Space Validation Tips for URICs

This Space Validation data is used by Office for Research, Office of the Provost, and Senior Leadership to make planning decisions, so ACCURACY is important.

Please look out for these items as you fill out the survey in **Facilities Connect**:

1	**ASSIGNEE**	For spaces assigned to a single PI for research use, use the PI Name.
		For spaces assigned to multiple PIs for research use, list all the PI names who use that space by percentage of assignment.
		In all other cases, use Director, Director
2	**PROGRAM CLASS**	Always use 20. It is the only correct number. Questions: Email Steve Matz
3	**SPACE CLASSIFICATIONS**	241: Dry Research space
		250: Wet Research space
		310: Faculty office space
		311: Research Staff space post-doc, research associate, laboratory tech, etc. **or** use if space has both research staff and grad students together
		312: Grad Student office space
		313: Administrative office space
4	**LAB/RECHARGE/ SHARED SPACE**	If 250 is selected, fill out the Lab User field: • Lab User : for non-core space • Recharge : for core space • Shared : for common spaces (autoclave room, freezer farm, glass wash, etc.)
5	**ADDING LAB USERS OR OCCUPANTS**	If 250 is selected, list lab users (see Job Aid) For all other spaces, add occupants (see Job Aid)

Questions: Email Steve Matz

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