ASPIRE Room Information Screen
Section 7 – Informational Data

Other data is provided in the room information screen that is not editable by space coordinators, however, it may be useful information when managing departmental space.

Coordinator List
The space coordinator, department coordinator, equipment coordinator and all the associated back-up coordinators will be listed for each room based on the department owner.

Square Footage
Square footage calculations are completed by the Facilities Department. Although space coordinators cannot edit this data, it is helpful if they review the data. If there is a gross discrepancy between the ASPIRE data and the actual physical space, please notify aspire@mtu.edu.

Technology & Laboratory Attributes
Currently, only technology attributes are maintained in ASPIRE. In the future, laboratory attributes will be added. The technology attributes are maintained by the Educational Technology Services department.

Equipment
Equipment is listed for the room that it is assigned to with the property office. Only equipment that is capitalized (equipment that was $5000 or more) will show, unless the “show all the equipment” link is selected. Additionally, if the department has provided equipment photos and other documentation (purchase requisitions, purchase orders, etc.) associated with the equipment they have been put in Image Now and linked to the room information screen in ASPIRE. Instructions for opening them are in the equipment section on the room information screen.
Building Maps
The Facilites Department maintains all of the university CAD drawings. The drawings are shared with Telcom for their use in identifying phone/data jacks. The Telcom maps are in CAD so a program called Autodesk Design Review can be installed to local machines in order to view them. The Facilities maps have been converted to PDF for easy access and use. Space coordinators are encouraged to review the maps for accuracy yearly.