

## SPACE AUDIT INSTRUCTIONS

Although we attempt to keep our space records updated as changes occur throughout the year, we depend on you for the final check since you are most familiar with the space. In particular, we would like to direct your attention to the following types of space changes:

- (1) **Reassignments** of space between departments, or any other additions or deletions to space controlled by or used by your department.
- (2) **Changes in room use** (e.g., class lab converted to research lab, conference room converted to office spaces)
- (3) **Renovations that modify the square footage of a room**

You should begin the space audit process by reviewing these instructions and the [Space Use Codes](#) document. It would be beneficial to physically walk the space to verify the following items on the report. Only columns with green highlights can be updated.

### 1. ROOM ID (ROOM NUMBER):

- a. If any rooms in the report are no longer used by your department, make a note in the far-right Comments column.
- b. If you are using a room that is not on the report, please enter the following information in the far-right Comments column:
  1. The room number(s)
  2. The Space Use Category
  3. The room name
  4. The department number that is using the room (if known).
- c. In some instances, the room numbers on the doors may not correspond with the room numbers listed in the report. Please email [OccupancyPlanning@purdue.edu](mailto:OccupancyPlanning@purdue.edu) to report the inconsistency so corrections can be made.

### 2. ROOM NAME

- a. The room name should be descriptive of the contents of the room.
- b. Any updates should be made to this column.

### 3. SPACE USE CATEGORY:

- a. Review the Space Use Codes and Definitions document carefully.
- b. Confirm the Space Use column reflects the correct type.
  - i. If the space use code is incorrect, please update the information in the Space Use Category column.
  - ii. If the room has multiple uses, the primary use of the room (in terms of time) should be listed.

4. NUMBER OF SEATS - CAPACITY
  - a. Workspace Capacity
    - i. Offices: Identify the number of people normally assigned to the office (do not count guest chairs, stray chairs, etc.).
  - b. Student Capacity
    - i. Classrooms: Classrooms should have the actual number of seats that have been approved by the Fire Marshal and that the Registrar can use in assigning the classes.
    - ii. Class Labs: For most labs, it will be the number of student stations in the lab which has been approved by the Fire Marshal and that the Registrar can use in assigning the lab class.
  - c. Meeting Room Capacity
    - i. Conference Rooms: Identify the number of usable chairs typically in the room.
5. EMPLOYEE FIRST NAME/EMPLOYEE LAST NAME/EMAIL
  - a. If an employee is no longer residing in a specific room, remove their name.
  - b. Add a new employee.
    - i. Provide the employee's Purdue email address.
  - c. Add an additional employee to the existing room (This may require a change in workspace capacity if you are increasing the number of staff in a room.)
6. DEPARTMENT USING
  - a. Verify the correct department is listed under the Department Using column.
    - i. If the department information is not accurate, enter the correct Department Number.
7. PERCENTAGE OF ROOM ALLOCATED
  - a. If the percentage of room allocation by department is not accurate, please enter the appropriate percentage amount.
8. A research spreadsheet, provided separately, will have additional information reflected. Use the drop-down arrow under each column to select the appropriate response(s).
  - a. Space Standard Description
    - i. Clean Lab, Computational Lab, Dry Lab, Human Subjects Lab, Industrial Lab, Lab Support, Specialized Lab, Wet Lab
  - b. Principal Investigator Name
    - i. Provide the principal investigator's Purdue email address.
  - c. Amenities (indicate yes or no)
    - i. Sink, Compressed Air, Environmentally Controlled, Fume Hood (if yes, # fume hoods), House Gas, Vacuum, High Bay, Sound Booth, Core Facility, Research Support

**Thank you for your help in maintaining accurate space inventory data.**