

AQIP
Space Inventory Project
Progress Report

Activity	Responsibility	Due Date	Status
Web CAD updates			
Current errors (Wads)	Facilities Mgt	tba, 2006	
Add remaining buildings (e.g. FFC)	“ “ “	Tba, 2006	
Policy and directives			
Verbal room promises have to be converted to writing	University Space Committee Chair	31-Jan-06	
Departments have to use the Space Request Form	“ “ “	“ “	
Revise the Space Request Form	“ “ “	“ “	
Assign Space Coordinators responsibility @ department level			
Change from two month task (once every three years) to permanent responsibility.	Executive Council and Department Heads	Jan, 2006	
Keep Banner table <i>fzbroom</i> up-to-date as usage and room occupants change	Department Space Coordinator	“ “	
Inform University Space Inventory Coordinator and Facilities of map errors.	“ “ “	“ “	

AQIP
Space Inventory Project
Progress Report

Activity	Responsibility	Due Date	Status
Inform the University Space Inventory Coordinator and Facilities Management of room number signage errors.	“ “ “	“ “	
Correct survey inconsistencies	Space Coordinators	15-Feb-06	
Vacant space notice	tba	Jan, 2006	WIP
Appoint University Space Inventory Coordinator as member of the University Space Committee	University Space Committee Chair	20-Dec-05	
Establish review process	University Space Inventory Coordinator	tba, 2006	
Provide the Tools and Reports to do the job			
Monthly Exceptions reports	tbd	tba, 2006	
Web update form	tbd	tba, 2006	
Develop workflows	University Space Inventory Coordinator	tba, 2006	
Define the Qualifications for the department space coordinators		Jan, 2006	
Training		tba, 2006	