To: Deans, Directors and Department Chairs

From: Daniel Greenlee, Chair of the University Space Committee  
        Dr. David Reed, Vice President for Research

Subject: NSF/NIH Space Data Requests

Date: December 12, 2007

The most recent NSF/NIH Survey of Science and Engineering Research Facilities survey included room condition information that previously had not been obtained at Michigan Tech. We are therefore going to accommodate future NSF/NIH space data requests by adding the requested data into our current space inventory survey process.

A memo with an attached spreadsheet with department number, building and rooms affected will be sent to your space coordinator. They will be asked to assign a character that best describes the condition of each research related room. The NSF room condition options are as follows:

**Superior Condition**
Suitable for the most scientifically competitive research in this field over the next 2 years.

**Satisfactory Condition**
Suitable for continued use over the next 2 years for most levels of research in this field, but may require minor repairs or renovation.

**Requires Renovation**
Will no longer be suitable for current research without undergoing major renovation within the next 2 years.

**Requires Replacement**
Should stop using space for current research within the next 2 years.

The space coordinators will be asked to return the updated spreadsheet by January 31, 2008.

Thank you for your help.