on the **New Query** link in the **Actions** section of the screen.
The **Personal Query** screen will be displayed. This is the screen where you will give your query a name and tell AiM where you would like it displayed.

11. In the highlighted box, enter the title of your query. This is the name that will appear on the screen, so while you can name it anything, you should select something that is indicative of what the query actually does.

12. In the **Query Listing** field, use the drop-down arrow to select **Yes**.

13. In the **Query Count** field, use the drop-down arrow to select **No**.

14. Click on the **Done** button.
Notice that your query is now saved in the **View** section of the screen.

Additionally, it will appear on your **WorkDesk** in the **Personal Query Count** section of the screen from now on.

15. Click on the query from either location to get a list of all of the space surveys with a status of **AWAITING CERT** for which you are the certifier.
The list will be displayed:

16. Click on the desired survey to edit or certify it according to the instructions.
Change Space Request

This process will occur when your findings indicate that the location does not belong within your Major Administrative Unit (MAU). If the location in question is within the same MAU a simple agreement and a follow up email (between the approver, space surveyor, and the space planning office) is all that is needed for the current space surveyor to make that change. Otherwise please use the change space request process below.

1. Occurs within the Occupational Occupancy field.
2. Organization listed is incorrect and must be sent back with the “Change Space Request”.
3. Click Add.

4. Screen changes and then click the Organization Icon.
5. Screen changes then click **Non NMSU**

6. Screen changes and the list of “non NMSU” organizations appear, click **Space Change Request**.
7. Screen changes with the three fields on the left populated with the “Change Space Request” action.
8. Populate the percentage field with 100.
9. Click Done.

10. Screen changes back to the original page and now the change field has accepted the “Change Space Request”.
Space Procedures

Facilities and Services
MSC 3545
New Mexico State University
Box 30001
Las Cruces, NM 88003-8001
Phone: (575) 646-2101 Fax: (575) 646-1460

MEMORANDUM
APRIL 13, 2018

TO: NMSU Community

FROM: Glen Haubold
Associate Vice President, Facilities and Services

RE: Updated Facility Space Procedure

In order to manage our facilities more effectively on the NMSU Las Cruces Campus and to comply with Uniform Guidance, a revision to the current NMSU facilities space procedure has been approved. The space procedure is attached.

All space changes (office moves, changes to space function, requests for additional space, changes to current space configuration, etc.) on the Las Cruces campus require an AIM Customer Request (Space Request) to Facilities and Services, Space Management. Space Requests should include the name of individual(s), building and room number and description of the space change. This requirement is the same as any other customer request to Facilities and Services. ICT requires an AIM work order number (received by the requestor from the AIM Customer Request) to proceed with all phone and data moves only. Requests for repairs are not affected.

All units have a representative on the University Space Committee. Space Committee Members are aware of all space changes and the university’s space policies. If a space change requires approval from the Space Committee, the member will either present the space request or invite the requestor to present at the meeting. The Space Committee Meetings are being held on monthly basis.

As a general rule, any cost of a move is funded by the department unless other arrangements have been made and approvals obtained. F&S does retain a very limited amount of funding for paint and carpet when an office has new tenant, as there is no better time to repaint than when an office is vacant. There is no charge for an assessment.

Space management is more important than most people realize. To start with, the Annual Space Survey is the basis for the F&A rates and is an important component of the rate proposal. In addition, information from the survey is used to assess departmental space needs and determine cost allocations. Finally, it is important that first responders know where people are.

We appreciate your help with this, and if you have any questions, you may contact me or the Co-Chairs of the Space Committee, Associate Vice President and Deputy Provost Greg Furt and University Architect and Campus Planning Officer Heather Watenpaugh.
Space Change Procedures
Effective Date: March 1, 2015
Last Update: March 1, 2019
Applies to: All major administrative units (MAUs) on the Las Cruces (Main) campus, including academic (I&G) space, auxiliaries, research, and all other types of space. At this time, the new procedures do not apply to the branch community colleges, the Agricultural Experiment Stations (Ag Science Centers statewide), Arrowhead Research Park, or leased properties and spaces (spaces with current leases in place).

Facilities & Services (FS), Facilities Space Planning (FSP), has implemented new procedures that will apply to all moves, space changes, changes of use or function, space requests and project requests, beginning March 1, 2018. The new procedures are outlined as follows:

All Moves, Space Changes, Change of Use or Function, and Space Requests:

1. Department submits a Customer Service Request on the FS web site:
   http://facilities.nmsu.edu/req_selection/ (or click on the AiM button at the bottom of the FS web page):
   a. Click on “Service Request”
   b. Log into AiM
   c. Click on “Customer Service”
   d. Click on “Customer Request”
   e. On the form, click on the “New” button at the top left of the upper panel
   f. Fill out the form using a simple message, such as “request a move”, “space request”, and add information for further explanation.
   g. Complete all required sections that are highlighted in red.
   h. When form is complete, click on the “Save” button at the top left of the form, which will submit the request.
   i. You will receive an automatic electronic response assigning a Customer Request number.

2. FSP will receive or be notified of your customer request and will respond directly to the request submission within 24 working hours by phone.

3. FSP will ask some questions regarding the move. These questions will include:
   a. Who do you propose to move and where (building and room numbers)?
   b. Who will move into the space that is vacated?
   c. FSP will offer routine maintenance (office assessment) that could be done as part of the move process.

A. Simple moves within a major administrative unit:
   Submit a Customer Service Request (see #1 above) to Space Planning. A simple move is moving someone into an office within the same MAU that has been vacated, or exchanging offices/cubicles between staff in the same MAU. A simple move does not involve any structural, electrical, or system furniture changes.

B. Moves between departments or between major administrative units:
   Submit a Customer Service Request (see #1 above) to Space Planning. Space Planning will provide you with the Space Request and Assessment Form that will need to be completed, signed and submitted to space-mgt@nmsu.edu. Space Planning will prepare the request for presentation to the Space Committee. The Space Committee has final approval of these types of moves.
C. **Changes of Use or Function:**
Submit a Customer Service Request (see #1 above) to Space Planning. Space Planning will prepare the request for presentation to the Space Committee. The Space Committee has final approval of these types of functional changes.

D. **Requesting additional space or space for new programs:**
Submit a Customer Service Request (see #1 above) to Space Planning. Space Planning will provide you with the Space Request and Assessment Form that will need to be completed, signed and submitted to space-mgt@nmsu.edu. Space Planning will prepare the request for presentation to the Space Committee. All currently assigned space will be analyzed for the Space Committee review along with recommendations from Space Planning. The Space Committee has final approval of these types of requests.

**All Projects requests involving structural changes:**

1. Department submits a Customer Project Request on the FS web site: [http://facilities.nmsu.edu/req_selection/](http://facilities.nmsu.edu/req_selection/) (or click on the AiM button at the bottom of the FS web page):
   a. Click on Project Request
   b. Fill out the Project Request Form and submit as noted on the form.
   c. A project manager will contact FSP.
2. FSP will collaborate with the project manager and may contact the requestor/submitter for more information.

For more information contact Facilities Space Planning:

Suzanne Montes, Facilities Space Manager: 646-7734  sumolina@nmsu.edu
Angelic Sena, Facilities Space Planner: 546-2525  asena@nmsu.edu
Aymen Farhat, GIS Analyst: 646-7956  nfarhat@nmsu.edu
Roe Day, Drafting Technician: 646-2509  roe@nmsu.edu
Araceli Garcia-Cabrera, Student Drafting Technician: 646-7734  aracelig@nmsu.edu

Space Planning website: [https://space.nmsu.edu](https://space.nmsu.edu)
University Architect website: [http://architect.nmsu.edu](http://architect.nmsu.edu)
Facilities & Services website: [https://facilities.nmsu.edu](https://facilities.nmsu.edu)
Space Request

Space Request – A request for additional space, reconfiguration of existing space and occupant relocations accomplished by submitting an AIM Customer Request (WO).

Customer

START ----------> Submit Customer Request in AIM to FSP (Space Request)

Customer receives AIM WO number in email from FSP

Submit request to ICT for phone/data move, supplying the AIM WO number for reference

Phone and Data Moves

FS Work Control

AIM customer request (Space Request) is received by FSP

FS Work Planning (FSP)

AIM customer request (Space Request) is received by FSP

Contact customer 24 working hours from date/time Space Request is received

Is Space Request for a Move?

YES ----------> Managed move

NO ------------> Go to WO/END

Managed Move

Move Manager documents new space information in AIM

Space Committee

Space request presented to Space Committee

Space Committee approves/denies request

Receive Space Committee decision

Inform customer of space committee decision and proceed accordingly

Document new space assignment/occupant information

Facilities Space Planning (FSP)

Go to WO/END
Space Request-Managed Moves

Space Request - A request for additional space, reconfiguration of existing space, and occupant relocations accomplished by submitting an AIM Customer Request (WO).

Note: FS Work Control will not promote any Customer Request (Space Request) for FSP until asked to do so by the Move Manager.
Space Request-Space Committee Preparation

Space Request – A request for additional space, reconfiguration of existing space and occupant relocations accomplished by submitting an AIM Customer Request (WO).

FUNCTIONAL

University Architect

Facilities Space Planning

NOTES:

• Space analysis – Requesting department’s current assigned space compared to FTE’s
• Any items from the space standards that apply
• Current floor plans
• Any other relevant information to assist Space Committee in making a decision