Departmental Space Management &
Space Coordinator Expectations

Michigan Tech Space Management

University space management is a group effort by Accounting Services, Institutional Analysis, Telcom, Facilities Management, Vice President for Research, and the University Space committee. Space management would not be possible without the prodigious help from the administrative and academic departments. Through their space coordinators, the departments provide necessary data for institutional internal and external reporting.

The University Space Committee utilizes the data in ASPIRE to maximize space utilization in providing quality service to our students, faculty, and staff.

The Vice President for Research Office utilizes the data in ASPIRE as an integral part of the process of assigning institutional space into OMB Circular A-21 functional categories based on space use (a federal reporting requirement for research universities).

CONTINUAL MAINTENANCE

OCCUPANT CHANGES/NEW INDEXES/OTHER NOTIFICATIONS

- Changes in employment status (new hire/terminated/department transfer) and new indexes (among other scenarios) will cause triggers in banner to send out an automatic email to the space coordinator and space coordinator back-up.
- If there are office ‘ swaps’ within a department (where the employee status doesn’t change, however, the employee moves into a different office within the same department) the occupant information needs to be updated accordingly.
- If other departments are "using" your space, contact aspire@mtu.edu to request “user-ship” of the room (all “owner-ship” change requests need to come from the Director/Chair/Dean of the department).
- If rooms are renovated (added/removed, etc.) contact aspire@mtu.edu prior to construction.
- If your department is moving, contact aspire@mtu.edu in advance of the move.
- As requested by central administration

MONTHLY SPACE REVIEW

RUN REPORTS

- Departmental error reports
  - Oracle
  - Indexes with no room
  - People with no room

YEARLY SPACE REVIEW

ASSESS PHYSICAL SPACE

- Floor map comparison (PDF vs. CAD vs. actual)