FY24 Campus Space Survey Information

Importance of Space Data

- IVCB – Integrated and Value-Centered Budgeting https://provost.illinois.edu/budget/budget-reform/integrated-value-centered-budgeting/

- Safety and Code Compliance

- Disability Resources and Educational Services https://www.disability.illinois.edu/

- Risk Management/Insurance

- DOR – Division of Responsibility

- Local, State and Federal Reporting

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Survey Process

1. **Obtain Web Central User Account – Email Form**

   Must Be a Campus Space or Department Space Role
   - Department Space Role: View All Space in a specified College / Edit Space for specified Departments within the College.
   - Campus Space Role: View All Campus Space / Edit Space for a specified College.

2. **Make Space Changes – Web Central**

3. **Relinquish Space – Form and Indicate in Survey**

4. **Verify Space - Web Central**

5. **Submit Certification – Email Form**

6. **Receive Completion Email - Email**

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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.

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