

# Georgia Tech

## Capital Planning and Space Management



### Information Session Agenda

August 2<sup>nd</sup> & 3<sup>rd</sup>, 2016

- Introduction to INSITE & Net-FM
- Querying and displaying building and room lists
- Generating floor plans
- Creating Excel spreadsheets to summarize space-related data
- Q & A

### Introduction

- INSITE is the system used to track space information for Georgia Tech:
  - Official building numbers, names, addresses, construction and occupancy dates, gross square feet, etc.
  - Room numbers, room use, departmental assignments, square feet
  - Floor plans – basic configuration
- INSITE is composed of the following:
  - Drawing (CAD) component for creating and updating floor plans
  - Database for storing building and room data and floor plans
  - Space Survey web module
  - Net-FM web component for displaying data and floor plans

## INSITE Net-FM Logon Screen – <http://insite.gatech.edu>

Georgia Institute of Technology

Net-FM® 3.2.0 Sign In

Username: jh33

Password: .....

Profile: insprod

☐ Remember me

Sign In

Use standard GT account and password to log on.

Use default value for profile.

Click here to return to main menu screen at any time.

## INSITE Net-FM Main Menu

INSITE Net-FM® 3.2.0

Quick Links

Queries

Custom URL's

New Version of Net-FM

The system has been upgraded to Net-FM version 3.2. Changes are minor and should not affect how you use the system. If you have any questions, please contact John Holcombe.

My Quick Links

Facility List

Floor List

Space List

Occupancy

Organization List Use

My Saved Queries

Vacant/Underutilized

College of Engineering Facilities

Engineered Biosystems Building EBB1

Mason Floor Plans

Custom URL's

CPSM Space Accounting Web Page

FICM: Facilities Inventory and Classification Manual

Quick Links for commonly used menu items can be set up here. Facility List, Floor List, and Space List are the most commonly used functions.

Menu pane can be moved out of the way on any screen when desired by clicking here.

Menu folders can be expanded by clicking on the + icon. Facility/Floor and Space contain the most commonly used items.

Links to CPSM web page and FICM.

Extensive help information is available here.

Display and change preferences here.

Sign out here.

Queries can be saved and will appear here.

## Basic Query: Current Georgia Tech Building (Facility) List

**Step 1:** Select "Facility List" from main menu or by using Quick Link.

**Step 2:** Enter query for fields desired; in this example, all "active" buildings.

**Step 3:** Click "Get Count" to see how many records will be returned by your query.

**Step 4:** Click "Get Results."

The interface shows the 'Space - Facility (Query)' form with various filters. The 'Status' dropdown is set to 'A - Active'. The 'Get Results' button is highlighted.

**Resulting list of active buildings.** This list can be adjusted and sorted as desired using the various controls on the screen.

**Tabs for various functions related to data in this menu item.**

**Data can be sorted, and columns can be moved and resized by clicking/dragging in column headers.**

**"Freeze" leftmost columns to keep building number and name on the screen as you scroll horizontally.**

**Click here to remove menu pane and provide more room for data grid.**

**Click here to go to a separate screen to hide and/or rearrange fields.**

**Click here to get a summary statistics screen of the queried records.**

**Click here to make your adjustments permanent.**

**Click here to save your query criteria to use again later.**

**Export to Excel here.**

**Control number of records displayed on each page.**

**Next/Previous page controls.**

**Sorting controls**

The interface displays a table of active buildings with columns for Site, Facility, Name, Type, Category, Area, Status, Ownership, Primary Use, and Condition. The table is sorted by Site in ascending order. The 'Page size' is set to 25.



## Advanced Query: Which buildings still in use are more than 100 years old?

**Step 1:** Select "Facility List" from main menu or by using Quick Link.

**Step 2:** Click "Advanced Query" tab.

**Step 3:** Enter query criteria: Construction Date Less Than or Equal to 01/01/1916.

**Step 4:** Include check of Status Equal To Active to get only the buildings that still exist.

**Step 5:** Click "Get Count" to see how many records will be returned.

**Step 6:** Click "Get Results."

Query 1: Constr Date Less Or Equal To 01/01/1916

AND Status Equal To Active

Query 2:

Search Criteria: View Search Criteria

Legend: A - Active, C - Under Construction, D - Demolition, I - Inactive, P - Planned, R - For Reference Only

**Resulting list of buildings more than 100 years old.**

Table Columns: Site, Facility, Name, Type, Category, Area, Status, Ownership

Site	Facility	Name	Type	Category	Area	Status	Ownership
MainGT	003	Robert, LW, Alumni H	BUILDING	M	25645	A	1
MainGT	025	Chapin, Lloyd W.	BUILDING	M	10310	A	1
MainGT	026	Holland, Archibald D.	BUILDING	M	34372	A	1
MainGT	029A	Hall, Lyman	BUILDING	M	18445	A	1
MainGT	030	French, Aaron	BUILDING	M	33107	A	1
MainGT	035	Evans, Lettie Pate W.	BUILDING	M	47576	A	1
MainGT	036	Carnegie, Andrew	BUILDING	M	10231	A	1
MainGT	038	Savant, Domenico P.	BUILDING	M	25878	A	1
MainGT	039	Swann, Janie Austell	BUILDING	M	31154	A	1

**Column Summary:**

- Area:** Total: 236,718.00, Average: 26,302.00, Minimum: 10,231.00, Maximum: 47,576.00
- Constr Cost:** Total: 5,049,250.00, Average: 561,027.78, Minimum: 43,250.00, Maximum: 3,075,000.00
- ASF:** Total: 115,743.00, Average: 12,860.33, Minimum: 1,251.00, Maximum: 26,521.00
- NonASF:** Total: 82,657.00, Average: 9,184.11, Minimum: 1,528.00

**Now click "Column Summary" to summarize these buildings.**

**These buildings total 236,718 Gross Square Feet.**

## Basic Query: Rooms (Spaces) Assigned to Aerospace Engineering

**Step 1:** Select "Space List" from main menu or by using Quick Link.

**Step 2:** Click checkbox next to query field to populate drop-down list.

**Step 3:** Select AE – Aerospace Engineering from drop-down list.

**Step 4:** Click "Get Count" to see how many records will be returned by your query.

**Step 5:** Click "Get Results."

**Resulting list of rooms assigned to Aerospace Engineering.**

**Space - Space (Results)**

Search Criteria: View Search Criteria

Freeze Columns: 0 | Restore Saved View | Display All Records

	Facility	Floor	Room	Use	Inside Wall Area	Organization	Station Count	Occupant Count
<input type="checkbox"/>	040	1	142	RSLBSV	420	AE	0	AE
<input type="checkbox"/>	040	1	143A	RSLBSV	107	AE	0	AE
<input type="checkbox"/>	040	1	144	RSLBSV	315	AE	0	AE
<input type="checkbox"/>	040	1	145	RESLAB	641	AE	4	AE
<input type="checkbox"/>	040	1	146	RSLBSV	172	AE	0	AE
<input type="checkbox"/>	040	1	150	RESLAB	3305	AE	2	AE
<input type="checkbox"/>	040	2	247	RSLBSV	105	AE	0	AE
<input type="checkbox"/>	040	3	341	ACADOF	221	AE	1	AE
<input type="checkbox"/>	040	3	342	ACADOF	151	AE	1	AE
<input type="checkbox"/>	040	3	343	NACLOF	247	AE	1	AE
<input type="checkbox"/>	040	3	349	RESLAB	827	AE	5	AE

Page 1 of 15, rows 1 to 25 of 356

Sort By: Facility | Ascending | Room | Ascending | Sort

Buttons: Save View | Save Query | Export to Excel

## Advanced Query: What is the average size of a Mechanical Engineering Lab?

**Step 1:** Select "Space List" from main menu or by using Quick Link.

**Step 2:** Click "Advanced Query" tab.

**Step 3:** Enter first query criteria: Organization - Equal To - ME.

**Step 4:** Enter second query criteria: Use - Equal To - CLSLAB, OPNLAB, RESLAB

**Step 5:** Click "Get Count" to see how many records will be returned by your query.

**Step 6:** Click "Get Results."

**Resulting list of ME Class Labs, Open Labs, and Research Labs.**

Now click "Column Summary" to summarize these rooms.

Average size = 579 square feet.

Click here to save the query for later use (see next page).

Facility	Floor	Room	Use	Inside Wall Area	Organization	Station Count	Occupant Count	Owner Org
050	0	030	OPNLAB	1129	ME	24	0	ME
086	1	113	RESLAB					
086	1	165	RESLAB					
086	1	175	RESLAB					
086	2	213	RESLAB					
086	2	225	RESLAB	322	ME		0	ME
095	1	165	RESLAB					
103	8	B-74D	RESLAB					
103	8	B-74E	RESLAB	287	ME	1	0	ME
103	8	B-74M	RESLAB	1245	ME	4		ME
103	3	3-12	RESLAB					

Inside Wall Area	Total	Average	Minimum	Maximum
	104,726.00	579.60	92.00	3,056.00

Station Count	Total	Average	Minimum	Maximum
	687.00	4.93	1.00	48.00

Occupant Count	Total	Average	Minimum	Maximum
	32.00	0.20	0.00	4.00



## Advanced Query of Space (Room) List (continued)

INSITE Net-FM® v3.2.0

Query Advanced Query Results Save Query Floor Plans Add

**Save Query**

Search Criteria: ((ORGANIZATION\_ID Equal To 'ME - Mechanical Engineering')) AND ((USE\_ID Equal To 'CLSLAB - Class Laboratory') OR (USE\_ID Equal To 'OPNLAB - Open Laboratory')) OR (USE\_ID Equal To 'RESLAB - Research/Nonclass Lab'))

Query Name: ME Labs

Query Description: List of all ME Labs

☐ Public Query

Save This Query Clear

Enter query name and description. Query name must be unique.

Click "Save This Query" to save for later use.

INSITE Net-FM® v3.2.0

Net-FM Upgrade for GT Login Credentials

The INSITE Net-FM system has been upgraded to use GT credentials (user id and password) for access. The "My Profile" option is no longer available; instead, use Passport to change your password. For details on this upgrade, see upgrade notes below under Custom URLs. If you have any questions, please contact John Holcombe.

My Quick Links

- Facility List
- Floor List
- Space List
- Occupancy
- Organization List
- Use

My Saved Queries

- Vacant/Underutilized
- College of Engineering Facilities
- Engineered Biosystems Building EBB1
- ME Labs
- Mason Floor Plans

Custom URL's

- Net-FM Upgrade Notes
- CPSM Space Accounting Web Page
- FICM: Facilities Inventory & Classification Manual
- GT Use Code Help

New query is now listed on Main Menu screen.

## Floor Plan Queried by Room Use

(Whitaker floor 2: labs, offices, conference rooms)

**Step 1:** Select "Floor List" from main menu or by using Quick Link.

**Step 2:** Select Facility.

**Step 3:** Click "Get Results".

**Space - Floor (Results)**

Search Criteria: View Search Criteria

	Facility	Facility Name	Floor	Gross Area	Floor Sort Sequence	ASF	NonASF	Floor Memo	Active
<input type="checkbox"/>	165	Whitaker, U.A. Biomec 0		17765		9660	6210		Y
<input type="checkbox"/>	165	Whitaker, U.A. Biomec 1		21353		14145	5199		Y
<input type="checkbox"/>	165	Whitaker, U.A. Biomec 2		21081		15682	3458		Y
<input type="checkbox"/>	165	Whitaker, U.A. Biomec 3		20883		15141	4558		Y
<input type="checkbox"/>	165	Whitaker, U.A. Biomec 4		16826		8355	6877		Y
<input type="checkbox"/>	165	Whitaker, U.A. Biomec 5		1914			1221		Y

Choose the "Q" (Query button) for the specific floor you would like to query.



## Floor Plan Queried by Room Use (continued)

Step 1: Check the box by "Use".  
Choose the Use Codes that you would like to query for this floor.

Step 2: Click "Generate Floor Plan".

Step 3: Click "View Floor Plan". (This button will not appear until you have generated the floor plan.)

Net-FM Navigator

- Space Management
  - Land
  - Facility/Floor
    - Facility List
    - Floor List
    - Facility Contact
    - Facility Cost
    - Facility Feature
    - Facility Type
  - Space
    - Organization
    - Use
    - Sign
    - Common
    - Navigator
    - Reports

Space - Floor (Query Floor Plan)

Generate Floor Plan View Floor Plan

Area Split By:

- ☐ Organization
- ☒ Use
- ☐ Block
- ☐ Text
- ☐ Additional Field

Room Group By Room

Organization

Use

ACADOF - Academic Office  
ADHOF - Chair or Director Office  
CONF - Conference Room  
CONFSV - Conference Room S  
CORR - Corridor  
DATA - Data Closet  
ELEC - Electric Closet  
ELEV - Elevator

Text

AUTOCAD/

Door Tag Group By Door Tag

Block

Area

Equal To  
Not Equal To  
Greater Than  
Greater Than or Equal To  
Less Than  
Less Than or Equal To

Additional

Feature Category  
Function  
Grants  
Occupants  
Space Contact Types  
Space Plan

Spaces are color-coded by selected Use Codes, and summarized in the legend.

Redraw Floor Plan

Title/Query Description  
(255 char max displays below Legend)

☐ Hide Legend

☐ Hide Space Label

☒ Hide Additional Fields in Space Label

☐ Space Label Field Selection

☐ Layer Selection

GEORGIA INSTITUTE OF TECHNOLOGY

Building Name: GIL BUILDING (2002)

Room Name: 2002

Room Number: 2002

Room Type: 2002

Room Size: 2002

Room Name: 2002

Room Number: 2002

Room Type: 2002

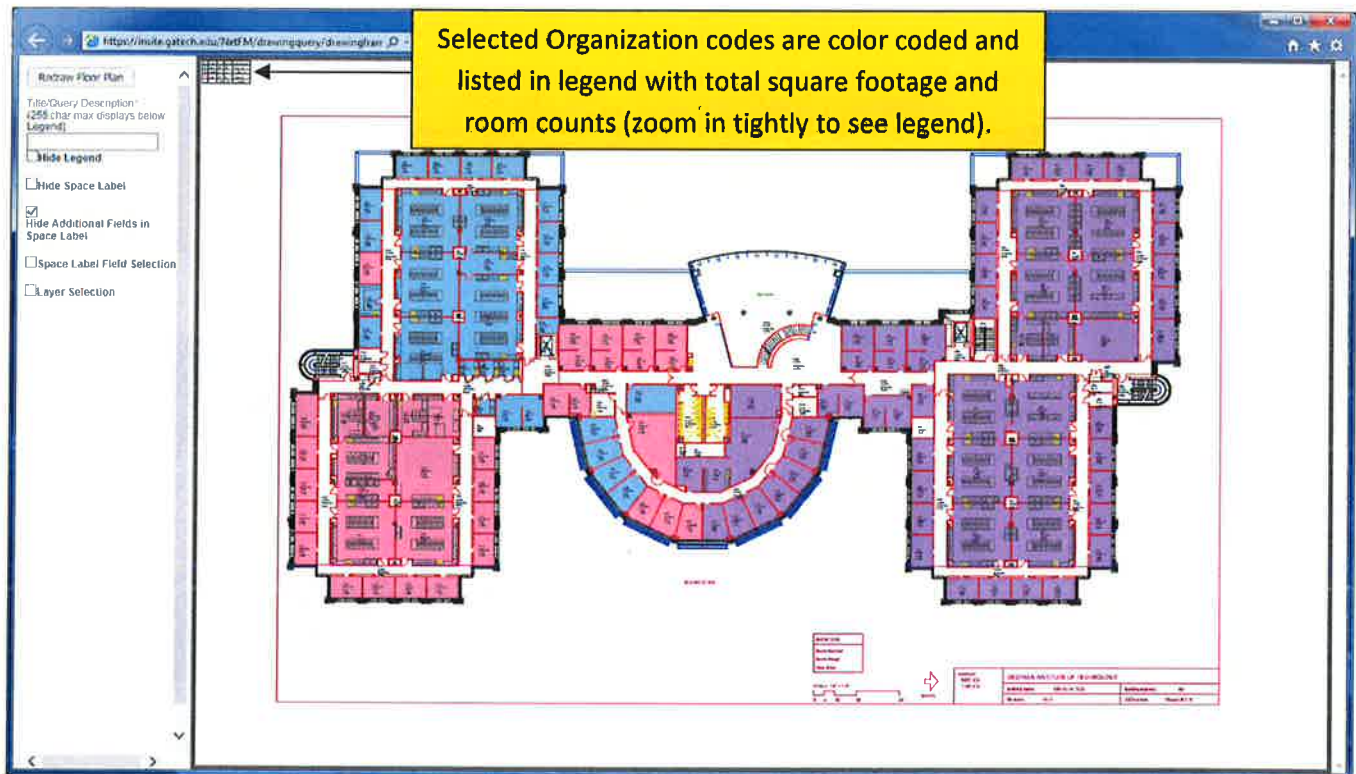
Room Size: 2002

## Floor Plan Queried by Departmental Room Assignment (ES&T 2<sup>nd</sup> floor, query screen accessed similarly to previous example)

**Step 1: Click "Organization" checkbox.**

**Step 2: Select Organizations in list to query, if desired (default is all Organizations).**

**Step 3: Click "Generate Floor Plan" then "View Floor Plan" when it appears.**



## Principal Investigator Query & Floor Plan Display (Aerospace Engineering PIs)

**Step 1: Select "Space PI" from main menu.**

**Step 2: Check "Organization" checkbox. Select Aerospace Engineering from drop-down menu.**

**Step 3: Click "Get Count" then "Get Results".**

Space - Space Principal Investigator (Query)

Facility:  Floor:  Room:  Principal Investigator:

Percentage:  Organization:  Memo:

SELECT A SAVED QUERY ☐ Case Sensitive Search ☐

Get Results Get Count Clear All

**Choose "Floor Plans" tab.**

Space - Space Principal Investigator (Results)

Search Criteria: View Search Criteria

	Facility	Floor	Room	Principal Investigator	Percentag	Organization	Memo	Space Area	F
<input type="checkbox"/>	030	0	001	YANG, VIGOR	100	AE		586	5
<input type="checkbox"/>	030	0	002	REMOLINA, DIEGO	100	AE		1719	1
<input type="checkbox"/>	030	0	0028	YANG, VIGOR	100	AE		954	9
<input type="checkbox"/>	040	1	142	KOMERATH, NARAYA	100	AE		420	4
<input type="checkbox"/>	040	1	143A	KOMERATH, NARAYA	100	AE		107	1
<input type="checkbox"/>	040	1	144	KOMERATH, NARAYA	100	AE		315	3
<input type="checkbox"/>	040	1	145	KOMERATH, NARAYA	100	AE		641	6
<input type="checkbox"/>	040	1	146	KOMERATH, NARAYA	100	AE		172	17
<input type="checkbox"/>	040	1	150	KOMERATH, NARAYA	100	AE		3305	33
<input type="checkbox"/>	040	2	247	KOMERATH, NARAYA	100	AE		105	10
<input type="checkbox"/>	040	3	349	MENON, SURESH	100	AE		827	82
<input type="checkbox"/>	040	4	444	MENON, SURESH	100	AE		378	37
<input type="checkbox"/>	041	G	G06	GUNTER, BRIAN	100	AE		790	79
<input type="checkbox"/>	041	G	G06A	GUNTER, BRIAN	100	AE		126	12
<input type="checkbox"/>	041	G	G068	GUNTER, BRIAN	100	AE		115	11
<input type="checkbox"/>	041	G	G07	FERON, ERIC	100	AE		352	35

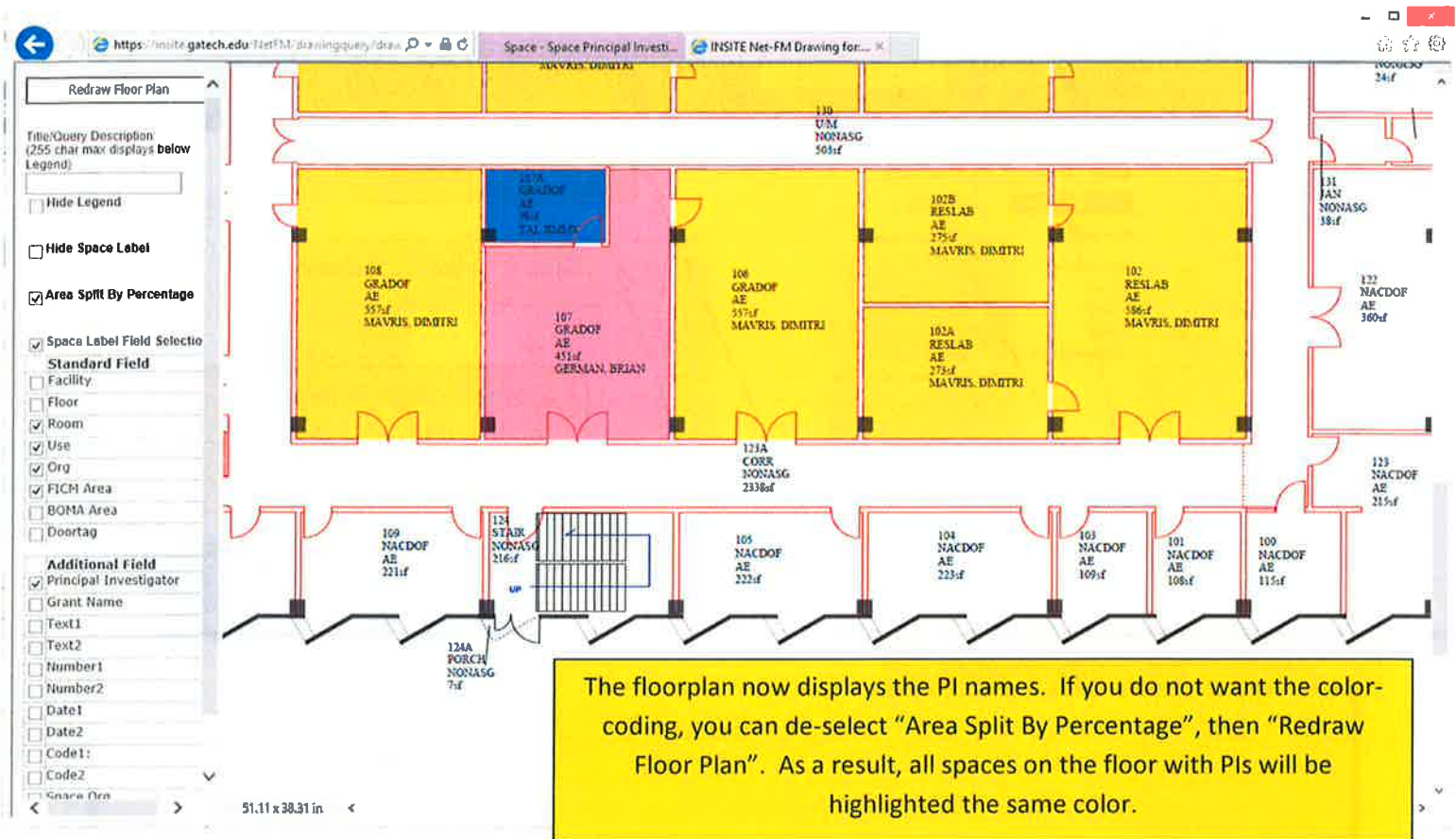


### Principal Investigator Query & Floor Plan Display (continued)

The screenshot shows the INSITE Net-FM 3.2.0 web application. The left sidebar contains a 'Net-FM Navigator' with a tree view showing 'Space Management' expanded, with sub-items like 'Land', 'Facility/Floor', 'Space', 'Space List', 'Space Contact', 'Space PI', 'Space Cost', 'Space Feature', 'Space Grant', 'Occupancy', 'Function Assignment', 'Organization', 'Use', 'Sign', 'Common', 'Navigator', and 'Reports'. The main content area is titled 'Space - Space Principal Investigator (Floor Plans)'. Below the title, the search criteria is 'Search Criteria: Organization:=AE - Aerospace Engineering;'. A tabbed interface shows 'Query', 'Advanced Query', 'Results', 'Floor Plans', and 'Add', with 'Floor Plans' selected. A list of floor plans is displayed, including 'Facility 030 Floor 0', 'Facility 040 Floor 1', 'Facility 040 Floor 2', 'Facility 040 Floor 3', 'Facility 040 Floor 4', 'Facility 041 Floor 1', 'Facility 041 Floor 3', 'Facility 041 Floor G', 'Facility 084 Floor 1', 'Facility 084 Floor 2', 'Facility 084 Floor 3', 'Facility 084 Floor 4', 'Facility 098 Floor 2', 'Facility 101 Floor 1', 'Facility 101 Floor 2', 'Facility 101 Floor 4', 'Facility 149 Floor 1', 'Facility 149 Floor 2', 'Facility 151 Floor 1', and 'Facility 199 Floor 2'. A yellow callout box with the text 'Choose a floor plan to display.' points to 'Facility 084 Floor 1'. On the right, there is a section for 'Download Floor Plans to your computer' with a checkbox for 'Include PI in Space Label' and a text input field for 'Optional Title/Query Description:'. A button labeled 'Generate Floor Plans for Download' is also present.

The screenshot shows the NetFMA software interface. On the left, a sidebar contains a 'Redraw Floor Plan' button and a 'Space Label Field Selection' menu. The menu has two sections: 'Standard Field' and 'Additional Field'. In the 'Standard Field' section, 'Facility', 'Floor', 'Room', 'Use', 'Org', 'FICM Area', and 'BOMA Area' are listed with checkboxes. In the 'Additional Field' section, 'Principal Investigator', 'Grant Name', 'Text1', 'Text2', 'Number1', 'Number2', 'Date1', 'Date2', 'Code1', 'Code2', and 'Space Area' are listed with checkboxes. The 'Principal Investigator' checkbox is checked. The main window displays a floor plan with rooms color-coded by Principal Investigator (PI). A callout box points to the 'Redraw Floor Plan' button and says 'Step 2: Click "Redraw Floor Plan"'. Another callout box points to the 'Principal Investigator' checkbox and says 'Step 1: To display PI names on the floorplan, check "Space Label Field Selection", then "Principal Investigator"'. The floor plan shows a complex layout of rooms, corridors, and a central staircase. A legend in the bottom right corner identifies the color coding for different PIs.

## Principal Investigator Query & Floor Plan Display (continued)



## Floor Plan with Occupant Names

(ES&T 3<sup>rd</sup> floor, query screen accessed similarly to previous examples)

**Step 1: Click "Additional Field" checkbox.**

**Step 2: Select "Occupants."**

**Step 3: Select individual occupant names if desired; default is all names.**

**Step 4: Click "Generate Floor Plan" then "View Floor Plan" when it appears.**

Occupant Names can be displayed in the Space Label

**Step 1: Uncheck "Hide Additional Fields in Space Label."**

**Step 2: Click "Redraw Floor Plan."**

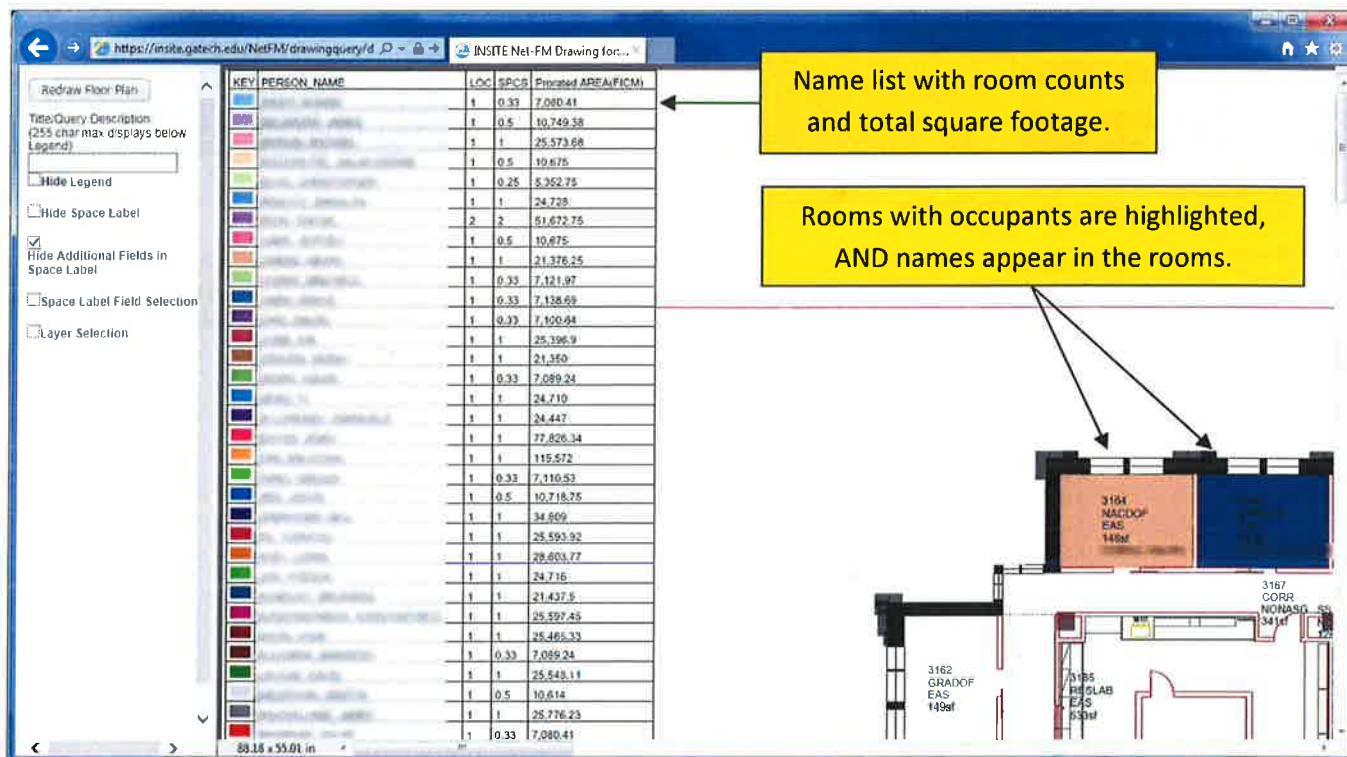
Rooms with occupants are highlighted, but names do not appear in the rooms. Follow the next two steps shown below to display the names.



## Floor Plan with Occupant Names (continued)



## Zoomed-in Version



## Zip file of PDF Floor Plans with Occupant Names

This example generates a zip file of all floor plans that have spaces assigned to Biomedical Engineering with occupants listed. Occupant names are included on the floor plans.

**Step 1: Select "Occupancy" from main menu or by using Quick Link.**

**Step 2: Enter query for fields desired or use Advanced Query. In this example, BMED is selected. (Check box then select from dropdown list.)**

**Step 3: Click "Get Results."**

**A list of all rooms assigned to BMED that also have occupants listed is displayed.**

**Next, click on Floor Plans tab.**

Facility	Floor	Room	Organization
146	1	1308	BMED
146	1	1311	BMED
146	1	1314	BMED
146	1	1315	BMED
146	1	1430	BMED
146	2	2112	BMED
146	2	2115	BMED
146	2	2120	BMED
146	2	2129	BMED
146	2	2130	BMED
146	2	2131	BMED
146	2	2311	BMED
146	2	2410	BMED

## Zip file of PDF Floor Plans with Occupant Names (continued)

A list of all floor plans which have BMED spaces with occupants is displayed. These can be displayed individually using the floor plan links at the left; or you can generate and download a zip file of all of these floor plans at once with the links at the right.

Search Criteria: Organization:=BMED - Biomedical Engr, GT/Emory;

### Floor Plans

Facility: 146 Floor: 1  
Facility: 146 Floor: 2  
Facility: 146 Floor: 3  
Facility: 165 Floor: 0  
Facility: 165 Floor: 1  
Facility: 165 Floor: 2  
Facility: 165 Floor: 3  
Facility: 165 Floor: 4  
Facility: 167 Floor: 3  
Facility: 167 Floor: 4  
Facility: 785 Floor: 1

Download Floor Plans to your computer

☒ Include Occupant Name in Space Label

Optional Title/Query Description:

Generate Floor Plans for Download

Download Zip File with Floor Plans

Notice that occupant names will be included by default.

Click here to generate a zip file of Floor Plans (this will take several minutes).

Once the zip file is generated, click here to download it to your computer.

The zip file will look similar to the following. Floor plan files are named with the building number followed by the floor number. In this example, the first file listed is building #146 floor 1.

Name	Type	Compressed size	Password	Size	Ratio	Date modified
1461.pdf	Adobe Acrobat Document	1,063 KB	No	1,157 KB	9%	9/25/2015 3:27 PM
1462.pdf	Adobe Acrobat Document	1,614 KB	No	1,726 KB	7%	9/25/2015 3:28 PM
1463.pdf	Adobe Acrobat Document	2,025 KB	No	2,202 KB	9%	9/25/2015 3:28 PM
1650.pdf	Adobe Acrobat Document	188 KB	No	209 KB	11%	9/25/2015 3:29 PM
1651.pdf	Adobe Acrobat Document	470 KB	No	485 KB	4%	9/25/2015 3:29 PM
1652.pdf	Adobe Acrobat Document	338 KB	No	356 KB	8%	9/25/2015 3:29 PM
1653.pdf	Adobe Acrobat Document	259 KB	No	275 KB	8%	9/25/2015 3:29 PM
1654.pdf	Adobe Acrobat Document	261 KB	No	281 KB	7%	9/25/2015 3:29 PM
1673.pdf	Adobe Acrobat Document	931 KB	No	985 KB	7%	9/25/2015 3:29 PM
1674.pdf	Adobe Acrobat Document	1,121 KB	No	1,189 KB	6%	9/25/2015 3:30 PM
7851.pdf	Adobe Acrobat Document	851 KB	No	902 KB	6%	9/25/2015 3:31 PM
7852.pdf	Adobe Acrobat Document	443 KB	No	452 KB	5%	9/25/2015 3:31 PM

Note that floor plans generated this way will be shaded based on your query. In this example, all Biomedical Engineering spaces which have occupants recorded will be shaded.



## Creating an Excel Spreadsheet

(List of rooms assigned to Aerospace Engineering used as example)

**Step 1: Select Space List in menu pane or use Quick Link.**

**Step 2: Click check box next to Organization, then select "AE" in dropdown list.**

**Step 3: Click "Get Count" if desired to see room count.**

**Step 3: Click "Get Results."**

**Click "Export to Excel" and spreadsheet will be generated.**

Facility	Floor	Room	Use	Inside Wall Area	Organization	Station Count	Occupant Count	Owner Org
030	0	001	RESLAB (100%)	586	AE (100%)	2	1	AE
030	0	002	RESLAB (100%)	1719	AE (100%)	5	0	AE
030	0	0028	RESLAB (100%)	954	AE (100%)	5	1	AE
040	1	142	RSLBSV (100%)	420	AE (100%)	0	0	AE
040	1	143A	RSLBSV (100%)	107	AE (100%)	0	0	AE
040	1	144	RSLBSV (100%)	315	AE (100%)	0	0	AE
040	1	145			AE			AE
040	1	146			AE			AE
040	1	150			AE			AE
040	2	247			AE			AE
040	3	341	ACADOF (100%)	221	AE (100%)	1	1	AE
040	3	342	ACADOF (100%)	151	AE (100%)	1	1	AE
040	3	343	NACDOF (100%)	247	AE (100%)	1	1	AE

## Most Commonly Used Data Tables and Field Names

**Facility List:** List of buildings (or complexes of buildings) associated with Georgia Tech. Also includes areas or landmarks, such as Couch Park and Harrison Square, which have a number on the campus map.

- Site: Defines groupings of buildings, such as Cobb County GTRI, Main GT Campus, etc.
- Facility: Building number.
- Name: Official building name.
- Type: Denotes whether the entry is a building, parking deck, or area (such as Couch Park).
- Area: Gross Square Feet (GSF) of the building.
- Status: Existing buildings will have a status of “Active.” Other values include “planned,” “under construction,” and “for reference only” (used for non-GT buildings and other non-building entries).
- Ownership: Indicates ownership of the building – whether leased or owned by the Board of Regents, for example.
- Construction Date: Date that the construction of the building was completed. Usually only the year is known, in which case the month and day are listed as January 1.
- Occupancy Date: Date that the building was occupied by Georgia Tech. Usually only the year is known and the month and day are recorded as January 1.
- FIR Name: An abbreviated name for the building.
- Address: Abbreviated address for the building. Complete address is listed under the Address tab (shown after selecting the “pencil” or edit icon for a particular building).
- ASF: Total assignable square feet for the building.
- NonASF: Total non-assignable square feet for the building.
- Demo: Demolition date. Usually only the year is known and the month and day are recorded as January 1.

**Floor List:** List of all building floors.

- Facility: Building number for the floor.
- Facility Name: Name of the building.
- Floor: Floor identifier. Generally, this is “1” for first floor, “2” for second floor, etc. Other values include “B” for basement and “G” for ground floor. A zero (“0”) is also sometimes used to indicate a basement or ground floor. The floor identifier is usually also the first character (or characters) of the room number.
- Gross Area: Gross square footage for the floor.

- ASF: Total Assignable Square Feet for the floor.
- NonASF: Total Non-assignable Square Feet for the floor.

**Space List:** List of rooms in all buildings. Every space will be listed, including hallways, stairwells, elevators, etc.

- Facility: Building number where the room is located.
- Facility Name: Name of the building.
- Floor: Floor identifier of the room. Generally, this is also the first character of the room number.
- Room: Official room number.
- Use: Room use or type. This denotes whether the room is an office, lab, conference room, etc. Use codes are based on the Facilities Inventory and Classification Manual (FICM - see link under Custom URL's on Net-FM main menu). An abbreviated Use Code list is also included in the Custom URL links.
- Organization: This denotes the departmental assignment for the room; i.e. which department occupies this space.
- Station Count: This indicates the number of seats in a meeting room or classroom, or number of workstations in an office or lab. These are not always exact but may be estimates based on room size.
- Occupant Count: This field indicates how many occupants are recorded for this room in the Occupancy table.
- Owner Org: Same as Organization.
- Category: This is a room category used for certain reporting purposes.
- Room Name: This is an alternate room number where the official room number may not be the number posted on door signage. For example, many room numbers in the College of Business building are posted as three digit numbers, but the official numbering system is four digits. In this case, the corresponding three digit number is shown in this field.
- Inside Wall Area: This is the square footage of the room as measured from the inside face of the walls.

**Space PI:** List of rooms which have Principal Investigators recorded through the Space Survey.

- Facility: Building number where the room is located.
- Facility Name: Name of the building.
- Floor: Floor identifier of the room.
- Room: Official room number.
- Principal Investigator: Indicates the specific PI assigned to this space.



- Percentage: If there is more than one PI listed for the space, this field can indicate how the responsibility or space is allocated for each.
- Organization: This is the organization to which the room is assigned.

**Occupancy**: List of rooms which have occupants recorded through the Space Survey, or direct assignment.

- Facility: Building number where the room is located.
- Facility Name: Name of the building.
- Floor: Floor identifier of the room.
- Room: Official room number.
- Organization: This is the organization to which the room is assigned.
- Occupant: Indicates the specific occupant assigned to this space.
- Percentage: If there is more than one occupant listed for the space, this field can indicate how the space is allocated for each. Usually the percentage is just divided equally among the occupants.

**Organization List**: List of Georgia Tech departments.

- Organization: CPSM-defined code for the department. This code appears in listings as well as in space labels on floor plans.
- Parent: This specifies the organization at the next higher level in the organization hierarchy.
- Name: Name of the organization.
- Level: Level of this organization in the hierarchy, where “1” is the top level.
- Number: Three digit department number as used in Peoplesoft.

**Use**: List of room use codes (room types).

- Major Use: Major use code classification (Office Facilities, Lab Facilities, etc. as defined in FICM).
- Use: Alphabetic code for the use, as defined by CPSM for use in listings as well as in space labels on floor plans.
- Name: Descriptive name for the room use.
- FICM Code: Three-digit FICM code for this room use.
- Rollup: If the room use is not a standard FICM use code, this field specifies the three-digit code to which it translates.

### Useful Links and Contact information

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**Useful Links:** INSITE NET-FM Login: <http://insite.gatech.edu>  
CPSM Space Accounting: <http://www.space.gatech.edu/spaceaccounting>  
Training Videos: <http://lynda.gatech.edu/>  
Lynda Courses: Learn EXCEL 2010: The Basics  
Building a Pivot Table