



FY2025 Space Validation: Data Administrator Training

May 1st, 2025

Northwestern

About Us

Facilities, Planning & Space Information

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AGENDA:

- **Section 1: Introduction Topics**
 - Timeline
 - Categorizing Space
 - Space Impact on F&A
- **Section 2: Roles & Responsibilities**
 - Data Administrator
 - Data Steward
 - Facilities Data Manager
- **Section 3: Function Definitions & Common FAQs**
- **Section 4: Overview of the System – Demo**
 - Key aspects of completing the survey
- **Section 5: Resources & Audience Q&A**

Section 1: Introduction Topics

FY25 Space Survey Timeline

- Training Sessions are scheduled on the following days in –person and Zoom:
 - Tuesday, 5/6/25, 1:00 – 2:30 p.m. (Evanston)
 - Thursday, 5/8/25, 11:00am – 12:30 p.m. (Chicago)
 - Tuesday, 5/20/25, 11:00am – 12:00 p.m. (On-line)
- Survey opens on **Thursday, May 1, 2025**
- Survey closes on **Thursday, July 31, 2025**
 - **FSM Departments close Tuesday, July 15, 2025**
- For one-on-one training and consultation with FPSM or ASRSP staff, please contact:
 - Patrick Eaton at patrick.eaton@northwestern.edu
 - Sophia Gabay at s-gabay@northwestern.edu

Categorizing Space

- Each room in the space survey is inventoried to a specific function or functions such as:
 - Instruction
 - Research
 - Administration
 - Other Institutional Activities (OIA)
- The FY25 organized research space will then be used in negotiating the next F&A (Facilities & Administrative or Indirect Cost) rates. Research rooms will be audited by federal auditors.
- The F&A rate determines the amount of Indirect Cost Recovery (ICR) funds the University receives annually.

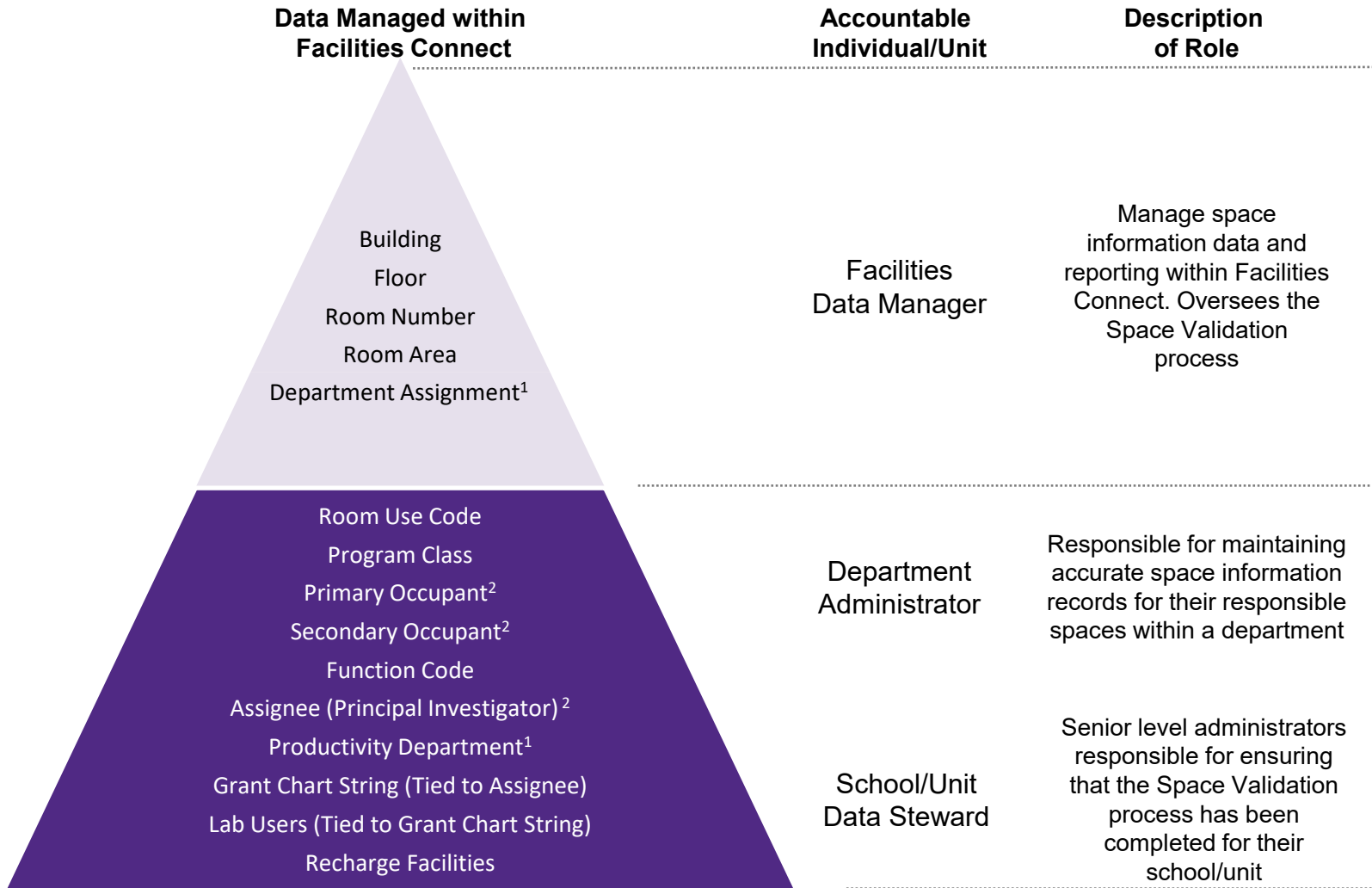
How Does Space Impact F&A?

- Facility related costs (such as utilities) are charged to sponsored programs using the “Facilities” and “Administrative” (F&A) rate.
- The amount charged to a grant is based upon the results of the space survey.
- For example, if 75% of a building is reported as research, we can charge 75% of the utility costs for the building to grants.
- As the percentage of research space in a building goes up or down, so does the amount charged to a grant.

Section 2: Roles & Responsibilities

Space Validation Expectations

Overview of Roles & Responsibilities



1. Department information is reflective of data maintained in NUFinancials
2. Assignee information is reflective of data maintained in HRIS

Data Administrator Role

- **All Departments (With/Without Grants)**

- Verifying Jurisdiction
- Verifying Room Type
- Verifying Utilization
- Verifying Occupants

- **Only for Departments with Grants**

- Verifying Pls
- Verifying Grant chart strings
- Verifying Lab Users

Space Validation Expectations

Data Administrator

- **The information collected reflects the use of space between September 1, 2024, and August 31, 2025**
- **Training & Resources Available**
 - [Facilities Connect Training Website](#)
 - Training Video
 - Job Aides – Room Use Codes, Function Codes, etc.
 - [Space Information Reports](#)
 - Scheduled Workshops (In Person)
 - Individual Trainings (In Person or Online via Booking System)

Space Validation Expectations

Areas of Focus for the FY2025 Survey

Area of Focus	Description	What to Expect
Recharge Facilities	Any space area that charges others for a service. Those services that are calculated are subsidized by other department funding sources	<ul style="list-style-type: none"> • Select “Recharge Facility” in the Lab User section • To be coded as space type 266 or 250
Space Class 310, 311, & 312	310 - Faculty Office, 311 - Research Staff Office, 312 - Grad Student Office	<ul style="list-style-type: none"> • These spaces are to be coded 0020 Salary/wages for Function Code
Space Class 650 Lounge	650 Lounge; to be used when the space that is not restricted to a specific group of people, unit, or area and is intended for use by people visiting or passing through a building, it is coded as a Lounge (650).	<ul style="list-style-type: none"> • For Departmentally assigned spaces use Space Class 323 - Break Room/Pantry/Kitchen or 315 Office Service See below*
Space Class 730 Central Storage	730 - Central Storage - a space or building that is used to store equipment or materials and that serves multiple space use categories, organizational units, or buildings	<ul style="list-style-type: none"> • Recommend using 315 Office Service and/or 319 Office Supplies/Storage when describing an office area storage, supply, coat closets.
SpaceClass Departmental Food Facilities	For any departmentally assigned Office Support Spaces that include a sink, or a refrigerator, or a microwave/oven; even if shared with other functionality (copy/storage) should be coded 323 – Break Room/Pantry/Kitchen Area	<ul style="list-style-type: none"> • Review the functionality and confirm amenities in space to select the appropriate SpaceClass
Assignee	Laboratories and lab support rooms should be assigned to the PI(s) responsible for that space.	<ul style="list-style-type: none"> • Director/Director, Chair/Chair should not be used in Laboratory Spaces with Sponsored Research

Section 3: Space Function Definitions

Function Code Definitions

Function codes are used to reflect activities occurring within the room. Function codes are informed by assignee, activities, research activities, financials, etc.

- **Research Function Codes:**

- SPONSORED RESEARCH (0010)
- DEPARTMENTAL RESEARCH (0007)
- SPONSORED TRAINING (0085)

- **Administrative Function Codes:**

- GENERAL ADMINISTRATION (0040)
- DEPARTMENTAL ADMINISTRATION (0007)
- ACADEMIC DEANS' OFFICES (0060)
- SPONSORED PROJECTS ADMINISTRATION (0050)
- STUDENT SERVICES ADMINISTRATION (0065)

- **Unoccupied Function Codes:**

- VACANT SPACE (9975)
- UNUSABLE SPACE/UNDER CONSTRUCTION (9980)
- NON-ASSIGNABLE (9999)

- **Other Function Codes:**

- INSTRUCTION (0005)
- OTHER SPONSORED ACTIVITIES (0014)
- OPERATIONS AND MAINTENANCE (0075)
- OTHER INSTITUTIONAL ACTIVITIES (0016)
- INDUSTRY CLINICAL TRIAL (0012)
- LIBRARY (0035)

[Complete List of Function Codes & Definitions](#)

Sponsored Research (SR)

Definition:

- The federal government defines Organized Research as all research and development activities of an institution that are separately budgeted and accounted for.
- It includes sponsored research, which are all research and development activities that are sponsored by Federal and nonfederal agencies and organizations. Organized Research Space includes all space used for activities that meet the federal definition of organized research.

[Complete List of Space Classes & Definitions](#)

Departmental Research (DR)

Definition:

- The federal government defines departmental research as the “research, development and scholarly activities that are not organized research and, consequently, are not separately budgeted and accounted for.”
- Departmental Research Space includes all space used for activities that meet the federal definition of departmental research.

[Complete List of Space Classes & Definitions](#)

Section 3: Common FAQs

F.A.Q. #1:

How is Percentage Utilization Calculated?

F.A.Q. #1:

How is Percentage Utilization Calculated?

- You can't calculate. You need to estimate.
- The Uniform Guidance, states (paraphrased):
 - It is recognized that teaching, research, public service, and administration are often inextricably intermingled.
 - A precise assessment is not always feasible, nor is it expected.
 - Reliance, therefore, is placed on estimates in which a degree of tolerance is appropriate.

F.A.Q. #1:

How is Percentage Utilization Calculated?

- Review Indicators to Help You Estimate the Percentage Utilization:
- Occupancy: Who is in the space?
 - Faculty? Staff? Students?
- Activity: What actually happens in the space?
 - Research? Administration? Instruction?
- Funding: How is occupant's salary paid?
 - Grants and Contracts? State? ICR?

F.A.Q. #2:

What Does Reporting Utilization Over the Fiscal Year Really Mean?

F.A.Q. #2:

What Does Reporting Utilization Over the Fiscal Year Really Mean?

- The space utilization survey should reflect how each room is used during the entire FY25 (September 1, 2024 – August 30, 2025).
- The survey should not represent a snapshot of how the space was used at a particular point in time.
- Functional coding must identify a room's usage in specific percentage terms that reflect all activities performed in the room for the fiscal year.

F.A.Q. #3:

**How to Assign Utilization to Support Space
(Kitchens, Storage, Etc.)?**

F.A.Q. #3:

How to Assign Utilization to Support Space (Kitchens, Storage, Etc.)?

If Utilization for Primary Room Type is:

SR

(Office)

Dept Admin + OIA

SR

(Conference)

Dept Admin + OIA

SR

(Research Lab)

...then Utilization for Support Room Type should be:

SR

(Private Toilet)

Dept Admin +
OIA

SR

(Kitchenette)

Dept Admin
+ OIA

SR

(Storage)

Dept Admin
+ OIA

SR

(Private Circulation)

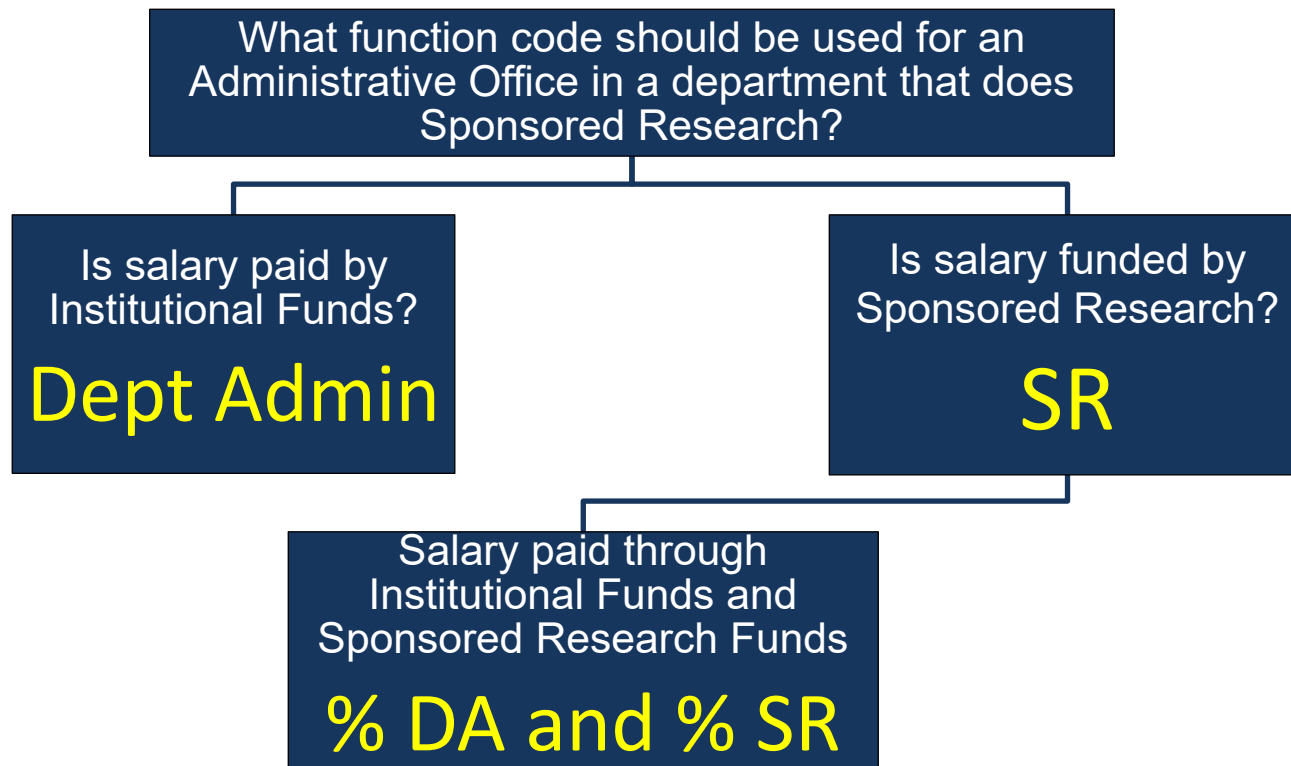
Dept Admin + OIA

F.A.Q. #4:

How to Code Space Used to Administer Sponsored Programs?

F.A.Q. #4:

How to Code Space Used to Administer Sponsored Programs?



Section 4: System Demonstrations

**FY2025 Space Validation
System Demonstration & Instructions
For Office & Research Locations**

Complete Steps for Validation for an Office

New Look to Space Record Pages

- FC was updated in March '25.
 - Functionality and location of buttons are in same location. Theme/look has changed
 - “Blue links” is a selectable link to move/open to different pages
 - Graphical floor plan viewer has been updated (see training materials)
 - On the Assignee/Lab-User/Function code verification page, a new warning will prompt user if the Percentages are left at 0%.
 - Space record will not validate until percentage is corrected

New Look to Space Record Pages

Space Level Allocations: 1065009

Save

Save & Close

Verify

Retire Hidden

More

Allocation Details

General

System

Audit Actions

(Required): General Information for Space Level Allocations.

Building/Space Details

Location Lookup

\Locations\Chicago Campus\Ch - Heating Plant\01\01100

Building ID

0511

Building Description

Ch - Heating Plant

Floor

01

Space

01100

Area

6,246.16

Allocation Details

Area Allocated

6,246.16

square-feet

Percent Allocated

100

Verified By

Verified Date

Assignee Details

Find

Remove

Export

1 total found

	Employee ID	Assignee Name	Productivity Department	Percent Allocated	Allocated Percent(Manual)	Area Allocated	Start Date	End Date
<input type="checkbox"/>	<div><div></div><div>9999_02</div></div>	Vice President,Vice President	<div>1800100</div> <div></div>	100 percent	<div>100</div> <div></div>	6246.16 square-feet	<div>09/01/2024</div> <div></div>	<div>08/31/2025</div> <div></div>
				100 percent		6246.16 square-feet		

Lab Users

Find

Remove

Reset Lab Users

Lab Users

Lab User ID

Lab User Name

No data to display

Function Code

Find

Remove

Export

1 total found

	ID	Name	Previous Fiscal Year Percent	Current Fiscal Year Percent Allocated	Allocated Percent(Manual)
<input type="checkbox"/>	<div><div></div><div>9999</div></div>	Nonassignable	100	0 percent	<div>0</div> <div></div>
				0 percent	

Select Space Inventory Report from Home Page

Northwestern | FACILITIES CONNECT

Home

Reminders - Manage Space Reque...

Notices

Requests

Last Visited

My Responsible Department Assignments and Assignee Details

Organization Name	Organization Description	Organization Percent Allo...	Building ID	Building
1804300	University_Ops-C U P	100 percent	0511	Ch - Heating Pl
1804300	University_Ops-C U P	100 percent	0511	Ch - Heating Pl
1804300	University_Ops-C U P	100 percent	0511	Ch - Heating Pl
1804300	University_Ops-C U P	100 percent	0511	Ch - Heating Pl
1804300	University_Ops-C U P	100 percent	0511	Ch - Heating Pl
1804300	University_Ops-C U P	100 percent	0511	Ch - Heating Pl
1804300	University_Ops-C U P	100 percent	0511	Ch - Heating Pl
1804300	University_Ops-C U P	100 percent	0511	Ch - Heating Pl
1804300	University_Ops-C U P	100 percent	0511	Ch - Heating Pl
1804300	University_Ops-C U P	100 percent	0511	Ch - Heating Pl

Space Information

My Responsible Spaces

My Responsible Spaces

My Department Base Data

My Dept Base Data with Function Code

Items per page: 10 1 - 10 of 55774 items 1 of 5578 pages

Select Space from Space Inventory Report to open Details

Northwestern | FACILITIES CONNECT

Home /

My Department Base Data

My Responsible Department Base Data

Parent Building ID: 8844

Parent Floor: 02

Clear Filters

Parent Property

Parent Building ID

Parent Building Name

Parent Floor

Space ID

Space Name

Organization Name

Organization Description

Organization Percent Allo...

Organ...

Contains

8844

Contains

02

Contains

Contains

Contains

Contains

More Than

More

<input type="checkbox"/>	Evanston Campus	8844	2020 Ridge	02	8844-02-00240F	00240F	1432100	University_Ops-Environmen...	100 percent	
<input type="checkbox"/>	Evanston Campus	8844	2020 Ridge	02	8844-02-00240E	00240E	1432100	University_Ops-Environmen...	100 percent	
<input type="checkbox"/>	Evanston Campus	8844	2020 Ridge	02	8844-02-00236	00236	1432100	University_Ops-Environmen...	100 percent	
<input type="checkbox"/>	Evanston Campus	8844	2020 Ridge	02	8844-02-00240	00240	1432100	University_Ops-Environmen...	100 percent	
<input type="checkbox"/>	Evanston Campus	8844	2020 Ridge	02	8844-02-00240D	00240D	1432100	University_Ops-Environmen...	100 percent	
<input type="checkbox"/>	Evanston Campus	8844	2020 Ridge	02	8844-02-00240H	00240H	1432100	University_Ops-Environmen...	100 percent	
<input type="checkbox"/>	Evanston Campus	8844	2020 Ridge	02	8844-02-00240I	00240I	1432100	University_Ops-Environmen...	100 percent	
<input type="checkbox"/>	Evanston Campus	8844	2020 Ridge	02	8844-02-00240K	00240K	1432100	University_Ops-Environmen...	100 percent	
<input type="checkbox"/>	Evanston Campus	8844	2020 Ridge	02	8844-02-00284E	00284E	1807000	University_Ops-Sustainabili...	100 percent	
<input type="checkbox"/>	Evanston Campus	8844	2020 Ridge	02	8844-02-00284B	00284B	1830100	University_Ops-Fm Design ...	100 percent	
<input type="checkbox"/>	Evanston Campus	8844	2020 Ridge	02	8844-02-00284D	00284D	1820200	University_Ops-Space Infor...	100 percent	
<input type="checkbox"/>	Evanston Campus	8844	2020 Ridge	02	8844-02-00259	00259	1820200	University_Ops-Space Infor...	100 percent	
<input type="checkbox"/>	Evanston Campus	8844	2020 Ridge	02	8844-02-00272B	00272B	1800100	University_Ops-Facilities M...	100 percent	
<input type="checkbox"/>	Evanston Campus	8844	2020 Ridge	02	8844-02-00272	00272	1800100	University_Ops-Facilities M...	100 percent	
<input type="checkbox"/>	Evanston Campus	8844	2020 Ridge	02	8844-02-00270	00270	1820100	University_Ops-FM Real Est...	100 percent	

Items per page: 1000

1 - 165 of 165 items

1 of 1 pages

Northwestern

32

Validation completion steps for an OFFICE

Space: 00284D

ActivateSaveSave & CloseSpace Update RequestMore

Space DetailsGeneralContact DetailsFloor PlanDetailsAllocationFinishesRegulatoryMaintenanceHistoryNotificationsNotes & DocumentsCalendar Details3D ModelCalendarIncludesReports

Building / Space Details

Building ID

8844

Building Description

2020 Ridge

Floor

02

Wing

Room Number

00284D

Area

93.89

Status

Revision In Progress

Description

Workstation

Program Class

70 - Operations And Maintenance of Plant

Capacity

1

Space Information

FindClear

Space Class

316 - Workstation/Cubicle

Department Assignments

Space Level Allocations

Organization Name

Organization Description

Area Allocated

Percent Allocated

Status

1820200

University_Ops-Space Infor...

93.89 square-feet

100 percent

Active

93.89 square-feet

100 percent

1 - 1 of 1 items

Occupant - Primary Location: Use this section to identify the occupants of the room

FindRemove

People - Primary Location

Name

Title

Reports To

HR Department Name

HR Dept ID

Email

Work Phone

Eaton,Patrick R

Manager of Space Informat...

Grzyb,Kevin J

Facilities Mgmt EV

047400

patrick.eaton@northwester...

Items per page: 101 - 1 of 1 items1 of 1 pages

Occupant - Secondary Location

FindRemove

People Query

Name

Title

Reports To

HR Department Name

HR Dept ID

Email

Work Phone

No data to display

Occupant - Not in Facilities Connect

Unnamed Occupant

Validation completion steps for an OFFICE – Room Information

Space: 00284D

Space Details | General | Contact Details | Floor Plan | Details | Allocation | Finishes | Regulatory | Maintenance | History | Notifications | Notes & Documents | Calendar Details | 3D | >

Activate | Save | Save & Close | Space Update Request | More

Building / Space Details

Building ID	8844	Building Description	2020 Ridge	Floor	02	Wing	Room Number	00284D
Area	93.89	Status	Revision In Progress					
Description	Workstation							
Program Class	70 - Operations And Maintenance of PL...							
Capacity	1							

Space Information

Space Class: 16 - Workstation/Cubicle

Department Assignments

Space Level Allocations

Organization Name	Organization Description	Area Allocated	Percent Allocated	Status
1820200	University_Ops-Space Infor...	93.89 square-feet	100 percent	Active
		93.89 square-feet	100 percent	

1 - 1 of 1 items

Occupant - Primary Location: Use this section to identify the occupants of the room

Find | Remove

People - Primary Location

Name	Title	Reports To	HR Department Name	HR Dept ID	Email	Work Phone
Eaton,Patrick R	Manager of Space Informat...	Grzyb,Kevin J	Facilities Mgmt EV	047400	patrick.eaton@northwester...	

Validation completion steps for an OFFICE – Room Information

Space: 00284D

Activate Save Save & Close Space Update Request More

Space Details General Contact Details Floor Plan Details Allocation Finishes Regulatory Maintenance History Notifications Notes & Documents Calendar Details 3D

Building / Space Details

Building ID 8844 Building Description 2020 Ridge Floor 02 Wing Room Number 00284D

Area 93.89 Status Revision In Progress

Description Workstation

Program Class 70 - Operations And Maintenance of PL...

Capacity 1

Space Information

Space Class 316 - Workstation/Cubicle

Find Clear

Department Assignments

Space Level Allocations

Organization Name	Organization Description	Area Allocated	Percent Allocated	Status
1820200	University_Ops-Space Infor...	93.89 square-feet	100 percent	Active
		93.89 square-feet	100 percent	

1 - 1 of 1 items

Occupant - Primary Location: Use this section to identify the occupants of the room

Find Remove

People - Primary Location

Name	Title	Reports To	HR Department Name	HR Dept ID	Email	Work Phone
Eaton,Patrick R	Manager of Space Informat...	Grzyb,Kevin J	Facilities Mgmt EV	047400	patrick.eaton@northwester...	

Validation completion steps for an OFFICE – Room Information

Building / Space Details

Building ID

8844

Building Description

2020 Ridge

Floor

02

Wing

Area

93.89

Status

Revision In Progress

Description

Workstation

Program Class *

70 - Operations And Ma... ▾

Capacity

1

Space Information

Find

Clear

Space Class *

316 - Workstation/Cubicle

<input type="checkbox"/>	Organization Name	Organization Description	Area Allocated	Percent Allocated	Status
<input type="checkbox"/>	1820200	University_Ops-Space Infor...	93.89 square-feet	100 percent	Active
			93.89 square-feet	100 percent	

1 - 1 of 1 items

Occupant - Primary Location: Use this section to identify the occupants of the room

Find

Remove

People - Primary Location

!

Name

Title

Reports To

HR Department Name

HR Dept ID

Email

Work Phone

[Eaton,Patrick R](#)

Manager of Space Informat...

Grzyb,Kevin J

Facilities Mgmt EV

047400

patrick.eaton@northwester...

Validation completion steps for an OFFICE – Program Class

Space: 00284D

Activate Save Save & Close Space Update Request More

Space Details General Contact Details Floor Plan Details Allocation Finishes Regulatory Maintenance History Notifications Notes & Documents Calendar Details 3D Model Calendar Includes Reports

Building / Space Details

Building ID 8844 Building Description 2020 Ridge Floor 02 Wing Room Number 00284D

Area 93.89 Status Revision In Progress

Description Workstation

Program Class 00 - Program Code needs to be entered

Capacity 10 - Instruction

Space Information

Space Class 20 - Research

Department Assignment 30 - Public Service

Space Level Allocations

40 - Academic Support

50 - Student Services

60 - Institutional Support

70 - Operations And Maintenance of Plant

80 - Vacant

1 - 1 of 1 items

Occupant - Primary Location Use this section to identify the occupants of the room

Find Remove

People - Primary Location

	Name	Title	Reports To	HR Department Name	HR Dept ID	Email	Work Phone
<input type="checkbox"/>	Eaton, Patrick R	Manager of Space Informat...	Grzyb, Kevin J	Facilities Mgmt EV	047400	patrick.eaton@northwester...	

Items per page: 10 1 - 1 of 1 items

Occupant - Secondary Location

Find Remove

People Query

	Name	Title	Reports To	HR Department Name	HR Dept ID	Email	Work Phone
No data to display							

Occupant - Not in Facilities Connect

Unnamed Occupant

Validation completion steps for an OFFICE – Space Class

Space: 00284D

Activate Save Save & Close Space Update Request More

Space Details General Contact Details Floor Plan Details Allocation Finishes Regulatory Maintenance History Notifications Notes & Documents Calendar Details 3D Model Calendar Includes Reports

Building / Space Details

Building ID	8844	Building Description	2020 Ridge	Floor	02	Wing
Area	93.89	Status	Revision In Progress			
Description	Workstation					
Program Class	70 - Operations And Ma... ▼					
Capacity	1					

Space Information

Find Clear

Space Class 316 - Workstation/Cubicle

People - Primary Location

	Name	Title	Reports To	HR Department Name	HR Dept ID	Email	Work Phone
<input type="checkbox"/>	Eaton, Patrick R	Manager of Space Informat...	Grzyb, Kevin J	Facilities Mgmt EV	047400	patrick.eaton@northwester...	

Items per page: 10 1 - 1 of 1 items

1 of 1 pages

Occupant - Secondary Location

Find Remove

People Query

	Name	Title	Reports To	HR Department Name	HR Dept ID	Email	Work Phone
No data to display							

Occupant - Not in Facilities Connect

Unnamed Occupant

Validation completion steps for an OFFICE – Room Information

Space: 00284D

Activate Save Save & Close Space Update Request More

Building / Space Details

Building ID **8844** Building Description **2020 Ridge** Floor **02** Wing

Area **93.89** Status **Revision In Progress**

Description **Workstation**

Program Class **70 - Operations And Ma...**

Capacity

Space Classes

ID	Name	Hierarchy Path
Con...	Contains	Contains
257	257 - Autoclave	\Classifications\Space Class Current\200 LABORATORY FACILITIES\257 - Autoclave
258	258 - Lab Storage Room	\Classifications\Space Class Current\200 LABORATORY FACILITIES\258 - Lab Storage Room
259	259 - Linear Equipment Roo...	\Classifications\Space Class Current\200 LABORATORY FACILITIES\259 - Linear Equipment Room
260	260 - Equipment Corridor	\Classifications\Space Class Current\200 LABORATORY FACILITIES\260 - Equipment Corridor
261	261 - Special Fac Corridor	\Classifications\Space Class Current\200 LABORATORY FACILITIES\261 - Special Fac Corridor
262	262 - Lab Suite Corridor	\Classifications\Space Class Current\200 LABORATORY FACILITIES\262 - Lab Suite Corridor
263	263 - Research Exam/Inter...	\Classifications\Space Class Current\200 LABORATORY FACILITIES\263 - Research Exam/Interview Room
264	264 - Research Asset Locat...	\Classifications\Space Class Current\200 LABORATORY FACILITIES\264 - Research Asset Location
265	265 - Freezer Farm	\Classifications\Space Class Current\200 LABORATORY FACILITIES\265 - Freezer Farm
266	266 - Recharge Operation S...	\Classifications\Space Class Current\200 LABORATORY FACILITIES\266 - Recharge Operation Support
310	310 - Faculty Office	\Classifications\Space Class Current\300 OFFICE FACILITIES\310 - Faculty Office
311	311 - Research Staff Office	\Classifications\Space Class Current\300 OFFICE FACILITIES\311 - Research Staff Office
312	312 - Grad Student Office	\Classifications\Space Class Current\300 OFFICE FACILITIES\312 - Grad Student Office
313	313 - Administrative Office	\Classifications\Space Class Current\300 OFFICE FACILITIES\313 - Administrative Office
314	314 - Other Staff Office	\Classifications\Space Class Current\300 OFFICE FACILITIES\314 - Other Staff Office
315	315 - Office Service	\Classifications\Space Class Current\300 OFFICE FACILITIES\315 - Office Service
316	316 - Workstation/Cubicle	\Classifications\Space Class Current\300 OFFICE FACILITIES\316 - Workstation/Cubicle
317	317 - Open Work Space	\Classifications\Space Class Current\300 OFFICE FACILITIES\317 - Open Work Space

Find

Clear

Find

Remove

1 of 1 pages

Find

Remove

Validation completion steps for an OFFICE – Department Assignments

Space: 00284D

ActivateSaveSave & CloseSpace Update RequestMore

Space DetailsGeneralContact DetailsFloor PlanDetailsAllocationFinishesRegulatoryMaintenanceHistoryNotificationsNotes & DocumentsCalendar Details3D ModelCalendarIncludesReports

Building / Space Details

Building ID

8844

Building Description

2020 Ridge

Floor

02

Wing

Room Number

00284D

Area

93.89

Status

Revision In Progress

Description

Workstation

Program Class

70 - Operations And Maintenance of Plant

Capacity

1

Space Information

Space Class

316 - Workstation/Cubicle

FindClear

Department Assignments

Space Level Allocations

<input type="checkbox"/>	Organization Name	Organization Description	Area Allocated	Percent Allocated	Status
<input type="checkbox"/>	1820200	University_Ops-Space Infor...	93.89 square-feet	100 percent	Active
			93.89 square-feet	100 percent	

1 - 1 of 1 items

People Query

☐

i

Name

Title

Reports To

HR Department Name

HR Dept ID

Email

Work Phone

No data to display

Occupant - Not in Facilities Connect

Unnamed Occupant

Validation completion steps for an OFFICE – Primary Occupant Location

Space: 00284D

Activate Save Save & Close Space Update Request More

Space Details General Contact Details Floor Plan Details Allocation Finishes Regulatory Maintenance History Notifications Notes & Documents Calendar Details 3D Model Calendar Includes Reports

Building / Space Details

Building ID: 8844 Building Description: 2020 Ridge Floor: 02 Wing: Room Number: 00284D

Area: 93.89 Status: Revision In Progress

Description: Workstation

Program Class: 70 - Operations And Maintenance of Plant

Capacity: 1

Space Information

Space Class: 316 - Workstation/Cubicle

Find Clear

Department Assignments

Space Level Allocations

Organization Name	Organization Description	Area Allocated	Percent Allocated	Status
1820200	University_Ops-Space Infor...	93.89 square-feet	100 percent	Active
		93.89 square-feet	100 percent	

Occupant - Primary Location: Use this section to identify the occupants of the room

Find Remove

People - Primary Location

Name	Title	Reports To	HR Department Name	HR Dept ID
Eaton,Patrick R	Manager of Space Informat...	Grzyb,Kevin J	Facilities Mgmt EV	047400

Items per page: 10 1 - 1 of 1 items 1 of 1 pages

Occupant - Not in Facilities Connect

Unnamed Occupant

Validation completion steps for an OFFICE – Occupant Secondary Location

Space: 00284D

Activate Save Save & Close Space Update Request More

Space Details General Contact Details Floor Plan Details Allocation Finishes Regulatory Maintenance History Notifications Notes & Documents Calendar Details 3D Model Calendar Includes Reports

Building / Space Details

Building ID: 8844 Building Description: 2020 Ridge Floor: 02 Wing: Room Number: 00284D

Area: 93.89 Status: Revision In Progress

Description: Workstation

Program Class: 70 - Operations And Maintenance of Plant

Capacity: 1

Space Information

Space Class: 316 - Workstation/Cubicle

Find Clear

Department Assignments

Space Level Allocations

Organization Name	Organization Description	Area Allocated	Percent Allocated	Status
-------------------	--------------------------	----------------	-------------------	--------

Occupant - Secondary Location

Find Remove

People Query

Name	Title	Reports To	HR Department Name	HR Dept ID
No data to display				

Occupant - Not in Facilities Connect

Unnamed Occupant

Non Northwestern Employee / Faculty (NMFF, NMH, etc)

Graduate Student-Funded

Graduate Student-Unfunded

Visiting Faculty / Researcher / Scholar

Emeritus Faculty

Non Northwestern Employee / Faculty (NMFF, NMH, etc)

Validation completion steps for an OFFICE

Space: 00284D

Activate Save Save & Close Space Update Request More

Space Details General Contact Details Floor Plan Details Allocation Finishes Regulatory Maintenance History Notifications Notes & Documents Calendar Details 3D Model Calendar Includes Reports

Building / Space Details

Building ID

8844

Building Description

2020 Ridge

Floor

02

Wing

Room Number

00284D

Area

93.89

Status

Revision In Progress

Description

Workstation

Program Class

70 - Operations And Maintenance of Plant

Capacity

1

Space Information

Find Clear

Space Class

316 - Workstation/Cubicle

Department Assignments

Space Level Allocations

Organization Name

Organization Description

Area Allocated

Percent Allocated

Status

1820200

University_Ops-Space Infor...

93.89 square-feet

100 percent

Active

93.89 square-feet100 percent

1 of 1 items

Occupant - Primary Location: Use this section to identify the occupants of the room

Find Remove

People - Primary Location

Name

Title

Reports To

HR Department Name

HR Dept ID

Email

Work Phone

Eaton,Patrick R

Manager of Space Informat...

Grzyb,Kevin J

Facilities Mgmt EV

047400

patrick.eaton@northwester...

Items per page: 101 - 1 of 1 items

1 of 1 pages

Occupant - Secondary Location

Find Remove

People Query

Name

Title

Reports To

HR Department Name

HR Dept ID

Email

Work Phone

No data to display

Occupant - Not in Facilities Connect

Unnamed Occupant

Validation completion steps for an OFFICE – Department Details

Space: 00284D

ActivateSaveSave & CloseSpace Update RequestMore

Space DetailsGeneralContact DetailsFloor PlanDetailsAllocationFinishesRegulatoryMaintenanceHistoryNotificationsNotes & DocumentsCalendar Details3D ModelCalendarIncludesReports

Building / Space Details

Building ID

8844

Building Description

2020 Ridge

Floor

02

Wing

Room Number

00284D

Area

93.89

Status

Revision In Progress

Description

Workstation

Program Class

70 - Operations And Maintenance of Plant

Capacity

1

Space Information

Space Class

316 - Workstation/Cubicle

Find

Clear

Department Assignments

Space Level Allocations

☐

Organization Name

Organization Description

Area Allocated

Percent Allocated

Status

☒

1820200

University_Ops-Space Infor...

93.89 square-feet

100 percent

Active

93.89 square-feet

100 percent

1 - 1 of 1 items

People Query

☐

Name

Title

Reports To

HR Department Name

HR Dept ID

Email

Work Phone




No data to display

Occupant - Not in Facilities Connect

Unnamed Occupant

Validation completion steps for an OFFICE – Assignee Details


Space Level Allocations: 1065344




  Save Save & Close Verify Retire Hidden More 

Allocation Details General System Audit Actions

(Required): General information for Space Level Allocations.

Building/Space Details

Location Lookup  \Locations\Evanston Campus\2020 Ridge\02\00284D

Building ID  8844 Building Description  2020 Ridge Floor  02 Space 00284D

Area 93.89

Allocation Details

Organization Name 1820200 Organization Description University_Ops-Space Information










Area Allocated 93.89 square-feet

Percent Allocated 100

Verified By Verified Date

Assignee Details

Find Remove

 Export 1 total found								
<input type="checkbox"/>	Employee ID	Assignee Name	Productivity Department	Percent Allocated	Allocated Percent(Manual)	Area Allocated	Start Date	End Date
<input type="checkbox"/>	 9999_02	Vice President-Vice President	1820200  	100 percent	100 	93.89 square-feet	09/01/2024  	09/31/2025  
				100 percent		93.89 square-feet		

Lab Users

Find Remove Reset Lab Users

Lab Users

  [Apply Filters](#) 

<input type="checkbox"/>	Lab User ID	Lab User Name
--------------------------	-------------	---------------

No data to display

Function Code

Find Remove

 Export 1 total found				
<input type="checkbox"/>	ID	Name	Previous Fiscal Year Percent	Allocated Percent(Manual)
<input type="checkbox"/>	 0075	Operations & Maintenance	100	100 percent 100 

Validation completion steps for an OFFICE - Assignee

Space Level Allocations: 1065344



Save

Save & Close

Verify

Retire Hidden

More



Allocation Details

General

System

Audit Actions

(Required): General information for Space Level Allocations.

Building/Space Details

Location Lookup \Locations\Evanston Campus\2020 Ridge\02\00284D

Building ID 8844

Building Description 2020 Ridge

Floor 02

Space 00284D

Area 93.89

Allocation Details

Organization Name 1820200

Organization Description University_Ops-Space Information

Area Allocated 93.89 square-feet

Percent Allocated 100

Verified By

Verified Date

Assignee Details

Find

Remove

Export 1 total found

<input type="checkbox"/>	Employee ID	Assignee Name	Productivity Department	Percent Allocated	Allocated Percent(Manual)	Area Allocated	Start Date	End Date
<input type="checkbox"/>	9999_02	Vice President,Vice President	1820200	100 percent	100	93.89 square-feet	09/01/2024	08/31/2025
				100 percent		93.89 square-feet		

No data to display

Function Code

Find




Remove

Export 1 total found

<input type="checkbox"/>	ID	Name	Previous Fiscal Year Percent	Current Fiscal Year Percent Allocated	Allocated Percent(Manual)
<input type="checkbox"/>	0075	Operations & Maintenance	100		100 percent 100

Validation completion steps for an OFFICE – Function Code

Space Level Allocations: 1065344

  Save Save & Close Verify Retire Hidden More 

Allocation Details General System Audit Actions

(Required): General information for Space Level Allocations.

Building/Space Details

Location Lookup  \Locations\Evanston Campus\2020 Ridge\02\00284D

Building ID  8844 Building Description  2020 Ridge Floor  02 Space 00284D

Area 93.89

Allocation Details

Organization Name 1820200 Organization Description University_Ops-Space Information





Area Allocated 93.89 square-feet

Percent Allocated 100

Verified By Verified Date

Assignee Details

Find Remove

 Export 1 total found									
<input type="checkbox"/>	Employee ID	Assignee Name	Productivity Department	Percent Allocated	Allocated Percent(Manual)	Area Allocated	Start Date	End Date	
<input type="checkbox"/>	 9999_02	Vice President-Vice President	1820200  	100 percent	100 	93.89 square-feet	09/01/2024  	09/31/2025  	
				100 percent		93.89 square-feet			

Lab Users

Find Remove Reset Lab Users




Lab Users

  Apply Filters 

☐ Lab User ID Lab User Name

Function Code

Find Remove

 Export 1 total found					
<input type="checkbox"/>	ID	Name	Previous Fiscal Year Percent	Current Fiscal Year Percent Allocated	Allocated Percent(Manual)
<input type="checkbox"/>	 0020	Salaries & Wages (Calculated)	100	0 percent	0 
				0 percent	

Validation completion steps for an OFFICE – Function Code

Space Level Allocations: 1065344

Get All Function Code Records

Allocation Details General System Audit Actions

(Required): General Information for Space Level Allocations.

Building/Space Details

Location Lookup \Locations\Evanston Campus\2020 Ridge\000002844

Building ID 8844

Area 93.89

Allocation Details

Organization Name 1820200

Area Allocated 93.89 square-feet

Percent Allocated 100

Verified By

Assignee Details

Export 1 total found

Employee ID	Assignee Name	Productivity Dept
9999_02	Vice President/Vice President	1820200

Lab Users

Lab Users

Lab User ID Lab User Name

Function Code

Export 1 total found

ID	Name	Previous Fiscal Year Percent	Current Fiscal Year Percent Allocated	Allocated Percent(Manual)
0075	Operations & Maintenance	100	100 percent	100
			100 percent	

0005 Instruction

0007 Department Research

0010 Sponsored Research

0012 Industry Clinical Trial

0014 Other Sponsored Activity

0016 Other Institutional Activity

0020 Salaries & Wages (Calculated)

0035 Library

0040 General Administration

0050 Sponsored Project Administration

0060 School/Department Administration

0065 Student Services

0075 Operations & Maintenance

0085 Sponsored Training

0110 Specialized Service Facility

9950 Non-University Activity

9975 Vacant/Not in Use

9980 Under Construction

9985 End of Lease

9999 Nonassignable

Save Save & Close Verify Retire Hidden More

Find Remove

Area Allocated Start Date End Date

93.89 square-feet 09/01/2024 08/31/2025

93.89 square-feet

Find Remove Reset Lab Users

Find Remove

0% Warning steps for an OFFICE

Allocation Details General System Audit Actions

(Required): General information for Space Level Allocations.



Attention!

The total Percent Allocated amounts of Assignee Details records should equal 100%. Please review and update percentages.



Building/Space Details

Allocation Details

Assignee Details

Export 1 total found	Employee ID	Assignee Name	Productivity Department	Percent Allocated	Allocated Percent(Manual)	Area Allocated	Start Date
<input type="checkbox"/>	9999_02	Vice President,Vice President	1820200	100 percent	0	93.89 square-feet	09/01/2024
<input type="checkbox"/>				100 percent		93.89 square-feet	

Lab Users

Find

Function Code

Export 1 total found	ID	Name	Previous Fiscal Year Percent	Current Fiscal Year Percent Allocated	Allocated Percent(Manual)
<input type="checkbox"/>	0075	Operations & Maintenance	100	100 percent	0
<input type="checkbox"/>				100 percent	

Activation completion steps for an OFFICE

Space: 00284D

Space Details | General | Contact Details | Floor Plan | Details | Allocation | Finishes | Regulatory | Maintenance | History | Notifications | Notes & Documents | Calendar Details | 3D Model | Calendar | Includes | Reports

Building / Space Details

Building ID: 8844 | Building Description: 2020 Ridge | Floor: 02 | Wing: | Room Number: 00284D

Area: 93.89 | Status: Revision In Progress

Description: workstation

Program Classification: | Capacity: | Space Info: | Space Class: | Department: | Space Level Allocation: |

Organization: | 18202

1 - 64 items

Activate | Save | Save & Close | Space Update Request | More

Maintenance | History | Notifications | Notes & Documents | Calendar Details | 3D

Occupant - Primary Location: Use this section to identify the occupants of the room

Find | Remove

People - Primary Location

<input type="checkbox"/>	ID	Name	Title	Reports To	HR Department Name	HR Dept ID	Email	Work Phone
<input type="checkbox"/>		Eaton, Patrick R	Manager of Space Informat...	Grzyb, Kevin J	Facilities Mgmt EV	047400	patrick.eaton@northwester...	

Items per page: 10 | 1 - 1 of 1 items

Occupant - Secondary Location

Find | Remove

People Query

<input type="checkbox"/>	ID	Name	Title	Reports To	HR Department Name	HR Dept ID	Email	Work Phone
No data to display								

Occupant - Not in Facilities Connect

Unnamed Occupant

Verification completion steps for an OFFICE

Space Level Allocations: 1065344

Allocation Details General System Audit Actions

(Required): General information for Space Level Allocations.

Building/Space Details

Location Lookup \Locations\Evanston Campus\2020 Ridge\02\00284D

Building ID 8844 Building Description 2020 Ridge Floor 02 Space 00284D

Area 93.89

Allocation Details

Organization Name 1820200 Organization Description University_Ops-Space Information

Area Allocated 93.89 square-feet

Percent Allocated

Verified By



Save

Save & Close

Verify

Retire Hidden

More



Assignee Details

Export 1 total found

<input type="checkbox"/>	Employee ID	Assignee Name	Productivity Department	Percent Allocated	Allocated Percent(Manual)	Area Allocated	Start Date	End Date
<input type="checkbox"/>	9999_02	Vice President-Vice President	1820200	100 percent	100	93.89 square-feet	09/01/2024	09/31/2025
				100 percent		93.89 square-feet		

Lab Users

Lab Users

☐ Lab User ID Lab User Name

No data to display

Function Code

Export 1 total found




<input type="checkbox"/>	ID	Name	Previous Fiscal Year Percent	Current Fiscal Year Percent Allocated	Allocated Percent(Manual)
<input type="checkbox"/>	0075	Operations & Maintenance	100	100 percent	100

Completion Steps for Validation for a Laboratory

Validation completion steps for a LABORATORY

Home /

My Department Base Data

My Responsible Department Base Data   

Parent Building ID: 8792 x Parent Floor: 05 x Organization Name: 5108000 x [Clear Filters](#)

<input type="checkbox"/>	Parent Property	Parent Building ID	Parent Building Name	Parent Floor	Space ID	Space Name ↑	Organization Name	Organization Description
	Contains	8792	Contains	05	Contains	Contains	5108000	Contains
<input type="checkbox"/>	Chicago Campus	8792	Ward Building	05	8792-05-05021	05021	5108000	FSM-Neuroscience FSM
<input type="checkbox"/>	Chicago Campus	8792	Ward Building	05	8792-05-05021	05021	5108000	FSM-Neuroscience FSM
<input type="checkbox"/>	Chicago Campus	8792	Ward Building	05	8792-05-05023	05023	5108000	FSM-Neuroscience FSM
<input type="checkbox"/>	Chicago Campus	8792	Ward Building	05	8792-05-05031	05031	5108000	FSM-Neuroscience FSM
<input type="checkbox"/>	Chicago Campus	8792	Ward Building	05	8792-05-05036	05036	5108000	FSM-Neuroscience FSM
<input type="checkbox"/>	Chicago Campus	8792	Ward Building	05	8792-05-05063	05063	5108000	FSM-Neuroscience FSM
<input type="checkbox"/>	Chicago Campus	8792	Ward Building	05	8792-05-05071	05071	5108000	FSM-Neuroscience FSM
<input type="checkbox"/>	Chicago Campus	8792	Ward Building	05	8792-05-05071	05071	5108000	FSM-Neuroscience FSM
<input type="checkbox"/>	Chicago Campus	8792	Ward Building	05	8792-05-05075	05075	5108000	FSM-Neuroscience FSM
<input type="checkbox"/>	Chicago Campus	8792	Ward Building	05	8792-05-05097	05097	5108000	FSM-Neuroscience FSM
<input type="checkbox"/>	Chicago Campus	8792	Ward Building	05	8792-05-05116	05116	5108000	FSM-Neuroscience FSM
<input type="checkbox"/>	Chicago Campus	8792	Ward Building	05	8792-05-05118	05118	5108000	FSM-Neuroscience FSM
<input type="checkbox"/>	Chicago Campus	8792	Ward Building	05	8792-05-05118	05118	5108000	FSM-Neuroscience FSM
<input type="checkbox"/>	Chicago Campus	8792	Ward Building	05	8792-05-05120	05120	5108000	FSM-Neuroscience FSM
<input type="checkbox"/>	Chicago Campus	8792	Ward Building	05	8792-05-05122	05122	5108000	FSM-Neuroscience FSM
<input type="checkbox"/>	Chicago Campus	8792	Ward Building	05	8792-05-05132	05132	5108000	FSM-Neuroscience FSM
<input type="checkbox"/>	Chicago Campus	8792	Ward Building	05	8792-05-05140	05140	5108000	FSM-Neuroscience FSM
<input type="checkbox"/>	Chicago Campus	8792	Ward Building	05	8792-05-05145	05145	5108000	FSM-Neuroscience FSM

Items per page: 50 1 - 50 of 59 items 1

Validation completion steps for a LABORATORY

Space: 05031

ActivateSaveSave & CloseSpace Update RequestMore

<Space DetailsGeneralContact DetailsFloor PlanDetailsAllocationFinishesRegulatoryMaintenanceHistoryNotificationsNotes & DocumentsCalendar Details3D>

Building / Space Details

Building ID8792

Building DescriptionWard Building

Floor05

Wing

Room Number05031

Area147.16

StatusRevision In Progress

DescriptionBehavior Room

Program Class20 - Research

Capacity0

Space Information

Space Class250 - Research/Nonclass Laboratory

FindClear

Department Assignments

Space Level Allocations

	Organization Name	Organization Description	Area Allocated	Percent Allocated	Status
<input type="checkbox"/>	5108000	FSM-Neuroscience FSM	147.16 square-feet	100 percent	Active
			147.16 square-feet	100 percent	

1 - 1 of 1 items

Occupant - Primary Location: Use this section to identify the occupants of the room

FindRemove

Occupant - Secondary Location

FindRemove

Occupant - Not in Facilities Connect

Lab Users

Select One

Lab Users

Recharge Facility

Shared by ALL Departmental Research Staff

Validation completion steps for a LABORATORY

Space: 05031

Activate Save Save & Close Space Update Request More

Space Details General Contact Details Floor Plan Details Allocation Finishes Regulatory Maintenance History Notifications Notes & Documents Calendar Details 3D

Building / Space Details

Building ID	8792	Building Description	Ward Building	Floor	05	Wing
Area	147.16	Status	Revision In Progress	Space Classes		
Description	Behavior Room					
Program Class	20 - Research					
Capacity	0					

Space Information

Space Class 250 - Research/Nonclass Laboratory

1 - 1 of 1 items

Occupant - Primary Location: Use this section to identify the occupants of the room

Occupant - Secondary Location

Occupant - Not in Facilities Connect

Lab Users

Select One

- Lab Users
- Recharge Facility
- Shared by ALL Departmental Research Staff

ID	Name
240	240 - Dry Lab Research Offi...
241	241 - Dry Lab Research Wor...
245	245 - Research Computing ...
250	250 - Research/Nonclass L...
251	251 - Cell/Tissue Culture R...
252	252 - Lab Equipment Room
253	253 - Environmentally Contr...
254	254 - Research Darkroom
255	255 - Research/Nonclass L...
256	256 - Glass Wash
257	257 - Autoclave
258	258 - Lab Storage Room
259	259 - Linear Equipment Roo...
260	260 - Equipment Corridor
261	261 - Special Fac Corridor
262	262 - Lab Suite Corridor
263	263 - Research Exam/Inter...
264	264 - Research Asset Locat...
265	265 - Freezer Farm
266	266 - Recharge Operation S...

Find Clear

Find Remove

Find Remove

Validation completion steps for a LABORATORY

Space: 05031

Activate Save Save & Close Space Update Request More

< Space Details General Contact Details Floor Plan Details Allocation Finishes Regulatory Maintenance History Notifications Notes & Documents Calendar Details 3D >

Building / Space Details

Building ID	8792	Building Description	Ward Building	Floor	05	Wing	Room Number	05031
Area	147.16	Status	Revision In Progress					
Description	Behavior Room							
Program Class	20 - Research							
Capacity	0							

Space Information

Space Class 250 - Research/Nonclass Labor

Department Assignments

Space Level Allocations

Organization Name	Organization Description
5108000	FSM-Neuroscience FSM

1 - 1 of 1 items

Occupant - Primary Location: Use this section to identify the occupants of the room

Find Remove

Occupant - Secondary Location

Find Remove

Lab Users

Select One

- ☒ Lab Users
- ☐ Recharge Facility
- ☐ Shared by ALL Departmental Research Staff

1 - 1 of 1 items

Lab Users

Select One

- ☒ Lab Users
- ☐ Recharge Facility
- ☐ Shared by ALL Departmental Research Staff

Validation completion steps for a LABORATORY – Department Assignments

Space: 05031

Activate Save Save & Close Space Update Request More

Space Details General Contact Details Floor Plan Details Allocation Finishes Regulatory Maintenance History Notifications Notes & Documents Calendar Details 3D

Building / Space Details

Building ID 8792 Building Description Ward Building Floor 05 Wing Room Number 05031

Area 147.16 Status Revision In Progress

Description Behavior Room

Program Class 20 - Research

Capacity 0

Space Information

Space Class 250 - Research/Nonclass Laboratory

Department Assignments

Space Level Allocations

Organization Name	Organization Description	Area Allocated	Percent Allocated	Status
5108000	FSM-Neuroscience FSM	147.16 square-feet	100 percent	Active
		147.16 square-feet	100 percent	

1 - 1 of 1 items

Occupant - Primary Location: Use this section to identify the occupants of the room

Occupant - Secondary Location

Occupant - Not in Facilities Connect

Lab Users

Select One



Lab Users




Recharge Facility

Shared by ALL Departmental Research Staff

Validation completion steps for a LABORATORY – PI / Assignee Details

Building/Space Details

Location Lookup   \Locations\Chicago Campus\Ward Building\05\05031


Building ID	 8792	Building Description	 Ward Building	Floor	 05	Space	05031
Area	147.16						

Allocation Details

Organization Name	5108000	Organization Description	FSM-Neuroscience FSM
Area Allocated	147.16 square-feet		
Percent Allocated	100		
Verified By		Verified Date	

Assignee Details

[Find](#) [Remove](#)





Export 1 total found							
Employee ID	Assignee Name	Productivity Department	Percent Allocated	Allocated Percent(Manual)	Area Allocated	Start Date	End Date
 1092328	Lerner,Talia Newcombe	<input type="text" value="5108000"/>	<input type="text" value="100 percent"/>	<input type="text" value="100"/>	<input type="text" value="147.16 square-feet"/>	<input type="text" value="09/01/2024"/>	<input type="text" value="08/31/2025"/>
			100 percent		147.16 square-feet		

Lab Users

[Find](#) [Remove](#) [Reset Lab Users](#)



Function Code




[Find](#) [Remove](#)

Export 4 total found Apply Filters Clear Filters Show More Filters					
ID	Name	Previous Fiscal Year Percent	Current Fiscal Year Percent Allocated	Allocated Percent(Manual)	
<input type="text" value="Contains"/>	<input type="text" value="Contains"/>	<input type="text" value="Contains"/>	<input type="text" value="Equals"/>	<input type="text" value="Contains"/>	
 0005	Instruction	5		0 percent	<input type="text" value="0"/> ▼
 0007	Department Research	5		0 percent	<input type="text" value="0"/> ▼
 0010	Sponsored Research	70		0 percent	<input type="text" value="0"/> ▼
 0085	Sponsored Training	20		0 percent	<input type="text" value="0"/> ▼
				0 percent	

Validation completion steps for a LABORATORY – PI / Assignee Details

Building/Space Details

Location Lookup   \Locations\Chicago Campus\Ward Building\05\05031

Building ID	 8792	Building Description	 Ward Building	Floor	 05	Space	05031
Area	147.16						


Allocation Details

Organization Name	5108000	Organization Description	FSM-Neuroscience FSM
Area Allocated	147.16	square-feet	
Percent Allocated	100		

Assignee Details

Find

Remove


 Export 1 total found










<input type="checkbox"/>	Employee ID	Assignee Name	Productivity Department	Percent Allocated	Allocated Percent(Manual)	Area Allocated	Start Date	End Date
<input type="checkbox"/>	1092328	Lerner,Talia Newcombe	5108000	100 percent	100	147.16 square-feet	09/01/2024	08/31/2025
<input type="checkbox"/>				100 percent		147.16 square-feet		

Function Code

Find

Remove

 Export 4 total found [Apply Filters](#) [Clear Filters](#) [Show More Filters](#)

<input type="checkbox"/>	ID	Name	Previous Fiscal Year Percent	Current Fiscal Year Percent Allocated	Allocated Percent(Manual)
<input type="checkbox"/>					
<input type="checkbox"/>	 0005	Instruction	5	0 percent	0
<input type="checkbox"/>	 0007	Department Research	5	0 percent	0
<input type="checkbox"/>	 0010	Sponsored Research	70	0 percent	0
<input type="checkbox"/>	 0085	Sponsored Training	20	0 percent	0
				0 percent	

Validation completion steps for a LABORATORY – Grant Chart-Strings

Assignee Details: Lerner,Talia Newcombe - 5108000 - \Locations\Chicago Campus\Ward Building\05\05031, 1089012



Save

Save & Close



General

System

Audit Actions

(Required): General information for Space Level Allocations.

Building/Space Details

Building ID	8792	Building Description	Ward Building	Floor	05	Space	05031
Area	147.16	Status	Active				

Allocation Details

Organization Name	5108000	Organization Description	FSM-Physiology
Area Allocated	147.16 square-feet	PI Name	Lerner,Talia Newcombe
Percent Allocated	100	Productivity Department	5108000
Percent Allocated	100	Start Date	09/01/2024
		End Date	08/31/2025

Grant Chartstrings – Select Active Grant Chartstrings for this Assignee

Add Manual Chartstrings

Remove

Show: 500

Grant Chartstrings	Active	Active Start Date	Active End Date
Contains	Contains	More Than or Equals	Less Than or Equals
650-5108000-60061586	<input type="checkbox"/>	10/01/2021	01/31/2025
610-5108000-60061946	<input type="checkbox"/>	05/01/2022	04/30/2025
610-5108000-60063212	<input type="checkbox"/>	09/15/2022	08/31/2027
610-5108000-60064543	<input type="checkbox"/>	04/01/2023	03/31/2026
610-5108000-60065387	<input type="checkbox"/>	06/16/2023	03/31/2028
610-5108000-60068340	<input type="checkbox"/>	06/01/2024	05/31/2027
610-5108000-60068390	<input type="checkbox"/>	06/01/2024	05/31/2027
620-5108000-60068958	<input type="checkbox"/>	04/01/2024	03/31/2028
650-5108000-60069292	<input type="checkbox"/>	12/15/2024	12/31/2027

Validation completion steps for a LABORATORY – Grant Chart-Strings

Assignee Details: Lerner,Talia Newcombe - 5108000 - \Locations\Chicago Campus\Ward Building\05\05031, 1089012



Save

Save & Close



General System Audit Actions

(Required): General information for Space Level Allocations.

Building/Space Details

Building ID 8792 Building Description Ward Building Floor 05 Space 05031

Area 147.16 Status Active

Allocation Details

Organization Name 5108000 Organization Description FSM-Physiology

Area Allocated 147.16 square-feet PI Name Lerner,Talia Newcombe

Percent Allocated 100 Productivity Department 5108000

Percent Allocated 100 Start Date 09/01/2024

Grant Chartstrings – Select Active Grant Chartstrings for this Assignee

Add Manual Chartstrings

Remove

Export 9 total found [Apply Filters](#) [Clear Filters](#)

Show: 500

<input type="checkbox"/>	Grant Chartstrings	Active	Active Start Date	Active End Date
<input type="checkbox"/>	<input type="text" value="Contains"/>	<input type="text" value="Contains"/>	<input type="text" value="More Than or Equals"/>	<input type="text" value="Less Than or Equals"/>
<input type="checkbox"/>	650-5108000-60061586	<input checked="" type="checkbox"/>	10/01/2021	01/31/2025
<input type="checkbox"/>	610-5108000-60061946	<input checked="" type="checkbox"/>	05/01/2022	04/30/2025
<input type="checkbox"/>	610-5108000-60063212	<input checked="" type="checkbox"/>	09/15/2022	08/31/2027
<input type="checkbox"/>	610-5108000-60064543	<input checked="" type="checkbox"/>	04/01/2023	03/31/2026
<input type="checkbox"/>	610-5108000-60065387	<input checked="" type="checkbox"/>	06/16/2023	03/31/2028
<input type="checkbox"/>	610-5108000-60068340	<input checked="" type="checkbox"/>	06/01/2024	05/31/2027
<input type="checkbox"/>	610-5108000-60068390	<input checked="" type="checkbox"/>	06/01/2024	05/31/2027
<input type="checkbox"/>	620-5108000-60068958	<input checked="" type="checkbox"/>	04/01/2024	03/31/2028
<input type="checkbox"/>	650-5108000-60069292	<input checked="" type="checkbox"/>	12/15/2024	12/31/2027

Validation completion steps for a LABORATORY – Lab Users

Assignee Details: Lerner,Talia Newcombe - 5108000 - \Locations\Chicago Campus\Ward Building\05\05031, 1089012

General System Audit Actions

(Required): General Information for Space Level Allocations.

Building/Space Details

Building ID 8792 Building Description Ward Building Floor 05 Space 05031

Area 147.16 Status Active

Allocation Details

Organization Name 5108000

Area Allocated 147.16 square-feet

Percent Allocated 100

Percent Allocated 100

FSM-Physiology

Lerner,Talia Newcombe

5108000

Start Date 09/01/2024

End Date 08/31/2025

Grant Chartstrings – Select Active Grant Chartstrings for this Assignee

Add Manual Chartstrings Remove

Export 9 total found Apply Filters Clear Filters

Grant Chartstrings	Active	Active Start Date	Active End Date
650-5108000-60061586	✓	10/01/2021	01/31/2025
610-5108000-60061946	✓	05/01/2022	04/30/2025
610-5108000-60063212	✓	09/15/2022	08/31/2027
610-5108000-60064543	✓	04/01/2023	03/31/2026
610-5108000-60065387	✓	06/16/2023	03/31/2028
610-5108000-60068340	✓	06/01/2024	05/31/2027
610-5108000-60068390	✓	06/01/2024	05/31/2027
620-5108000-60068958	✓	04/01/2024	03/31/2028
650-5108000-60069292	✓	12/15/2024	12/31/2027

Validation completion steps for a LABORATORY – Lab Users

Building/Space Details

Location Lookup \Locations\Chicago Campus\Ward Building\05\05031

Building ID 8792 Building Description Ward Building Floor 05 Space 05031

Area 147.16

Allocation Details

Organization Name 5108000 Organization Description

Area Allocated 147.16 square-feet

Percent Allocated 100

Verified By Verified Date

Assignee Details

Find Remove

Export	1 total found	Employee ID	Assignee Name	Productivity Department	Percent Allocated	Allocated Percent(Manual)	Area Allocated	Start Date	End Date
<input type="checkbox"/>		1092328	Lerner,Talia Newcombe	5108000	100 percent	100	147.16 square-feet	09/01/2024	08/31/2025
					100 percent		147.16 square-feet		

Lab Users

Find Remove Reset Lab Users

Function Code

Find Remove

ID	Name	Previous Fiscal Year Percent	Current Fiscal Year Percent Allocated	Allocated Percent(Manual)
<input type="checkbox"/>	<input type="text" value="Contains"/>	<input type="text" value="Contains"/>	<input type="text" value="Equals"/>	<input type="text" value="Contains"/>
<input type="checkbox"/>	0005 Instruction	5	0 percent	0
<input type="checkbox"/>	0007 Department Research	5	0 percent	0
<input type="checkbox"/>	0010 Sponsored Research	70	0 percent	0
<input type="checkbox"/>	0085 Sponsored Training	20	0 percent	0
			0 percent	

Validation completion steps for a LABORATORY – Lab Users

Building/Space Details

Location Lookup

\Locations\Chicago Campus\Ward Building\05\05031

Building ID

8792

Building Description

Ward Building

Floor

05

Space

05031

Area

147.16

Allocation Details

Area Allocated

147.16

square-feet

Percent Allocated

100

Verified By

Verified Date

Assignee Details

Find

Remove

Lab Users

Find

Remove

Reset Lab Users

Lab Users

Apply Filters

Lab User ID

Lab User Name

Contains

Contains

3220224

Mwenda,Nkatha

3313742

Van Camp,Louis Donald

1092328

Lerner,Talia Newcombe

1100825

Sherathiya,Venus Nitinkumar

2830367

Seiler,Jillian Leigh

2831409

Ambrosi,Priscilla

3089852

Coleman,Ellen Catherine

3400033

San Jose,H

Items per page: 100

1 - 20 of 20 items

1

of 1 pages

Validation completion steps for a LABORATORY – Lab Users

Building/Space Details

Location Lookup

\Locations\Chicago Campus\Ward Building\05\05031

Building ID

8792

Building Description

Ward Building

Floor

05

Space

05031

Area

147.16

Allocation Details

Area Allocated

147.16 square-feet

Percent Allocated

100

Verified By

Verified Date

Assignee Details

Find

Remove

Lab Users

Find

Remove

Reset Lab Users

Lab Users

Contains

Contains

3220224

Mwenda,Nkatha

3313742

Van Camp,Louis Donald

1092328

Lerner,Talia Newcombe

1100825

Sherathiya,Venus Nitinkumar

2830367

Seiler,Jillian Leigh

2831409

Ambrosi,Priscilla

3089852

Coleman,Ellen Catherine

3089852

Coleman,Ellen Catherine

Items per page: 100 1 - 20 of 20 items

1 of 1 pages

Validation completion steps for a LABORATORY – Function Codes

Building/Space Details

Location Lookup

\Locations\Chicago Campus\Ward Building\05\05031

Building ID

8792

Building Description

Ward Building

Floor

05

Space

05031

Area

147.16

Allocation Details

Area Allocated

147.16

square-feet

Percent Allocated

100

Verified By

Verified Date

Assignee Details

Find

Remove

Export

1 total found

	Employee ID	Assignee Name	Productivity Department	Percent Allocated	Allocated Percent(Manual)	Area Allocated	Start Date	End Date
<input type="checkbox"/>	<div><div></div><div>1092328</div></div>	Lerner,Talia Newcombe	5108000	100 percent	<div><div></div><div>100</div></div>	147.16 square-feet	<div><div></div><div>09/01/2024</div></div>	<div><div></div><div>08/31/2025</div></div>
				100 percent		147.16 square-feet		

Lab Users

Find

Remove

Reset Lab Users

Function Code

Find

Remove

Export

4 total found

Apply Filters

Clear Filters

Show More Filters

	ID	Name	Previous Fiscal Year Percent	Current Fiscal Year Percent Allocated	Allocated Percent(Manual)
<input type="checkbox"/>	<div><div>Contains</div></div>	<div><div>Contains</div></div>	<div><div>Contains</div></div>	<div><div>Equals</div></div>	<div><div>Contains</div></div>
<input type="checkbox"/>	<div><div></div><div>0005</div></div>	Instruction	5	0 percent	<div><div></div><div>0</div></div>
<input type="checkbox"/>	<div><div></div><div>0007</div></div>	Department Research	5	0 percent	<div><div></div><div>0</div></div>
<input type="checkbox"/>	<div><div></div><div>0010</div></div>	Sponsored Research	70	0 percent	<div><div></div><div>0</div></div>
<input type="checkbox"/>	<div><div></div><div>0085</div></div>	Sponsored Training	20	0 percent	<div><div></div><div>0</div></div>
				0 percent	

Northwestern

66

Validation completion steps for a LABORATORY – Function Codes

Building/Space Details

Location Lookup

\Locations\Chicago Campus\Ward Building\05\05031

Building ID

8792

Building Description

Ward Building

Floor

05

Space

05031

Area

147.16

Allocation Details

Area Allocated

147.16

square-feet

Percent Allocated

100

Verified By

Verified Date

Assignee Details

Find

Remove

Export

1 total found

<input type="checkbox"/>	Employee ID	Assignee Name	Productivity Department	Employee ID	Percent Allocated	Allocated Percent(Manual)	Area Allocated	Start Date	End Date
<input type="checkbox"/>	1092328	Lerner,Talia Newcombe	5108000		100 percent	100	147.16 square-feet	09/01/2024	08/31/2025
					100 percent		147.16 square-feet		

Lab Users

Find

Remove

Reset Lab Users

Function Code

Find

Remove

Export

4 total found

Apply Filters

Clear Filters

Show More Filters

<input type="checkbox"/>	ID	Name	Previous Fiscal Year Percent	Current Fiscal Year Percent Allocated	Allocated Percent(Manual)
	<div>Contains</div>	<div>Contains</div>	<div>Contains</div>	<div>Equals</div>	<div>Contains</div>
<input type="checkbox"/>	0005	Instruction	5	0 percent	0
<input type="checkbox"/>	0007	Department Research	5	0 percent	0
<input type="checkbox"/>	0010	Sponsored Research	70	0 percent	0
<input type="checkbox"/>	0085	Sponsored Training	20	0 percent	0
				0 percent	

Northwestern

67

0% Warning for Assignee/Function Code

Allocation Details

General

System

Audit Actions

(Required): General information for Space Level Allocations.

Attention!

The total Percent Allocated amounts of Assignee Details records should equal 100%. Please review and update percentages.

Building/Space Details

Allocation Details

Assignee Details

Export

1 total found

Employee ID	Assignee Name	Productivity Department	Percent Allocated	Allocated Percent(Manual)	Area Allocated	Start Date
9999_02	Vice President,Vice President	1820200	100 percent	0	93.89 square-feet	09/01/2024
			100 percent		93.89 square-feet	

Lab Users

Function Code

Export

1 total found

ID	Name	Previous Fiscal Year Percent	Current Fiscal Year Percent Allocated	Allocated Percent(Manual)
0075	Operations & Maintenance	100	100 percent	0
			100 percent	

Activation completion steps for an LABORATORY

Space: 00284D

Space Details | General | Contact Details | Floor Plan | Details | Allocation | Finishes | Regulatory | Maintenance | History | Notifications | Notes & Documents | Calendar Details | 3D Model | Calendar | Includes | Reports

Building / Space Details

Building ID: 8844 | Building Description: 2020 Ridge | Floor: 02 | Wing: | Room Number: 00284D

Area: 93.89 | Status: Revision In Progress

Description: Workstation

Program Classification: | Capacity: | Space Info: | Space Class: | Department: | Space Level Allocation: | Organization: |

1 - 61 items

Activate | Save | Save & Close | Space Update Request | More

Maintenance | History | Notifications | Notes & Documents | Calendar Details | 3D Model

Occupant - Primary Location: Use this section to identify the occupants of the room

Find | Remove

People - Primary Location

<input type="checkbox"/>	ID	Name	Title	Reports To	HR Department Name	HR Dept ID	Email	Work Phone
<input type="checkbox"/>		Eaton, Patrick R	Manager of Space Informat...	Grzyb, Kevin J	Facilities Mgmt EV	047400	patrick.eaton@northwester...	

Items per page: 10 | 1 - 1 of 1 items

Occupant - Secondary Location

Find | Remove

People Query

<input type="checkbox"/>	ID	Name	Title	Reports To	HR Department Name	HR Dept ID	Email	Work Phone
No data to display								

Occupant - Not in Facilities Connect

Unnamed Occupant

Verification completion steps for an LABORATORY

Space Level Allocations: 1065344

Allocation Details General System Audit Actions

(Required): General information for Space Level Allocations.

Building/Space Details

Location Lookup \Locations\Evanston Campus\2020 Ridge\02\00284D

Building ID 8844 Building Description 2020 Ridge Floor 02 Space 00284D

Area 93.89

Allocation Details

Organization Name 1820200 Organization Description University_Ops-Space Information

Area Allocated 93.89 square-feet

Percent Allocated

Verified By



Save

Save & Close

Verify

Retire Hidden

More



Assignee Details

Export 1 total found

<input type="checkbox"/>	Employee ID	Assignee Name	Productivity Department	Percent Allocated	Allocated Percent(Manual)	Area Allocated	Start Date	End Date
<input type="checkbox"/>	9999_02	Vice President-Vice President	1820200	100 percent	100	93.89 square-feet	09/01/2024	09/31/2025
				100 percent		93.89 square-feet		

Lab Users

Lab Users

☐ Lab User ID Lab User Name

No data to display

Function Code

Export 1 total found

<input type="checkbox"/>	ID	Name	Previous Fiscal Year Percent	Current Fiscal Year Percent Allocated	Allocated Percent(Manual)
<input type="checkbox"/>	0075	Operations & Maintenance	100	100 percent	100

Find

Remove

New Item – Update Graphical floor plan tool

Floor: 05

(Optional): Graphic Image for this floor.

Reports

Select Legend

Graphic Themes

Department Assignm...

Graphic Labels

Department Assignm...

Label Size

ABC

Graphic Reports

Department Assignm...

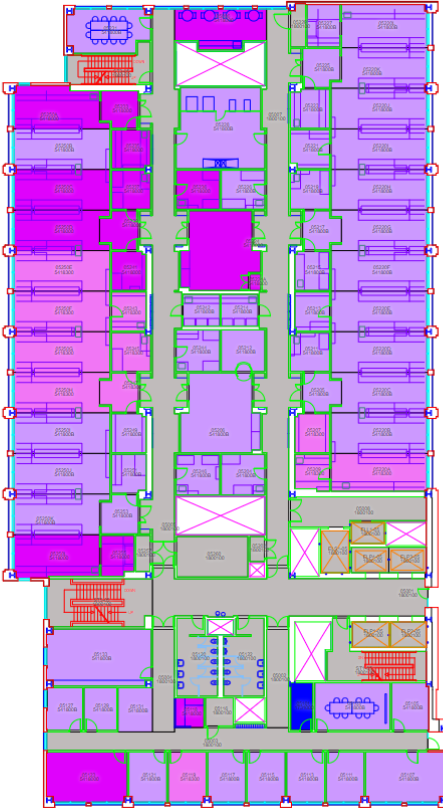
☐ Show Full Legend

☒ Show Printable Legend

Legend size

50% 200%

Chicago Campus / Lurie Research / 05



Name	Department Assignment	Count	Area (Square Feet)
1731000	NIH Core Network Services	1	77.02
1800100	University Open Facilities Management	20	6296.08
5410000	5410000 - Lurie Cancer Care	10	2046.18
5410000	5410000 - Comprehensive Cancer Care	50	9854.58
5410000	5410000 - Training	11	2050.07
		101	20466.07

Revise More

General Contact Details Graphic Allocation Area Measurements Contracts Regulatory Maintenance History Notifications Notes & Documents Esri Maps Includes Rep

Chicago Campus / Lurie Research / 05

Legend

Department Assignm...

Graphic Labels

Department Assignm...

Label Size

ABC

Graphic Reports

Department Assignm...

☐ Show Full Legend

☒ Show Printable Legend

Legend size

50% 200%

Section 5: Resources & Audience Q&A

Next Steps: Prepare for the Space Survey

- Make sure you can [access Facilities Connect](#) and that you can [navigate to and see](#) your department's space under 'My Responsible Spaces'
 - If you cannot, please alert Space Information and your Data Steward, they will likely direct you to the [Facilities Services Approver Change Form](#)
- Review the floor plans and report any physical changes (i.e. renovations) or department allocation changes Space Information. Walk or Tour your spaces.
- Review the [glossary of terms](#) and [Space Validation training material, job aides, and quick guides](#)
- Schedule time to speak with Assignees about activities occurring within their labs, information to collect includes but is not limited to:
 - Occupants
 - Productivity Department
 - Function Code Distribution
 - Grant Chart-strings (by Assignee) research activity occurring in the room
 - Lab Users (By Chart-string)
- Alert your department chair so you can accommodate this within your work plan

Do not wait until last minute as this will and should take time – Start now!

Questions & Resources

Thank you, in advance, for your time completing the FY2025 Space Validation!
Questions?

Facilities, Planning & Space Information

Key Contacts:

Patrick Eaton

Manager of Space Information

patrick.eaton@northwestern.edu

Kevin Grzyb

Assistant Director of Space Information

k-grzyb@northwestern.edu

Reference to Space Validation Training:

<https://www.northwestern.edu/fm/connect/training/>

Financial Operations, Accounting Services for Research and Sponsored Programs (ASRSP)

Key Contacts:

Maureen Johnson

Sr Director Post-Award Financial Reporting

maureen.johnson@northwestern.edu

Sophia Gabay

Senior Cost Analyst

s-gabay@northwestern.edu

Reference to F&A Rates:

<https://www.northwestern.edu/coststudies/fa.html>

Uniform Guidance:

[Direct and Indirect Costs](#) § 200.412-.415

[Appendix III to Part 200](#)

[Cost Accounting Standards](#)

[Class Code:](#)