

**Maintenance and
Categorization of Space Data**

ADMINISTRATION
Policy Number: ADM-SPA-004
Date Approved: January 31, 2002
Date Revised: August 1, 2007

PURPOSE

To establish the responsibilities for the timely collection of accurate space data.

I. SCOPE

Policy applies to the data recorded in the University Space Database that are assigned to and/or occupied by School of Medicine faculty, staff or students or space in School of Medicine buildings.

II. POLICY STATEMENT

It is the responsibility of the designated department/divisional administrator to ensure that the information regarding the functions and occupants of the rooms occupied by the organization for which he/she is responsible, are accurate and up to date.

It is the responsibility of the School Space Coordinator to ensure that the data regarding the configuration and classification of the School's rooms (in SOM buildings or occupied by SOM organizations) are accurate and up to date.

III. WHO SHOULD KNOW THIS POLICY?

- Vice Deans/School Administrative Directors
- Department Chairs/Center and Institute Directors
- Department/Division Administrators

IV. PROCEDURES

The Designated Departmental Administrator should establish an internal process that assures that he or she obtains timely notification of changes in the function or assignment of space to a Principal Investigator. The space database must be updated in the month in which the change in function or PI occurs. It is not possible to 'back date' changes in the space database. **Even if there are no changes to a room's assignment, configuration or usage, each room record must be reviewed and updated at least once each fiscal year. It is the responsibility of the space updater for each org to access the room**

record and hit the 'Update' button to record the date the room was updated in the system.

The Designated Departmental Administrator should notify the School Space Coordinator when he or she determines that information about a room's configuration or other information is incorrect. This notification should occur through the web updater flagging system whenever possible. The School Space Coordinator will update room configuration or other information (at room level) as necessary and prepare the record for update by the administrator(s) of the occupying department(s).

V. DEFINITIONS

The classification of room types and functions shall conform to the definitions and standards as laid out in the University documentation of the space data (<http://www.upenn.edu/computing/da/dw/space/index.html>). All administrators are expected to use those guidelines as a resource. Other resources include: the University Director for Research Accounting, the School Director of Decision Support and Analysis and the Space Coordinator.

VI. CONTACTS

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	<p>ISSUED BY: <u>Philip P. Kops</u> Vice Dean for Administration and Finance, School of Medicine</p> <p><u>8-2-07</u> Date</p>
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