

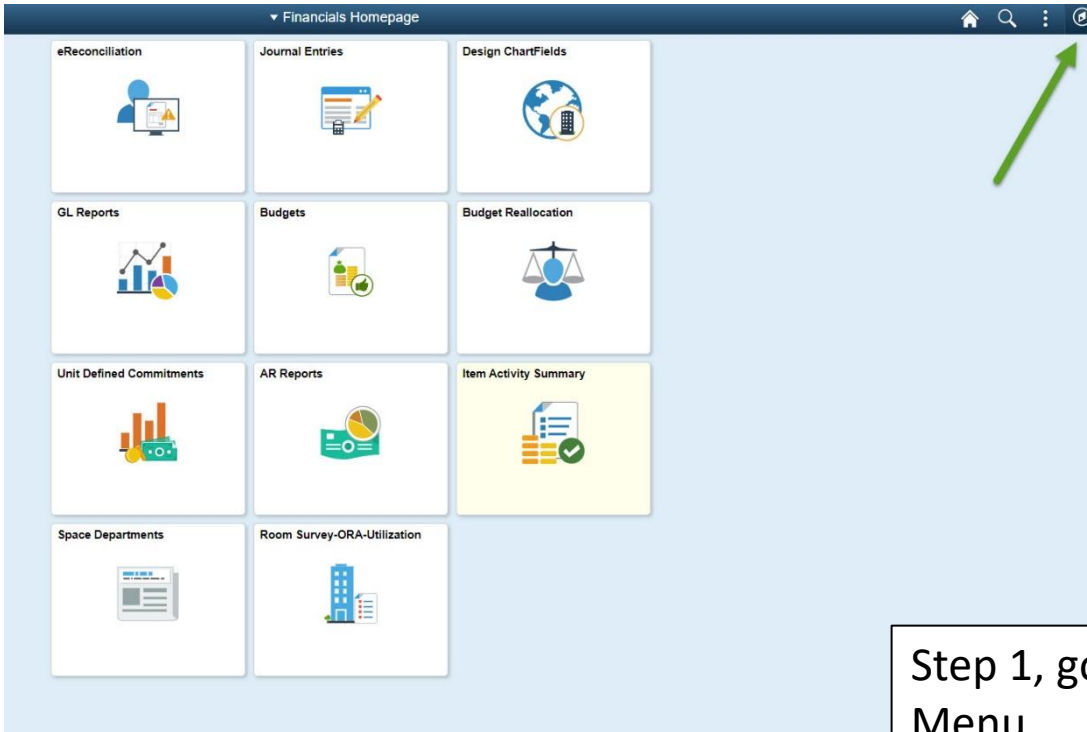
Space Survey at UMD

1. Run Space Inventory Reports (see Appendix 1)
2. Obtain Floor Plans for your buildings from [Dropbox](#).
3. If possible, walk the spaces to confirm room type, room function, and occupants.
4. Alert Emily Hamilton in Facilities Planning (emtay@umich.edu) of the following:
 - missing rooms on space inventory report
 - rooms that you think should not be on your space inventory report
 - Room conditions that do not appear to be correct on the floor plans.
5. Make necessary changes to your Space Survey (see Appendix 2)
6. Authorize Survey (see Appendix 3)

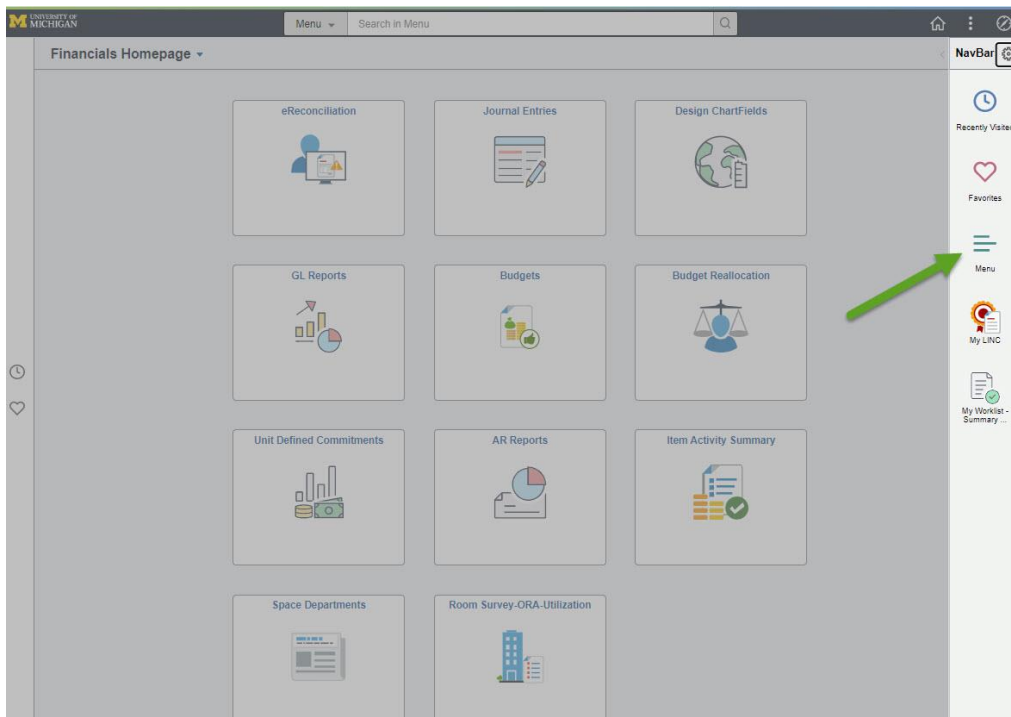
Appendix 1- Running Space Inventory Reports

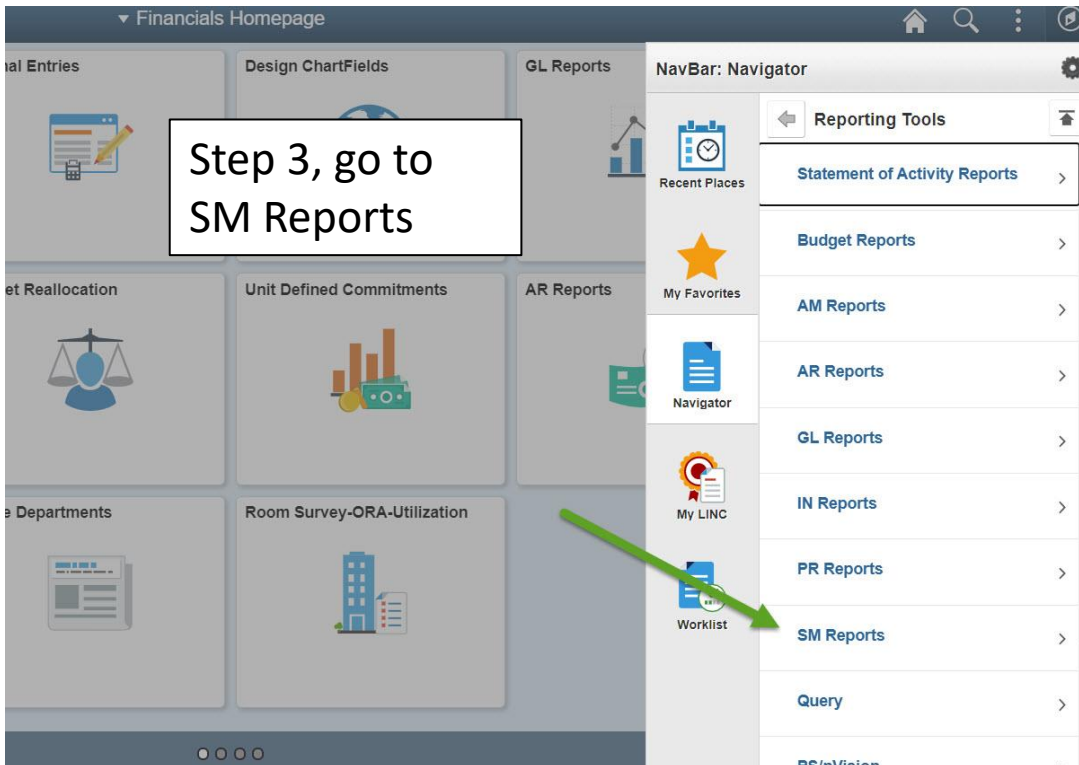
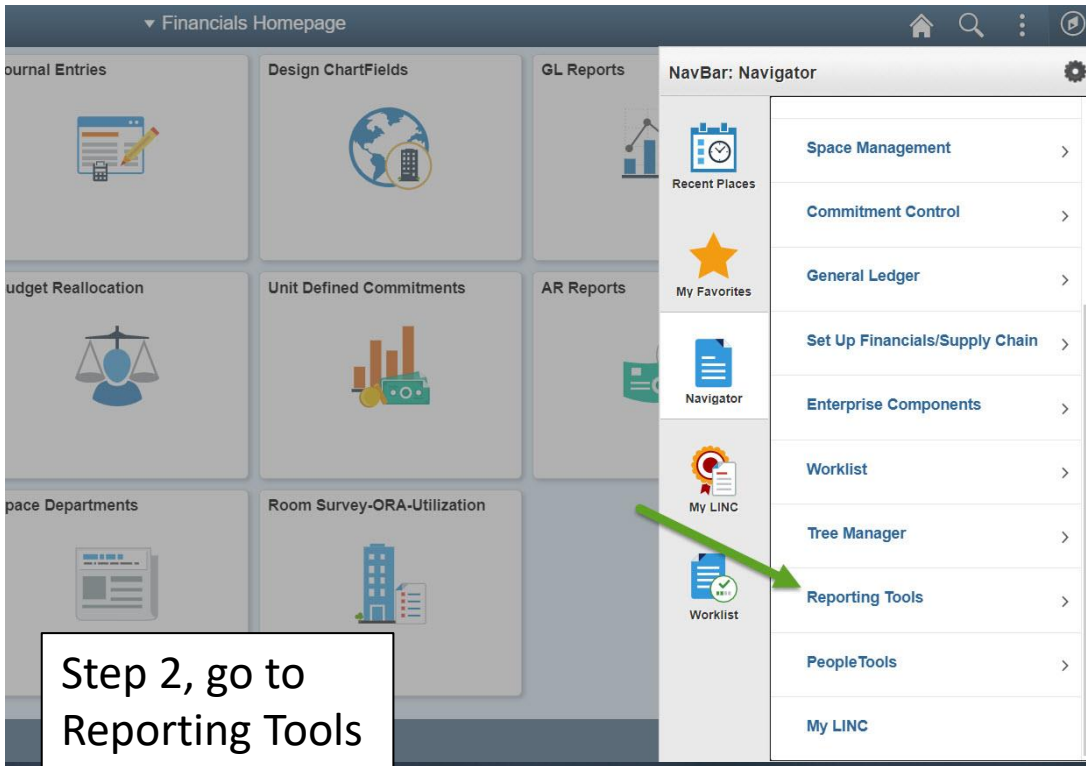
Appendix 1 – Running Space Inventory Reports

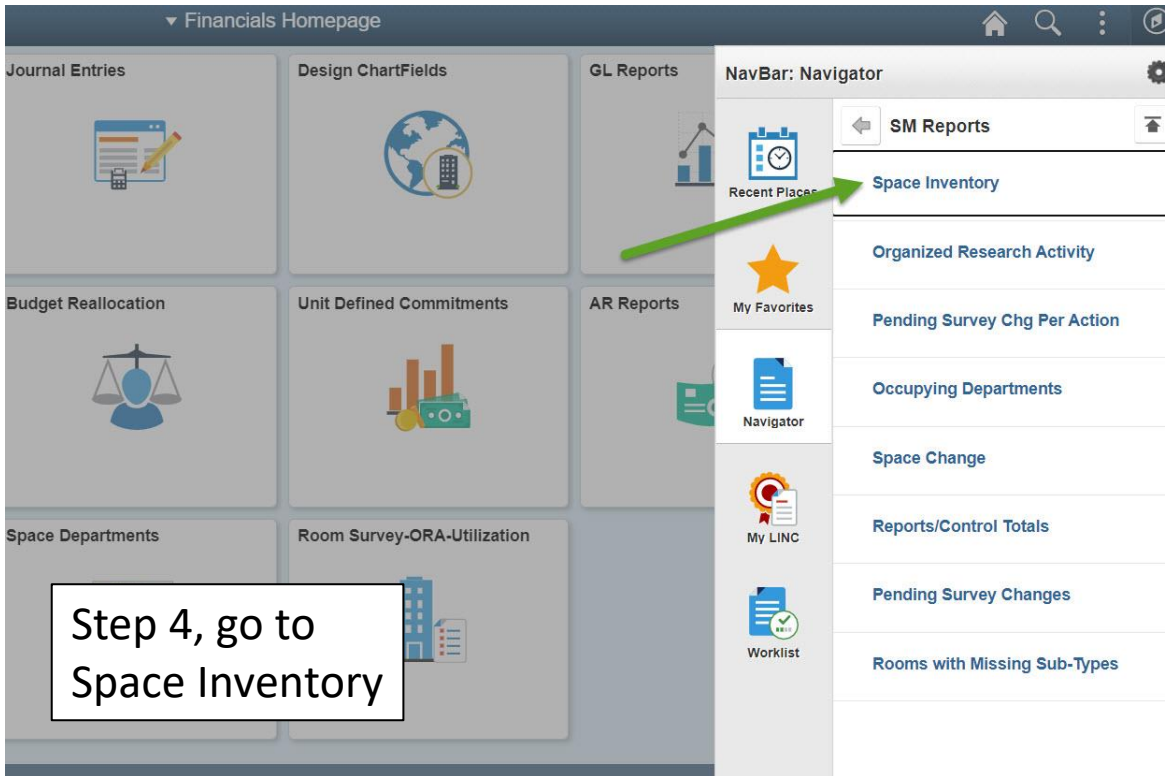
In Wolverine Access, login in to Mpathways, Financials and Physical Resources System, and then follow these steps to print a Space Inventory Report.



Step 1, go to Menu







Space Inventory

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

Search Criteria

Run Control ID:

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Step 5, press Search

[Find an Existing Value](#) | [Add a New Value](#)

Run Control ID: eh101116

[Report Manager](#)[Process Monitor](#)[Run](#)

Report Request Parameters

SetID: UMICH

Department

 All Departments One Department Department:


Building

 All Buildings  One BuildingBuilding: [Save](#)[Return to Search](#)[Add](#)[Update/Display](#)

Step 6, select "One Department", and "All Buildings", and then enter your Department ID. Then Click "Run" at top right.

Process Scheduler Request

User ID: EMTAY Run Control ID: eh101116

Server Name: Run Date: 01/16/2021 

Recurrence: Run Time: 9:43:48AM [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Space Inventory	MSM02745	SQR Report	Window	CSV	Distribution

[OK](#) [Cancel](#)

Step 7, select "window" for type, and your preferred format, and then click OK.

Step 8 - Download the report

Step 9 - repeat for each of your Department IDs.

Appendix 2-

Making changes to your Space Survey

INSTRUCTIONS

The departmental Space Survey must be completed using the Space Management Module within M-Pathways. Review the data for your department and make updates as needed. Your department is responsible for the accuracy of its data. Report all changes as they appear during the survey period, *except* room use function codes. Room use function codes and their corresponding percentages must reflect activity averaged over the entire fiscal year, which ends June 30th.

Departments are responsible for reporting changes on the following fields for each room assigned their departments:

On the 'Survey Data' tab:

1. Room number
2. Room square feet
3. Room type code
4. Room sub-type code
5. Department ID
6. Station count
7. EHS Room checkbox for laboratory spaces with hazards
8. Room use function code(s) and their percentage(s)
9. Use 'Svy Comments' to enter notes explaining use, room type, or vacant spaces.

On the 'Room Utilization' tab:

1. Person(s) and Role, split the percentage between occupants if the room is shared.

On the 'Organized Research Activity' tab:

(For those departments with organized research activity taking place in their space - in room types 250-Research/Nonclass Laboratory and 310-Office)

1. Project/Grant number
2. ORA Verify Complete checkbox

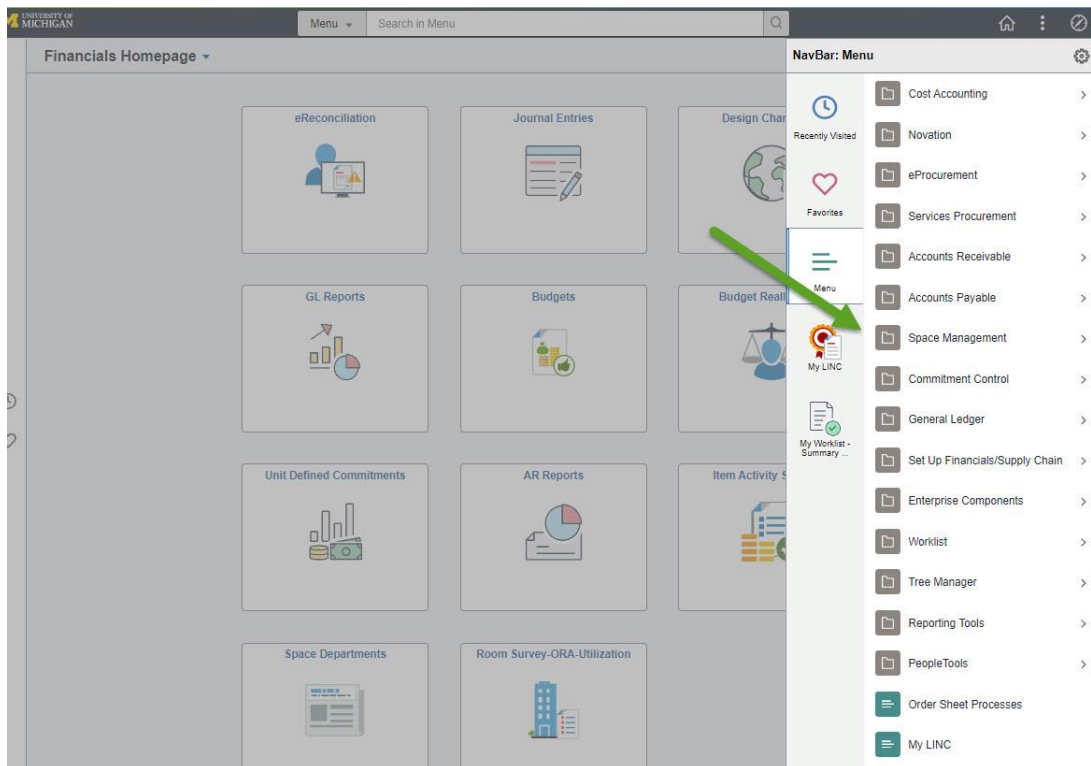
The information provided here is a brief overview. The University of Michigan Office of Space Analysis has a wealth of detailed information about the Annual Space Survey, including a comprehensive Instruction packet, available on their website:

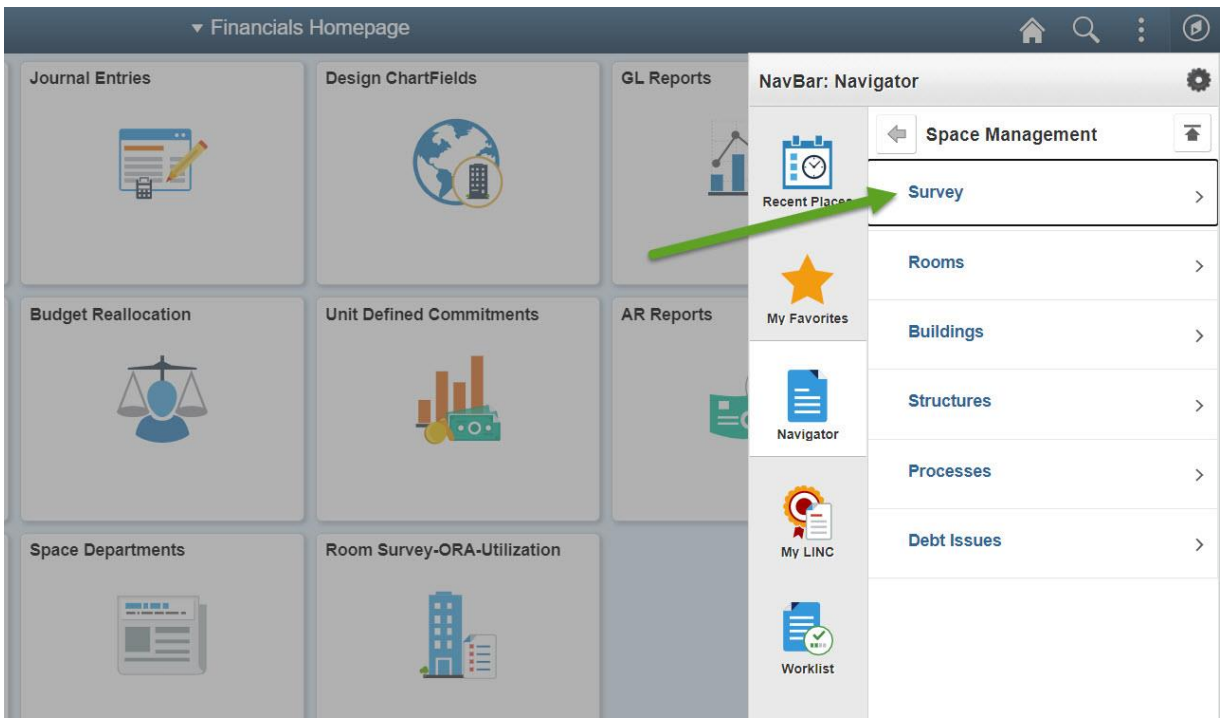
<https://procurement.umich.edu/u-m-employees/property-management/space-analysis/>

I encourage all surveyors to download the instruction packet and keep it handy for questions on room types and room functions, among others.

To access your survey data, follow these steps:

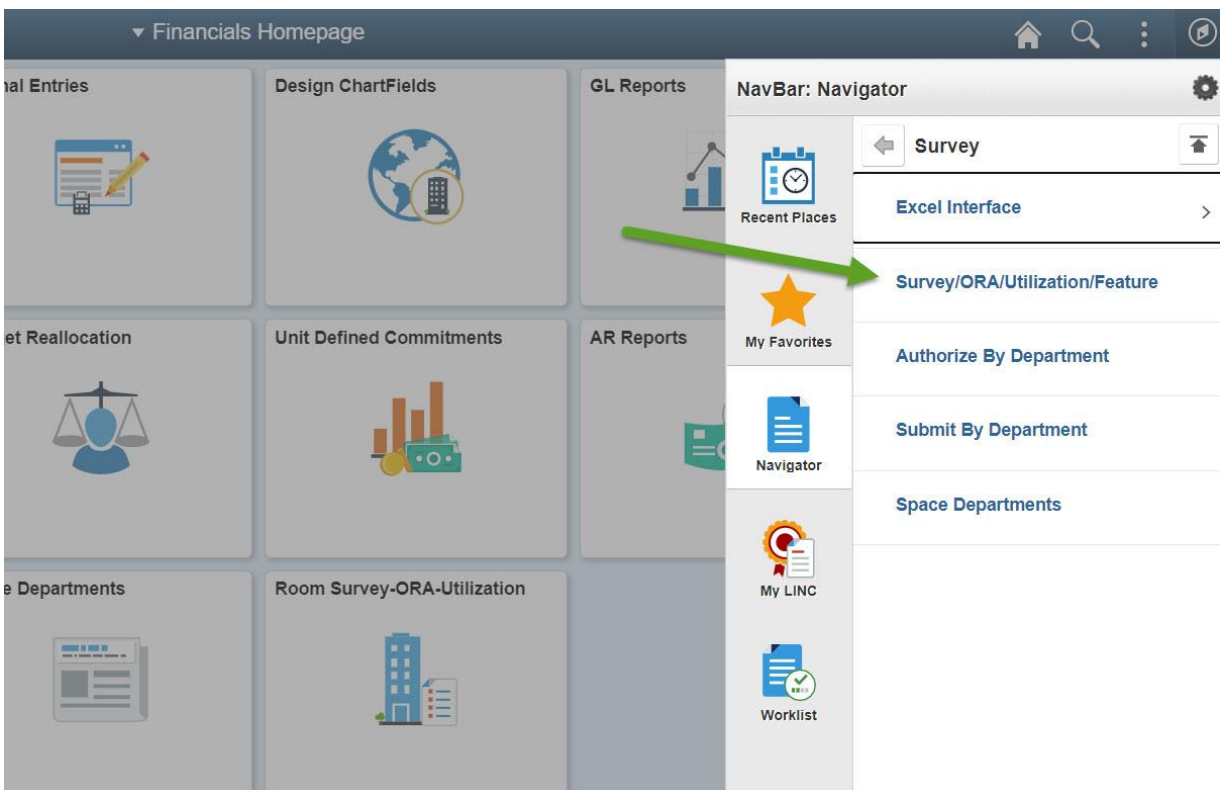
Step 1: In Wolverine Access, login in to Mpathways, Financials and Physical Resources System, and use the Menu to go to “Space Management”





Step 2: go to "Survey"

Step 3: got to Survey/ORA/Utilization/Feature



▼ Search Criteria

SetID:	begins with ▼	UMICH
Building:	begins with ▼	<input type="text"/>
Floor:	begins with ▼	<input type="text"/>
Room Number:	begins with ▼	<input type="text"/>
Department:	begins with ▼	<input type="text"/>
Room Type:	begins with ▼	<input type="text"/>
Survey Action:	= ▼	<input type="text"/>
ORA Complete:	= ▼	<input type="text"/>
ORA Room:	= ▼	<input type="text"/>
Provost Room:	= ▼	<input type="text"/>
Rm Utiliz Occupying Department:	begins with ▼	<input type="text"/>
Rm Utiliz Person Status:	= ▼	<input type="text"/>
Record Number:	begins with ▼	<input type="text"/>

Include History Case Sensitive

 Search

Clear

[Basic Search](#)[Save Search Criteria](#)

From here you can search by your Department ID, and then being entering your updates for each room. Repeat the process for each Department ID.

This search tool can come in handy throughout the process, and throughout the year. You can search by room type, and a number of other fields.

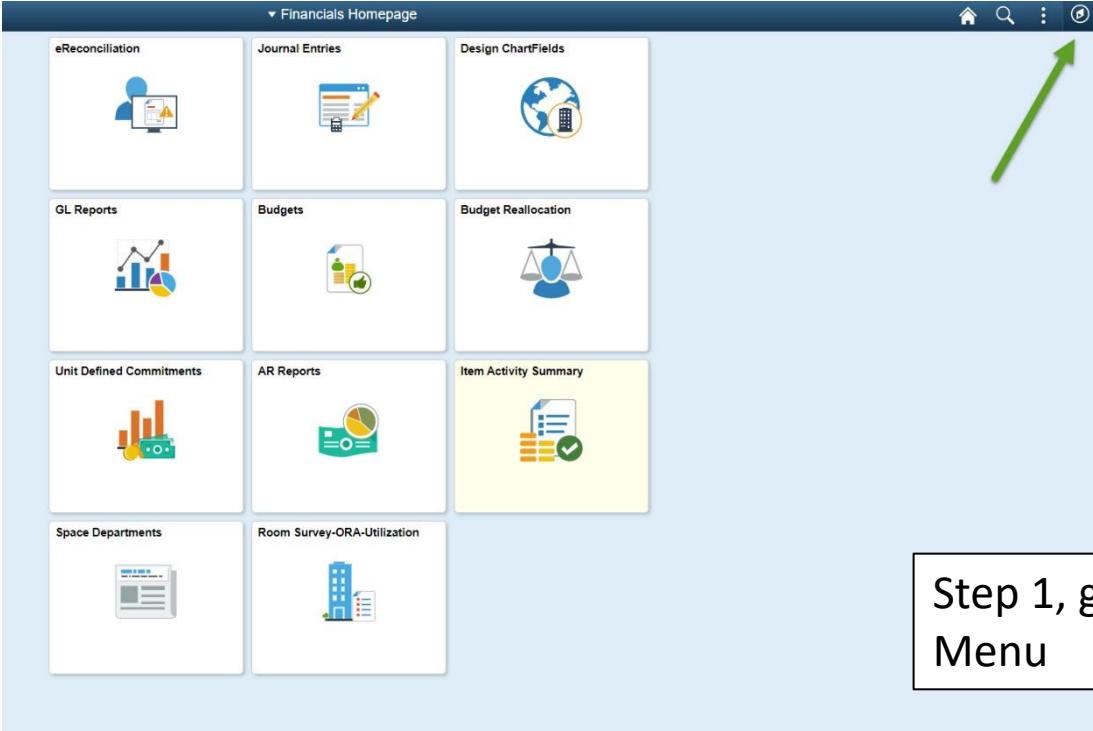
Pro tip: Search for Room types 310 (office) with Rm Utiliz Person Status as <No People> and then again as “No Appointment” and make occupants are current on the Room Utilization tab, and make sure any vacant offices are explained in the Svy Comments box on the Survey Data tab.

Appendix 3-

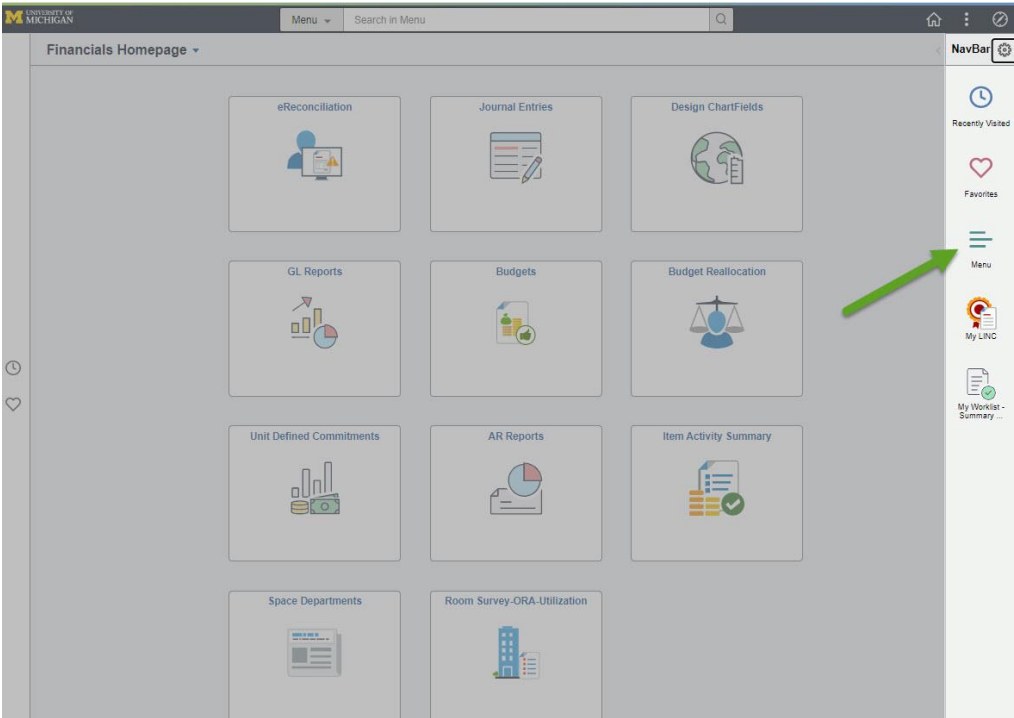
Authorizing your Space Survey

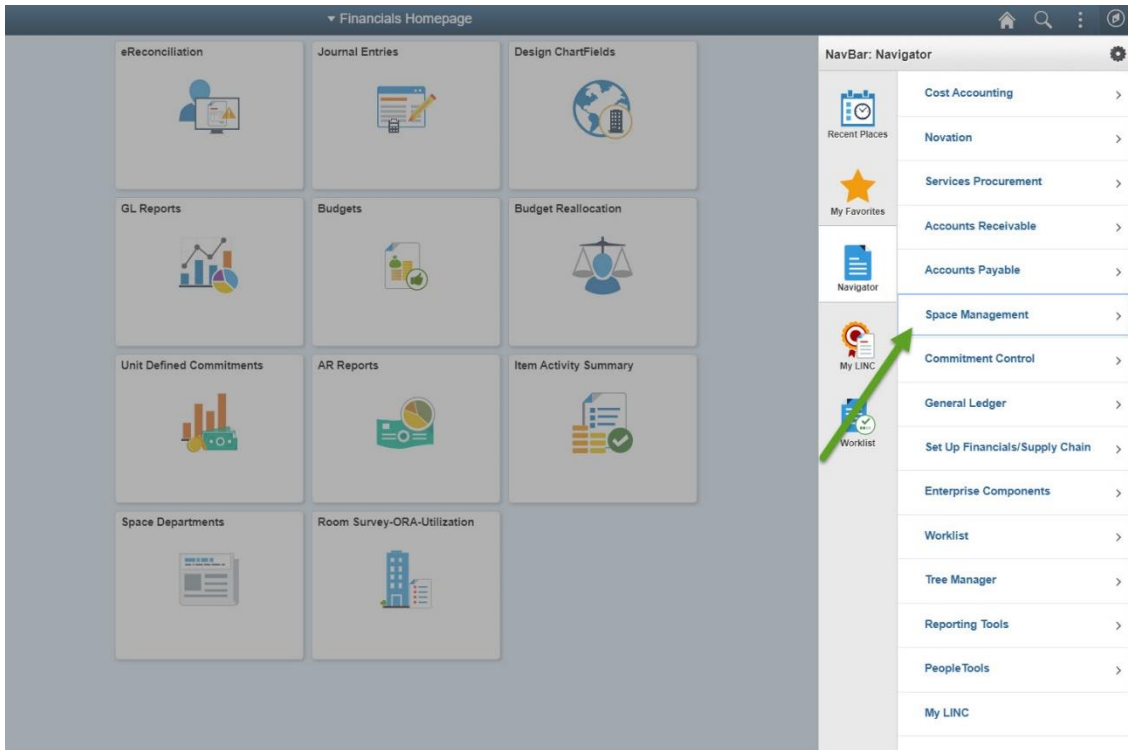
Appendix 3 – Authorize your Survey

In Wolverine Access, login in to Mpathways, Financials and Physical Resources System, and then follow these steps to Authorize your survey.

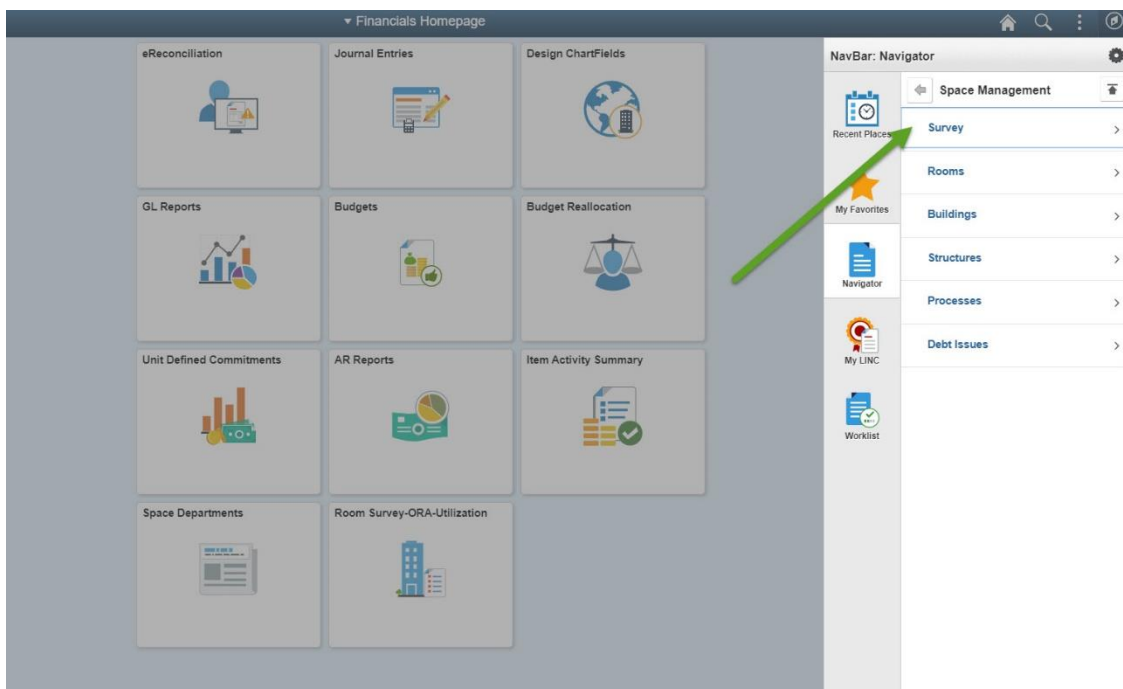


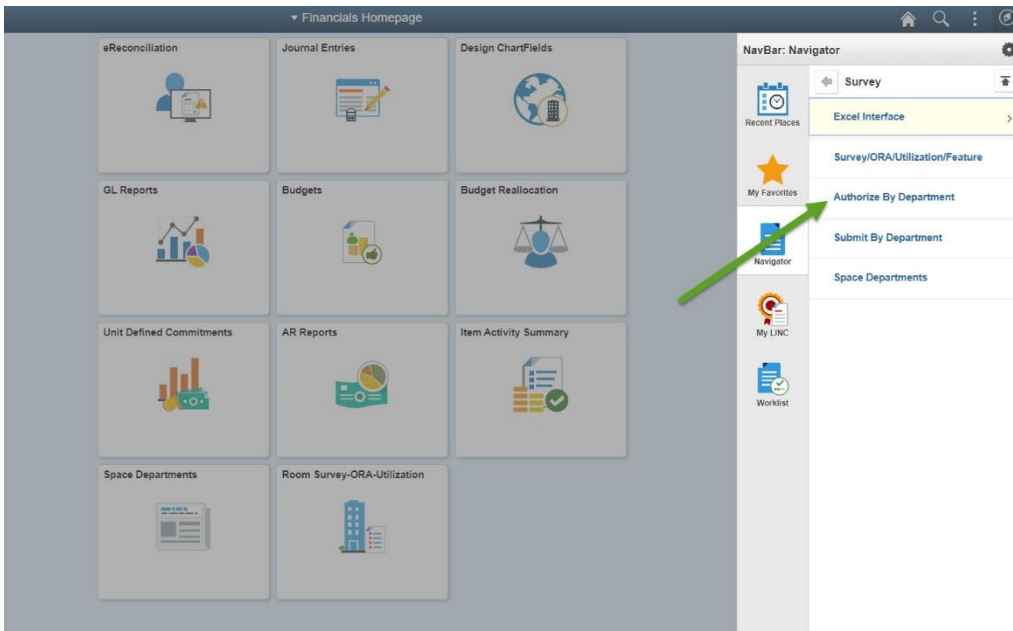
Step 1, go to Menu





Step 2, go to Space Management, and then Survey





Step 3, go to Authorize by Dept, and then Search

Financials Homepage

Authorize By Department

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

SetID: begins with

Search

Clear

Basic Search  Save Search Criteria



Survey Authorize



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	Department	Description		To Submitter	Rooms ToAuth	Rooms ToSubmit	Authorized	Submit Date
1	915000	Univ of Michigan-Dearborn	<input type="checkbox"/>	AUTHORIZE: ROOMS CHANGED	12			
2	915200	Dbn Office of the Chancellor	<input type="checkbox"/>	AUTHORIZE DONE			Y	
3	915200	Dbn Office of the Chancellor	<input type="checkbox"/>	AUTHORIZE DONE			Y	
4	915500	Dbn Institutional Advancement	<input type="checkbox"/>	AUTHORIZE DONE			Y	
5	915500	Dbn Institutional Advancement	<input type="checkbox"/>	AUTHORIZE DONE			Y	
6	915500	Dbn Institutional Advancement	<input type="checkbox"/>	AUTHORIZE DONE			Y	
7	915520	Dbn Alumni Relations	<input type="checkbox"/>	AUTHORIZE DONE			Y	
8	915520	Dbn Alumni Relations	<input type="checkbox"/>	AUTHORIZE DONE			Y	
9	915520	Dbn Alumni Relations	<input type="checkbox"/>	AUTHORIZE DONE			Y	
10	915520	Dbn Alumni Relations	<input type="checkbox"/>	AUTHORIZE DONE			Y	
11	915800	Dbn External Relations	<input type="checkbox"/>	AUTHORIZE DONE			Y	

Step 4, check the boxes for your departments, and then hit save.

100	921500	Dbn CASL-Armenian Research Ctr	<input type="checkbox"/>	AUTHORIZE: NO ROOM CHANGES					
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Done!