UNIVERSITY OF ARKANSAS

Room Use Survey System (RUSS)

Frequently Asked Questions

Q1. I am a new building executive/alternate, what should I do?

Room Use Survey System (RUSS) maintains room level information and types of use allocated within University of Arkansas facilities. Facilities Management (FAMA) requests each E&G building executive/alternate to update space information for the building they are assigned to during each audit period. Please discuss with another building executive/alternate of your building, and see who will be responsible for updating RUSS. Please contact our RUSS technical support to have access to review or edit space information for your building.

Q2. Is there any reference available online?

Yes, there are articles on the RUSS *Help* webpage which you may download and review at your convenience. The floor plans are available at the RUSS *Resources* webpage.

Q3. Is there a RUSS workshop which I could attend?

The RUSS workshop is available upon request. A workshop could be scheduled anytime throughout the year for an individual or a small group who is new to the system or would like to have a quick review before updates. Please contact our academic space analyst if you would like to attend a RUSS workshop.

Q4. Which types of buildings are currently in the RUSS website?

We currently have 120+ buildings in the RUSS website. They are mainly Educational and General Use Buildings (E&G) on our campus. There are also a few auxiliary buildings in RUSS. We add new buildings into RUSS every year. Ideally, we would like to include all E&G and auxiliary buildings in the system.

Q5. How often should RUSS be updated?

Research Accounting office requests E&G buildings be updated during the base year of a Facilities and Administrative Cost Rate Proposal. The last base year was FY2016. Base year normally occurs every four years, and could be extended for a period of up to four years for special circumstances. Building executives are notified when we are in a base year at the building executive meeting. On the other hand, Facilities Management requests E&G buildings be updated every two years. The two-year audit periods are FY2016 & FY2017 (July 1st 2015 – June 30th 2017), FY2018 & FY2019 (July 1st 2017 – June 30th 2019), and so on. You may update RUSS once a year or when changes occur, so you have current information of how spaces have been utilized and where employees are located. Auxiliary buildings are not required to be updated on a regular basis after first time uploading information onto RUSS, unless there is a special need for updates.

Q6. Who is responsible for the first time uploading information onto RUSS?

Facilities Management is responsible for the first time uploading information onto RUSS for new buildings, fully renovated buildings, and for buildings that have not had information uploaded to RUSS before. FAMA requests building executives/alternates update space information for their buildings after the initial upload.

Q7. What are Department Codes?

We have been updating RUSS department codes once a year to match with BASIS department codes. According to the BASIS organization chart, there are five different codes from highest level to lowest level: Chanc VP code, VC Dir code, Dean Dir AVC code, Dept code and BU code. If you can't find a code in the RUSS dropdown list, please review the BASIS organization chart and see if the code is listed as a department code. If it's a new department code which is not in the RUSS dropdown list yet, you may use department code "***Other – OTHR***" for current audit. For leasing spaces, such as Robert Estes Law Firm at One East Center room 200, please use department code "***LEAS – Lease***". For non-assignable areas, such as corridors and public restrooms, please use department code "***NONA – Non-assignable Area***".

Q8. What are Dean Dir AVC codes?

These codes are one level above department codes in BASIS. When you select a department code in the RUSS dropdown list, a Dean Dir AVC code will be selected by the system automatically and included in the reports. Dean Dir AVC codes allow us to sort the space information by colleges or Dir and AVC units.

Q9. What are room use codes?

Room use codes are major components of a building or space inventory system. They are defined by the Postsecondary Education Facilities Inventory and Classification Manual (FICM), 2006 Edition. Room use codes in RUSS have been modified for our campus. Please refer to the article "UA Room Use Code Definitions" on the RUSS *Help* webpage.

Q10. What are room functional categories?

Room functional categories are used primarily to link space allocations to financial data or to institutional missions. The Federal government's functional category definitions can be found at CFR Title 2 Part 200 Appendix III https://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200-appIII.pdf. It is highly recommended that higher education institutions seeking a Facilities and Administration (F and A) Rate associated with sponsored grants and contracts use these functional category definitions. Please refer to the article "UA Room Functional Category Definitions" on the RUSS *Help* webpage.

Q11. How do I count the number of occupants in a room?

For conference room, meeting room, lounge, break room, storage, restroom, and other similar spaces, the number of occupants should remain as default "0". For classroom and lab, the number of occupants should remain as default "0" as well, unless there is a permanent workstation in a lab for a full time employee who does not have a separate office space in the building. For office space, please count the total number of occupants if they are permanently assigned to the space.

Q12. How do I count the number of fixed seats in a room?

"Fixed seats" only refers to the seats fixed on the floor or a table which can't be relocated easily. It's an important physical feature of the room and may exist in a classroom, lab or auditorium on our campus. For any other type of rooms, the number of fixed seats should remain as default "0".

Q13. Should I record maximum capacity or number of seats in a classroom or lab?

RUSS does not require such information since Registrar office maintains the detail information of each classroom and lab in R25 and X25. You may put maximum capacity or the number of seats in a classroom or lab in "Room Use Detail" on RUSS for your reference.

Q14. Should I record primary occupants for E&G buildings?

Yes. For Educational and General Use (E&G) buildings, please select primary occupant's name from RUSS dropdown list (occupant's information exported from BASIS who are in the University payroll system). You may select additional occupant's name if needed. For graduate assistants or students, you may select occupant's name from RUSS dropdown list if they are in the University payroll system or select one of below from RUSS dropdown list:

- *Graduate Assistant(s)*
- *Teaching Assistant(s)*
- *Work Study Assistant(s)*
- *Student(s)*

For people who are not in the University payroll system and also not graduate assistants or students, please select *Other* from RUSS dropdown list.

Q15. Should I record primary occupants for auxiliary buildings?

Auxiliary buildings are not required to be updated on a regular basis after first time uploading information onto RUSS. Therefore, we only record basic room information, such as room square footages and room types, but do not record primary occupants for auxiliary buildings on RUSS.

Q16. How do I determine functional categories for offices in academic departments?

General speaking, faculty offices normally link to functional categories, such as Instruction, Research and Department Administration. You may put different percentages based on your understanding, or simply put 50% Instruction and 50% Research if you are not sure. For staff offices, the majority of them could be defined as department administration spaces (such as offices of administrative specialists), general administration spaces (such as offices of fiscal specialists), research spaces (such as offices of research associates), and student service spaces (such as offices of academic advisors).

Q17. How do I determine functional categories for offices in non-academic departments?

It depends on the functions of the departments. For example, the Registrar's offices are general administration spaces, offices in the Pat Walker Health Center are student service spaces, Facilities Management offices are operation and maintenance spaces, and offices in Athletic Centers are other institutional activities spaces.

Q18. How do I determine functional categories for office common areas?

It depends on how the spaces have been used and the functions of the departments. For example, the functional category of an office common area could be 100% Common Area if it's a hallway or office lounge with seating area, or 50% Common Area and 50% Department Administration at an academic unit (or 50% other functional categories at non-academic units) if it's a hallway and workroom.

Q19. How do I determine functional categories for storage rooms?

If a storage room directly serves another room or a group of rooms, the functional category of this storage room should match with the functional category of the room(s) it serves to. For example, a classroom/lab storage space could link to functional category Instruction or Research. If a storage room doesn't directly serve another room or a group of rooms, the functional category of this storage room should match with the function of the department who uses it. For example, a central storage of an athletic department could link to functional category Other Institutional Activities.

Q20. How do I determine functional categories for study rooms?

When a study room is located in a library or is under direct supervision of University librarians, this room should be linked to functional category Libraries. When a study room is located in an academic building and is not under direct supervision of University librarians, it should be linked to functional category Instruction since students use it to prepare homework, study and collaborate. When a study room is located in a student union, an athletic center or a residence hall, this room should be linked to functional category Other Institutional Activities.

Q21. How do I determine the functional category "Research" for spaces?

Offices, labs, and their support spaces could be research spaces depending on who is using the space and how the space is being used. It's important to record correct occupants' names for research spaces. You may put a research percentage for such space based on your understanding or ask someone in your department who has better knowledge to assist you. Try to keep it simple. Research Accounting office reviews and updates research space data before Facilities & Administrative Cost Rate Proposals during the base year.

Q22. What are common areas?

Common areas are the only areas excluded from Facilities & Administrative Cost Rate Proposal. For example, lobbies, foyers, corridors or hallways, stairways, elevators, lounges, break rooms and public restrooms. Spaces such as conference rooms, meeting rooms, file rooms and study rooms are not common areas.

Q23. What should I do when floor plans or room numbers are not correct?

Please contact our academic space analyst via email/phone regarding the discrepancy and proceed with room use updates in other rooms or spaces that are correct. We will work to correct any room numbering or floor plan errors as soon as possible so that RUSS updates can be completed. Or you could write the discrepancy in "Room Use Details" on RUSS and send a notice to our academic space analyst at the end of updates for current audit. These rooms could be updated during next audit when correct information is available on RUSS.

Q24. Can I review the completion status online?

Yes, completion status can be reviewed by the room, building or department. The links are located on the RUSS *Home* webpage. The completion status by building shows the percentage of the rooms that have been updated for current audit. If you missed a few rooms during the updates, the completion status by room tells you which rooms have not been updated yet.

Q25. Can I review or download updates right away?

The space use summary and partial details can be reviewed and printed directly online after each updates. The links are located at the RUSS *Home* webpage. We are working towards providing Building Space Details and Building Occupant Details for you to download.

RUSS Contact List

- Si Ding Wang - Academic Space Analyst - 575-5435 (sdwang@uark.edu)
- Stephen F Turner - Dir. of Research Acct - 575-4853 (sfturne@uark.edu)
- Brian Culpepper - RUSS Tech Support - 575-8745 (brian@cast.uark.edu)

Revision:

1. Updated note for Q10 – What are room functional categories?
2. Updated note for Q21 – How do I determine functional category "Research" for spaces?
3. Updated note for Q25 – Can I review or download updates right away?
4. Added Q14 – Should I record primary occupants for E&G buildings?
5. Added Q18 – How do I determine functional categories for office common areas?
6. Added Q19 – How do I determine functional categories for storage rooms?

Date: July 26, 2017