

Certification

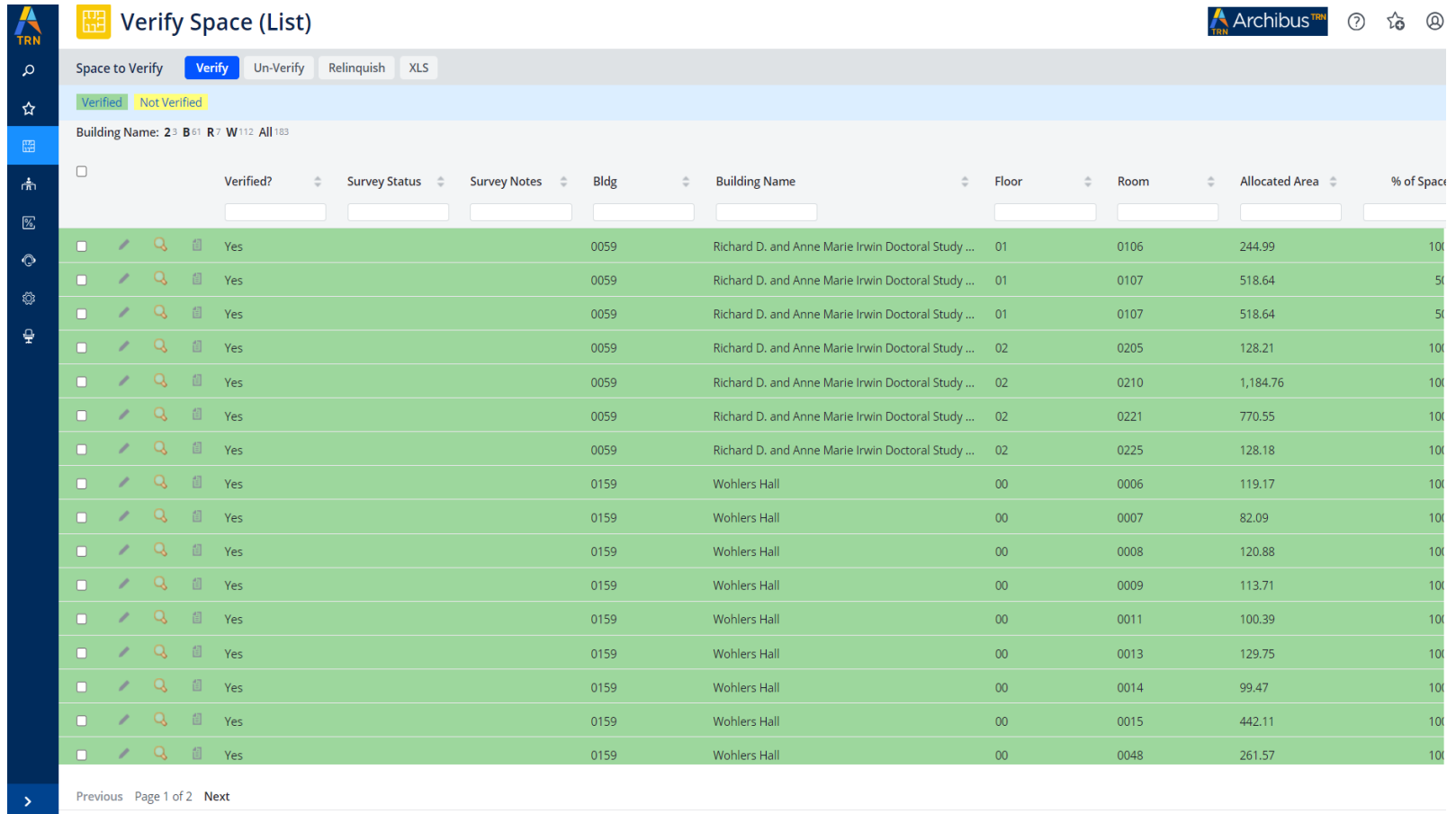
Survey Only



Facilities & Services

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

All Green? All Verified!



The screenshot displays the Archibus Verify Space (List) interface. At the top, there are navigation buttons for 'Verify', 'Un-Verify', 'Relinquish', and 'XLS'. Below these, there are filters for 'Verified' and 'Not Verified'. The main table lists spaces with columns for 'Verified?', 'Survey Status', 'Survey Notes', 'Bldg', 'Building Name', 'Floor', 'Room', 'Allocated Area', and '% of Space'. All rows in the table are highlighted in green, indicating they are verified. The table shows 18 rows of data, all with 'Verified?' set to 'Yes' and '% of Space' at 100%.

| Verified? | Survey Status | Survey Notes | Bldg | Building Name | Floor | Room | Allocated Area | % of Space |
|-----------|---------------|--------------|------|--|-------|------|----------------|------------|
| Yes | | | 0059 | Richard D. and Anne Marie Irwin Doctoral Study ... | 01 | 0106 | 244.99 | 100 |
| Yes | | | 0059 | Richard D. and Anne Marie Irwin Doctoral Study ... | 01 | 0107 | 518.64 | 50 |
| Yes | | | 0059 | Richard D. and Anne Marie Irwin Doctoral Study ... | 01 | 0107 | 518.64 | 50 |
| Yes | | | 0059 | Richard D. and Anne Marie Irwin Doctoral Study ... | 02 | 0205 | 128.21 | 100 |
| Yes | | | 0059 | Richard D. and Anne Marie Irwin Doctoral Study ... | 02 | 0210 | 1,184.76 | 100 |
| Yes | | | 0059 | Richard D. and Anne Marie Irwin Doctoral Study ... | 02 | 0221 | 770.55 | 100 |
| Yes | | | 0059 | Richard D. and Anne Marie Irwin Doctoral Study ... | 02 | 0225 | 128.18 | 100 |
| Yes | | | 0159 | Wohlers Hall | 00 | 0006 | 119.17 | 100 |
| Yes | | | 0159 | Wohlers Hall | 00 | 0007 | 82.09 | 100 |
| Yes | | | 0159 | Wohlers Hall | 00 | 0008 | 120.88 | 100 |
| Yes | | | 0159 | Wohlers Hall | 00 | 0009 | 113.71 | 100 |
| Yes | | | 0159 | Wohlers Hall | 00 | 0011 | 100.39 | 100 |
| Yes | | | 0159 | Wohlers Hall | 00 | 0013 | 129.75 | 100 |
| Yes | | | 0159 | Wohlers Hall | 00 | 0014 | 99.47 | 100 |
| Yes | | | 0159 | Wohlers Hall | 00 | 0015 | 442.11 | 100 |
| Yes | | | 0159 | Wohlers Hall | 00 | 0048 | 261.57 | 100 |



Certification Form

COLLEGE/DEPARTMENT/DIVISION:

KR_KR0_495 Music

Coll-Dept-Div (MM-MM0-123) Division Name (Example: Human Development and Family Studies)

- Please fill out form completely
- A separate certification is required for each Division/Unit/Org Code
- Relinquishing space means that it is no longer being used by the College and it is being added back to the campus inventory for availability for other Colleges. If you are relinquishing space back to Campus use the relinquish option in Archibus and be sure to submit the form on the Survey web page.
- Email the certification form to notify us that you have completed the 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 (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.

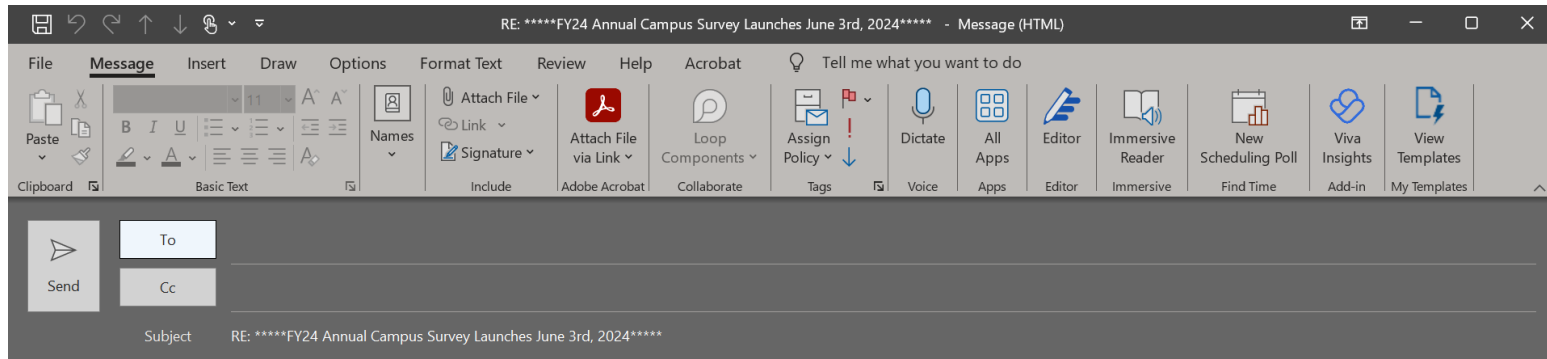
The individual completing the survey should fill out this certification form, sign, date and return it to Facilities Information Resources Department at Facilities & Services, attention: Kimberly McLaughlin, MC-800 or kam9@illinois.edu by July 12th, 2024.

| | |
|--|-----------------------|
| Name of Individual Completing Survey (Print) | Title |
| <u>Kimberly McLaughlin</u> | <u>FIM Specialist</u> |
| Email | Phone |
| <u>kam9@illinois.edu</u> | |
| Division Head or Facility Manager Name/Title | Phone |
| <u>C. Kupferschmid</u> | <u>217-300-0143</u> |
| Signature of Individual Completing the Survey | Date |
| <u>Kimberly McLaughlin</u> <small>Digitally signed by Kimberly McLaughlin Date: 2024.05.14 17:14:53 -0500</small> | |

[Print Form](#) [Clear Form](#)



Completion Email



Thank you for participating in the 2024 Space Survey. We have received and approved your Space Survey and signed Certification form. We may reach out to you with questions regarding any changes in space. We do recommend exporting a copy of the space you verified for your files in case issues arise later, but it is not required.

The next space survey will be performed in the spring of 2024. In the meantime, please continue to keep us informed of changes in your assigned space. This may be done through Web Central by making space changes, submitting a floor plan change request or contacting FIR directly. Maintaining space records between surveys helps keep the University's space data current throughout the year and expedites the annual space surveys.

Regards,

Kimberly - (kamg)
Facilities Information Management Specialist
Space Inventory
Direct Line: 217-300-0143

FY24 Campus Space Survey Dates are: June 3rd – July 12th, 2024



Important Information

- If your unit participated in the F&A Survey earlier this year, you DO NOT have to also participate in the Campus Space Survey.
- Relinquishing space means that it is no longer being used by the College and it is being added back to the campus inventory for availability for other Colleges. If you are relinquishing space back to Campus use the relinquish option in Web Central and be sure to submit the form on the Survey web page.
- When making space changes in Web Central - Please make adjustments to current data, **DO NOT DELETE EXISTING INFORMATION**. Only add new records if you are sharing or splitting a space.
- The comments/notes fields are not monitored. For floor plan updates please request a floor plan update through Web Central. For other changes email fandsfire@illinois.edu.
- Be sure to email the certification form to notify us that you have completed the survey.



**Thank you for
participating!**

