Process 1.40 Room Summary Report in Facility Management System

Last Updated: 06/2022

This QRG provides the steps to process the 1.40 Room Summary Report in the Facility Management System. This is a detailed report of each room on campus. The report includes the room name, department, department on loan from, space use code and category, the organizational levels, capacity (workspace, student, meeting room, and restroom), ASF, NSF, and employee's first and last names.
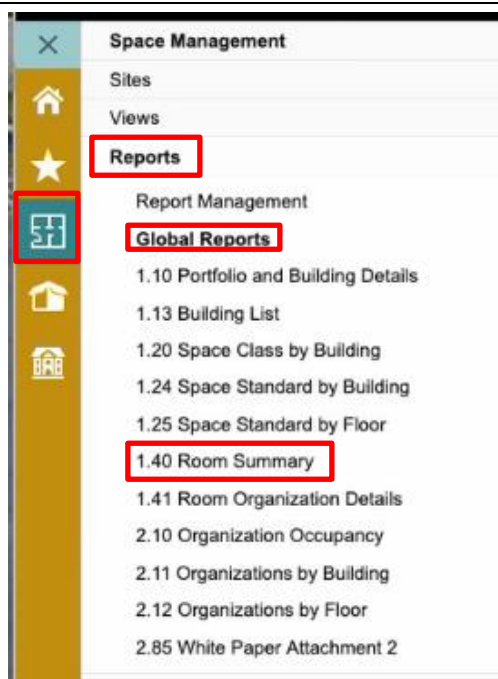
Jump Links: www.purdue.edu/spacemanagement

Access the Facility Management System – Reports Page

• Access FM:S system at www.purdue.edu/spacemanagement • Use your Login and Boilerkey.	
• Click on the **Space Management** icon located on navigation tree. • Select **Reports** from the list of options under Space Management. • Select **1.40 Room Summary** from the dropdown list under **Global Reports**.	

Select Filtering Options

- Select filtering options you need from dropdown menus:
- Campus: Purdue University at West Lafayette
- Building: Select ALL or select specific building
- Floors: Select ALL or select specific floor
- Room Org Levels: Select Org Level 1, 2 and 3

Space Management

Select Site(s)	Purdue University at West Lafayette
Select Floor(s)	Blank, Basement - (1004) Agricultural
Select Building(s)	1004 - Agricultural and Biological Engi
Room Org Level(s)	Org Level 1, Org Level 2, Org Level 3

View Report

- Click on **View Report** in upper right hand corner of the page to process

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Search

View Report

Export the Report

- Use the **Export** button to transfer data to your preferred application (e.g. Excel, Word, PDF, etc.).

|◄ ◄ 1 of 2 ? ► ►| ← Find | Next

- 11" x 17" paper size in landscape format is recommended for best legibility.

1.40 Room Summary Report

Site Description	Building Description	Floor Code	Room ID	Room Name	Department Using	Space Use Code	Space Use Category
Purdue University at West Lafayette	Agricultural and Biological Engineering	01	1001	Conference	Ag & Biological Eng	350	Conference Room
Purdue University at West Lafayette	Agricultural and Biological Engineering	01	1002	Elec.	General Building WL	Y04	Utility/Mechanical Space
Purdue University at West Lafayette	Agricultural and Biological Engineering	01	1004	Lounge	Ag & Biological Eng	650	Lounge
Purdue University at West Lafayette	Agricultural and Biological Engineering	01	1005	Departmental Office	Ag & Biological Eng	310	Office
Purdue University at West Lafayette	Agricultural and Biological Engineering	01	1005A	Office	Ag & Biological Eng	310	Office
Purdue University at West Lafayette	Agricultural and Biological Engineering	01	1005B	Office	Ag & Biological Eng	310	Office