

Space Study Data Collection Checklist

Status	Data Type	Data Set	Covers	Notes
	Facilities	CU FIS Data Export	Facilities included in study	Should always be reviewed - Is coding correct? Primary room type for all service areas? No central service codes in college? Etc. File usually requires updating once consultant engaged due to FY cycles
	Facilities	CU FIG Official Floorplans	Facilities included in study	
	Facilities	FPNMS	Building deficiencies	If facility assessment is in scope of work
	Facilities	Facilities Archives	Relevant background for completed studies and projects, MEP etc. infrastructure, etc.	Some space studies avoid detailed review of existing facility conditions to focus on space need and concepts
	Organization	Org Charts	All units to be included in study	
	Organization	Org Details	List of units, current staff counts, projected staff counts	
	Organization	Org Relationships	Any documented needs for physical adjacencies	
	Research	Sponsored Activity	Descriptions of grant activities by program, research focus, etc.	As relevant to study questions
	Faculty & Staff	Workday*	Faculty/staff list: Individually identified employees	See detail below
	Student	Enrollments	Detailed by degree, major, etc.	Include plans for growth or change in student population or subpopulations as appropriate
	Scheduling	25Live (room supply)**	Classroom and event space data – all spaces included in system under stewardship of sponsoring unit	See detail below; Usually 3-5 year history, summer if material to room use decisions
	Scheduling	Outlook Calendar Export (room supply)	Use of meeting and conference rooms scheduled in Outlook	Usually 1-year of data
	Scheduling	Other scheduling tools (room supply)	Use of rooms for events not otherwise scheduled in Outlook or 25L (e.g., Bookings, EMS)	
	Scheduling	PeopleSoft, 25L: Classes and events (demand)**		See detail below; Consider records that may need interpretation, e.g., enrollment vs. attendance at 7xxx dept seminars
	Scheduling	Card access data	Room use for spaces not otherwise captured scheduling software	
	Scheduling	Waitlist data		If available

*Gathering HR Information for Space Design

To ensure space at Cornell is allocated efficiently and effectively, all space study and design projects should use the *Office Space Guidelines* and the *Classroom Space Guidelines* found on the Space Management Guidance page at <https://dbp.cornell.edu/home/space-planning/resources/> during the space programming phase to calculate the allocated space for offices, office support space and classrooms. The following steps outline the process for getting the personnel information needed to inform the project team effort.

Obtain a List of Employees

- The project leader should request a list of the employees (staff and faculty) within the scope of the project. Data provided should include as much relevant data as possible, including work location (as specifically as possible), supervisory org, job title, business title, FT/PT, remote/hybrid/in-person, etc.

Verify Job Titles if Not Included in Employee Data Set

- For small renovations, the department should be able to look each name up on the Cornell website. To do this, go to the search page from Cornell home page, enter Cornell ID and start the search. When the correct person is identified, double-click on the name and the job title (Not the Business Title) will appear near the bottom of the page. Enter this into the
 - For large scale renovation and construction projects or design projects like master plans, the project manager can give Human Resources a list of all the buildings where colleges/units involved in a project currently reside. HR can then run a report for the design team that would give them a report with full name, Cornell ID and job title by building. Then the college/unit would review the list for accuracy and if the needed, supply any missing personnel and their related information.

Determining the Recommended Office and Office Support Space Allocations

To determine the recommended space for an individual, match the job title in the appropriate table in the appendices of the *Office Space Guidelines*. For open office plans and other shared office space, space can be totaled by department or other unit to determine the total space needed for a given group. The associated office support space can be totaled by department or other unit to determine the associated conference and meeting rooms as well as space for office service functions, such as kitchenette and break areas, copier and equipment space, supply storage and file space. The *Office Space Guidelines* contain more detailed instructions.

****Sample Text for Sample text for University Registrar data request for class and classroom data [requester provide inputs for italicized text]**

See below for a screen shot of the Special Requests portal, with the URL

Date Needed: (will default to give OUR 15 business days)

Purpose of Request: To inform space programming for [*project name, usually a study, or a renovation project, or new construction*] for the [*unit*]

Criteria for Selecting Students: No student data requested - classes and class-related data only

How Will Data be Used: A contracted planning/architectural consultant team will perform analyses on class demand and classroom supply

Where will the data be stored and how will it be secured: Data will be on several Cornell-owned and consultant-owned computers (project team, internal and external)

Do you need to provide data to support this request: NO

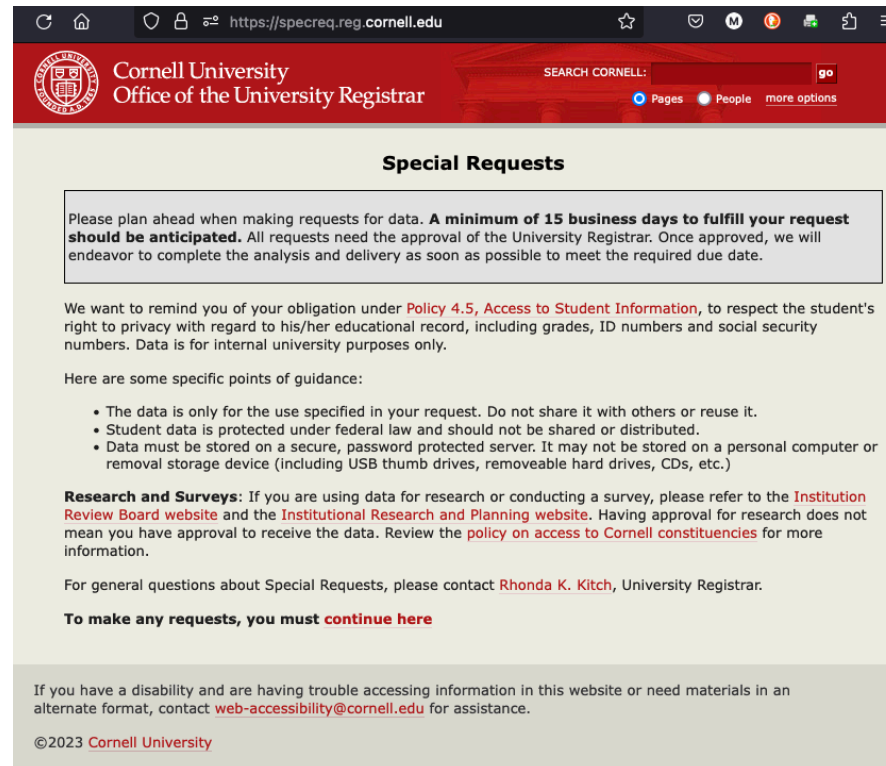
Type of Information: (pick report format) I recommend Excel or Tab Delimited Text

Information to include: [Typical response to this field – adjust as needed] 5-year history [*identify start and end semester by Spring or Fall and Year*]; need supply and demand data as follows:

Supply: use of schedulable spaces controlled by [unit] by any events (class events and other); please include typical report fields used for space studies, including class identifiers, enrollment, meeting pattern, etc.; *Add facility code and room number combinations to make sure that OUR has complete list of rooms*

Demand: typical report fields for space studies for all [unit] classes (class identifiers, enrollments, meeting patterns, etc.); please include any co-meetings/cross-listings that include a [unit] listing; please provide the demand data in two formats: 1) one row per class and 2) one row per section (including those in a combined section) so that the consulting team has some flexibility in understanding and manipulating the data. For the “one row per class,” please 1) indicate which [unit] subject is included in the combination, and 2) include total enrollment as well as separate columns for online and in-person enrollment where available.

Sort Listing/Data Set By: Leave blank



Other Resources to Consider Providing to Consultants for Space Studies

University:

- [CU Policy 2.7, Reporting the Use of Facilities](#): Room Type and Function Code Definitions, area measurements, etc.

Unit:

- Strategic plans
- Vision/mission statements
- Previous studies, building condition reports, etc. (may be in FIG archives or in unit records)