

The green boxes below represents items that should be reviewed each time a space is updated.

**Room Information that can be Updated**  
( Enter the changes and click an .. 'UPDATE' .. button below. )

**UPDATE**

Room is assigned to:  Reflect department that "owns" the space  
 Room user:  Reflect department that is utilizing the space  
 Room is reserved until:  (format .. MM-DD-YY) This field is generally not used.  
 Occupant(s): none  
 Space Coordinators: Valentina O'Kane back-up: Owen P Mills  
 Department Coordinator: Valentina O'Kane back-up: Valentina O'Kane  
 Equipment Coordinator: Owen P Mills back-up: Owen P Mills  
CIP, USE, and FUNC should be assigned based on the usage of the room. Click on the links to find more info.

CIP code: [CIP Info](#)   
 USE code: [USE Info](#)  Research/Nonclass Laboratory  
 FUNCTION code: [FUNC Info](#)  Organized/Sponsored Research

COMMENT: (up to 3 lines)  
 Free form field for misc comments regarding space and usage

CONDITION: [COND Info](#)  last update: Nov-16-2009  
Update this every time room data is reviewed. Click 'COND Info' for more info

COUNTER-TOP Fume Hoods:  CALIFORNIA Fume Hoods:  WALK-IN Fume Hoods:

WORK STATIONS: [WORK STA Info](#)  AREA (Sqft):   
Review & update the workstation, fume hood, and room data information every time room data is reviewed and verified

ROOM DATA STATUS: ROOM DATA is ..  .. on .. Sep-27-17

\_\_\_\_\_ A-21 - FUNCTIONAL USAGE PERCENTS \_\_\_\_\_ [Usage Definitions](#)

INSTRUCTION	<input type="text" value="0"/>	GENERAL ADMINISTRATION	<input type="text" value="0"/>
DEPARTMENTAL RESEARCH	<input type="text" value="0"/>	OPERATIONS AND MAINTENANCE	<input type="text" value="0"/>
ORGANIZED RESEARCH	<input type="text" value="100"/>	STUDENT ADMIN SERVICE	<input type="text" value="0"/>
OTHER SPONSORED ACTIVITIES	<input type="text" value="0"/>	LIBRARY USES	<input type="text" value="0"/>
OTHER INSTITUTIONAL ACTIVITIES	<input type="text" value="0"/>	VACANT SPACE	<input type="text" value="0"/>
DEPARTMENTAL ADMINISTRATION	<input type="text" value="0"/>	SPONSORED PROJECT ADMIN	<input type="text" value="0"/>

**UPDATE**

Tech attributes are updated by IT in Banner. For info purposes only.

BASIC ATTRIBUTES [change](#) [definitions](#)

Basic attributes can be added—examples are Center or Institute usage, core facility, fire alarms, first aid kit, hazardous materials present, leased not owned space, visiting scholar room, etc.

TECHNOLOGY ATTRIBUTES

Lab attributes can be added—examples are Biosafety cabinets, fume hoods, eye wash station, etc

LABORATORY ATTRIBUTES [change](#)

1 Fume Hood\_Counter-Top

PAYROLL DISTRIBUTION - OCCUPANTS

From .. Aug-28-2017 Days back .. 30 [30 more days](#) [30 less days](#) [365 more days](#) [365 less days](#)

INDEX	Prog	Description	PCT	Payroll-Position	Occupant

Payroll info is fed from Banner. For info purposes only.

ACCOUNTING - ROOM USAGE

Usage shown is .. Current Only

INDEX	Prog	__From__	Description	S&W Bal	Proj-End	Fin-Mgr
<a href="#">E47398</a>	1417	May-10-16	Various Sponsored-IMP-Wood	-10,801		
	1417	Apr-15-16	SOUTH-APS-Phase II-Conformable CNG	17,210	Sep-15-17	Sanders

Click "Change Index" at top of page to assign indexes to space. The work performed in the space should reflect the index entered here.

EQUIPMENT Location:  [ImageNow Instructions](#)

All equipment information is fed into this form through Banner—no need to update. If there is an error contact the Property office.

Ptag	Description	Department	CapYr
102796	Variable Pressure Bridgman-Style Furnace TagDt ... Jul-06-2011 Serial ... 701428 Mnfr ... Silvan Industries, Inc. Model ... Custom Part H.187 ; S.187 Vend ... SPVG PC# ... P0086066	Materials Science and Engineering	2011
102796A	Variable Pressure Bridgman-Style Furnace TagDt ... Jan-16-2012 Serial ... 701428 Mnfr ... PI: Sanders, Paul Model ... Custom Part H.187 ; S.187 Vend ... unknown PC# ... unknown	Materials Science and Engineering	2012