

## SPACE INFORMATION

**GLOSSARY OF TERMS**

Defines the key terminology contained within a Space Record.  
space.

For example, the Room A110, on the first floor of the Technological Institute's ID is 8735-01-A110.

A space is a room usually defined by walls or other partitions though it may not be a fully enclosed space.

Area is computed by physically measuring or scaling measurements from the inside faces of surfaces that form the boundaries of the designated areas.

A high level designation of the space based on its most common use. Program class designations include: Instruction, Research, Student Services, Facilities, Academic Support, Institutional Support

Indicates the number of stations or seats in a room. This is typically the number of chairs, desks, or lab bench positions in the room; or the seating capacity of a classroom, lecture hall or seminar room.

may be populated with additional information about the room.

is a classification class that is used to classify assignable and non-assignable spaces, by use, within campus facilities. As a foundation, and in compliance with federal reporting requirements, Northwestern uses and expands upon the space classes found in the Postsecondary Education Facilities Inventory and Classification Manual (FICM), 2006 Edition manual.

Identifies the department / unit for which the space is allocated. Multiple departments / units can be allocated within a space. These allocations are managed utilizing the percent allocated field (split).

Department Assignment information has been updated in Facilities Connect to coordinate with department IDs and descriptions in NU Financials, opposed to HRIS which was previously utilized in SIMS.

The primary occupant is the individual(s) for which the room serves as the primary office (desk) space. A person can only be a 'primary occupant' of one space. When editing, if an occupant is identified as a primary occupant in a new locations, they will be vacated from their current location in Facilities Connect.

Locate specific names of faculty, staff, students, or temporary employees and their respective departments by using the lookup function within Facilities Connect which is populated nightly from HRIS.

Rooms with no occupants, such as conference rooms and storage closets will be left blank. "No Occupant" will be automatically filled into the occupant reporting field.

The secondary occupant is the individual(s) secondary location. A person can be a 'secondary occupant' for multiple locations.

When individuals with desk space cannot be found by name, select the appropriate role from the dropdown list:

- Undergraduate Student
- Graduate Student-Funded
- Graduate Student – Unfunded
- Visiting Faculty / Researcher / Scholar
- Emeriti Faculty
- Non Northwestern Employee / Faculty (NMFF, NMH, etc.)

