


May 7, 2025

Sent Via Email

To: College/Departments Unit Executive Officers

From: John Coleman 
Provost

Re: 2025 Campus Space Survey

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, 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, Facilities and Services (F&S) daily operations, and various other reporting entities for examination and inspection of the space information for reporting purposes.

This letter is to inform you that your unit will be participating in the 2025 Campus Wide Space Survey during the period of May 5–July 3, 2025. Additional information regarding the process is outlined in the “What to Expect – Space Survey Process” section of this letter. Your help with completing the space survey by **July 3, 2025**, is very much appreciated.

Under our university’s budget model, there are direct cost assessments to campus units for buildings, space, utilities, and technology. Accurate space use data are essential for the fair and accurate budgeting for each unit.

Units are strongly encouraged to enter their staff office assignments in the People-in-Space section of ARCHIBUS to help effectively manage space on campus.

Please consider this timely opportunity to evaluate your space inventory carefully and relinquish any spaces that may not be needed for staff who are able to continue to work effectively in hybrid and remote work environments.

WHAT TO EXPECT - SPACE SURVEY PROCESS

1. F&S, Facilities Information Resources Department will provide a 2025 Space Survey user guide for updating your space data through ARCHIBUS web portal “Web Central”.
2. Facility/Business managers from your unit, designated by you, should already have access to Web Central with “view and edit” permissions as part of your college’s ongoing review and space change request process. These existing Web Central accounts may be used to complete the Campus Space Survey.

3. Facility/Business managers from your unit shall update the location of all personnel to meet safety procedures. The Facilities Information Resources Department will provide an ARCHIBUS Web Central user guide to assist with adding/updating your employee locations.
4. Upon completion of the survey, a "Space Survey Certification" form is required to be signed by the dean and/or executive officer completing the survey and will be kept on record to fulfill auditing requirements.
5. Updates to the space inventory database system will be reflected in the Enterprise Data Warehouse.
6. A team of F&S staff and students will survey selected areas to validate the data collected.
7. In addition to indicating that a particular space be relinquished in ARCHIBUS, units should complete the Space Release Request Form via this link: <https://forms.illinois.edu/sec/9247603>. This request will be reviewed by the Office of the Provost, Capital Planning and, upon acceptance, will be updated in the system.

We appreciate your assistance and collaboration with F&S in completing these important inventory surveys. Any questions can be addressed to the Facilities Information Resources Department at F&S (217-333-0923 or fandsfire@illinois.edu).

- c: Brett Thompson, F&S, Facilities Information Management Specialist
Chad Kupferschmid, F&S, Facilities Information Management Coordinator
Jim Sims, F&S, Director of Engineering Services
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