

University of Illinois at Urbana-Champaign
2024 Campus Space Survey
Certification Form

COLLEGE/DEPARTMENT/DIVISION:

Coll-Dept-Div (MM-MMO-123) Division Name (Example: Human Development and Family Studies)

Per federal, state, and local reporting requirements, the University is obligated to conduct a space survey (inventory) every year. This information is subject to the National Science Foundation Survey of Sciences and Engineering Research Facilities, the Clery Act, Illinois Board of Higher Education (IBHE), the Capital Resource Allocation and Management Program (RAMP), the Real Property Utilization Report, the Campus Profile, the Integrated and Value-Centered Budget model (IVCB), the Higher Education Facilities Management Association, F&S daily operations and various other reporting entities for examination and inspection of the space information for reporting purposes.

To ensure compliance, the Facilities Information Resources Department at Facilities & Services has been facilitating space surveys of half the campus each year until 2018. Due to technology now available to campus units through ARCHIBUS/Web Central, the data may be updated at any time and will be certified on an annual basis. The results of this survey will be recorded in ARCHIBUS, the University's official space inventory system.

This certification is needed to verify that the appropriate individual completed the survey, and its accuracy was verified. As annual space surveys are conducted, your name will be provided as the contact.

- Y N I have verified all the space assigned to the above unit in Web Central online.
- Y N I have updated People in Space for the above unit in Web Central online.
- Y N I relinquished space in the verification process. **If yes**, please check the box that you have submitted the required form to the Provost Office or you have a reassignment letter.

The individual completing the survey should fill out this certification form, sign, date and return it to Facilities Information Resources Department at Facilities & Services, attention: Kimberly McLaughlin, MC-800 or kam9@illinois.edu by **July 12th, 2024**.

Name of Individual Completing Survey (Print)	Title
Email	Phone
Division Head or Facility Manager Name/Title	Phone
Signature of Individual Completing the Survey	Date
