



TO: Senior Budget Administrators

FROM: Linda Mizushima
Space Management

DATE: February 12, 2024

SUBJECT: 2024 Space Utilization Survey

The Department of Space Management is requesting your assistance and cooperation in conducting the annual university Space Utilization Survey. This space survey is used to collect and verify current room numbers, room types (lab, class etc.), room assignments, name of occupants, the space activity codes (SAC) for each room, and the assignable net square footage. It is important that the information on the survey be accurate as it is utilized in the following ways:

1. The data is submitted to the Office of Budget and Planning to be used in the allocation of space related costs associated with the upcoming university budget cycle.
2. To provide space documentation required for federal indirect cost (F&A) reimbursement.
3. For the collection and updating of data related to space utilization at the university.

Attached is an Excel spreadsheet listing all buildings and rooms assigned to your department including leased space. To complete the survey please do the following:

- **Save the Excel spreadsheet to your desktop as an Excel Workbook.**
Note: MAC users may need to shorten the object box on lines 3 & 4 to prevent blocking of data or fully expand the Excel document.
- **Verify and update all information, including the Space Activity Codes, directly on the spread sheet in a color other than black.**

A listing of definitions for the Space Activity Codes (SAC) (APPENDIX A) is also attached to assist you in completing the survey.

Some rooms may be utilized for more than one type of activity. In such cases, all activities must be indicated on the space survey using the correct SAC. Enter the percentage of use for each type of activity ensuring that the total percentage of use equals 100%.

Identifying Occupants:

Identify the occupants of the assigned space by using the following occupancy codes (“TITLE” on the survey)

TITLE	DESCRIPTION
1	Full or part time faculty, post doctorates, researchers, and visiting scholars
2	Teaching assistants
3	Research assistants
4	Others (includes school or department administrators, students, and staff not identified as a 1, 2, or 3.

For all rooms, identify the occupants by employee number and employee name (this includes post docs, research assistants and teaching assistants as well as full/part-time staff and faculty).

For rooms that are classified with SAC “1” Organized Research; SAC “2” Sponsored Instruction or Training; or SAC “4” Departmental Research, identify the Principal Investigators by their employee number and their employee name along with any other occupants of the space.

If your department leases off-campus space that is **not** included on your survey, please identify the leased space by listing the following:

Name of Building
Address of leased space
Room numbers of space (if available)
Type of room
Occupants (by title and SAC)
Space Activity Code (SAC)
Total net space leased

After completing the survey, add your name, the date and your telephone number and return the survey by email to spacema@usc.edu on or before Monday, **April 15, 2024**. If the space survey is to be completed by someone other than yourself, please forward the survey to the designated person and ask them to indicate their contact information on the survey before returning it. We will be contacting you or your designated representative to arrange for an on-site physical survey of the facilities and space assigned to your area.

Your cooperation in verifying and updating the space survey report is greatly appreciated. If you have any questions, please email us at spacema@usc.edu or call us at 213-821-2110. For your convenience both this letter and SAC may be accessed through our website at:

<https://fbs.usc.edu/space-management/space-survey/>

APPENDIX A
Space Activity Codes
Fiscal Year 2024 Space Survey

The following definitions of space activity codes (SAC) were prepared in accordance with the guidelines issued by the federal government in 2 CFR 200.

SAC **DEFINITIONS OF SPACE ACTIVITY CATEGORIES**

- 0** **Other Sponsored Activities**
This includes space used for programs and projects financed by federal and non-federal agencies and organizations that involve the performance of work that is clearly not Instruction or Organized Research. The Other Sponsored Activities (OSA) function includes services to the public or community. Examples are health service projects and community service projects such as the Educational Opportunity Program Center and the Neighborhood Academic Initiative and Early Childhood Education Program. However, when any of these activities are undertaken by the institution without outside support, they are classified as Other Institutional Activities.
- 1** **Organized Research**
Organized Research space is used for conducting (a) sponsored research and development activities that are funded in the form of contracts or grants from the federal, state or local governments, private foundations, other outside parties, University cost sharing companion accounts for sponsored research projects and (b) sponsored clinical trials and (c) University research activities funded under the "faculty research and innovation funds" which are separately budgeted and accounted for by the University under internal application of institutional funds. Examples of space coded as Organized Research include research laboratories, research laboratory service rooms, research computer rooms, research storage rooms and office space of faculty and staff. Organized Research space also includes research training space and animal facilities used for organized research projects (e.g. Procedure Rooms, Operating and Recovery Rooms, Isolation Rooms, Quarantine Rooms directly related to research protocols, rooms that house animals involved in research that are not generally removed from the facility for conducting research). This will also include the High-Performance Computer used for research in the 3434 S. Grand Avenue Building.
- 2** **Sponsored Instruction or Training**
This category includes space used to conduct teaching and training activities that are funded by a contract or grant sponsored by federal and non-federal agencies and organizations. This excludes space used for Research Training that is included in Organized Research, above.

- 3 **Instruction**
This includes space used in carrying on all teaching activities of the University whether they are offered for credit toward a degree or certificate or on a non-credit basis, either through regular academic departments or separate divisions, such as summer school or an extension division. Classrooms, lecture halls or class laboratories and office space used for instruction are generally associated with this category.
- 4 **Departmental Research**
This includes space used for research activities other than those defined as Organized Research as defined above. It includes, for example, a laboratory or computer room assigned to researchers who are working on research projects that are funded by a school or academic department from unrestricted funds (such as Gifts/Program worktags).

Departmental research is space used for general research that is not separately budgeted and accounted for. This includes preliminary research and individual research efforts that do not receive external or specific internal funding. An example of such programs and projects are seed or start-up funds for a new faculty member. Space coded as Departmental Research does not need to be supported with an account or grant number.
- 5 **Inactive Space**
Inactive Space includes areas that have been or will be inactive for a period of 12 months or more. However, space that is temporarily unoccupied (less than 12 months) should be classified in the activity for which the space will be used.
- 6 **Service Centers**
This includes space occupied by recharge centers such as the Mailing and Material Management Services and the Animal Resources (Vivaria) with the exception of animal facilities used for Organized Research (SAC 1).
- 7 **University Tenant Space**
This includes University-owned space that is rented out to external organizations.
- 8 **Auxiliary Enterprises and Other Institutional Activities**
This includes space occupied by the following departments: Athletic Department, KUSC, MOSIS, Ticket Office, Bookstores, Hospitality, Housing, Transportation Services (except Tram Services Administration, see "H") and University Club. It also includes chapels, theaters, and public museums where usage is for non-USC organizations.
- 9 **Patient Care Services**
This includes space used by attending physicians, dentists, psychologists for treatment of patients who are **not** otherwise defined as "human subjects" in Organized Research projects. It also includes space occupied by faculty and

resident physicians who are rendering direct patient care services in accordance with the requirements of the USC-LA County Hospital Contract, university owned hospitals and other affiliated hospitals and clinics. This type of space does not include administrative activities that support the patient care effort under the umbrella of the Health Care Consultation Centers that should be coded as Patient Care Administration (see SAC "P").

A **Sponsored Projects Administration**

This includes space used for the administration, accountability and control of grants and contracts. It pertains to the space used by the Office of Contracts and Grants, Sponsored Projects Accounting Office, the Office of Financial Analysis, and the Office of the Vice-Provost for Research Advancement.

C **Multi-Purpose Faculty Office Space**

This includes office space occupied by faculty members with departmental and other university responsibilities. These faculty members usually perform a variety of functions, for example two or more of the following: instruction and department research, organized research, patient care, student services, and departmental/school administration.

D **Departmental/School Administration**

This includes space used for the management of schools or academic departments. Typical departmental/school administration space includes the space occupied by department chairs, secretarial and administrative personnel performing general departmental duties, (duties that are not directly identifiable to any discrete activity such as organized research, instruction, proposal preparation). It includes the Office of the Dean as well as the space occupied by his/her staff performing school wide, divisional or departmental administrative duties, associate and assistant deans, department chairs, and business officers.

E **Student Administration and Services**

This includes space occupied by the Student Affairs departments, including Admissions, Financial Aid, Registration and Records, Student Financial Operations, and Student Health. It also includes the Student Information System space, the student computer labs, the student locker rooms, student organization space and the Placement Center.

F **Libraries**

This category captures all library facilities including reading and study rooms and computer terminal rooms. It also includes departmental libraries in academic areas that are part of the Library Systems.

G **General Administration**

This includes space occupied by personnel performing central administrative duties. Examples are space used by the President, Provost and Senior Vice-President for Academic Affairs, Senior Vice-President for Finance and CFO,

Senior Vice-President for Administration and General Counsel, Chief Investment Officer, Office of General Counsel, Trustees, Comptroller, Financial and Business Services, Office of Budget and Planning, Office of Compliance and Audit Services and Information Technology Services. It also includes general administrative services provided by Information Technology Services. In addition, conference rooms designated for general administrative use are also included. (See also Space Activity Code (SAC "U") for Other General Administrative Services space)

H **Operations and Maintenance**

This includes space occupied by the Facilities Management Services, including offices of the Associate Vice-President Facilities Management Services, Engineering and Technical Services, Maintenance Services, Building and Grounds Services and Energy Services. Space occupied by Capital Construction Development, Public Safety, Environmental Health and Safety, Fire Safety and Emergency Planning, Real Estate and Asset Management, Space Management, Equipment Management, and administrative space for Tram Services. It also includes public restrooms, boiler, chiller, electrical, equipment, fan, furnace, janitorial, and mechanical rooms as well as storage closets of Facilities Management Services.

J **Open Space**

This includes open parking lots, intramural football and baseball fields and tennis courts.

P **Patient Care Administration**

This includes space occupied by staff that is rendering administrative services in support of faculty and resident interns performing direct patient care services. It includes areas occupied by the Health Care Consultation Centers and Clinical Administration, university owned hospitals and other affiliated hospitals and clinics.

U **Other General Administrative Services**

This includes space occupied by University Advancement, University Public Relations and any other space specifically used for fund raising, alumni community affairs projects, etc. It also includes departmental development offices in academic schools.