

FACILITIES CONNECT REPORTING

SPACE REPORTING GLOSSARY OF TERMS

FACILITIES CONNECT	DESCRIPTION
PROPERTY	
Property	Property is a campus location: Evanston, Chicago, or Off-Site.
BUILDING	
Building	<p>A building is defined as a roofed structure for permanent or temporary shelter of persons, animals, plants, materials, or equipment.</p> <p>The inventory should include buildings that are under the jurisdiction or control of the institution’s governing board, regardless of their location. Where the institution occupies space in buildings not owned by the institution or that is shared with other tenants, include in the inventory only that portion of the building leased or controlled by the institution and its prorated share of gross area, assignable area, and no unassignable area (see definitions in chapter 3). Institutions will normally exclude various minor structures from their inventory based on various criteria. As a guideline, separate, minor structures should be included in the inventory if all of the following criteria are met:</p> <ul style="list-style-type: none"> •They are attached to a foundation. •They are roofed. •They are serviced by a utility, exclusive of lighting. <p>They require significant maintenance and repair activities as determined by the institution. Parking garages, for example, are not heated however they are roofed, have a foundation, have heating/cooling and fire suppression systems, and require significant maintenance. The inclusion of such facilities permits the space to be assigned to specific functions, disciplines, and organizational units.</p>
ID (Building)	<p>Unique identification of buildings is critical to space documentation and tracking methods. A list of buildings owned and leased by Northwestern is maintained within Facilities Connect however these unique identifiers are also used in other campus enterprise systems. Building codes cannot be reused.</p> <p>For example, the Technological Institute's ID is 8735.</p>
Building Status	<p>Identifies the status of the building. Types of Buildings include:</p> <p>Planned: The building is under construction and has not yet been occupied. Inactive: The building is not currently occupied. Active: The building is occupied. Under Renovation: The building is under major renovation and is not occupied.</p>
Opt-In/Opt-Out	<p>Opt In refers to Greek Organizations that live in residential services buildings and are maintained by Facilities. Opt Out refers to Greek Organizations that live in their own building and choose their own service providers.</p>
National Historic Landmark	<p>A National Historic Landmark (NHL) is a building, district, object, site, or structure that is officially recognized by the United States government for its outstanding historical significance.</p>
Local Historic Landmark	<p>Historic Landmarks a building, district, object, site, or structure that is officially recognized by the local government for its outstanding historical significance.</p>
In Service	<p>Date the building was constructed. All buildings dates default to January 1 of the given year.</p>
Actual Retirement	<p>Date a building was retired from Northwestern. This includes building demolition, a lease termination, or the sale of a building.</p>
Date Building Acquired	<p>Date the building was acquired by Northwestern.</p>
Parcel ID	<p>A parcel ID number is the identification code assigned to a property. The parcel ID number is used for record keeping and tax purposes in the property owner's county or geographic region.</p>
LAND	
Land	<p>Identification of parcels of land.</p>

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STRUCTURE	
Structures	Structures include parking lots, tunnels, and vaults. Structures are not heated nor air-conditioned spaces. Other campus features may be included.
FLOORS	
Floors	A floor is defined as a structure consisting of a space or set of spaces on a single level along a vertical scale. Floors may be split within a structure if the structure is comprised of more than one building.
ID (Floor)	Unique floor identification is critical to space documentation and tracking methods. Unique floor identifiers is recorded on CAD plans as text labels and correspond with those listed in the space inventory. For example, the first floor of the Technological Institute's ID is 8735-01.
SPACE	
Space	A space is a room usually defined by walls or other partitions though it may not be a fully enclosed space. All spaces have a unique identifier that consists of a combination of the building id, floor id, and space. In instances where it is not enclosed, Northwestern uses phantom walls to create artificial boundaries on floor plans to separate adjacent uses or assignments. The use of phantom walls requires that each space (i.e., each part) of the room be given a unique space identifier. For example, the Room A110, on the first floor of the Technological Institute's ID is 8735-01-A110.
Area	Area is computed by physically measuring or scaling measurements from the inside faces of surfaces that form the boundaries of the designated areas. Exclude areas having less than a 3-foot clear ceiling height unless the criteria of a separate structure are met.
Program Class	Program Classification is a high level designation of the space based on its most common use. Program Class designations include: Instruction, Research, Student Services, Facilities, Academic Support, Institutional Support, Operations and Maintenance, Auxillary Enterprises.
Capacity	This indicates the number of individuals who could be accommodated in the room. This is typically the number of chairs, desks, or lab bench positions in the room; or the seating capacity of a classroom, lecture hall or seminar room. In these situations put the full capacity of the room in the 'Instructional Seats' Field.
Description	This is a free-form text field you may fill out with any information about the room that may be useful to you. You may also indicate the name of the occupant of the room if the person's name cannot be found in the list used for the Occupant field.
Space Class	This field displays a Room Type Code selected from a pick list. You may change the current value within the same hundred-level series (e.g., 310 (Faculty office) can be changed to 312 (Graduate student office), but not to 250 (No class Laboratory) without requiring approval from your school or administrative area.
Organization Description	This is a read-only field that displays the department id and name of the assigned department(s), with percentage splits, for rooms that are shared by more than one department.
Primary Occupant	The primary occupant is the individual(s) for which the room serves as the primary office (desk) space. A person can only be a 'primary occupant' of one space. If an occupant is moved to another space within the system, Facilities Connect will remove the occupant from thier existing space and place them in the new space. Like Assignee, occupant should reflect the current state of the room and include all current occupants of the room. Occupants should be selected for offices and lab facilities that serve as the primary desk space for one or more individuals. Locate specific names of faculty, staff, students, or temporary employees and their respective departments by using the lookup function within Faciliteis Connect which is populated nightly from HRIS. Rooms with no occupants, such as conference rooms and storage closets will be left blank. "No Occupant" will be automatically filled into reports.

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Secondary Occupant	The secondary occupant is the individual(s) secondary location. A person can be a 'secondary occupant' for multiple locations.
Unnamed Occupant	<p>When individuals with desk space cannot be found by name, check the appropriate box:</p> <ul style="list-style-type: none"> • Undergraduate Student • Graduate Student-Funded • Graduate Student - Unfunded • Visiting Faculty / Researcher / Scholar Emeriti Faculty • Non-Northwestern Employee / Faculty (NMFF, NMH, etc.)
Assignee	<p>“Assignee” indicates the faculty member(s) or the administrative position(s) responsible for the activity occurring in that room. The Assignee field is needed in developing research planning metrics, as it provides information to help link an investigator’s grant expenditures with his or her assigned space. The data contained in the Assignee field also helps support the appropriateness of activity codes used in the Facilities & Administrative (F&A) rate calculation. There can be more than one assignee to a space with designated percentages of use.</p> <p>Completing Assignee: Academic Departments, Centers, and Institutes For laboratories, faculty offices, and other rooms specifically assigned to individual faculty members for their use, including use by staff and/or students under their direction, Assignee = faculty member(s).</p> <p>For department administrative offices, conference rooms (in most cases), and other rooms not specifically assigned to a faculty member, Assignee = “Chair” , “Director” or “Chief”– Use the appropriate generic position title for the unit head.</p> <p>Completing Assignee: Administrative Units, including Dean’s Offices Assignee = “President”, “Vice President”, “Provost”, or “Dean” – Use the appropriate generic position title for the unit head.</p>
Productivity Department	<p>Productivity department is a function of the Assignee indicating the primary department related to the activities occurring in the space.</p> <p>In Facilities Connect, the Productivity Department is pulled from NU Financials.</p>
Principal Investigator	The principal investigator is the individual bearing primary responsibility for the space, including all essential aspects of the work being carried out, including technical aspects and completion of programmatic work, compliance with government, sponsor, and university policies and regulations, fiscal stewardship of sponsored funds, and all administrative requirements of the sponsored project, even though they may not be sitting in the space.
Assignee Start Date	The date within the Fiscal Year that the person was assigned to the space.
Assignee End Date	The date within the Fiscal Year that the person was no longer assigned to the space.
Grant Chart-Strings	The grant chart-strings is a function of an assignee. Chart-strings are populated automatically by association to the Assignee in research spaces. Individual chartstrings can be activated within each space through a check-box functionality. An assignee may have more than one chart-string. The space administrators must check any or all chart-string that apply to the room.

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Lab Users	<p>Lab users are individuals present in the lab and use the lab resources for activities such as research. The individuals may include faculty, staff, students, unpaid researchers, and visitors.</p> <p>An occupant is also a lab user unless he/she took a leave of absence. A lab may not have any occupants if no employees have permanent desks in the lab. However, individuals who are present in the lab to engage in activities should be identified as users.</p> <p>If a lab is a recharge center, do not enter lab users in the lab user field. Check the Recharge Center box on 'Space Details' page instead. The activity code should be based on the revenue distribution, including both internal and external customers. Billing details should be utilized to determine the activity coding. Please maintain the billing documentation in the event a review is requested.</p> <p>In Facilities Connect, lab users are automatically populated based on the grant chart-strings applicable to the space. It is the responsibility of the space administrator to remove any lab users that do not qualify with the definition of a lab user.</p>
Function Code	<p>Data collected in the Activity field is used in the University's Facilities & Administrative (F&A) or indirect cost rate calculation and in developing research metrics and to fulfill reporting requirements. For more information regarding Function Code, please refer to the Office of Cost Studies guide found here: https://www.northwestern.edu/coststudies/fa.html.</p>
Recharge Facility	<p>A recharge/service center is a unit within Northwestern which provides goods and/or services of a specialized nature to other Northwestern users on a recurring basis and charges a fee for those goods/services. Operations that are set up as recharge/service centers are designed to recover the costs of their operations primarily through charges to internal (NU) users.</p>
Shared by ALL Departmental Research Staff	<p>Research resource used by multiple Pis across a school/unit.</p>